Admission

General Admission Information

The University considers applications for admission on a rolling basis. The Admission Committee reviews applications as soon as all supporting documents have been received. Applicants are encouraged to apply at the beginning of the term or semester prior to which they wish to enroll. While the Office of Admission makes every attempt to accommodate students who apply at any time, applications completed less than one week prior to the beginning of a term or semester may not be reviewed before courses begin.

The application for admission to the St. Louis campus also serves as the merit scholarship application. February 1st is the priority deadline to complete the application for fall semester applicants who wish to maximize their consideration for scholarship, financial aid, and housing. Applications submitted for the fall semester after the February 1st priority date will be considered for scholarship, financial aid, and housing spaces on an "as available" basis.

Students should apply to only one Webster University campus. Applicants may contact the Webster Worldwide Office of Admission to request a change in the Webster campus location of an existing application.

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

The Office of Admission is located on the St. Louis Home Campus in Webster Hall:

Office Location:
Webster University
Webster Hall 140A
470 East Lockwood Avenue
Saint Louis, MO 63119-3194
U.S.A.

Phone: 314-246-7800 or 1-800-753-6765
Fax: 314-246-7116
Email: admit@webster.edu

St. Louis campus applications and supporting documents may be sent by regular mail or post to:

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

Application documents submitted from outside the United States may be sent to 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 respective Admission Office at the campus in which they are interested. Campus addresses, phone and fax numbers, and web addresses are available at http://www.webster.edu/locations/.

Freshman Admission

To be considered for freshman admission, applicants should submit the following:

- A completed online application for undergraduate admission. Students may submit the University’s institutional application or The Common Application. Equal consideration is given to both during the admission review.
- A $35 nonrefundable application fee.
- An official high school transcript. All transcripts issued in a language other than English must be accompanied by a certified English translation.
- An official copy of test scores from either the ACT or SAT for applicants who attend U.S. high schools or international secondary schools that use English as the language of instruction. Scores listed on an official high school transcript are considered official.

Furthermore, the Office of Admission, when it deems necessary, reserves the right to request the following additional documents when considering a student for admission:

- A 300- to 500-word essay on a topic of the student’s choice, such as a special interest, significant experience, or notable achievement.
- A résumé of school and community activities, including offices held and awards received.
- One letter of recommendation.

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

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

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 sealed, unopened envelopes and certified with the official seal of the issuing institution.

Some academic programs have additional admission requirements, such as an audition or portfolio review for programs in the Leigh Gerdine College of Fine Arts. These requirements are outlined in their respective academic section of the catalog. After the application is completed, the University Admission Committee will render an academic admission decision. Upon submission or completion of the portfolio or audition, the respective department’s admission committee will render a programmatic decision.

Home schooled applicants are welcomed and should submit a high school transcript or an official copy of General Equivalency Diploma (GED) test scores.

Early Admission: Students wishing to enroll prior to high school graduation should submit a recommendation from the high school principal that states the student is in good standing and is adequately prepared for college-level work in order to be considered. This letter is needed to complete the application.

Additional Documentation

- International applicants who will require a student visa or resident permit must submit a photocopy of the biographical page from their passport.
- Applicants whose native language is not English must demonstrate English language proficiency by submitting
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All official documents and other materials submitted in support of the application become University property and cannot be returned or reproduced.

Freshman Admission Criteria

Freshman applicants are expected to complete a college preparatory secondary school program with at least 19 units of academic credit. The University strongly recommends the following distribution:

- English: 4 units
- History/Social studies: 3 units
- Mathematics: 3 units
- Foreign Language: 2 units
- Science (two laboratory): 3 units
- Fine Arts: 1 unit
- Academic electives: 3 units

The Admission Committee reviews each application individually in order to evaluate demonstrated academic ability. During this review the University looks for evidence of potential academic success at Webster. Particular emphasis is given to the applicant’s grades in academic courses, achievement on standardized tests, and class rank, when available. The essay, the recommendation(s), and school/community achievements are also important considerations in the University’s decision-making process.

Applicants most likely to be admitted will have a cumulative grade point average of at least 3.0 on a 4.0 scale, a minimum ACT composite score of 21 or an SAT score of 1000 (critical reading and math), and a class rank in the top 50 percent of their high school class, if applicable.

Within the first term of enrollment at Webster, each applicant to the freshman class is required to submit a final high school transcript and/or external examination certifying the date of graduation within the first term of enrollment at Webster. Students who fail to do so will not be permitted to register for subsequent terms.

Adult/Transfer Application

Each adult freshman applicant and each transfer applicant who has previously attended a college/university or other post-secondary institution must submit:

- A completed online application for undergraduate admission (available at http://webster.edu/apply).
- A $35 nonrefundable application fee.
- An official high school transcript listing date of graduation (or GED scores, if the applicant has successfully completed fewer than 30 semester credit hours (approximately one year) of university level credit.
- An official transcript from each college, university, or other post-secondary institution previously attended. All transcripts issued in a language other than English must be accompanied by a certified English translation.
- Additional credentials as requested.

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

Office of Admission
Webster University

470 E. Lockwood Ave.
St. Louis, MO 63119

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 sealed, unopened envelopes and certified with the official seal of the issuing institution. 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.

Additional Application Requirements

- An audition or portfolio review is required for students applying as fine and performing arts (art, dance, music, or theatre) majors. See special program admission requirements under the respective academic section of the catalog.
- RN to BSN degree completion applicants should submit official transcripts from all college level education, a professional résumé and should contact the St. Louis home campus nursing office, 314-246-7483, to set up their pre-admission interview. Applicants must have their RN license to be considered for admission to this program.
- 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. All documents required for admission to the degree program will apply. Applicants with prior military experience must submit copies of their service records to be considered for transfer credits. For Air Force servicemen and women, transcripts from the Community College of the Air Force (CCAF) are acceptable. Transcripts from CCAF should be requested and sent to the Webster University Office of Admission. For all other branches of service, the Joint Services Transcript (JST) transcript should be requested and sent to the Office of Admission at transcripts@webster.edu. Students can request the JST by visiting https://jst.doded.mil.

Adult/Transfer Admission Criteria

When considering an adult/transfer applicant, the Admission Committee looks for documentation that the student’s prior academic experiences will provide an adequate foundation for success in college-level coursework taken at Webster. The most important factor considered is the applicant’s previous academic record, as evidenced by high school and/or college transcripts. Strong consideration will be given to applicants who have achieved a cumulative grade point average of 2.5 or better (on a 4.0 scale) on all previous academic work.

Certain academic programs have additional academic requirements. Please refer to each academic program for details on additional admission requirements.

Webster strongly encourages transfer students to contact the University early in their academic careers to request information about transfer to the University. More information on credit transfer, special transfer opportunities, and degree requirements can be found in the Academic Policies and Information section.

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.
Admission

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.

Application Requirements

- A completed online application for undergraduate admission. Students may submit the University's institutional application or The Common Application. Equal consideration is given to both during the admission review.
- An official high school transcript. All transcripts issued in a language other than English must be accompanied by a certified English translation.
- Applicants whose native language is not English must demonstrate English language proficiency by submitting official copies of valid test scores from TOEFL, Academic IELTS, or Pearson.
- A 300- to 500-word essay on a topic of the student's choice, such as a special interest, significant experience, or notable achievement.
- One letter of recommendation from a counselor or teacher.
- 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.

Strong consideration will be given to applicants who have achieved a cumulative grade point average of 2.5 (equivalent) or better (on a 4.0 scale) on all previous academic work.

Some academic programs have additional admission requirements, such as an audition or portfolio review for programs in the Leigh Gerdine College of Fine Arts. These requirements are outlined below and in their respective academic section of the catalog. After the application is completed, the University Admission Committee will render an academic admission decision. Upon submission or completion of the portfolio or audition, the respective department's admission committee will render a programmatic decision.

International Transfer Students: An official transcript from all colleges/universities/post-secondary schools attended must be submitted to the Office of Admission. In addition, an official high school transcript listing the date of graduation is required, if the applicant has successfully completed fewer than 30 semester credit hours (approximately one year) of university level credit.

Additional Documentation

- International applicants who will require a student visa or resident permit 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.

Dual Admission

Webster University has signed dual admission partnership agreements with area community colleges to help ensure a seamless transfer for students from the associate degree to the baccalaureate degree. Students can be dually admitted to Webster and the community college partner, gaining access to resources at both institutions. Admission requirements and details for each dual admission partnership can be found on the Office of Admission website: www.webster.edu/dualadmission.

Undergraduate Degree Completion Admission

Applicants to Webster's upper-division degree completion programs must follow application procedures listed under Adult/Transfer Application and must have successfully completed an associate’s degree or at least 64 credit hours (or 56 credit hours in the state of California) of college-level work prior to beginning studies at the University.

Online Programs

Webster University offers undergraduate degree programs in an online format. For a complete listing of available programs, please visit the Online Learning Center's website: www.webster.edu/online/programs.

Students interested in pursuing a degree in an online format must abide by the same admission requirements mentioned above, depending on their incoming status (whether freshman, adult, or transfer). Additionally, because many of the undergraduate degree options offered online are degree completion programs, they are subject to the additional degree completion admission requirements mentioned above.

Online students are encouraged to submit an application for admission at the beginning of the term or semester prior to which they wish to enroll.

Conditional Admission

The University may choose to admit a student whose academic credentials fall below stated requirements on a conditional basis. Students who are accepted on a conditional basis may be required to take specific courses during their first semester at the University and consult with representatives of the University’s Academic Resource Center. Conditionally admitted students must successfully complete their first semester with a Webster University grade point average of at least 2.0 or above in order to remain at the University. Please see the catalog section Academic Progress for information on dismissal, reinstatement and readmission.

Provisional Admission

An accepted student whose application file is incomplete due to an outstanding final transcript or other required document is classified as a provisional admit. This status applies to all international and transfer students still enrolled in coursework, those who need to submit external examination results, or those students who submit uncertified translations of transcripts.
Admission

Students admitted on a provisional basis must submit all required documents before any federal financial aid may be disbursed and before they may register for a subsequent semester.

Full Admission
An accepted student whose formal application file contains all official and final transcripts and, if needed, literal and certified translations of applicable documents is classified as a full accept. Freshman students receive a "full accept" prior to a final transcript being received; however, freshman are required to submit a final high school transcript within the first term of enrollment.

General Application Information

Admission to Desired Major
The Admissions Committee at Webster University reviews each applicant's background for two areas of competence. The initial review focuses on the student's overall academic performance in all coursework attempted prior to application at Webster. The second review concentrates on the student's previous preparation and ability in the intended major area(s). The decision regarding admission to the University will be based on both areas of review.

However, admission to the University does not guarantee acceptance as a declared major in any specific program. Students normally request formal acceptance into the desired major after a period of satisfactory academic progress at Webster. Requirements for acceptance as a major vary and are set by individual departments and programs.

Certificate Program Application
Students who wish to pursue a Certificate program at Webster must apply and be accepted as a degree-seeking student.

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.

Deferred Admission
An accepted student may request a deferral of their acceptance for up to one academic year by making a written request to the Admission Office. Students who defer admission must submit official transcripts of any academic work completed after acceptance and prior to enrollment at Webster.

Readmission/Break in Enrollment (Leave of Absence)
Degree-seeking students whose enrollment has been interrupted for one calendar year or longer must apply for readmission prior to resuming studies at the University. Readmitted students follow the academic policies and degree requirements of the catalog in effect at the term of their re-enrollment. Readmission is normally requested through the Office of Academic Advising.

Students requesting readmission must submit official transcripts of all academic work completed since prior enrollment at Webster. Students must pay any outstanding balance in the Business Office before the student is permitted to enroll. Students who voluntarily leave the University while on academic probation will be readmitted on probation. See the Academic Probation and Dismissal section under Academic Policies and Information.

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. A disciplinary violation or criminal conviction may affect admission, enrollment, or course of study, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made.

Failure by the applicant to fully disclose this information on the application can result in revocation of the admission offer, disenrollment after matriculation, or other disciplinary action. If a student’s application misrepresents any information, for any reason, admission or enrollment may be revoked.

Notification of Decision on Admission
The University’s admission decision is communicated by letter. Students who are admitted will receive enrollment confirmation materials with their acceptance letter.

English Language Proficiency

International student applicants whose primary language is not English must document their English language proficiency at the time of application. Permanent residents or U.S. citizens whose primary language is not English and who are not confident in their English language proficiency should consider contacting the English as a Second Language Director for ESL advising.

International student applicants normally satisfy the English language proficiency requirement by submitting official scores within the past two years of the Test of English as a Foreign Language (TOEFL) or Academic IELTS. The scores required for full undergraduate admission are as follows:

- TOEFL: iBT: 80
- IELTS: Academic: 6.0
- Pearson: 53

Equivalent Cambridge, Oxford, NEAB, TEEP, Academic IELTS and London Certificate results that are current can be considered in lieu of the TOEFL. Students who cannot document current evidence of English proficiency should contact the campus to which they are applying for 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 correct 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

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

- St. Louis campus: 2388
- Cha-Am campus: 5361
- Geneva campus: 5154
- Leiden campus: 5175
- Vienna campus: 5466

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:
Admission

• Successful completion of at least one academic year of high school or college-level coursework conducted in English by a regionally accredited U.S. institution of learning (ESL coursework does not qualify toward the one full year exception).
• 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).
• Successful completion of the University of Central Florida’s Center for Multilingual Multicultural Studies (CMMS) Intensive English Program (must have valid completion certificate).

For any other questions regarding English proficiency requirements, please contact our staff.

ESL Conditional Admission
Some applicants are 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 educational institution with which the University has an articulation agreement. These students will be accepted on a conditional basis that acknowledges their need to satisfactorily complete further work in English. Students admitted with an ESL conditional status must meet the University’s English language proficiency requirements as noted above before their conditional admission status can be waived.

English Language Placement Testing
Students admitted to the University on an ESL-contingent basis must complete the University’s on-campus English language testing prior to registration for classes. 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. The ESL recommendations will become part of the student's graduation requirements.

Additional information on Webster University’s ESL program can be found under International Languages and Cultures.

Non-degree Status Approval
Students who do not plan to seek a degree from Webster may request approval to take undergraduate courses at the University as a non-degree student. The non-degree application is available from the Office of Admission or the campus the student is interested in attending. Non-degree seeking students are prohibited by federal regulations from receiving federal financial aid. Non-degree application requirements include:
• Non-degree application (available at http://webster.edu/apply).
• A $35 non-refundable application fee.
• Transcript(s) from previous high school(s) and/or postsecondary institution(s) attended.
• Additional documentation may be requested at the University’s discretion.

The Admission Committee evaluates non-degree student applicants for evidence of demonstrated potential for academic success. Non-degree candidates who meet regular University admission standards for freshmen or transfer students are normally approved.

Registrations for non-degree students are processed on a space available basis beginning 30 days before the start of each semester. Non-degree students must document that any class prerequisites have been met and must maintain satisfactory academic progress at the University. Non-degree students must pay tuition in full at the time of registration.

Non-degree students who would like to become degree-seeking may apply for admission for a subsequent term. A maximum of 30 credit hours may be earned as a non-degree student. Non-degree students approved for undergraduate study may not enroll in graduate-level coursework without a completed baccalaureate degree.

Other Admission Information

Study Abroad Information
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. General information about the University’s study abroad program at the international campuses can be obtained by contacting The Office of Study Abroad at worldview@webster.edu.

All Webster University students enrolled at a United States campus and all U.S. citizens residing in the United States should contact the director for Webster University study abroad programs for admission information. Address, telephone, and fax information is listed in Special Study Opportunities.

All non-U.S. citizens who wish to apply as degree-seeking at an International Campus and all U.S. citizens and Permanent Residents (Resident Alien Card Holders) residing abroad should contact the Admission Officer at the international campus they wish to attend for more information. International campus address, telephone, and fax information is listed in Locations Offering Undergraduate Programs.

Visas for Study Purposes
International students who will require a student visa to begin educational study in a country where Webster has a campus may need to provide additional documentation. Local documentation requirements can vary by campus depending upon the applicant’s citizenship and/or country of residence at the time of application. Applicants should check with the campus they wish to attend for specific information.

Important: Applications from abroad should be complete and on file at the University 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 a student visa.

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 should discuss why they believe they will succeed at Webster and should convey any important information related
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Admission 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.

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.

Prior to Enrollment

Enrollment Confirmation
Accepted applicants to the St. Louis home campus are encouraged to submit a $100 (U.S.) tuition deposit to confirm their intent to enroll at the University. This also includes international students who are transferring from U.S. colleges and universities. International students recruited to the U.S. are required to pay a Tuition Deposit equivalent to a one-semester tuition charge, applicable only 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. Payment can be made online, bank transfer or by returning the Enrollment Confirmation form with the tuition deposit to the Office of Admission.

Deposits for the Fall semester/term(s) are refundable until May 1st, deposits for the Spring semester/term(s) are refundable until December 1st, and deposits for the Summer term are refundable until April 1st. Requests for a refund must be made in writing to the Office of Admission.

Information regarding enrollment confirmation processes and deposits for degree-seeking student who plan to attend an International campus are available from the respective Admission Office.

Housing Information
St. Louis on-campus housing information may be obtained by visiting www.webster.edu/housing. For the fall term, housing applications become available after January 1. Incoming freshmen are required to live on campus for their first two years unless they live with their parents within 35 miles of campus. Transfer students who wish to live in the Webster Village Apartments or residence halls on campus should contact the housing office and submit their housing application early in the admission process. Housing is available on a limited basis.

Each International campus has a Housing Officer who can assist accepted applicants with on-campus or off-campus housing options. Refer to the various campus websites for additional information.

This page was modified on 09 October 2018.
Please see the Undergraduate Catalog Addendum to view changes that were made.