

Admission

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.

Stand-alone certificates are subject to the U.S. Department of Education's regulations on Gainful Employment. The U.S. Department of Education defines Gainful Employment program criteria and data requirements. View Webster University's Gainful Employment Disclosures at <http://www.webster.edu/consumers/gainful-employment.html> to see important information about the education debt, earnings and completion rates of students who attended our programs.

Contact Information for the Office of Admission

Office Location:

Webster University
470 East Lockwood Avenue
Saint Louis, MO 63119-3194
U.S.A.

Email: admit@webster.edu

Phone: 314-246-7800 or 1-800-753-6765

Fax: 314-246-7116

Applications must be completed and submitted online at webster.edu/apply. Supporting documents may be sent electronically or by regular mail to:

Office of Admission
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119

Transcripts may be submitted electronically:
transcripts@webster.edu

Application documents submitted from outside the United States may use the following mailing address:

Webster University
40 North Rock Hill Road
Webster Groves, Missouri 63119-2242
USA
ATTN: Office of Admission

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 is available at <http://www.webster.edu/locations/>.

Degree Seeking

Admission Criteria

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.

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.

Additional Application Requirements by Program

Some academic programs have additional admission requirements, which are specified in their respective section of the catalog. After the application is completed, the University Admission Committee will render an admission decision.

Acceptance

Applicants should submit official transcripts to the Office of Admission at transcripts@webster.edu or the following address:

Office of Admission
Webster University
470 East Lockwood Ave.
St. Louis, MO 63119

Note: Graduate applicants who apply and are provisionally accepted either by submitting unofficial transcripts or before completing their undergraduate degree must submit a final baccalaureate transcript indicating the degree received and the date conferred. 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.

To be considered official, transcripts must be received by Webster University directly from the issuing institution. If the student is to deliver transcripts, they must be in a sealed, unopened envelope and certified with the official seal of the issuing institution. Official transcripts may also be directed electronically using an approved safe transmission by sending to transcripts@webster.edu. Official transcripts must be sent directly to the main campus in St. Louis and other documents pertaining to admission should be sent directly to the campus to which the student applied and/or currently attends. Supporting documents may also be uploaded by the student into the electronic application when applicable. A transcript uploaded by the student is not considered official.

Students interested in earning a second master's degree (sequential) must submit official transcripts showing a baccalaureate and masters degree earned.

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.

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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.

Full Admission: Students whose official baccalaureate degree conferred transcript shows a cumulative GPA of at least a 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.

Acceptance by Conditional Basis: Students whose 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. These students will be limited to one course per term prior to advancement to candidacy. Specialized graduate programs have other admission requirements determined by individual schools and colleges of Webster University.

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 additional GPA requirements, please refer to that specific program for further details. 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. 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. Members of the U.S. Army must apply for admission using the GoArmyEd portal. Applications will then be directed to the Office of Admission for entry. Applicants interested in pursuing a sequential degree must also use the portal. All documents required for admission to the degree program will apply.

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.
- 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.
- One letter of recommendation from a professor and/or an employer.

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

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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.
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.

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

A strong command of the English language is vital to a student's success at Webster University. International students are required to show proof of English language proficiency at point of admissions. International students who are from the following countries are exempt from submitting proof of English proficiency:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados

- Belize
- Canada (except Quebec)
- Dominica
- Ghana
- Grenada
- Guyana
- Jamaica
- New Zealand
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom (England, Scotland, Northern Ireland and Wales)

International student applicants normally satisfy the English language proficiency requirement by submitting official scores within the past two years of one of the approved test of academic English Language. Business English tests are not an approved method for proving language proficiency. The scores required for full graduate admission are as follows:

- TOEFL: iBT: 80
- TOEFL: oBT: 550
- IELTS: Academic: 6.5
- Pearson: 53
- Cambridge Academic English: 176
- Password: 6.5
- GTEC: 1201
- iTEP: 3.9

Students who cannot document current evidence of English proficiency should contact the campus to which they are applying for possible on-site testing. In such cases, testing must be completed before the admission decision will be made. Webster University will refer for testing any applicant for admission about whose English language proficiency an admissions officer has concerns. All English as a Second Language (ESL) recommendations and requirements are a condition of the applicant's admission, enrollment and/or continued enrollment at the University.

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

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Language (ESL) courses through Webster University or another 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 www.webster.edu/esl.

- A statement (no longer than 2 pages, double-spaced) detailing the reasons why the Appeal Committee should consider altering the initial admission decision. Students 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 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 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. 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 an official undergraduate transcript showing baccalaureate degree conferral to the Office of Admission. Non-degree students should meet with an academic advisor before registering for courses since they are subject to the same prerequisite course requirements that apply to degree-seeking students. Non-degree students interested in pursuing MA in Counseling coursework should consult with the individual department admission requirements that can be found in this catalog under the Counseling program.

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: