



Mercy University Exchange Student Applicant Checklist

Your Full Name: _____

Your Home Country: _____ Your Home Institution: _____

Term(s) you plan to study at Mercy University:

- ☐ Fall 2025 (September 2025 - December 2025)
- ☐ Spring 2026 (January 2026 - May 2026)
- ☐ 2025-2026 Academic Year (September 2025 - May 2026)

YOUR NEXT STEPS:

1. **Complete study abroad application online by clicking [HERE](#).** You will need to upload the following items to your application:
 - a. Copy of valid and unexpired passport (picture page only)
 - b. Proof of funding (recent bank statement, totaling at least \$8,675 USD for one semester or \$17350 USD for one academic year). All financial documents must be in English or accompanied by official English translation.
 - c. **Mercy University Affidavit of Support**, if you have a sponsor (family member) who is supporting you financially with your living expenses [HERE](#)
2. **Complete Incoming Study Abroad Exchange application [HERE](#)**

Additionally, please gather the documents listed below, and email as PDF files to studyabroad@mercy.edu. Be sure to include your full name and home institution in your emails:

- ☐ Proof of English proficiency (Cambridge B2, 71 on TOEFL, 100 on Duolingo, or 6.0 on IELTS) or Proof of English proficiency letter from your home institution
- ☐ Most recent academic transcript from your home institution (officially translated into English)
- ☐ New York State required immunization Records (*Proof of immunization, indicating 2 doses of MMR – measles mumps, rubella vaccine – and Meningitis vaccine*). If you have not received the meningitis vaccine and you do not wish to obtain it, you can complete our online waiver form once you are issued a student ID number.
- ☐ Proof of COVID-19 vaccine (optional but we will accept it if you have it)

Please email studyabroad@mercy.edu with any questions that you may have!
Thank you, and we look forward to you joining us in New York at Mercy University!