Admissions Procedures
Your application cannot be processed until the following documents have been submitted. The application process is confidential.

Application requirements:
• completed and signed application (Physician Assistant students must apply online at www.casponline.org. DO NOT USE THIS FORM.)
• nonrefundable $40 application fee ($62 application fee for Communication Disorders, Occupational Therapy, and Physical Therapy.)
• official Baccalaureate transcript(s)
• supporting documents may be required depending on program of interest. Supporting documents may include:
  • letters of recommendation
  • personal statement
  • resume
  • test scores
  • additional transcripts from other colleges or universities
*For a complete list of documents please visit our Graduate catalog, www.mercy.edu/academics/bulletins-catalogs

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.

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

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Master’s Degree Programs

<table>
<thead>
<tr>
<th>School of Business</th>
<th>Degree</th>
<th>Major Code</th>
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</thead>
<tbody>
<tr>
<td>• Business Administration</td>
<td>MBA</td>
<td>GBNS</td>
</tr>
<tr>
<td>• Human Resource Management</td>
<td>MS</td>
<td>HRMG</td>
</tr>
<tr>
<td>• Human Resource Management, Certificate</td>
<td>CER</td>
<td>HRCT</td>
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<tr>
<td>• Public Accounting</td>
<td>MS</td>
<td>ACMP</td>
</tr>
<tr>
<td>• Organizational Leadership</td>
<td>MS</td>
<td>BUOL</td>
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</tbody>
</table>

| School of Liberal Arts                                  | MS     | CSEC       |
| • Cybersecurity                                         | MS     | WEBS       |
| • Web Strategy and Design                               | CER    | WBCT       |
| • English Literature                                    | MA     | ENGL       |

| School of Health and Natural Sciences                   | MS     | CMDS       |
| • Communication Disorders                               | MS     | NUAD       |
| • Nursing Administration                                | PMC    | NSAD       |
| • Nursing Administration (Post Masters Certificate)     | MS     | OTNS       |
| • Occupational Therapy                                  | DPT    | OTNS       |
| • Physical Therapy                                      |        |            |
| • Physician Assistant Studies                           |        |            |

| School of Education                                     | MS     | EDAE       |
| • Adolescent Education, Grades 7-12                     | PMC    | ABHA       |
| • Applied Behavior Analysis (Post Masters Certificate)  | MS     | EDCE       |
| • Childhood Education, Grades 1-6                       | MS     | EDEC       |
| • Early Childhood Education, Birth-Grade 2              | MS     | SBLD       |
| • School Building Leadership                            |        |            |
| • School Building Leadership, Advanced Certificate      | ACER   | SBLD       |
| • School District Leadership, Advanced Certificate      | ACER   | SDLD       |
| • Teaching English to Speakers of Other Languages (TESOL) | MS     | TESL       |
| • Teaching English to Speakers of Other Languages (TESOL) Cert | ACER   | TESL       |
| • Teaching Literacy, Birth-Grade 6                       | MS     | RLCH       |
| • Teaching Literacy, Birth-Grade 12                      | MS     | RLCE       |
| • Teaching Literacy, Grades 5-12                        | MS     | RLEL       |
| • Teaching Literacy, Grades 5-12, Advanced Certificate  | ACER   | RLEL       |

| School of Social and Behavioral Sciences                | MS     | CDNS       |
| • Counseling                                            | MPA    | HSMG       |
| • Health Service Management                             | MS     | HSMG       |
| • Marriage and Family Therapy                           | MS     | MPTH       |
| • Marriage and Family Therapy, Certificate              | CER    | HSCT       |
| • Mental Health Counseling                              | MS     | MHCN       |
| • Psychology                                            | MS     | PSYN       |
| • School Psychology                                      | MS     | SCPY       |

Program is offered fully online and on campus
APPLICATION FOR GRADUATE ADMISSION

Apply now - visit www.mercy.edu for an online application. Please note that the Admissions Office does not process any application that is not accompanied by the non-refundable application fee or is incomplete.

General Information

**first name**

**middle name**

**social security number**

**last name**

**telephone**

**street address**

**apartment #**

**city**

**state**

**zip code**

**e-mail**

Preferred Mailing Address (if different from above)

**street address**

**apartment #**

**city**

**state**

**zip code**

**telephone**

Personal Information

**birth date**

**Sex:** ☐ male ☐ female

☐ U.S. citizen ☐ permanent resident

**alien registration number**

**visa type**

**country of citizenship**

Check here if you require an I-20 Eligibility Form ☐
Personal Information (continued)

Marital status:  ○ single  ○ married  ○ divorced  ○ widowed

Do you consider yourself to be Hispanic/Latino:  ○ Hispanic or Latino  ○ Not Hispanic or Latino

Select one or more of the following racial categories to describe yourself:
  ○ American Indian or Alaskan Native  ○ Asian  ○ Black or African American
  ○ Native Hawaiian or other Pacific Islander  ○ White

Have you ever served in the U.S. Armed Forces?  ○ yes  ○ no

Family Information

Are either of your parents/guardian a full-time Mercy College employee?  ○ yes  ○ no

Has a family member or friend attended Mercy College?
  ○ yes  ○ no

What is the highest level of education achieved by your parents?
  ○ mother  ○ father

Academic Information

Desired entrance date:  ○ Spring  ○ Summer  ○ Fall  ○ Winter

I plan to study:  ○ full-time  ○ part-time

Intended major concentration: degree  major code

Which campus do you wish to attend:
  ○ main campus - Dobbs Ferry  ○ Manhattan  ○ Yorktown Heights
  ○ Bronx  ○ Distance Learning (online)

University or College(s) Attended

<table>
<thead>
<tr>
<th>school name</th>
<th>degree earned</th>
<th>anticipated degree</th>
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<thead>
<tr>
<th>date entered</th>
<th>date left</th>
<th>graduation date/ anticipated date</th>
<th>GPA</th>
<th>credits earned</th>
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### University or College(s) Attended (continued)

If extra space is needed for additional university or college(s) please attach a separate sheet of paper.

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<tr>
<th>School Name</th>
<th>Degree Earned</th>
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<th>Zip Code</th>
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<th>Date Entered</th>
<th>Date Left</th>
<th>Graduation Date/Anticipated Date</th>
<th>GPA</th>
<th>Credits Earned</th>
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<tr>
<th>Include Credits in Progress</th>
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### Graduate School Attended (if applicable)

If extra space is needed for additional university or college(s) please attach a separate sheet of paper.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Degree Earned</th>
<th>Program Enrolled In</th>
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<table>
<thead>
<tr>
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</table>

### How did you first learn about Mercy College?

- [ ] billboard
- [ ] bus advertisement
- [ ] email
- [ ] internet advertisement
- [ ] internet search engine
- [ ] magazine
- [ ] Mercy College website
- [ ] military publication
- [ ] newspaper
- [ ] off campus event
- [ ] postcard
- [ ] radio
- [ ] recruiter
- [ ] referred by counselor
- [ ] referred by family member
- [ ] referred by friend
- [ ] referred by professional
- [ ] referred by student/alumni
- [ ] responding to phone call
- [ ] television
- [ ] other

### What are your most important reasons for choosing Mercy College?

- [ ] variety of courses
- [ ] affordability
- [ ] academic reputation
- [ ] career advancement
- [ ] flexible scheduling
- [ ] convenient location
- [ ] small classes
- [ ] specific majors
- [ ] support services
- [ ] other
Meningococcal Meningitis Vaccination

Mercy College is required to maintain a record of the following for each student:
1. A response to receipt of meningococcal disease and vaccine information signed by the student.
2. A record of meningococcal meningitis immunization within the past 10 years; or
3. An acknowledgment of meningococcal disease risks and refusal of the immunization signed by the student.

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours complete and return the following form to the Registrar’s Office. Please check one:

I have (for students under the age of 18: My Child has):

- [ ] had meningococcal meningitis immunization within the past 10 years.
  If checked, date received: [ ] (Date Format: MM/YYYY)

  (Note: If you (or your child) received the meningococcal vaccine available before February 2005 called Menomune, please note this vaccine’s protection lasts for approximately 3 to 5 years. Revaccination with the new conjugate vaccine called Menactra should be considered within 3-5 years after receiving Menomune.

- [ ] read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that (my child) will not obtain immunization against meningococcal meningitis disease.

Student’s name: [ ]
Student’s date of birth: [ ] (format: MM/DD/YYYY)

Application Checklist! please check off submitted items

- [ ] Completed application that is signed and dated
- [ ] Attached a check or money order for non-refundable U.S. fee. Nonrefundable $40 application fee ($62 application fee for Communication Disorders, Occupational Therapy, and Physical Therapy.)
- [ ] Official Baccalaureate transcripts
- [ ] Supporting documents that may be required depending on program of interest (please visit our Graduate catalog, www.mercy.edu/academics/bulletins-catalogs to determine program specific requirements)
  - Letters of recommendation
  - Personal statement
  - Resume
  - Test Scores

for international students

- [ ] Sent TOEFL score
- [ ] Attached an officially translated transcript from an accredited agency. Please visit www.NACES.org.

Student Statement to be signed by all applicants

I certify that all information given in this application is complete and accurate. If I am admitted to Mercy College, I agree to abide by established rules and regulations of the college stated in the current Mercy College catalog.

applicant’s signature [ ] date [ ]
signature of parent/guardian [ ] date [ ]

If the applicant is under 18 years of age, the application must be signed by a parent or guardian.

Please submit your completed application to any campus location or mail to the following address:

Mercy College
Student Services Support Center
2651 Strang Boulevard
Yorktown Heights, NY 10598

Mercy College is committed to achieving full equal opportunity in all aspects of college life. Mercy College does not discriminate on the basis of gender, race, age, ethnicity, marital or domestic partnership status, national origin, sexual orientation, religion, disability, or veteran status.
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

- LETTER OF RECOMMENDATION -

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 signature: __________________________ date: __________________________

name of reference: __________________________ reference organization: __________________________

reference address: __________________________ reference telephone number: __________________________

reference email: __________________________

To be completed by the person making the recommendation

The student above is applying for admission to a Mercy College Graduate Program, and has selected you to provide a reference. Please respond to the following on the applicant’s behalf.

How long have you known the applicant? __________________________

How well do you know the applicant? ☐ very well ☐ fairly well ☐ not well

In what capacity have you known the applicant? __________________________

Please describe the qualifications, traits, strengths, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the Graduate Program. Please add a separate sheet of paper if necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are there any concerns that may limit the applicant’s success in completing the Graduate Program?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
In comparison with other students you have taught, or other employees with whom you have worked or supervised, how do you rate the applicant on the following characteristics? Please check the appropriate box.

<table>
<thead>
<tr>
<th>CHARACTERISTIC</th>
<th>OUTSTANDING</th>
<th>VERY GOOD</th>
<th>GOOD</th>
<th>AVERAGE</th>
<th>BELOW AVERAGE</th>
<th>NOT OBSERVED</th>
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<tbody>
<tr>
<td>critical thinking and analytical skills</td>
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<td>leadership capability</td>
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<td>emotional stability and maturity</td>
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<td>ability to work in a team, collaborative ability</td>
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<td>speaking skills</td>
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<td>writing skills</td>
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<td>interpersonal skills</td>
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<td>ability to work independently</td>
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<td>organizational skills</td>
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</table>

Please indicate the confidence with which you would or would not recommend the applicant for admission to Mercy College's Graduate Program.

- [ ] strongly recommend
- [ ] recommend
- [ ] recommend with reservations
- [ ] not recommend

signature: ___________________________________________  date: _____________________________

name (please print): ___________________________________________

title: ___________________________________________

organization: ___________________________________________

business phone: ___________________________________________

address: ___________________________________________

email: ___________________________________________

Please return this letter in a sealed envelope to Mercy College Student Services Support Center. Be sure you have sealed the envelope and signed across the seal.

Mercy College
Student Services Support Center
2651 Strang Boulevard,
Yorktown Heights, NY, 10598.
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

For students who qualify for need-based assistance, Mercy College offers a full range of federal, state and institutional grants, and loans. The amount of federal aid you are qualified to receive will be determined from the Free Application for Federal Students Aid (FAFSA). 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.

Scholarships

Mercy College offers a large number of scholarship opportunities. Scholarships range from graduate assistantships, campus employment, to program specific awards. To learn more or apply for any of our scholarship programs please call 1-877-MERCY-GO.

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 888-463-6994.

To apply for financial aid:

As soon after January 1st as possible, file the FAFSA (available online at www.fafsa.gov). This will allow for your FAFSA application to be processed before the Mercy College February 15th priority deadline. 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/admissions/financial-aid/.

Graduate Admissions Locations:

- **Main Campus - Dobbs Ferry**
  555 Broadway
  Dobbs Ferry, NY 10522

- **Bronx Campus**
  1200 Waters Place
  Bronx, NY 10461

- **Manhattan Campus**
  66 West 35th Street
  New York, NY 10001

- **Yorktown Heights Campus**
  2651 Strang Boulevard
  Yorktown Heights, NY 10598

Contact Us:

- **E-mail**
  admissions@mercy.edu

- **Phone**
  1-877-MERCY-GO

- **Online**
  www.mercy.edu