

# Admission | Grad

## General Admission Information

The University considers applications for admission on a rolling basis. Applicants are encouraged to apply at the beginning of the semester prior to which they wish to enroll. Students should apply to only one Webster campus. Applicants may contact the Admission Office to request a change in the Webster campus location of an existing application.

## Contact Information for the Office of Admission

Office Location:  
Webster University  
470 East Lockwood Avenue  
Saint Louis, MO 63119-3194  
USA

Email: [admit@webster.edu](mailto:admit@webster.edu)  
Phone: 314-246-7800 or 1-800-753-6765  
Fax: 314-246-7116

Prospective applicants to one of the University's worldwide campuses should make direct contact with the Admission Office at the campus in which they are interested. Campus addresses, phone and fax numbers, and web addresses are available at <https://www.webster.edu/locations/>.

## Degree-Seeking

### Admission Criteria and Process

Applicants considered for admission to graduate studies at Webster University must hold an earned baccalaureate degree from an accredited educational institution recognized by Webster University, and meet all program admission standards. Applicants who have a completed baccalaureate degree from a U.S. accredited institution must satisfy program requirements or requisites, including a 2.5 (on a 4.0 scale) minimum cumulative Grade Point Average (GPA) at their baccalaureate degree granting institution for full admission. Students who completed their university education outside the U.S. must have earned an equivalent recognized baccalaureate degree as determined by Webster University. Students who have the necessary academic preparation for admission to accredited/recognized master's-level university programs in their native system of education, providing their academic preparation was at least three years in length, will be considered for admission using Webster University admission criteria. Consideration includes a minimum, cumulative GPA as calculated by Webster University.

### Applying for Admission Consideration

Students interested in applying for graduate admission must submit the following:

- A Graduate Application for Admission at [www.webster.edu/apply](http://www.webster.edu/apply)
- An application fee of \$50
- Students may electronically submit required supporting documents into the application at [www.webster.edu/apply](http://www.webster.edu/apply). All supporting documents may also be submitted using the following address: Office of Admission, Webster University, 470 East Lockwood Avenue, Saint, Louis, MO 63119-3194 USA
- Supporting documents sent from outside the United States may use the following mailing address: Webster University, 470 East Lockwood Avenue, Webster Groves, Missouri 63119-3194 USA, ATTN: Office of Admission

- Official transcripts may be submitted electronically using a secure 3rd party such as: Escript-Safe, Parchment, or National Student Clearinghouse to [transcripts@webster.edu](mailto:transcripts@webster.edu). Transcripts uploaded by the applicants are NOT considered official.
- Any transcripts not issued in English will require a certified English translation in addition to the official original language document. The admission decision will be made only after all required documents are on file with the appropriate office at the University.
- Some academic programs have additional admission requirements, which are specified in their respective section of the catalog.
- Students who are Permanent Residents of the USA and hold a Resident Alien Card must submit a copy of both sides of the card. This document may be uploaded into the application at [www.webster.edu/apply](http://www.webster.edu/apply).

Applications are reviewed on a rolling basis and students are notified of the admission decision. Questions may be directed to the Office of Admission, [admit@webster.edu](mailto:admit@webster.edu), 314-246-7800 or 1-800-753-6765; Fax: 314-246-7116

## Acceptance

Upon review of the student's application and supporting documents, the following acceptance decision may be rendered.

### Full Admission

Upon receipt of the official transcript from the institution students whose official baccalaureate degree conferred transcript shows a cumulative GPA of at least 2.5 on a 4.0 scale will receive a full graduate admission decision. Specialized graduate programs have other admission requirements determined by individual schools and colleges of Webster University.

### Provisional Admission

This may be granted to students without a transcript on file whose cumulative GPA is 2.5 or higher; however an official copy of the baccalaureate degree conferred transcript must be received before any federal financial aid may be disbursed and before the student may register for classes for the second term of enrollment at Webster. Upon receipt of the official transcript from the institution awarding the baccalaureate degree, the student will receive a full graduate admission decision with any conditions such as "conditional basis" acceptance noted, based on the final baccalaureate GPA.

### Provisional Conditional Admission

This may be granted to students without a transcript on file whose cumulative GPA is at least a 2.0 but below 2.5; however, an official copy of the baccalaureate degree conferred transcript must be received before any federal financial aid may be disbursed and before the student may register for classes for the second term of enrollment at Webster. Upon receipt of the official transcript from the institution awarding the baccalaureate degree, the student will receive a full graduate admission decision with any conditions such as "conditional basis" acceptance noted, based on the final GPA. Conditionally admitted students will be limited to one course per term prior to advancement to candidacy.

### Conditional Admission

Students whose submitted official baccalaureate degree conferred transcript shows a cumulative GPA of at least a 2.0 but below 2.5 will be admitted under a "conditional basis" category.

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These students will be limited to one course per term prior to advancement to candidacy.

## Non-Academic Issues and Admission

Webster University reserves the right to deny admission based on non-academic reasons when it is believed to be in the best interest of the University. If a student's application misrepresents any information, for any reason, admission or enrollment may be revoked.

## Sequential Admission

Students who hold a master's degree from an accredited educational institution recognized by Webster University may be eligible to pursue a second master's degree in an accelerated format. This program option is not available at the Vienna campus. Art, counseling and other specialized master's degrees are excluded as sequential master's degree options.

Students must submit both their baccalaureate and master's official transcripts showing earned degrees. For full admission to a sequential program, both transcripts must reflect a 2.5 minimum cumulative Grade Point Average (on a 4.0 scale). Some programs may have higher GPA requirements. Please refer to each specific program for admission requirements. Students who have graduated from Webster University are not required to resubmit official transcripts.

## Sequential Conditional Admission

Students whose official baccalaureate and master's conferred degree transcripts that show a cumulative GPA of at least a 2.0 but below 2.5 will be admitted under a conditional basis category. These students will be limited to one course per term prior to advancement to candidacy. Specialized graduate programs have other requirements determined by individual schools and colleges of Webster University.

## Application by U.S. Citizens and Permanent Residents (Resident Alien Card Holders)

Students should apply online at [www.webster.edu/apply](http://www.webster.edu/apply). A non-refundable application fee of \$50 is required.

Students who are Permanent Residents of the United States and hold a Resident Alien Card must submit a copy of both sides of the card with their completed application.

## Military Applicants

Military applicants should consult both their Webster University representative and ESO prior to enrollment. Applicants should follow the admission process as detailed earlier in this section of the catalog. All documents required for admission to the degree program will apply.

In addition, the institution will inquire about previous education and trainings during the initial advising session. Transcripts will need to be requested for all prior institutions, including military training, traditional college coursework and vocational training. Please see the Transfer of Credit section for further information about the evaluation and awarding of credit.

## California Applicants

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also

encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Webster University does not serve this category of student.

## Application for International Students

Webster University welcomes applications for admission from students from all countries. General information about degree seeking study at Webster University's international campuses may be found on the website by clicking on the Worldwide Campuses tab and scrolling to the International Campuses.

## Application Requirements

- A completed online application for graduate admissions. Non-U.S. citizens, U.S. citizens applying from outside the U.S. and any student applying to a campus outside the United States should complete the international application online at [www.webster.edu/apply](http://www.webster.edu/apply).
- A non-refundable application fee of \$50 is required.
- Official transcripts from the educational institution from which the student earned their first bachelors-level degree. For U.S. institutions, this means accreditation from a regional accrediting body. Non-U.S. institutions must be recognized by the Ministry of Education as a university-level provider of higher education and accredited by any appropriate agencies within the home country and any countries in which it operates and/or issues degrees. This transcript and/or diploma must show the degree received and the date conferred. Applicants previously enrolled in graduate-level coursework must submit official transcripts of that work. All official transcripts and documents in a language other than English must be accompanied by a certified English translation.
- Proof of English language proficiency. See English Language Proficiency section below for approved methods.
- A curriculum vitae (résumé) that documents prior employment and experience or an essay on a topic of the student's choice, such as a special interest, significant experience or notable achievement. Minimum 300 word count in length.

International students recruited to the U.S. will be required to pay a Tuition Deposit equivalent to a one-semester tuition charge, and only applies to tuition fees. This Tuition Deposit is non-refundable upon enrollment and forfeited if the student decides to transfer out of the University. Any forfeited Tuition Deposit will be applied to tuition fees if the student rejoins the University within twelve (12) months from the date of their last class attendance.

**Note:** Graduate applicants who apply and are provisionally accepted either by submitting unofficial transcripts or before completing their undergraduate degree must submit a final transcript indicating the degree received and the date conferred. If transcripts do not indicate degree or conferral date a copy of diploma is required. This official transcript must be on file within eight weeks from the beginning of the student's starting term for full acceptance to the University.

There are two paths for submitting official transcripts for international students:

1. Request the university sends Webster University an official transcript directly in a sealed envelope.

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2. If the student has attended a school or country that does not issue transcripts to other schools, and instead issues only one original certificate or mark sheet directly to the student, then the student can bring in their original, final transcript and diploma to a Webster staff member, for the staff member to verify and take certified true copies. These copies will become the official transcripts and the originals will be returned to the student.

## Additional Application Requirements

- Additional official documentation may be required depending upon an applicant's program of interest or previous educational background. See program page for details.
- International applicants who will require a student visa must submit a photocopy of the biographical page from their passport.
- **Applying for a visa:** Students requiring a visa to study in the country in which their campus is located will be required to provide additional documentation for the visa process. Visa documentation requirements can vary at international campus locations depending upon the applicant's citizenship status and/or country of origin at the time of acceptance to the University. Applicants should check with the campus they plan to attend for specifics. Students are responsible for applying and obtaining their visa. The University will provide support and guidance during the process and will notify applicants if additional documentation is required to complete the application file. Upon receipt, the University can vouch for student status and any associated charges.
- International students recruited to the U.S. will be required to pay a Tuition Deposit equivalent to a one-semester tuition charge, and only applies to tuition fees. This Tuition Deposit is non-refundable upon enrollment and forfeited if the student decides to transfer out of the University. Any forfeited Tuition Deposit will be applied to tuition fees if the student rejoins the University within twelve (12) months from the date of their last class attendance.

**Important:** Applicants from abroad should complete and submit all necessary documents at least four to six months before the desired entry term to allow sufficient time for accepted applicants to apply for a student visa. In addition, applicants should retain photocopies of all documents submitted to the University as these may need to be presented at the consulate/embassy when applying for the student visa.

## English Language Proficiency

The following methods have been approved for proving English Proficiency for international student applicants:

1. The English proficiency test requirement is waived for TOEFL exempted countries: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Botswana, Canada (except Quebec), Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Liberia, Malta, Marshall Islands, Mauritius, Micronesia, New Zealand, Nigeria, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and Grenadines, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Helena, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, Zambia, and Zimbabwe.
2. Completion of at least one year academic of college-level coursework for undergraduate students at a regionally accredited U.S. institution of higher learning within the last three years. It must be academic coursework that is completed; ESL coursework does not qualify.

3. Completion of at least one semester of graduate-level courses with grades of B or higher at a regionally accredited U.S. institution of higher learning within the last three years. Coursework must be academic; ESL coursework does not qualify.
4. If a student has completed three or more years of study in an English-medium high school or university-level academic program in a country other than ones listed above, he/she may request a waiver.
5. Successful completion of the ELS Language Center's English for Academic Purposes or ELS Language Center Level 112 (must have valid ELS 112 Certificate of Completion).
6. Successful completion of the University of Central Florida's Center for Multilingual Multicultural Studies (CMMS) Intensive English Program (must have valid completion certificate).
7. Successfully meeting the requirements for one of the following tests within the last two years.
  - TOEFL: iBT: 80
  - TOEFL: pBT: 550
  - IELTS: Academic: 6.0
  - Duolingo: 120
  - Pearson: 53
  - Cambridge Academic English: 169
  - Password: 6.0
  - GTEC: 1201
  - jTEP: 3.7
  - SAT's English-based Reading and Writing Score: 450
  - ACT composite score: 23

Appropriate grades on English language subjects of the International Baccalaureate (IB), General Certificate of Education, (GCE) Advanced Levels, or West African Exam Certificate (WAEC) English Language Exams completed within the last two years can be considered in lieu of the proficiency exams.

**Webster University holds the right to require English Proficiency test scores for any applicant upon application review.**

Use these institutional codes for Webster University when requesting an official TOEFL score report:

- St. Louis campus: 6933
- Accra campus: 5517
- Cha-Am campus: 7954
- Geneva campus: 0546
- Leiden campus: 0548
- Vienna campus: 0547

In lieu of submitting one of the English proficiency examinations above, students can demonstrate English proficiency (and be exempt from the test requirement) in any of the following ways:

- Documentation of successful completion of the ELS Language Center's English for Academic Purposes - or ELS Language Center Level 112.
- Documentation of successful completion of the University of Central Florida's Center for Multilingual Multicultural Studies (CMMS) Intensive English Program.

## ESL Contingent Admission

Some students are academically acceptable to the University but have additional English language proficiency needs that the University believes can be met by taking English as a Second Language (ESL) courses through Webster University or another

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educational institution with whom the University has an articulation agreement. These students will be accepted on a conditional basis that acknowledges their need to document further work in English. Students admitted on a conditional basis must meet the University's English language proficiency requirements listed above before they can be advanced to candidacy in the graduate program.

## English Language Placement Testing

Students admitted on conditional admission must sit for the University's on-campus English language testing prior to registration. The results of this evaluation will enable the academic advisor to place the student in appropriate coursework. Options include intermediate and/or advanced English as a Second Language (ESL) courses only; ESL courses in combination with academic courses; or academic courses only. Webster University will refer for testing any student about whose English language proficiency an academic department, an individual faculty member, or an academic advisor has concerns.

For any other questions regarding English proficiency requirements, please contact the Office of Admission at the campus in which you are applying. Additional information on Webster's ESL program can be found at <https://www.webster.edu/humanities-social-sciences/glcs/english-second-language.php>

should discuss why they believe they will succeed at Webster and should convey any important information related to academic potential not indicated on the transcript(s) submitted for admission.

- Updated transcript(s) detailing any college-level coursework completed since the initial admission decision was rendered, if available. Students likely to be granted an appeal will be able to document a measurable change in academic preparedness since the original denial.
- Other documentation may be required upon request.

Admissions appeals should be sent electronically to the Office of Admission at [admit@webster.edu](mailto:admit@webster.edu) and addressed to the attention of the chair of the Admissions Appeal Committee.

## Application by Non-Degree Seeking Students

Students who do not plan to complete a degree or program from Webster University may request approval to take graduate courses at the University as a non-degree seeking student. Non-degree candidates seeking access to graduate-level coursework must satisfy the minimum criteria for graduate study (a completed baccalaureate degree) as well as satisfy all course or program prerequisites.

A student who wants to register for a course as a non-degree student must complete a non-degree application at [www.webster.edu/apply](http://www.webster.edu/apply). A non-refundable, graduate application fee of \$50 is required. Not all programs offer non-degree status. Non-degree seeking students are prohibited by federal regulations from receiving federal financial aid. Tuition for non-degree courses must be paid at the time of registration. Approved non-degree seeking applicants can register for classes 30 days before the start of the requested term. International students who want to apply as non-degree will also need the appropriate English proficiency criteria listed above.

A student may enroll as a non-degree student for up to 6 credit hours. To continue as a non-degree student after the initial 6 credit hours, the student must submit a graduate degree-seeking application at [www.webster.edu/apply](http://www.webster.edu/apply) and all required documents for the program the student is interested in pursuing. See individual program selections in this catalog for requirements.

## Admission Appeal Process

Students who have been denied admission to the University may appeal their decision through the Webster University Admissions Appeal Committee, which is comprised of University staff and faculty. Students seeking a successful appeal must submit the following information to be considered:

- A statement (no longer than 2 pages, double-spaced) detailing the reasons why the Appeal Committee should consider altering the initial admission decision. Students