

# GRADUATE PROGRAMS ADMISSION CHECKLIST

**Congratulations!** You've made an important decision to earn your master's degree. 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 [franklin.edu/apply](http://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](mailto: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 \$30 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 from the institution where you earned your bachelor's degree, as well as transcripts for any graduate-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](mailto:transcripts@franklin.edu)

Note: If your undergraduate GPA is 2.75 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](mailto: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, or various tuition benefits for military family members, educational partners or Community College Alliance faculty and staff.

