

## Applicant Checklist

The following checklist is for your record keeping. Applications may be emailed to the School, mailed or brought in person. Incomplete applications will not be considered.

\_\_\_\_\_ \$75.00 non-refundable application fee. Fee payment must be made at time of application submission either by money order or personal check and mailed to the School.

\_\_\_\_\_ Program and time MUST be selected when submitting an application. Applications without choices selected will not be processed.

\_\_\_\_\_ Request official high school transcript or GED/TASC, regardless if you have some college or a college degree.

\_\_\_\_\_ Request official transcripts: From ALL colleges, regardless of how many credits were taken. From all colleges, including Union College of Union County NJ. To submit electronic transcripts from the National Student Clearing House, please select NJ and type in JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, then click on "Not in the list" and manually enter the name and delivery information. Send transcripts to [jfkmuhlenbergadmissions@hmhn.org](mailto:jfkmuhlenbergadmissions@hmhn.org). Official transcript MUST come directly from the school via email or in a sealed envelope. FOR APPLICANTS WITH TRANSCRIPTS FROM SCHOOLS OUTSIDE THE UNITED STATES Applicants with educational credentials from schools outside the United States must first have their transcripts evaluated. Contact the National Association of Credential Evaluation Services, [www.naces.org](http://www.naces.org), for a list of current members.

\_\_\_\_\_ Each program requires one letter of reference from either a supervisor, teacher, or guidance counselor and must come directly from the referee. The letter of reference should be emailed to [jfkmuhlenbergadmissions@hmhn.org](mailto:jfkmuhlenbergadmissions@hmhn.org) and be on a letterhead, if possible. Letters sent to us directly from the students will NOT be accepted.

\_\_\_\_\_ All Hackensack Meridian Health JFK Muhlenberg Snyder School applicants are required to satisfy the appropriate Entrance Test requirements for their program of interest. The Entrance Test evaluates areas that are considered essential for academic success: Entrance Exam – ATI TEAS Information.

\_\_\_\_\_ Completed Essay with Student's name included and emailed to [jfkmuhlenbergadmissions@hmhn.org](mailto:jfkmuhlenbergadmissions@hmhn.org). The essay topic is: ***What is one area of healthcare you would like to see improved and if given the opportunity, how would you improve it?*** Essays should represent your academic writing ability and be at a minimum 250 words.

\_\_\_\_\_ Personal Statement - If you feel that your application needs additional explanation (i.e., academic history, academic challenges), please feel free to include a statement to this effect and email to [jfkmuhlenbergadmissions@hmhn.org](mailto:jfkmuhlenbergadmissions@hmhn.org).

\_\_\_\_\_ Read, sign and return the appropriate Consumer Information Sheet.

\_\_\_\_\_ Please complete the survey asking how you heard about the Schools.

\_\_\_\_\_ Applications and supporting material except as noted should be emailed to [jfkmuhlenbergadmissions@hmhn.org](mailto:jfkmuhlenbergadmissions@hmhn.org). Please be sure to submit your application in a pdf format ONLY. Any other format or screenshots will be rejected. (Please do not send inquiries to this email address). The following supporting documents must be provided as directed: official transcripts (must come direct from school), letter of reference (must come direct from referee), TEAS scores (from ATI or automatically available when TEAS are taken at Muhlenberg)

\_\_\_\_\_ Fee payment should be mailed to the school at 1200 Randolph Rd, Plainfield NJ 07060, Att'n: Admissions.

\_\_\_\_\_ You can alternatively mail the Application and supporting material to the school at 1200 Randolph Rd, Plainfield NJ 07060, Att'n: Admissions.

\_\_\_\_\_ Applications may be personally delivered to the school; however, an appointment is needed. Please email Samantha Mundy at [Samanthap.Mundy@hmhn.org](mailto:Samanthap.Mundy@hmhn.org) to make an appointment