

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.

_____ We are offering an application fee waiver for the Fall 2023 semester. No payment is necessary when submitting an application.

_____ 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 ClearingHouse, 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 . envelope. Official transcript MUST come directly from the school via email or in a sealed 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 , 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 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 and emailed to jfkmuhlenbergadmissions@hmhn.org. (See Essay page within the Application for details).

_____ 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.

_____ 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. 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 to make an appointment. Oct. 2022-1 If you are not a U.S. Citizen, you must bring your application to show your Permanent Resident Card and/or Naturalization paper at that time. Permanent Residency is a requirement for school entrance consideration. An appointment is necessary at Samanthap.Mundy@hmhn.org.