

# APPLICATION INSTRUCTIONS

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The enclosed application is a Common Application and may be submitted to any of the colleges that encourage its use. These forms need to be completed only once; photocopies can be sent to any of the other participating colleges. Please send all of the following information no later than **May 15 (fall term applications)** or **December 1 (spring term applications)** to: Franklin & Marshall College, Office of Admission, P.O. Box 3003, Lancaster, PA 17604-3003.

- Common Application
- Submit the College Official's Report and one letter of recommendation from a college professor. Professors should send letters to:  
  
**Franklin & Marshall College  
Office of Admission  
P.O. Box 3003  
Lancaster, PA 17604-3003**
- Submit a secondary school transcript, including the results of all Scholastic Assessment Tests (SATs) and achievement tests. If they are not available on your secondary school transcript, you will need to request that they be sent to use from: College Board SAT Program, P.O. Box 6200, Princeton, NJ 08541-6200. Our code number for SAT is 2261; ACT is 3574.
- Write a 250- to 500-word essay that explains your reasons for wishing to transfer to Franklin & Marshall College.
- Staple a check or money order for the nonrefundable \$60 application fee, made payable to Franklin & Marshall College, to the front page of the application.

## FOR INTERNATIONAL STUDENTS:

- **There is no financial aid available for international transfer students.**
- The test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required for all students whose native language is not English and who do not study in the English language.
- International transfer students must submit complete original academic credentials. Franklin & Marshall must also receive an evaluation of those credentials from a recognized American academic evaluation agency (agency application forms are available through the Office of Admission).
- To expedite completion of the application, please send a photocopy of both SAT and TOEFL or IELTS scores with your application.
- International students should enclose a picture of themselves.

**If you have any questions about applying, please contact:**

**Franklin & Marshall College  
Office of Admission  
Toll Free: (877) 678-9111  
FAX: (717) 291-4389  
E-mail: [admission@fandm.edu](mailto:admission@fandm.edu)  
<http://www.fandm.edu>**