

# Complete Your Paperwork

Here's a list of essential forms and documents you'll need to complete to ensure you're set up for a smooth start.

## Finish Your New Student Intake Form

Complete your New Student Intake Form, found in your Admitted Student Portal. As part of this form you'll schedule time for essential sessions with PACT and share information with the team so we can best help you.

## Submit Your FAFSA & Finalize Financial Aid

To ensure everything is in place for your college expenses, complete the FAFSA and finalize your financial aid details by **August 1**.

Here's how to get it done:

- Complete the FAFSA as soon as possible (it's open now) at **FAFSA.gov** | Use **Mercy's School Code: 002772**
- Review your financial aid package
- Finalize your bill payment online, in-person or by calling **1-877-MERCY-GO** starting **June 1**
- Schedule a meeting with your Student Financial Services Counselor to go over your aid package, loan options and next steps by **August 1**

## Send Your Transcripts

Make sure your official high school transcripts and any other required documents are sent directly to Mercy University by **August 1**.

## Upload Immunization Forms

Head to the Admitted Student Portal and upload your completed immunization forms by **August 1** to keep your health records up to date and ready for the semester.

## Complete FERPA Release Form

Submit your FERPA form via the Admitted Student Portal so we can access and share your academic information when needed.

## Submit Your Housing Application

Planning to live on campus? Be sure to submit your housing application via the Housing Portal. Look for a link in your Mercy email to get started.

# Prep For Day One

Get ready to hit the ground running by tackling everything you need to start your first day with confidence and ease.

## Submit Your ID Photo

Upload your photo online to get your Mercy ID card on campus. Visit: [mercy.edu/campus-safety/idcards](https://mercy.edu/campus-safety/idcards)

## Buy Your Books

Order your textbooks online or pick them up at the Mercy Bookstore in Westchester. You'll find textbook details in Blackboard or get them from your professor once classes start.