

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. 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 \$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

Note: **Admission** to the master's programs **requires a cumulative GPA of at least a 2.75** on a 4.0 scale. However, you will be automatically be granted **conditional enrollment** if your **GPA is 2.5-2.74**. If your **GPA is lower than a 2.5**, you can **petition for conditional enrollment** by submitting an essay detailing other criteria that you believe should be considered to demonstrate your ability to be successful in a master's program. Conditional enrollment requires you to achieve a final grade of "B" (3.0 GPA) or better in the first graduate-level course of your program.

- RÉSUMÉ:** Email your updated 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, or various tuition benefits for military family members, educational partners or Community College Alliance faculty and staff. **If you indicate that you will be using federal financial aid, you must submit the 2021/2022 FAFSA before you can be registered for your first-term courses.**

