

<u>DOCUMENT</u>	<u>WHERE TO ORDER or REQUEST DOCUMENT</u>	<u>WHERE TO SEND DOCUMENT</u>
Official High School Transcript	Request from High School	<u>Mail or email the high school transcript to:</u> - JFK Muhlenberg Snyder Schools 1200 Randolph Road Plainfield, NJ 07072 Attention: Admissions Department - jfkmuhlenbergadmissions@hmn.org
Foreign Transcripts	Request from Evaluation Agency (agency must be a current member of NACES. www.naces.org)	<u>Mail or email the high school transcript to:</u> - JFK Muhlenberg Snyder Schools 1200 Randolph Road Plainfield, NJ 07072 Attention: Admissions Department - jfkmuhlenbergadmissions@hmn.org
Official College Transcripts	Order within the application	This will be sent directly to the application
ATI TEAS exam Transcripts	Order transcript at www.atitesting.com *If Exam is taken as <u>“Proctored by an Institution”</u> --no need to order a transcript*	Request to be sent to “HMH JFK Muhlenberg Synder Schools”
Permanent Resident Card (Green card)	Provide Photocopy of documents	<u>Mail or email photocopy of document to:</u> - JFK Muhlenberg Snyder Schools 1200 Randolph Road Plainfield, NJ 07072 Attention: Admissions Department - jfkmuhlenbergadmissions@hmn.org
Essay	Essay topic in application. Upload essay within application	This will be sent directly to the application
Letter of Reference	Enter reference contact information/email in application. Referee will receive an email with link to upload the letter of reference to application	This will be sent directly to the application
Personal Statement (Optional)	Upload in application	This will be sent directly to the application