



# *Start to Finish:* AN EXPRESS ADMISSION EVENT

## PRE-EVENT CHECKLIST

Start to Finish brings together Franklin University resources to help you complete the graduate admission process – in one place and at one time. Our goal is to get you from where you are in the admission process all the way to a newly registered Franklin graduate student.

However, we need your help. To best ensure we can complete your registration, the following steps must be completed **PRIOR** to attending the event on **Tuesday, April 17**.

**IF YOU HAVE NOT YET COMPLETED YOUR APPLICATION:**  
As soon as possible, **complete your online application** and submit your application fee.

**IF YOU HAVE NOT YET SENT YOUR OFFICIAL TRANSCRIPTS TO FRANKLIN UNIVERSITY:**  
As soon as possible, **contact the college or university that granted your bachelor's degree to request an official transcript be sent to [transcripts@franklin.edu](mailto:transcripts@franklin.edu) prior to the event.** If you intend on transferring in previously earned graduate credit, you must also submit transcripts from all schools at which you have registered for classes. If you are not able to have your transcripts sent to Franklin ahead of time, you may bring an official (sealed) copy of your transcripts with you.

**IF YOU HAVE NOT YET SUBMITTED YOUR ADMISSION ESSAY OR YOUR CURRENT RÉSUMÉ:**  
Email your résumé and essay to [graduate.admissions@franklin.edu](mailto:graduate.admissions@franklin.edu) or bring them with you to the event.  
Essay 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. Your 500-800 word essay should be typewritten or computer-generated and single-spaced.

Your one to two-page résumé must include:

- Your current work experience
- Your full name as submitted on your Application for Admission

**IF YOU HAVE QUESTIONS ABOUT YOUR FINANCING OPTIONS:**  
If you have not already done so **it is strongly recommended that you complete your [FAFSA](#) or update it with Franklin's school code (003046) at least one week prior to the event.** Early completion will help us to provide more personalized counseling regarding your potential financial aid award.

If you would like help completing your FAFSA, you will need to come to the event prepared with:

- An FSA ID username and password
- Your 2016 federal income tax returns, W-2s, and other records of money earned.

**We are looking forward to seeing you at the event!**

**TUESDAY, APRIL 17**

**FRANKLIN UNIVERSITY MAIN CAMPUS**

Anytime between 8 a.m. and 7 p.m.

Paul J. Otte Student Services Center

331 E. Rich St., Columbus, OH 43215

\*Free on [campus parking](#)