

DOCTORAL PROGRAMS ADMISSION CHECKLIST

Congratulations! You've made an important decision to earn your doctorate. The steps outlined below will help you to complete Franklin University's graduate programs admission process.

- APPLY FOR ADMISSION:** Complete the online application for graduate students at www.franklin.edu/apply. Your application remains active for one year. If you have previously applied, please contact your admissions advisor or email graduate.admissions@franklin.edu. If you applied more than a year ago, but did not enroll, please complete a new application so your records can be updated.

There is a \$50 non-refundable application fee that must be paid online at the time of application. Franklin University alumni and current military service members, which include Active, Reserve and National Guard from any branch, are exempt from this fee.

- REQUEST TRANSCRIPTS:** Please submit transcripts for all of your master's and doctoral-level coursework. To be considered official, all transcripts must arrive at Franklin from your previous institutions in the originally sealed envelope. You are responsible for any transcript fees. Transcripts should be sent directly to:

Franklin University Graduate Admissions Office
201 S. Grant Ave.
Columbus, OH 43215

Electronic transcripts should be emailed to transcripts@franklin.edu

Note: If your master's GPA is 3.0 or above on a 4.0 scale, no GMAT or GRE is required.

- ADMISSION ESSAY:** Your essay, between 500-800 words, serves as an essential writing sample and provides insight to satisfy admission criteria. The essay must be typewritten or computer-generated and single-spaced. Please include your full name as submitted on your Application for Admission.

Question: Describe your motivations for pursuing a graduate degree at this stage of your professional and personal development. Discuss your ability to be a successful student within your intended degree program.

- RÉSUMÉ:** On your updated résumé, be sure to include the names and contact information for three professional or academic references. Please email both your essay and résumé to:
graduate.admissions@franklin.edu.

- IDENTIFY FINANCING OPTIONS:** Financing your education can include options such as federal financial aid (Franklin's school code is 003046), employer tuition reimbursement, private financing or self funding.

