

# Admissions

Five Branches is interested in enrolling students into the DAOM program who are dedicated to offering exceptional healthcare to the public and who have a strong desire to expand and enhance the field of TCM. If you are a licensed acupuncturist interested in: developing advanced TCM knowledge and skills, learning how to integrate Western medicine with TCM, contributing in the field of TCM research, and/or serving as a teacher to the next generation of Oriental medicine students, you are strongly encouraged to apply.

The DAOM program is offered at the Five Branches University San Jose Campus, located in the heart of Silicon Valley. Easily accessible by highway or air, the San Jose campus is just minutes away from the San Jose Airport. San Jose is a multicultural environment offering you fertile ground for the exploration of TCM and inter-disciplinary medicine.

Courses in the DAOM program are offered once a month during three to four-day long weekends to allow you to earn a doctorate in as little as 24 months, while maintaining a full-time practice. Clinical training is flexible and is scheduled apart from the weekend intensives. Almost all modules of the DAOM program fulfill both California and National CEU requirements.

## *Visit Five Branches*

The best way to experience Five Branches University is to visit. We invite you to meet the individuals who are the essence of our community and to immerse yourself in the environment of our classrooms and health centers, rich in the beauty and culture of Chinese medicine.

The San Jose campus resides in a modern high-rise office building located across from the prestigious Santana Row, within walking distance of sidewalk cafes, luxury shops and beautiful fountains. A welcoming courtyard leads you to the Health Center and University where our doctoral program provides licensed acupuncturists the opportunity to train with TCM and Western medicine experts from China and the U.S.

## **Campus Visit**

A campus visit is the most effective way to get an up-close and personal look at the Five Branches community. Enjoy a personal tour to explore how comfortable the facilities and environment feels to you. Experience a free treatment in our clinic, observe our classes and clinical training, and meet the DAOM faculty, staff and students of Five Branches. This is an excellent opportunity to learn more about the DAOM program, the admissions process, financial aid, and to gain the information necessary to assist you with your decision to attend Five Branches University.

## **Info Sessions**

Attend an info session, held regularly on the second Sunday of every month. Learn what makes the Five Branches DAOM program distinctive from other programs, and become informed about the exciting growth in the field of Chinese medicine. Speak with DAOM staff to gain a better understanding of the program as well as the social community you will enjoy at Five Branches. Contact us to schedule a campus visit or to sign-up for an info session.



## **Request Information**

If your schedule does not allow you to visit at this time and you would like to receive more detailed information about the DAOM program, please call or email our admissions staff. We are happy to answer any questions you may have.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## ***Applying to Five Branches***

Once you have made the decision to enroll in the Doctor of Acupuncture and Oriental Medicine program you are now ready to begin the application process.

### **Trimester Admissions**

Applications are reviewed throughout the year. New entering students are accepted on a trimester basis, in September, January, and May. Completed applications and supporting documents must be received two weeks before the entrance date to allow time for processing.

#### **2015 Application Due Dates and Entrance Dates: English Program**

January 2015 Entrance (Spring Trimester)

Application Due Date: December 26, 2014

Entrance Date: January 9, 2015

May 2015 Entrance (Summer Trimester)

Application Due Date: May 1, 2015

Entrance Date: May 15, 2015

September 2015 Entrance (Fall Trimester)

Application Due Date: August 28, 2015

Entrance Date: September 11, 2015

#### **2015 Application Due Dates and Entrance Dates: Chinese Program**

January 2015 Entrance (Spring Trimester)

Application Due Date: December 19, 2014

Entrance Date: January 2, 2015

May 2015 Entrance (Summer Trimester)

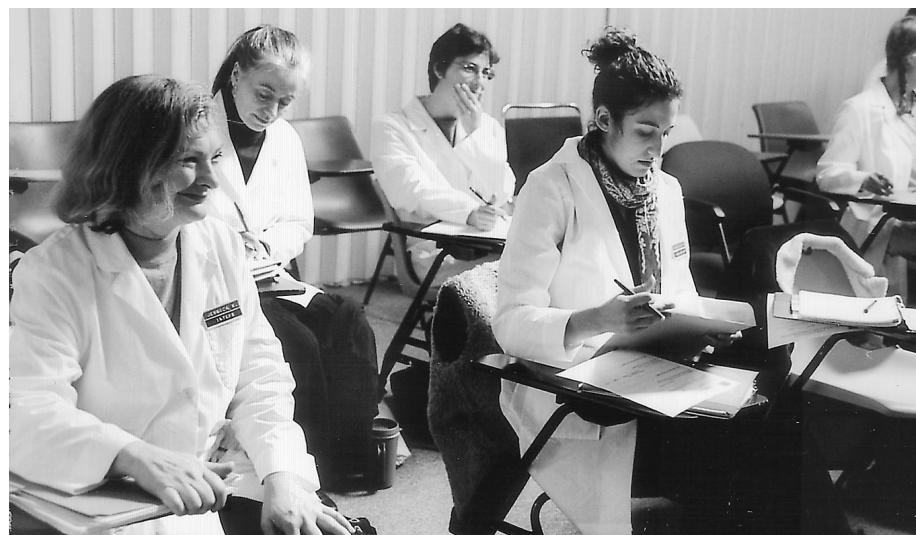
Application Due Date: May 1, 2015

Entrance Date: May 15, 2015

September 2015 Entrance (Fall Trimester)

Application Due Date: August 28, 2015

Entrance Date: September 11, 2015



### **Standard Admissions**

Applicants who have a Master's degree (or Master's level diploma) in TCM or Oriental Medicine from an ACAOM-accredited or ACAOM-candidate program, with at least 2800 hours, will be considered for admission to the DAOM program.

### **Special Admissions**

Applicants with the following educational background may be considered for special admission to the DAOM program:

- Master's degree (or Master's level diploma) in TCM or Oriental Medicine with less than 2800 hours from an ACAOM-accredited or ACAOM-candidate program
- Master's degree (or Master's level diploma) in Acupuncture from an ACAOM-accredited or ACAOM-candidate program
- Apprenticeship route licensed practitioners with at least five years of documented full-time clinical experience
- Applicants who do not otherwise meet the criteria for standard admission with proper demonstration of experience equivalency

Applications indicating a deficiency in education hours will be evaluated based on three factors: formal education hours, clinical experience, and the level of knowledge and skills in Western medicine. Applicants who fall under the Special Admissions category are required to take the 48-hour Introductory Western Medicine Module or the challenge exam to complete educational requirements for the DAOM program. Applicants with a Master's degree (or Master's level diploma) in Acupuncture are required to satisfactorily complete the ACAOM's Master's core curriculum

requirements for herbal training through an ACAOM-accredited Oriental medicine program.

### **Non-Matriculating Students**

The admissions procedure and entrance requirements for non-matriculating applicants are the same as for degree-seeking applicants. Non-matriculating students may request a change of status to become degree-seeking students at any time during the program.

### **Part-time Students**

Students who cannot commit to the full-time DAOM program and plan on completing the program in more than two years are considered part-time students. Part-time students must meet with the Program Coordinator to plan their program of study, and complete the program within four years.

### **Transfer Credit**

Limited transfer credit may be awarded for coursework from an accredited institution that supports the Doctoral program's objectives and meets the standards for completion of the Doctoral program. No more than one-third of the credits beyond the Master's level program can be transferred. Transfer credit is subject to 15% of the current DAOM tuition charge per transferred module.

### **Transfer Credit Earned through Challenge Examination or Achievement Tests**

Credit earned through assessment or achievement examinations at other Traditional Chinese Medicine schools are non-transferable. Transfer credit is not available for work or life experience.

### **Completing the Application for Admission**

To be considered for admission to Five Branches University, the following items are required:

1. **Application Form:** use your full legal name on all admission documents
2. **Passport-style Photograph:** recently taken
3. **Statement of Purpose:** one-page typewritten
4. **Resume:** updated to present
5. **Two Letters of Recommendation** sent directly to Five Branches University
6. **Official transcripts** from all AOM and healthcare-related college/university coursework in university-sealed envelopes
7. **Copy of Master's level diploma** in TCM, Oriental Medicine, or Acupuncture

8. **Copies of California L.Ac. pocket license, state license or national certifications** (if applicable)

9. **Copy of valid malpractice insurance** (if applicable)

10. **Non-refundable \$65 application fee**, payable in check or money order to Five Branches University

Additional documents are required for international applicants. For more detailed information refer to the Five Branches University website: <http://www.five-branches.edu/doctorate-daom/doctorate-admissions/49>

## ***The Admissions Process***

### **Admission Interview**

Once your application package and all supporting documents have been received, a phone interview will be scheduled, or you will be invited to Five Branches University for a personal interview with members of the admissions committee. The admissions interview is a mutually beneficial process, allowing you the opportunity to acquire additional information not gained in previous interactions with Five Branches, while the admissions committee can get to know you on a more personal basis.

### **Application Review**

After your interview, your file will be reviewed by the admissions committee. In evaluating applicants, the committee takes into consideration many factors including academic achievement, professional experience, recommendations, accomplishments, personal character and future potential.

### **Admissions Decision**

You will be notified in writing once a decision has been made by the admissions committee, within two weeks after your application review.

### **Deposit**

Upon notification of acceptance you will be asked to reserve your space with an enrollment deposit of \$300. The deposit is non-refundable and will apply to your first tuition payment.

### **Waiting list**

If there is not available space in the upcoming DAOM entrance term, applicants may be placed on a waiting list. We will inform you of your position on the waiting list and will notify you if space becomes available. If space is not available, those on the waiting list can elect to have their application brought forward to the next entrance term.

## **International Applicants**

Five Branches University welcomes international applicants from all over the world. We support a multicultural and multilingual environment, offering our Doctorate program in English and Chinese, and our Master of Traditional Chinese Medicine in English, Chinese, and Korean.

Five Branches defines an international applicant as someone who is a citizen or permanent resident of a country other than the United States who wishes to pursue a Master's or Doctorate degree at our university. Five Branches University is authorized under federal law to enroll non-immigrant alien students and complies with all federal guidelines and directives of the U.S. Citizenship and Immigration Services (USCIS).

International applicants follow the same application and admissions procedures as required of resident students, in addition to meeting the international application requirements. We recommend international applicants begin the admissions process six months to one year prior to the desired enrollment date. Tuition and fees for international students are the same as for U.S. citizens and residents. International students are not eligible for U.S. federal financial aid.

## **International Application Requirements**

If you are an international applicant applying for an F-1 student visa through Five Branches University, you must submit the following documents along with the completed application. It is important to write your name (as it appears on your passport) on your application and all supplemental documents.

### **1. A photocopy of the name and picture page of your passport**

### **2. Transcript evaluation**

If you have completed previous TCM education in another country, you must have your transcripts reviewed by a credential evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. Transcripts need to be evaluated on a course-by-course basis. The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to Five Branches University by the evaluating agency. We recommend World Educational Services (WES), [www.wes.org](http://www.wes.org).

### **3. Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)**

If you are an international applicant and have completed at least a two year (60 semester credit or 90 quarter credit) baccalaureate level education from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country, the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) may not be required.

### **DAOM Program in English**

If you are applying for the English DAOM program, and your native language is not English, you are required to complete the Test of English as a Foreign Language (TOEFL) internet based test (iBT) or the International English Language Testing System (IELTS) exam. The minimum scores to achieve on these tests are as follows:

| TOEFL     | IELTS  |
|-----------|--|
| iBT<br>61 | Speaking Exam<br>26<br>Listening Exam<br>22<br>Level 6 |



## **DAOM Program in Chinese**

If you are applying for the DAOM program in Chinese you are required to complete the Test of English as a Foreign Language (TOEFL) internet based test (iBT) or the International English Language Testing System (IELTS) exam to measure your ability to communicate with patients in a clinic setting. The minimum scores to achieve on these tests are as follows:

| TOEFL     | IELTS               |                      |
|-----------|---------------------|----------------------|
| iBT<br>45 | Speaking Exam<br>18 | Listening Exam<br>15 |

Level 5

If you do not meet the minimum English language proficiency requirements prior to enrollment, you may be conditionally admitted with the understanding that you will study English and meet the TOEFL or IELTS requirements before the end of the 12th month in the program.

## **4. Financial Statement**

A financial statement, certified by a financial institution, verifying the availability of at least \$23,000 in U.S. dollars. This amount should cover your education and living expenses for one academic year. If you need the university to issue an I-20 for your dependents, you will need to calculate an additional \$4,000 for each dependent. In addition, you may want to consider having additional funds for off-campus months and miscellaneous expenses. We recommend having approximately \$7,000 for this purpose. If your tuition or living expenses are going to be partially or fully paid by a sponsor, the financial statement must be signed by your sponsor, stating they assume financial responsibility for the designated amount.



## **5. Health Insurance**

International students must provide proof of health insurance coverage prior to student registration. Due to the high costs of medical insurance in the United States it may be advantageous to purchase health insurance coverage in your home country. We recommend you purchase a healthcare policy for yourself and any dependents, with a minimum coverage of \$250,000 per incident, and a deductible of no more than \$500 per person per year.

Prior to your arrival into the United States, we recommend you obtain from your primary physician medical records for you and your dependents. These should include a medical history describing previous illnesses, surgeries, and records of all immunizations, including those received in childhood. In addition, since dental costs in the United States tend to be considerably higher than most other countries, you are advised to have any necessary dental work completed in your home country prior to your arrival in the U.S.

## **International Applicants Currently Studying in the U.S.**

If you are an international student who is currently on an F-1 student visa, enrolled at another college or university in the U.S., you must submit the following documents along with your application materials:

**1. A photocopy of your visa**, contained in your passport

**2. A photocopy of your I-20 Form**

Once you have been accepted to Five Branches University, a Transfer Release Form must be signed by your current school's admissions office, verifying you have maintained your visa status and are eligible for transfer. Please contact the Five Branches University admissions office to receive a copy of this form.

If you have any questions or need additional information regarding international application requirements, our admissions staff is available to assist you.

## **Transfer Students**

If you are a student enrolled in another DAOM Program and are considering transferring to Five Branches, you can apply for our DAOM program as a transfer student. Five Branches University offers one of the best TCM educational programs in the United States. Our transfer policies ensure that a transfer student's training from another school will meet the high standards of our DAOM program.

Five Branches accepts transfer students who will be completing at least 2/3 of their DAOM degree at the University.

### **Transfer Student Application Procedure and Requirements**

Transfer students follow the same application and admissions procedures as required of new students, in addition to meeting the transfer student requirements as listed below. If you are a transfer student, transferring to Five Branches University from another TCM college, you must submit the following documents along with the completed application:

1. **Cover letter** stating your reasons for seeking a transfer from another DAOM program, and a list of the courses you wish to transfer.
2. **Letter of recommendation** from a previous TCM/Acupuncture instructor, located at the DAOM program you attended.
3. **Official transcripts** from your previous DAOM program
4. **Catalog** from your previous DAOM program, stating its approval agencies and accreditation.
5. **Syllabus** outlining the course content for each course you wish to transfer.

You must submit your admission application by the application due dates (two weeks before the start of each trimester) to allow ample time for review.

Upon acceptance to Five Branches, you will be informed of your placement in the DAOM program, and an evaluation of your transfer credits will be completed by the admissions office. Only coursework completed at the doctoral level prior to enrollment at Five Branches, from an ACAOM-accredited or ACAOM-candidate school is transferable.

### **Transferring TCM Courses**

Transfer credit will be accepted for TCM courses taken from an ACAOM-accredited or ACAOM-candidate DAOM Program, if the courses are equivalent in content to Five Branches DAOM program courses.

## **Transferring Western Medicine Courses**

Only western medicine courses taken at the doctoral level prior to enrollment at Five Branches may be transferred to fulfill part or the entire DAOM Western medicine requirement. Western medicine courses are transferable only from regionally accredited, degree-granting colleges, universities, or TCM schools at the doctoral level. Courses taken in a Doctor of Medicine program at a nationally-accredited or candidate university may be transferable.

### **Transfer Fees**

A transfer fee will apply to the evaluation of all courses transferred into the DAOM program. The transfer fee is 15% of the current tuition, per unit, up to a maximum of \$200.

If you have any questions or need additional information regarding the transfer student application requirements, our admissions staff is available to assist you.

### **Transfer Planning Services**

The admissions office provides Transfer Planning services to applicants who have completed partial coursework at an ACAOM-accredited or ACAOM-candidate doctorate level program.

Five Branches University has not entered into an articulation or transfer agreement with any other college or university.

