

The MercyLINK Online Application Process

The following guide will help you successfully complete an application for your daughter to attend Our Lady of Mercy School for Young Women.

Admissions applications for Our Lady of Mercy require the following, and all items must be completed in order for your daughter to receive an admissions decision.

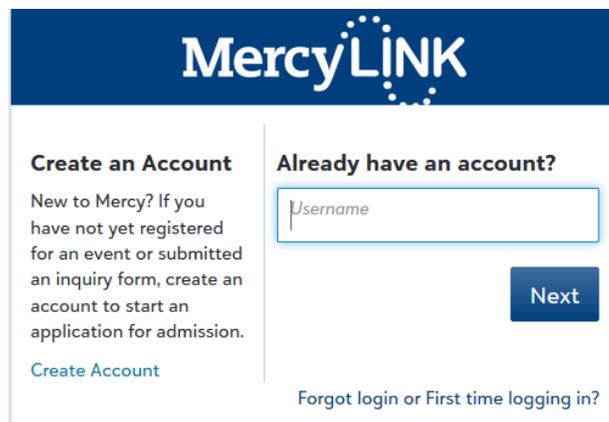
1. Online application form, completed via MercyLINK
2. Grade-level specific entrance exam
3. Letter of Recommendation
4. Academic record/transcript for the current year and year prior

Directions on how to complete the application, schedule an entrance exam, and request a letter of recommendation are below.

On the day of the entrance exam, we will provide a records release form for a parent/guardian to sign, and this will allow us to request your daughter's academic records from her current school (item #4 above).

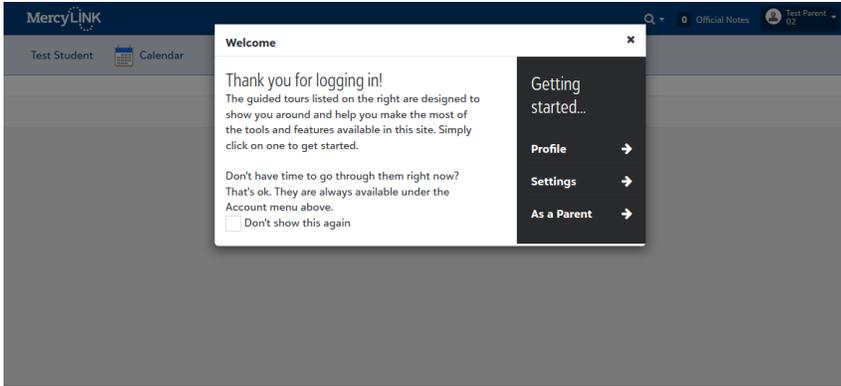
How to complete the application and schedule events using MercyLINK

To start an application for admission, visit <https://mercy.myschoolapp.com/app#login/apply>



- If you are new to Mercy and have not yet registered for an event or submitted an inquiry, please use the 'Create an Account' feature to start an application.
 - Please use your EMAIL as the USER NAME
- If you have previously registered for an admissions event (such as Open House) or you have submitted an online request for information from Mercy, you can log in using your existing credentials. If you need to retrieve this information, click the "Forgot Login or First Time Logging In" button.
- For families who already have a daughter enrolled at Mercy, or had a daughter who attended Mercy, you will need to log into MercyLINK using your existing account credentials. If you need to retrieve this information, please use the "Forgot Login" button.'
- For NEW accounts and existing users, log-in information is sent via email, from mercy@myschoolapp.com. Please check your email spam folder if you do not receive your log-in information.

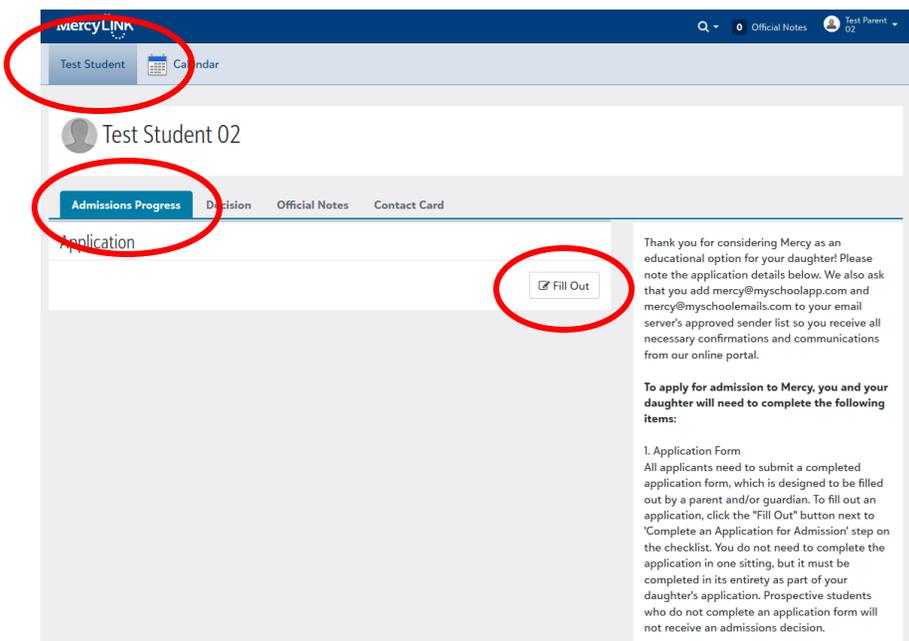
After logging in, you may see a “welcome” screen like the one below. You can use this to access help/reference guides, or simply click the “X” in the upper right to dismiss the message.



Use the drop-down arrow in the top right, near your name, to update your profile (contact information) and other settings such as your password.

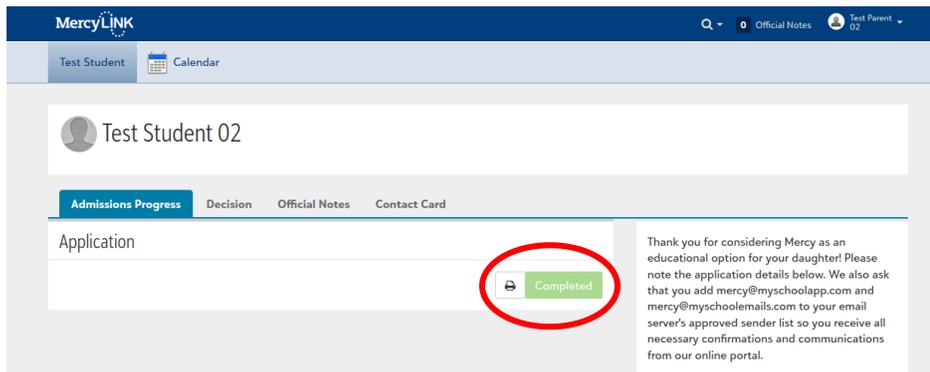


In the top left, click your child’s name to bring up her *Admissions Progress* tab. This is where you will start the **Admissions Application**.



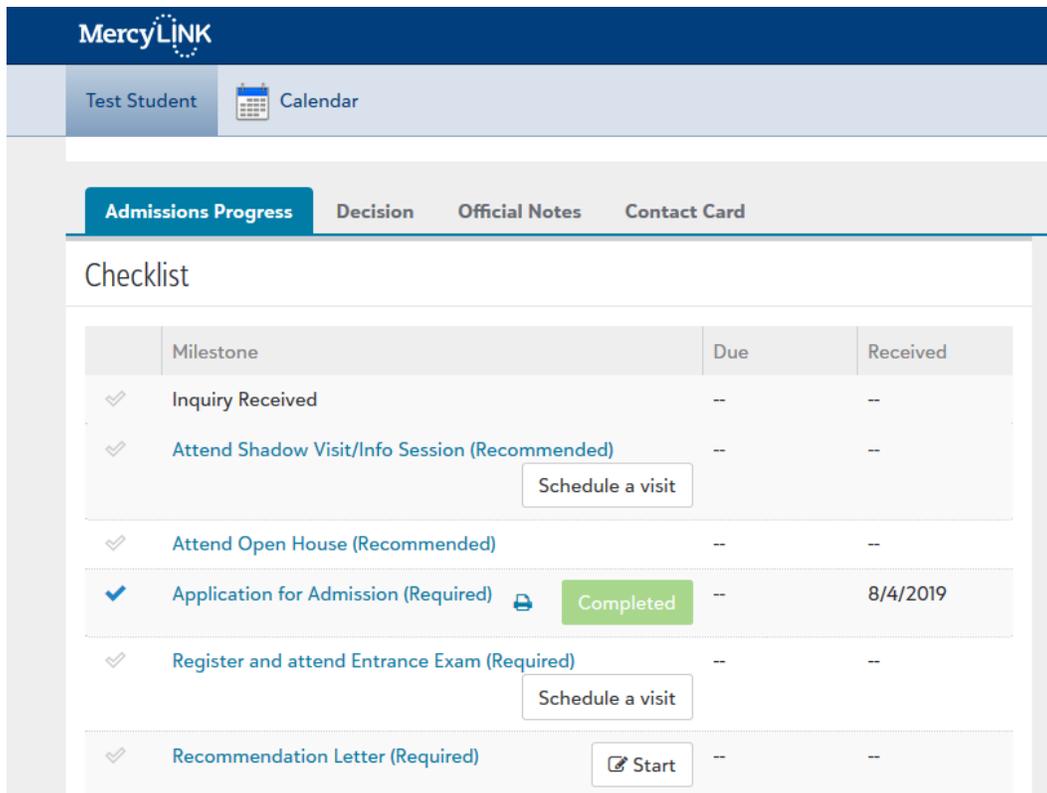
Simply click “fill out,” and you will be taken to the admissions application. Remember, you do not need to complete the application in one sitting. You can start it and return to it at a later date if needed.

Once an application has been submitted, it cannot be edited. You can print a copy of the completed application from the Admissions Progress tab, if needed.



If the Mercy Admissions team needs to contact you during the application process, you may receive an *Official Note*. You can view these communications from the “Official Notes” tab in MercyLink, located to the right of the Admissions Progress tab. If you need to update your daughter’s contact or other information, please use the “Contact Card” tab.

The Mercy Admissions team will also assign your daughter an *Admissions Progress Checklist*. In some cases, you will already see the checklist when you log in for the first time. But don’t worry – if your daughter does not have a checklist yet, the Admissions team will assign a checklist within 1 business day.



Items in blue on the checklist are clickable, and clicking on them will give a brief description of the item.

The checklist is also where you **register your daughter for the entrance exam**, which is required as part of her application to Mercy. Simply click the “schedule a visit” button next to the checklist step regarding exams, and you can select from our available exam dates.

The screenshot shows a web form titled "Schedule a visit - Register and attend Entrance Exam (Required)". The form includes a "Visit date/time" section with a text area containing a thank-you message and instructions. Below this is a "Visit type" dropdown menu set to "Entrance Exam" and a date/time selector set to "Sat 11/9/2019 8:00 AM - 12:00 PM". A "Visit details" section contains an "Accompanying adult" dropdown menu set to "-- Select an Option --". At the bottom are "Save" and "Cancel" buttons.

If you need to reschedule or cancel her exam registration, you can do so using the checklist feature, using the “pencil” icon next to her existing exam date.

The screenshot shows the "Admissions Progress" checklist in the MercyLINK system. The checklist is a table with columns for "Milestone", "Due", and "Received". The "Register and attend Entrance Exam (Required)" milestone is highlighted, and a "Schedule a visit" button with a pencil icon is circled in red.

Milestone	Due	Received
Inquiry Received	--	--
Attend Shadow Visit/Info Session (Recommended)	--	--
Attend Open House (Recommended)	--	--
Application for Admission (Required)	--	8/4/2019
Register and attend Entrance Exam (Required)	--	--
Recommendation Letter (Required)	--	--

If you would like to **schedule your daughter for a shadow day**, this is also done via the Admissions Progress checklist and the “schedule a visit” feature. Shadow visits are recommended, but not required, as part of the admissions process.

Recommendation letters are required as part of the application process. Use the “start” button next to the recommendation letter step to electronically request a letter on behalf of your daughter. You will need the recommender’s name and email address to submit the request. Recommendations must come from a teacher or school staff member who has directly worked with your daughter within in the last two years.

Recommendation Letter (Required) x

* Recommender Name: Test Recommender

* Recommender E-mail: test_recommender@sampleemail.com

Additional Comments: If you would like to include a personal message with your recommendation request, you may do so here.

Send Request Cancel Preview Request

You may preview the message that the recommender receives, but please note that you will only be able to edit your “additional comments.” You will not see the recommendation completion link when using the preview feature but it will be included with the actual request.

Once the request has been submitted, you can see the status on the Admissions Progress Checklist. If you need to re-send the request, or change the recommender, simply click the blue “Recommendation Letter (required)” text, and a button to re-submit will appear.

It is the responsibility of the applicant to ensure that recommendation letters are submitted in a timely fashion. An applicant will not receive an admissions decision unless a recommendation letter has been submitted.

MercyLINK

Test Student Calendar

Checklist

Milestone	Due	Received
✓ Inquiry Received	--	--
✓ Attend Shadow Visit/Info Session (Recommended)	--	--
Schedule a visit		
✓ Attend Open House (Recommended)	--	--
✓ Application for Admission (Required)	Completed	8/4/2019
✓ Register and attend Entrance Exam (Required)	Scheduled	--
Sat, 11/9/2019 at 8:00am		
Recommendation Letter (Required)	Requested	--
Recommender: Test Recommender (admissions@mercyhs.com) sent on 8/4/2019		
Resend Request		

Admissions decisions are generally available within six (6) weeks of a student taking the entrance exam, if all required materials have been received. Admissions decisions are communicated via mail. Once your daughter receives her admissions decision in the mail, it will also be published to MercyLINK. You will need to log onto MercyLINK to indicate your intentions regarding the admissions decision. Registration forms and an enrollment contract will also be issued via MercyLINK.

If you have questions at any time during the application and admissions process, please contact admissions@mercyhs.com.