

MSTCM/DACM Application Instructions

➤ Official sealed transcripts from all institutions attended

Submit official transcripts from all accredited academic institutions attended. Transcripts must arrive in their official, sealed envelopes and sent to:

ACTCM Admissions Office
455 Arkansas Street
San Francisco 94107

Or have electronic official transcripts emailed to ACTCMadmissions@ciis.edu.

Transcripts from institutions outside the US or Canada require a foreign credit evaluation through [World Education Services \(WES\)](#).

All application pieces below can be emailed to ACTCMadmissions@ciis.edu or mailed to:

ACTCM Admissions Office
455 Arkansas Street
San Francisco 94107

➤ 2 Letters of Recommendation

Letters of recommendation should be from individuals who have been teachers, mentors, supervisors, or other professionals (other than relatives and friends) who can comment on your ability to succeed within the MSTCM/DACM program. Please have either the [Letter of Recommendation Form](#) or written letter sent directly to us from each recommender.

➤ **A current resume**

Please submit a complete resume with this application. Include the following information, if applicable:

- Education and post-graduate training
- Work history and professional experience
- Professional and health care licenses received
- Research

➤ **A Statement of Purpose essay**

Please submit a typed, double-spaced essay of approximately 500 words in response to the following questions:

Discuss the personal and professional reasons that have led you to pursue a graduate degree in Traditional Chinese Medicine.

- Why do you wish to study at ACTCM specifically?
- What do you hope to learn/gain from this experience, both personally and professionally?
- What do you hope to contribute to the ACTCM community?
- What specific traits and experiences do you have that you believe will allow you to be successful, both in ACTCM's degree program and as a future TCM practitioner?

➤ **GPA Statement (for those with a GPA under 3.0)**

Applicants with cumulative GPAs less than 3.0 must submit an additional GPA Statement in order to be considered for admission. This statement should be a minimum of 250 words and discuss the following:

- What are the reasons you struggled academically?
- What you have done professionally and academically post-graduation that demonstrates that you are dedicated to TCM and capable of performing well in a rigorous academic environment?