

Applicant Checklist

The following checklist is for your record keeping, DO NOT SUBMIT WITH APPLICATION. Applications and supporting documents may be emailed to jfkmuhlenbergadmissions@hmn.org, mailed or brought in person. Incomplete applications will not be considered.

- At this time, there is no fee for the application.
- Request **official** high school transcript or GED/TASC, regardless if you have some college or a college degree.
- Request **Official College** transcripts from **ALL** colleges, regardless of how many credits were taken, including Union College of Union County NJ. 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, 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 and be on a letterhead, if possible. Letters sent to us directly by the students will NOT be accepted.
- [Entrance Exam – ATI TEAS Information.](#)
- Completed Essay with Student's name included. (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.
- Read, sign and return the appropriate Consumer Information Sheet.
- Please complete the survey asking how you heard about the Schools.
- If you are not a U.S. Citizen, please include a copy of your green card or naturalization papers.