



Mercy High School San Francisco

Transfer Student Application

This application is fillable.

Please complete the next 2 pages, print and send with application fee

TRANSFER STUDENT APPLICATION REQUIREMENTS

Incoming 10th, 11th, 12 and second semester 9th

1. Applicant must have a 2.5 or higher GPA with no grade lower than a C-.
2. The completed Application Form with a non-refundable \$100.00 application fee.
3. The Recommendation Form completed by the principal, a counselor or a teacher at your current school.
4. AND

9th graders, second semester: please contact the Admissions Office to discuss the circumstances

Incoming 10th graders:

- ❖ 9th grade transcripts from high school – unofficial is acceptable
- ❖ copy of current report card (both sides)
- ❖ standardized tests results from high school
- ❖ and/or most recent standardized test results
- ❖ completed transcripts or final report card from 8th grade
- ❖ results of a High School Placement Test if taken

Incoming 11th graders:

- ❖ 9th & 10th grade transcripts from high school. Unofficial is acceptable
- ❖ copy of current report card (both sides)
- ❖ standardized tests results from high school

Incoming 12th graders:

Please contact the Admissions Office to discuss the circumstances.

It is important to understand that all of the above requested information is required.

Your admissions application will be processed when all documentation is received.

INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

1. The applicant must be fluent in the English language, with a minimum TOEFL score of 450 (paper-based exam), a score of 133 (computer-based exam) or a score of 46 (internet-based exam). Please request that the results be sent directly to the Mercy Admissions Office, using the TOEFL score code number: 8154.
2. Parents must provide information regarding the student's residence while attending Mercy High School. Please include the name, address, telephone number(s) and relationship of the guardian or sponsor with whom the student will be living.
3. We require the name, address and telephone number(s) of a local English-speaking contact with whom we can discuss the application process.
4. Please submit completed transcripts of the last two years from the student's current school.
5. Please submit a letter completed by an administrator of the student's current school. This letter must assess the student's academic performance, motivation, personal qualities and ability to adapt to a new learning and social environment.
6. Please submit the completed Application Form with \$250.00 non-refundable application fee.
7. INCOMING NINTH GRADERS ONLY

You must submit results of a High School Placement Test.

For students who are outside the United States, we recommend the Secondary Schools Admission Test (SSAT).

For students who live nearby, as well as students who live in other cities in the United States, we recommend the HSPT. This test is available at Mercy High School in January, or other Catholic high schools throughout the United States.

All of the above requested information is required.

Applications for admissions will be processed when all documentation is received.

The I-20 Form is issued only after a student is accepted and the following payments are received:
registration fee, book rental fee and first semester tuition.

STUDENT'S LEGAL NAME (as it will appear on her Mercy diploma)

First _____ **M.I.** _____ **Last** _____

Goes By* _____ *If student prefers a name different than her legal name

APPLYING FOR GRADE (check one:) '9 '10 '11 '12 **Graduation Year** _____

Birth date _____ **Birthplace** _____ **Social Security#** _____
Month/Day/Year City & State or Country

Age at graduation _____ **Student's email** _____

Student's Religion _____ (optional) **Student's Ethnicity** _____

Languages spoken at home: Primary _____ **Secondary** _____

To be completed by the student applicant:

On a *separate* sheet of paper please answer the following questions (**approximately 100 words each for #s 1-3**):

1. Why are you leaving your current school?
2. Why are you interested in attending Mercy High School?
3. What are your talents, experiences and activities that you believe will help you to contribute to Mercy and why?
4. Please list each relative who is an alumna or student of Mercy High School.

STUDENT'S PRIMARY HOUSEHOLD DETAILS (International Students: please use local information)

Student lives with (please check one):

*****Both Parents Mother only Father only Mother w/Step-parent Father w/Step-parent Guardian

Address _____ **Home Phone** _____
Number & Street City Zip Area Code

(Please check) **Father Step-Father Guardian:**

First Name _____ **Last Name** _____

Occupation _____ **Employer** _____ **Business** _____

Work Phone: _____ **Cellular:** _____
Area Code Area Code

E-Mail _____ / _____
Home Work

(Please check) **Mother 'Step-Mother "Guardian:**

(Please check) "Miss "Ms. Mrs. **First Name** _____ **Last Name** _____

Occupation _____ **Employer** _____ **Business** _____

Work Phone _____ **Cellular** _____
Area Code Area Code

E-Mail _____ / _____
Home Work

www.mercyhs.org
Mercy High School San Francisco - Transfer Student Application
admissions@mercyhs.org
415-584-5929

COMPLETE THIS SECTION ONLY IF APPLICABLE (otherwise skip to the next section):

International Students: please include your parents' information here

STUDENT'S SECONDARY HOUSEHOLD DETAILS

(Please check) 'Father "'Step-Father "'Guardian:

First Name _____ Last Name _____

Occupation _____ Employer _____ Business _____

Work Phone _____ Cellular _____
Area Code Area Code

E-Mail _____ / _____
Home Work

(Please check) 'Mother 'Step-Mother 'Guardian:

(Please circle) 'Miss 'Ms. 'Mrs. First Name _____ Last Name _____

Occupation _____ Employer _____ Business _____

Work Phone _____ Cellular _____
Area Code Area Code

E-Mail _____ / _____
Home Work

SCHOOL HISTORY: list current school first

NAME OF SCHOOL	ADDRESS-CITY/STATE/ZIP	PHONE	GRADE(S) ATTENDED
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1	_____	_____	_____
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Current School

2	_____	_____	_____
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3	_____	_____	_____
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Mercy welcomes students with a wide range of proficiency and ability levels.

Signature of Parent/Guardian authorizes Mercy High School to contact current school with any questions or concerns. Mercy High School admits students of any race, color, national and ethnic origin

Original Signature of Parent/Guardian

Date

Please submit this completed application with the appropriate fee to:
Admissions Office, Mercy High School, 3250 Nineteenth Avenue, San Francisco, CA 94132
You will be notified when all required documentation has been received.

For Transfer students the application fee is \$100.

For International students the application fee is \$250.

Thank you for your interest in Mercy High School