



## **Admissions**

**PURPOSE:** To articulate the University standards on Admission to its programs

**MONITOR:** Dean of Enrollment Management

**AUTHORIZATION:** Dean of Enrollment Management

**AUTHORIZATION DATE:** May 2019

**REVIEWED BY:** Dean of Enrollment Management, Admissions Officer

**REVISION DATE(S):** March 2020, English Proficiency Standards; July 2020, English Proficiency Standards

**EFFECTIVE DATE:** May 2019

**NEXT REVIEW DATE:** July 2022

**POLICY APPLIES TO:** Prospective Student Applicants

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### **POLICY**

The following materials are required, at minimum, from all new applicants for all VUIM programs (Except the DAOM program - DAOM does not require evidence of an undergraduate education).

1. Satisfactory completion of at least 60 semester (or 90 quarter) credits of undergraduate level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Completed Application for Admission

3. Application fee payment
4. Statement of Purpose (Essay)
5. All official transcripts\* from all institutions where a degree has been earned
6. Photo ID
7. Completed recommendation form or letter of recommendation
8. English Language Proficiency (if applicable)

*\*All official transcripts refers' to any transcript being used as evidence of meeting the admissions requirements for a program at VUIM or where transfer of credit is being requested.*

*See international student requirements for additional information on international student admissions.*

*\*Some programs require additional application materials, in addition to the general admission requirements noted above. Please see program specific guidelines below for details.*

## **1. English Proficiency**

English language competency is required of all students seeking admission to a program. This must be demonstrated in one of the following ways:

1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution: a) accredited by an agency recognized by the U.S. Secretary of Education, or b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. In all cases, English must have been both the language of instruction and the language of the curriculum used.
2. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores:
  - Masters Level Programs – Score: 61 Total (speaking score of 20, listening score of 17)
  - Doctoral Level Programs – Score: 80
3. International English Language Testing System (IELTS) Acceptable scores:
  - Masters Level Programs – Score: 6.0 Total (speaking band 6.5)
  - Doctoral Level Programs – Score: 6.5

In rare circumstances, exceptions are made to the above proficiency requirements. In each situation a thorough review by the Academic Dean and Dean of Enrollment is conducted and documented.

## **2. Application Deadlines**

Priority deadlines are established at least one month ahead of the term start date. VUIM encourages all applicants to complete the application process before priority deadlines. Applications are accepted and reviewed up to the final deadline for the term. If classes are full, the applicant will be notified by Admissions. Please see <https://www.vuim.edu/admissions/> for more information on specific deadlines for each term. VUIM reserves the right to both extend and cut short the deadline for admission when possible or necessary.

## **3. Review and Decision Process**

VUIM admission staff will begin reviewing your application for admission after ALL required materials have been submitted. All applications are reviewed by an Admissions Officer and the Dean of Enrollment Management (or their designee). This process usually takes 5-7 business days, at which time a letter of decision will be sent electronically.

Applicants who are denied admission must wait one calendar year before re-applying. The Academic Dean and Dean of Enrollment Management may make exceptions to this standard when appropriate.

## **4. Orientation**

VUIM orientation is designed to help prepare students to be successful along their Academic journey. Orientation is typically 2 hours and covers the following information: Academic Catalog and student handbook policies, personnel resources, institutional supports, the Academic Calendar, the learning management system, Populi, as well as other applicable details to each incoming class of students.

## **5. International Student Requirements**

An international applicant is an applicant who is not a United States Citizen or Permanent Resident (Green Card holder) of the United States. Due in large part to the lengthy process of

requesting an F-1 visa, International applicants should begin their application at least 12 weeks ahead of the application deadline for best consideration.

In addition to all General Admission Requirements, Applicants who have completed their educational studies in a country outside of the United States, where English is not the language of instruction will be required to submit their education credentials to a foreign evaluation service recognized by NACES ([www.NACES.org](http://www.NACES.org)) or AICE ([www.AICE.org](http://www.AICE.org)). VUIM recommends FIS ([www.fis-web.com](http://www.fis-web.com)) and will help you submit to this organization only. In some cases, other evaluators may be accepted after evidence has been provided or found regarding the reputation of the evaluator.

\*The evaluation requirement applies to all degrees earned outside of the US where English was not the language of instruction, regardless of need for an F-1 visa.

The University is authorized under United States law to enroll non-resident alien students. Prospective students interested in studying in the US under this authorization are required complete all necessary steps for the Student Exchange Visitor Program to be issued an I-20 and subsequent F-1 visa. At VUIM this includes but may not be limited to the following:

1. Original Bank statement (\$25,000 or more, no more than 3 months old)
  - a. Statement of financial support (if financial support is provided by someone other than self)
2. Valid passport
3. SEVIS payment
4. Meet all general admissions requirements
5. I-94, I-20, VUIM transfer document (applicable only to Visa transfer requests)

## **5. Program Specific Admissions Requirements**

### **a. Doctor of Acupuncture and Oriental Medicine**

The DAOM program at VUIM has been designed for students who are graduates of an ACAOM accredited Masters' program in Oriental Medicine, that includes both the skills developed in acupuncture point location and Chinese herbal medicine.

In addition to the General Admission Requirements, DAOM applicants must complete the following to be considered for admission:

1. Three short answer questions
2. Sample case study report
3. Current Resume
4. Official transcripts from an ACCAOM accredited or pre-accredited master's degree in oriental medicine (no other transcripts are required unless transfer of credit is requested)

Applicants who are licensed acupuncturists but did not graduate from an ACAOM accredited or pre-accredited institution may be eligible for admission into the DAOM program through the following process:

1. All applicants will be reviewed by the Academic Dean to validate that the applicant has achieved professional competencies equivalent to an ACAOM-accredited or pre-accredited master's degree or master's level program in acupuncture or in Oriental medicine.
2. Students with deficiencies must complete outstanding coursework through successful completion of specified courses in VUIM's masters' program or through successful completion of challenge examinations.

Note: No pre-requisite or co-requisite credits completed at VUIM as a condition of admission into the program will count towards the DAOM program completion.

## **b. Doctor of Acupuncture**

In addition to the General Admission Requirements, DAC applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of at least 90 semester credits (or 135 quarter credits) of undergraduate level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Prerequisite undergraduate level Chemistry, Biology and Psychology – If an applicant has not taken these courses prior to admission, they will be required to take them as a part of their enrolled VUIM program.

\* Applicants interested in the Doctor of Acupuncture completion program must have graduated from an ACAOM accredited or pre-accredited Master of Acupuncture program. If the applicant is not a VUIM alum, a comprehensive transcript evaluation will be conducted by the Academic Dean. The results of this review may require the student to complete coursework at VUIM at the Masters' level.

### **c. Doctor of Oriental Medicine**

In addition to the General Admission Requirements, DOM applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of at least 90 semester credits (or 135 quarter credits) of undergraduate level education from an institution that is accredited or pre-accredited by an agency recognized by the US Department of Education.
2. Prerequisite undergraduate level Chemistry, Biology and Psychology – If an applicant has not taken these courses prior to admission, they will be required to take them as a part of their enrolled VUIM program.

\* Applicants interested in the Doctor of Oriental Medicine completion program must have graduated from an ACAOM accredited or pre-accredited Master of Acupuncture program. If the applicant is not a VUIM alum, a comprehensive transcript evaluation will be conducted by the Academic Dean. The results of this review may require the student to complete coursework at VUIM at the Masters' level.

### **d. Certificate in East Asian Nutrition**

In addition to the General Admission Requirements, CEAN applicants must meet the following requirements to be considered for admission:

1. Satisfactory completion of an ACAOM accredited or pre-accredited Master of Acupuncture program.