



Mercy College Clinical Instructor
Scholarship Reference Letter Instructions

Undergraduate nursing students applying for Mercy College Endowed Nursing scholarships, please provide your clinical instructor(s) the following instructions. A letter of recommendation release form is not required because the reference letter is for the Mercy College Scholarship Committee's review, not an external outside scholarship.

1. Provide the full name of the student and describe the clinical course student completed. For example, NUR 110 clinical.
2. Please provide clinical instructor credentials, including location where student completed the clinical.
3. Please include in the reference form if you recommend the student for a scholarship and if so, reasons why.
4. Please sign and date, preferably on letterhead if possible.
5. Please submit the reference recommendation directly to the financial aid office, not the student.

DEADLINE: February 28, 2024

If you have any questions, please contact the financial aid office. You can contact the financial aid office by email at financialaid@mercycollege.edu or phone (419-251-1219). Financial aid office hours are from 8 am to 5 pm Monday through Thursday and 8 am to 4:30 pm Friday.

Please submit Clinical Instructor Reference Letters by email to:
financialaid@mercycollege.edu

Reference letters can also be submitted by mail or fax:

Mercy College of Ohio
2221 Madison Avenue
Toledo, OH 43604
419-251-1219 (O), 419-251-0969 (F)
financialaid@mercycollege.edu