

MSN GRADUATE 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, Urbana 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. Applicants for the MSN program must hold a Bachelor of Science in Nursing (BSN) degree. 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 undergraduate GPA is below a 2.75 on a 4.0 scale for the MSN, or below 3.0 on a 4.0 scale for the MSN-FNP, conditional acceptance may be awarded based on approval from the program chair.

- SUBMIT NURSING LICENSE INFORMATION:** [Complete this online form to submit your licensure information.](#) Applicants must have a valid, active RN license in the U.S. or in a jurisdiction that is an associate member of the National Council of State Boards of Nursing (NCBSN). Applicants holding the equivalent of an RN licensure or certification outside the U.S. must submit a Credential Evaluation Services (CES) Academic Report from the Council of Graduates of Foreign Nursing Schools (CGFNS).
- COMPLETE 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.

- SUBMIT RÉSUMÉ:** Email your updated résumé and your essay to: graduate.admissions@franklin.edu.
- COMPLETE HANDBOOK REVIEW:** Review the [MSN Program Handbook](#) and complete the [Acknowledgement of Receipt of the MSN Program Handbook](#).
- SUBMIT DISCLOSURES*:** Complete the [Criminal History Disclosure](#). (*MSN-FNP applicants only.)
- 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.