



# Mercy College Graduate Application

# Everything you need to know about applying to Mercy College

## 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](http://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](http://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](http://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](http://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](mailto:international@mercy.edu)

## Master's Degree Programs

	Degree	Major Code
<b>School of Business</b>		
• Business Administration	MBA	GBNS
• Human Resource Management	MS	HRMG
• Human Resource Management, Certificate	CER	HRCT
• Public Accounting	MS	ACMP
• Organizational Leadership	MS	BUOL
<b>School of Liberal Arts</b>		
• Cybersecurity	MS	CSEC
• Web Strategy and Design	MS	WEBS
• Web Strategy and Design, Certificate	CER	WBCT
• English Literature	MA	ENGL
<b>School of Health and Natural Sciences</b>		
• Communication Disorders	MS	CMDS
• Nursing Administration	MS	NUAD
• Nursing Administration (Post Masters Certificate)	PMC	NSAD
• Nursing Education	MS	NUED
• Occupational Therapy	MS	OTNS
• Physical Therapy	DPT	PTNS
• Physician Assistant Studies		
	*(apply at <a href="http://www.casponline.org">www.casponline.org</a> )	
<b>School of Education</b>		
• Adolescent Education, Grades 7-12	MS	EDAE
• Applied Behavior Analysis (Post Masters Certificate)	PMC	ABHA
• Bilingual Education	MS	BLNS
• Childhood Education, Grades 1-6	MS	EDCE
• Early Childhood Education, Birth-Grade 2	MS	EDEC
• School Building Leadership	MS	SBLD
• 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
<b>School of Social and Behavioral Sciences</b>		
• Counseling	MS	CDNS
• Health Service Management	MPA	HSMG
• Health Service Management	MS	HSMG
• Marriage and Family Therapy	MS	MFTH
• 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

555 Broadway | Dobbs Ferry, New York 10522 USA  
 1-877-MERCY-GO | www.mercy.edu

for office use only

fee paid      recruiter code \_\_\_\_\_

## APPLICATION FOR GRADUATE ADMISSION

Apply now - visit [www.mercy.edu](http://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 <input type="text"/>	middle name <input type="text"/>	social security number <input type="text"/>
last name <input type="text"/>		telephone <input type="text"/>
street address <input type="text"/>	apartment # <input type="text"/>	cell phone <input type="text"/>
city <input type="text"/>	state <input type="text"/>	zip code <input type="text"/>
e-mail <input type="text"/>		

### Preferred Mailing Address (if different from above)

street address <input type="text"/>	apartment # <input type="text"/>
city <input type="text"/>	state      zip code <input type="text"/>
country <input type="text"/>	telephone <input type="text"/>

### Personal Information

birth date  
       
 month/day/year

Sex:  male     female

<input type="radio"/> U.S. citizen	<input type="radio"/> permanent resident	alien registration number <input type="text"/>
<input type="radio"/> non - U.S. citizen	visa type <input type="text"/>	country of citizenship <input type="text"/>
Check here if you require an I-20 Eligibility Form <input type="radio"/>		

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:   Enter the code related to your degree and major concentration found in the degree programs section (on the inside cover).

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

University or College(s) Attended

school name		degree earned		anticipated degree	
<input type="text"/>		<input type="text"/>		or <input type="text"/>	
street address					
<input type="text"/>					
city		state		zip code	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
date entered		date left		graduation date/ anticipated date	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
GPA		credits earned			
<input type="text"/>		<input type="text"/> <small>include credits in progress</small>			

University or College(s) Attended (continued)

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

school name			degree earned	
<input type="text"/>			<input type="text"/>	
street address				
<input type="text"/>				
city			state	zip code
<input type="text"/>			<input type="text"/>	<input type="text"/>
date entered	date left	graduation date/ anticipated date	GPA	credits earned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

include credits in progress

Graduate School Attended (if applicable)

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

school name		degree earned		program enrolled in	
<input type="text"/>		<input type="text"/>		or <input type="text"/>	
street address					
<input type="text"/>					
city			state	zip code	
<input type="text"/>			<input type="text"/>	<input type="text"/>	
date entered	date left	graduation date	GPA	credits earned	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

include credits in progress

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

4

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](http://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](http://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:

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)

# - 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](http://www.mercy.edu/academics/bulletins-catalogs) to determine program specific requirements

_____	_____	_____
first name	middle name	social security number
_____		
last name		
_____	_____	
street address	apartment #	
_____	_____	
city	state	zip code
_____		
program		

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.

CHARACTERISTIC	OUTSTANDING	VERY GOOD	GOOD	AVERAGE	BELOW AVERAGE	NOT OBSERVED
critical thinking and analytical skills						
leadership capability						
emotional stability and maturity						
ability to work in a team, collaborative ability						
speaking skills						
writing skills						
interpersonal skills						
ability to work independently						
organizational skills						

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.

**ieconline GmbH**  
 Marienstrasse 19/20, D-10117 Berlin  
 Tel. +49 (0)30-20458687  
 www.ieconline.de



## 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](http://www.afford.com) or call 888-463-6994.

## To apply for financial aid:

As soon after January 1<sup>st</sup> as possible, file the FAFSA (available online at [www.fafsa.gov](http://www.fafsa.gov)). This will allow for your FAFSA application to be processed before the Mercy College February 15<sup>th</sup> 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/](http://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](mailto:admissions@mercy.edu)

Phone  
1-877-MERCY-GO

Online  
[www.mercy.edu](http://www.mercy.edu)

# MERCY COLLEGE

[WWW.MERCY.EDU](http://WWW.MERCY.EDU) | 877-MERCY-GO