APPLICATION FOR GRADUATE

ADMISSION

APPLYING TO MERCY COLLEGE

ADMISSIONS PROCEDURES

Your application cannot be considered for admission until all required documentation is received. The application process is confidential.

SUPPORTING DOCUMENTS INCLUDE:

- Letters of recommendation (cover form included)
- Personal statement
- Résumé
- Test scores
- * For a complete list of documents please view our Graduate catalog: www.mercy.edu/academics/bulletins-catalogs

APPLICATION REQUIREMENTS:

- A completed and signed application (Communication Disorders students must apply at portal.csdcas.org. Physician Assistant students must apply online at www.caspaonline.org & Physical Therapy students must apply at www.ptcas.org. Graduate Business Students (Business Analytics, Human Resource Management, MBA, Organizational Management and Public Accounting) must apply though businesscas.org/apply. DO NOT USE THIS FORM).
- A nonrefundable \$40 application fee (\$62 application fee for Occupational Therapy)
- An official Baccalaureate transcript(s)
- Additional transcripts from other colleges or universities
- Supporting documents may be required depending on program of interest*

APPLICATION TYPE AND SUBMISSION

Mercy College accepts applications online and in paper format. Online applications are available from Mercy College's website: www.mercy.edu/ apply. Any application and supporting document(s) should be mailed to Student Services Support Center, 2651 Strang Boulevard, Yorktown Heights, NY 10598.

ADMISSIONS POLICY

Once all required documents are submitted to the Student Services Support Center your file will be reviewed by the academic program for which you applied. A graduate admissions committee will assess your credentials and provide you with prompt feedback. The application process is confidential.

ADDITIONAL APPLICATION INFORMATION FOR INTERNATIONAL STUDENTS

If you have attended colleges and universities outside of the United States your official transcripts must be evaluated by an accredited evaluation service. Please visit www.NACES.org for a complete list of accredited agencies accepted by Mercy College. Please note TOEFL scores may be required for non-native speakers of English.

For more information regarding the International application procedure please email: international@mercy.edu

MASTER'S DEGREE PROGRAMS

SCHOOL OF BUSINESS

- Business Administration 🔲 (apply at: businesscas.org/apply)
- Human Resource Management ☐(apply at: businesscas.org/apply) MS HRMG MS BUOL
- Organizational Leadership 🔲 (apply at: businesscas.org/apply) MS ACMP
- Public Accounting (apply at: businesscas.org/apply)
- Business Analytics (apply at: businesscas.org/apply)

MS BUAL

MASTED'S DECDEE DOCCDAMS - CONTINUED

MASTER S DEGREE I ROGRAMS	
SCHOOL OF EDUCATION - Single Initial Certificate	
Chemistry Adolescent, Grades 7-12	MS AICS
Childhood Education, Grades 1-6	MS CEIS
Early Childhood Education, Birth-Grade 2	MS ECIS
■ English Adolescence Education, Grades 7-12 ■	MS AIES
■ Physics Adolescent, Grades 7-12 ■ ■ Mathematics Adolescence Education, Grades 7-12	MS AIPS MS AIMS
Science Adolescence Education, Grades 7-12	MS AISS
Social Studies Adolescence Education, Grades 7-12	MS AIHS
■ Teaching English to Speakers of Other Languages (TE	
■ Spanish & Teaching English to Speakers of Other Languages	
	(1-00-)
Single Advanced Certificate (Teaching Experience Require	d)
■ Teaching Literacy, Birth-Grade2	MS RLCE
■ Teaching English to Speakers of Other Languages (TE	ESOL) MS TSPD
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■ Early Childhood Education, Birth-Grade 2	MS ECID
■ English Adolescence Education, Grades 7-12	MS AIED
■ Teaching Students with Disabilities, B - Grade 6	MS TDIS
■ Mathematics Adolescence Education, Grades 7-12	
■ Science Adolescence Education, Grades 7-12	MS AISD
■ Social Studies Adolescence Education, Grades 7-12	■ MS AIHD
Tri Initial Certificate	
■ Early Childhood Education, Birth-Grade 2 🔲	MS ECIT
■ Teaching Students with Disabilities □	MS TDEC
Specialized Master's Programs	
■ Educational Administration □	MS EDAD
■ Educational Supervision □	MS EDSU
■ School District Leader Alternate Certificate (TRANS D) 🔲 MS SDAC
Advanced Couldings on the course	
Advanced Certificate (Must Hold Current Teaching Certificate	
■ Bilingual Extension 🔲	ACER BLNS
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FUNDING YOUR EDUCATION

Mercy College offers competitive financial support making a graduate degree affordable. We encourage you to contact our Student Services Support Center at

1.877.MERCY.GO

FINANCIAL AID & SCHOLARSHIPS

Mercy College offers scholarship opportunities that range from graduate assitantships, campus employment, to program specific awards. To learn more or apply for any of our scholarship programs please call

1.877.MERCY.GO

Graduate students are encouraged to complete the Free Application for Federal Students Aid (FAFSA) to learn of their eligibility for federal loans. Graduate students may be eligible to receive Stafford loans or Graduate PLUS loans based on their submitted FAFSA information. We recommend applying as early as possible, that way you will receive notification of your aid eligibility in plenty of time to make your final decision.

PAYMENT PLAN

Mercy College offers a payment plan in cooperation with Tuition Management Systems (TMS). You don't have to pay for college in two large payments. Charges for the academic year may be met in monthly payments interest free. To learn more about TMS visit www.afford.com or call 1.888.463.6994.

To apply for financial aid:

As soon after October 1 as possible, file the FAFSA (available online at: www.fafsa.gov). When filling out the FAFSA, include the Mercy College code; 002772

It's as simple as that! Once we have your completed application and FAFSA, we will contact you regarding the completion of your financial aid forms, but it is your responsibility to make sure you have submitted the required forms.

Remember, do not wait to be accepted to file for financial aid. For complete information about financial aid at Mercy College, call **1.877.MERCY.GO** or visit our website at: **www.mercy.edu**

APPLICATION CHECKLIST
COMPLETED APPLICATION THAT IS SIGNED AND DATED
ENCLOSED CHECK OR MONEY ORDER MADE PAYABLE TO MERCY COLLEGE FOR \$40 (\$62 APPLICATION FEE FOR OCCUPATIONAL THERAPY)
ARRANGE TO HAVE OFFICIAL BACCALAUREATE TRANSCRIPTS SENT
ARRANGE TO HAVE OFFICIAL TRANSCRIPTS FOR ALL COLLEGES SENT
ARRANGE TO HAVE SUPPORTING DOCUMENTS THAT MAY BE REQUIRED DEPENDING ON PROGRAM OF INTEREST SENT (PLEASE VISIT OUR GRADUATE CATALOG, WWW.MERCY.EDU/ACADEMICS/BULLETINS-CATALOGS TO DETERMINE PROGRAM SPECIFIC REQUIREMENTS):
LETTERS OF RECOMMENDATION PERSONAL STATEMENT RÉSUMÉ TEST SCORES
FOR INTERNATIONAL STUDENTS
ARRANGE TO HAVE TOEFL SCORES SENT
ORDER AN OFFICIAL TRANSCRIPT EVALUATION USING A CURRENT MEMBER OF NACES

Graduate Admissions Locations:

Main Campus—Dobbs Ferry 555 Broadway Dobbs Ferry, NY 10522 Manhattan Campus 47 West 34th Street New York, NY 10001

Bronx Campus 1200 Waters Place Bronx, NY 10461 **CONTACT US**

Email

admissions@mercy.edu

Phone

1.877.MERCY.GO

Online

www.mercy.edu

Fax

914.455.3509



555 Broadway, Dobbs Ferry, New York 10522 USA 1.877.MERCY.GO | www.mercy.edu

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FEE WAIVED	RECRUITER CODE

APPLICATION FOR GRADUATE ADMISSION

Apply now—visit **www.mercy.edu/apply** for an online application. Please note: Please include the College's non-refundable \$40 application fee. (\$62 application fee for Occupational Therapy.)

BIOGRAPHICAL	INFORMATION	PREFIX MR.	MRS.	○ MS. ○ C	DR.	*REQUIRED FIELDS
FIRST NAME*			MIDDLE NAME		SOCIAL SECURITY NUMB	ER*
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OTHER LAST NAMES USED					PREFERRED NAME/NICK	NAME
PERMANENT ADDRESS*				APARTMENT #*	DAY PHONE*	
CITY*					STATE* POSTAL	CODE*
COUNTRY					NIGHT PHONE	
CURRENT EMAIL					MOBILE PHONE	
PREFERRED MAILING A	ADDRESS (IF DIFFERENT FF	ROM ABOVE)				
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STUDENT INITIALS:

CITIZEN INFORMATION

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STUDENT INITIALS:

If you studied outside of the United States, a foreign academic credential evaluation, a document that equates your foreign degree to an American degree using the American grading scale and credit system, is required for an admissions decision. Please visit www.naces.org for a comprehensive list of evaluation services accepted by Mercy College.

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STUDENT STATEMENT (TO BE SIGNED BY ALL APPLICANTS)	agree to abide by established rules and regulations of the college stated in the current Mercy College catalog.
certify that all information given in this application is complete and accurate. If I am admitted to Mercy College,	STUDENT SIGNATURE
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STUDENT SIGNATURE
DATE (MONTH/DAY/YEAR)
SIGNATURE OF PARENT OR GUARDIAN (IF APPLICANT IS UNDER 18 YEARS OF AGE)

DATE (MONTH/DAY/YEAR)

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Please mail your completed Graduate Application to:

MERCY COLLEGE OFFICE OF ADMISSIONS 828 S BROADWAY TARRYTOWN, NY 10591

Please make sure your NAME is on ALL the documents submitted.

All documents submitted to Mercy College will become property of the college and will not be released back to the student.

Please refer to the **APPLICATION CHECKLIST** on page 2 to ensure that you are submitting all of the requirements for a complete application.



REFERENCE ADDRESS



LETTER OF RECOMMENDATION

SUPPORTING DOCUMENT: GRADUATE RECOMMENDATION FORM (TO BE FILLED OUT BY THE APPLICANT, PLEASE PRINT) Please visit our Graduate Catalog, www.mercy.edu/academics/bulletins-catalogs to determine program specific requirements. This cover sheet should be accompanied by a formal letter written by a professional reference. FIRST NAME SOCIAL SECURITY NUMBER LAST NAME STREET ADDRESS APARTMENT # STATE* ZIP CODE* Under the federal Family Educational Rights and Privacy Act of 1974, as amended, (PL 93-380) students entitled to review their records, including letters of recommendation. It is your option to waive your right of access to this recommendation, or deadline to do so. The College does not require that you make such a waiver as a condition for admission. I WAIVE MY RIGHT TO THIS RECOMMENDATION. I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS RECOMMENDATION. I HEREBY AUTHORIZE TO COMPLETE THIS RECOMMENDATION, WITH THE UNDERSTANDING THAT THE INFORMATION WILL BE KEPT CONFIDENTIAL. APPLICANT'S STUDENT SIGNATURE DATE (MONTH/DAY/YEAR) NAME OF REFERENCE REFERENCE ORGANIZATION

REFERENCE TELEPHONE NUMBER

TO BE COMPLETED BY THE PERSON MAKING THE RECOMMENDATION

PLEASE DESCRIBE THE QUALIFICATIONS, TRAITS, STRENGT THE GRADUATE PROGRAM. PLEASE ADD A SEPARATE SHEET THE GRADUATE PROGRAM. PLEASE ADD A SEPARATE SHEET THE FORWARD SHEET THE APPLICATION OF THE FOLLOWING CHARACTERISTICS? PLEASE CHECK THE APPLICATION OF THE FOLLOWING CHARACTERISTICS? PLEASE CHECK THE APPLICATION OF THE FOLLOWING AND ANALYTICAL SKILLS LEADERSHIP CAPABILITY EMOTIONAL STABILITY AND MATURITY ABILITY TO WORK IN A TEAM, COLLABORATIVE ABILITY	THS, OR ACCOMPLISHME IT OF PAPER IF NECESSA NT'S SUCCESS IN COMPL HT, OR OTHER EMPLOYEE	ETING THE GRADUA	SIGNIFICANT IN			HE APPLICANT ON
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