

Franklin & Marshall College

 SINCE 1787

TRANSFER APPLICATION

TRANSFER APPLICATION INFORMATION

DEADLINES & NOTIFICATION

Franklin & Marshall College welcomes transfer applications for both the fall and spring semesters. Each year the Admission Committee admits a small number of transfer students who have a record of academic achievement and a compelling reason for wishing to enroll at Franklin & Marshall College.

The deadline for fall term applications is May 15, while spring term applications are due by Dec. 1.

ADMISSION CRITERIA

The Admission Committee looks for the following qualifications when reviewing transfer candidates: successful completion of college-level course work in a liberal arts curriculum, faculty endorsements, high school record, and standardized test results. A grade point average of 3.0 (on a 4.0 scale) is recommended.

In addition to academic considerations, the Admission Committee takes note of a student's engagement in student or community life. The committee is interested in quality of participation, level of commitment, special talents, honors received, and leadership roles held.

EVALUATION OF COLLEGE CREDIT

Official evaluation of completed college course work is provided by the Franklin & Marshall College Registrar upon receipt of the final transcript. The final transcript must be mailed from the previous institution directly to the Franklin & Marshall Office of Admission. The course description book (catalog) of the student's previous institution is required for accurate assessment of the courses and should be forwarded to the Office of the Registrar:

**Franklin & Marshall College
Office of the Registrar
P.O. Box 3003
Lancaster, PA 17604-3003**

Course work completed at other colleges may satisfy requirements in most areas of the Franklin & Marshall curriculum (major requirements, distribution requirements, exploration, and electives), depending upon the nature of that course work. Credit evaluation is based on both the number of credit hours earned and the grades earned. A course will be evaluated only if the earned grade is C- or better. In general, no transfer credit is granted for the following types of courses: technical, physical education, secretarial, engineering, drafting, military science, or any courses from non-regionally accredited institutions. Additionally, most education courses, communications courses, and vocal or instrumental lesson credits are not awarded Franklin & Marshall course credit. A tentative analysis of credits prior to the completion of the academic year and/or enrollment at Franklin & Marshall may be provided upon request.

To qualify for a Franklin & Marshall degree, transfer students must successfully complete at least 16 course credits at the campus, as well as all other graduation requirements.

INTERVIEWS & CAMPUS VISITS

A campus visit is strongly recommended. Personal interviews are conducted on campus Monday through Friday by appointment, except during College holidays. Please check our Web site for more information regarding our on-campus visit program (<http://admission.fandm.edu/admission>).

APPLYING FOR FINANCIAL AID

As you begin the transfer application process, you should be in contact with the Office of Financial Aid. To apply for financial aid, submit a completed College Board PROFILE form to the College Board PROFILE. The College Board PROFILE telephone number is 1-800-778-6888; outside the U.S., Puerto Rico, and Canada it is (305) 816-2550. The school code for Franklin & Marshall is 2261. The Free Application for Federal Student Assistance (FAFSA) must also be submitted to the appropriate processing agency. The federal school code for Franklin & Marshall College is 003265.

For additional information, please contact the Office of Financial Aid at (717)291-3991 or FAX (717)358-4462.

There is no financial aid available for international transfer students.

HOUSING

Transfer students are subject to the College's residential policies. While placement in a College House cannot be guaranteed, other College options will be available.

OTHER APPLICATION SOURCES

You may submit your application electronically through one of these Web site options:

1. Franklin & Marshall Web site at <http://admission.fandm.edu/admission>
2. Common Application Web site at <http://www.commonapp.org>

APPLICATION INSTRUCTIONS

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 us 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) 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 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
<http://www.fandm.edu>

APPLICANT

Legal Name _____
Last/Family/Sur (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (only one) _____ Former last name(s) _____

Birth Date _____ Female Male US Social Security Number, if any _____
mm/dd/yyyy Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone Home Cell Home (_____) _____ Cell (_____) _____
Area/Country/City Code Area/Country/City Code

E-mail Address _____ IM Address _____

Permanent home address _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If different from above, please give your current mailing address for all admission correspondence. (from _____ to _____)
(mm/dd/yyyy) (mm/dd/yyyy)

Current mailing address _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If your current mailing address is a college or university, include name of school here: _____

FUTURE PLANS

Your answers to these questions will vary for different colleges. If the online system did not ask you to answer some of the questions you see in this section, this college chose not to ask that question of its applicants.

College _____ Deadline _____
mm/dd/yyyy

Entry Term: Fall (Jul-Dec) Spring (Jan-Jun)

Academic Interests _____

Career Interest _____

Do you intend to apply for need-based financial aid? Yes No

Do you intend to apply for merit-based scholarships? Yes No

Do you intend to be a full-time student? Yes No

Do you intend to enroll in a degree program your first year? Yes No

Do you intend to live in college housing? _____

What is the highest degree you intend to earn? _____

DEMOGRAPHICS

Citizenship Status _____

Non-US Citizenship _____

Birthplace _____
City/Town State/Province Country

Years lived in the US? _____ Years lived outside the US? _____

Language Proficiency (Check all that apply.)
S(Speak) R(Read) W(Write) F(First Language) H(Spoken at Home)

	S	R	W	F	H
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Optional The items with a gray background are optional. No information you provide will be used in a discriminatory manner.

Religious Preference _____

US Armed Services veteran status _____

1. Are you Hispanic/Latino?
 Yes, Hispanic or Latino (including Spain) No If yes, please describe your background.

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background.)

American Indian or Alaska Native (including all Original Peoples of the Americas)
 Are you Enrolled? Yes No If yes, please enter Tribal Enrollment Number _____

Asian (including Indian subcontinent and Philippines)

Black or African American (including Africa and Caribbean)

Native Hawaiian or Other Pacific Islander (Original Peoples)

White (including Middle Eastern)

FAMILY

Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section.

Household

Parents' marital status (relative to each other): Never Married Married Civil Union/Domestic Partners Widowed Separated Divorced (date _____)

With whom do you make your permanent home? Parent 1 Parent 2 Both Legal Guardian Ward of the Court/State Other mm/yyyy

If you have children, how many? _____

Parent 1: Mother Father Unknown

Is Parent 1 living? Yes No (Date Deceased _____)
mm/yyyy

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Parent 2: Mother Father Unknown

Is Parent 2 living? Yes No (Date Deceased _____)
mm/yyyy

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Legal Guardian (if other than a parent)

Relationship to you _____

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Siblings

Please give names and ages of your brothers or sisters. If they are enrolled in grades K-12 (or international equivalent), list their grade levels. If they have attended or are currently attending college, give the names of the undergraduate institution, degree earned, and approximate dates of attendance. If more than three siblings, please list them in the Additional Information section.

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

EDUCATION

Colleges & Universities Are you currently enrolled in college? Yes No

Current or most recent college or university attended _____

Entry Date _____ Exit Date _____ School Type Public Independent This is a 2-year 4-year institution

Address _____ CEEB/ACT code _____
mm/yyyy mm/yyyy
Number & Street

City/Town _____ State/Province _____ Country _____ ZIP/Postal Code _____

Advisor's name (Mr./Mrs./Ms./Dr.) _____ Advisor's title _____

E-mail _____ Telephone (_____) _____ Fax (_____) _____
Area/Country/City Code Number Ext. Area/Country/City Code Number

Report all college attendance beginning with your first year of college. Include all online and summer coursework.

College/University Name & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) Earned
		Yes	No		
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____

Do you expect to earn a degree prior to enrolling at the college to which you are applying? Yes No If so, what type of degree? _____

Are you a member of Phi Theta Kappa? Yes No

Were you issued a transcript for any work listed above? Yes No If yes, please have an official transcript sent as soon as possible.

Secondary Schools

List all secondary schools you have attended. Please have a School Report form, Official Transcript, and School Profile sent from each institution as soon as possible.

Name of School & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Dates Attended (mm/yyyy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Secondary School Graduate Date _____
mm/dd/yyyy

Community Program/Organization. _____

If your education was interrupted, please indicate so here: _____

ACADEMICS

The self-reported information in this section is not intended to take the place of your official records. Please note the requirements of each institution to which you are applying and arrange for official transcripts and score reports to be sent from your secondary school and the appropriate testing agencies. Where "Best Scores" are requested, please report the highest individual scores you have earned so far, even if those scores are from different test dates.

Secondary School Grades	Class Rank _____ <small>(if available)</small>	Class Size _____	Weighted? <input type="radio"/> Yes <input type="radio"/> No	GPA _____ <small>(if available)</small>	Scale _____	Weighted? <input type="radio"/> Yes <input type="radio"/> No		
ACT	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Scores: _____ <small>(so far)</small>	COMP mm/yyyy	English mm/yyyy	Math mm/yyyy
						Reading mm/yyyy	Science mm/yyyy	Writing mm/yyyy
SAT	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Scores: _____ <small>(so far)</small>	Critical Reading mm/yyyy	Math mm/yyyy	Writing mm/yyyy
TOEFL/IELTS	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Score: _____ <small>(so far)</small>	Test	Score mm/yyyy	
AP/IB/SAT Subjects	Best Scores: _____ <small>(per subject, so far)</small>	mm/yyyy	Type & Subject	Score mm/yyyy	Type & Subject	Score		
	mm/yyyy	Type & Subject	Score mm/yyyy	Type & Subject	Score			
	mm/yyyy	Type & Subject	Score mm/yyyy	Type & Subject	Score			
	mm/yyyy	Type & Subject	Score mm/yyyy	Type & Subject	Score			

Current Courses Please indicate title, level (100-level, 200-level, etc.) and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line. If you are not currently enrolled in college, please list the courses you took most recently.

Full Year/First Semester/First Trimester	Second Semester/Second Trimester	Third Trimester <small>or additional first/second term courses if more space is needed</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Honors Briefly list any academic distinctions or honors you have received since the 9th grade or international equivalent (e.g., National Merit, Cum Laude Society).

S(School) S/R(State or Regional) N(National) I(International)

Grade level					Honor	Highest Level of Recognition			
11	12	FY	SO	JR		S	S/R	N	I
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

EXTRACURRICULAR ACTIVITIES & WORK EXPERIENCE

Extracurricular Please list your **principal** extracurricular, volunteer, and work activities **in their order of importance to you**. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.**

Grade level					Approximate time spent		When did you participate in the activity?		Positions held, honors won, letters earned, or employer	If applicable, do you plan to participate in college?
11	12	FY	SO	JR	Hours per week	Weeks per year	School year	Summer/School Break		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										

WRITING

Please briefly elaborate on one of your extracurricular activities or work experiences in the space below.

Personal Essay This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Please provide a statement of 250 – 500 words that addresses your reasons for transferring and the objectives you hope to achieve, and attach it to your application before submission. *NOTE: Your Common Application essay should be the same for all colleges. Do not customize it in any way for individual colleges. Colleges that want customized essay responses will ask for them on a supplement form.*

Additional Information Please attach a separate sheet if you wish to provide details of circumstances or qualifications not reflected in the application.

Disciplinary History

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes No
- ② Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Yes No
[Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.


SIGNATURE

Application Fee Payment If this college requires an application fee, how will you be paying it?

- Online Payment Will Mail Payment Online Fee Waiver Request Will Mail Fee Waiver Request

Required Signature

- I certify that all information submitted in the admission process—including the application, the personal essay, any supplements, and any other supporting materials—is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree, should the information I have certified be false.
- I acknowledge that I have reviewed the application instructions for each college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Signature  _____ Date _____
mm/dd/yyyy

Common Application member institution admission offices do not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, marital status, parental status, physical disability, learning disability, political affiliation, veteran status, or sexual orientation.