



GLOBAL MASTER OF ARTS IN INTERNATIONAL RELATIONS

FREQUENTLY ASKED QUESTIONS

*****Note that effective in the Fall 2009, there will be three cohorts of students progressing through the program. Accepted students should not make any travel plans until their cohort assignment has been confirmed.**

*****Information in this FAQ is subject to change.**

1) What are the requirements for admission?

A: Applicants who are United States citizens must have at least a 2.5 GPA and a bachelor's degree from a regionally accredited college or university, or the US equivalent if the degree was earned from an international university. The GRE is not required for admission. Applicants must submit:

For United States citizens:

- a completed Graduate Application for Admission, click on the following link to the web page: http://admissions.webster.edu/admissions/graduate/application/app_login.asp
- a \$50 nonrefundable application fee and
- an official transcript showing conferral of a bachelor's degree. Interested students who expect to earn their bachelor's degree by July must submit an official transcript showing current academic progress. An additional official transcript must be submitted upon completion of the bachelor's degree program.
- A current resume showing work and educational experience.
- A copy of your current passport biography and bar code pages. (If you do not have a valid passport please begin the process of applying for one immediately. To obtain a passport you should allow a minimum of 6-8 weeks of processing time.)

For international applicants:

- A completed International Application for Admission, please follow the link to the website and the application: http://admissions.webster.edu/admissions/graduate/application/app_login.asp
 - A \$50 nonrefundable application fee
 - Official university transcript
 - Official university diploma
 - A current resume showing work and educational experience.
 - A copy of your current passport biography and bar code pages. (If you do not have a valid passport please begin the process of applying for one immediately. To obtain a passport you should allow a minimum of 4-6 weeks of processing time.)
 - TOEFL score-official only
 - 575 on Paper-Bases-TOEFL (PBT)
 - 230 on Computer-Based-TOEFL (CBT)
 - 89 on Internet-Based-TOEFL (IBT)
- OR

IELTS score of 6.5 on each section of the exam-official only
-Reading
-Listening
-Speaking
-Writing

All application materials should be mailed to:

**Webster University
Graduate and Evening Student Admissions
Re: Global MA in International Relations
568 Garden Avenue
St. Louis, MO 63119-3248**

If your address or contact information changes after you apply for admission, please notify us immediately by calling 314-968-7100 or 1-800-986-2758, or emailing gadmit@webster.edu. Graduate and Evening Student Admissions communicates with applicants via email, letter, and/or phone numbers provided by the student. It is imperative that applicants regularly check all forms of communication.

Please note that passport pages can be submitted *after* students have been accepted into the program.

2) When is the application for admission due?

A: The application deadline is March 1, 2009. However, applications will be considered until the program is full. If you have questions concerning your file and the status of documents submitted, please contact Thuy Witt at 314-968-7100 or 800-986-2758, or tkwitt@webster.edu.

3) When will I be notified if I am accepted?

A: Accepted students will be notified by letter, telephone, or email after all admissions requirements noted above have been received and evaluated.

4) How much does the program cost, and what is included in the cost?

A: The program cost for the 2009-2010 academic year is \$38,000. The cost covers tuition, housing (single occupancy), textbooks, and a mandatory study abroad fee that includes health insurance, an International Student ID card, a guide book for each country, and other pertinent pre-departure materials. Webster University requires emergency international health insurance coverage, which is provided through HTH Worldwide. This coverage is mandatory for all participants in the program, and is arranged through the Office of Study Abroad. Students are responsible for airfare, travel expenses within Europe, food, personal expenses, and visa costs if traveling to China in the final term.

5) Is there a tuition deposit?

A: Yes. The total amount required for the deposit is \$2100. Admitted students must submit a \$500 partial deposit to the Office of Graduate and Evening Student by March 1, 2009 to secure their place in the 2009 fall cohorts. Students will receive a reminder notice for the remaining \$1600, which will be due by May 1, 2009. (**Please note:** We will still accept the initial and final deposits any time after March 1. Accepted students must let us know their intentions to join the fall cohort by sending in the entire deposit by May 1.)

The initial and final deposits are non-refundable after May 1, 2009.

Payments can be mailed to:

**Webster University
Graduate and Evening Student Admissions
Re: Global MA in International Relations
568 Garden Avenue
St. Louis, MO 63119-3248**

6) How do I know which cohort I will be following?

A: After submitting your first deposit, you will be contacted to submit your cohort selection, in priority order. We will do our best to place you in your first choice, but we cannot guarantee a spot in a particular cohort.

7) Is financial aid available?

A: Yes. Students should apply for financial aid as soon as they have been accepted. Students must complete both the Free Application for Federal Student Aid (FAFSA) and the Webster University Graduate Financial Aid form, which can be found at the following links:

<http://www.fafsa.ed.gov/>

<http://admissions.webster.edu/admissions/finaid/apply.asp>

Financial assistance from Webster University is limited to U.S. citizens and permanent residents who are degree-seeking students at Webster. Webster students retain all federal, state and institutional financial aid while overseas. Currently graduate students are eligible for a maximum of \$20,500 in federal loans each academic year. Webster undergraduate students, who qualify for the Grad to Grad Program, may use their scholarship towards this program. For further information regarding this program, please contact the Graduate & Evening Student Admission Office. We highly encourage students to seek opportunities for outside sources of funding by creating a student profile on www.fastweb.com.

For additional questions or to schedule an appointment with your financial aid counselor, contact the Financial Aid Office at 314-968-6992 or 1-800-983-4623. For your convenience the list of financial aid counselors has been provided in the last page of this packet. Comprehensive financial aid information is available at <http://admissions.webster.edu/admissions/finaid/>.

8) Does Webster University's World Traveler Program apply if I am accepted?

A: The World Traveler Program does not apply. The World Traveler program is designed for Webster students already studying in the US who would like to study abroad for one term. Although not guaranteed to every applicant, the World Traveler Program awards Webster students who meet certain requirements a free round-trip coach-class airline ticket to most of Webster's international campuses. Contact the Office of Study Abroad for more information on the World Traveler Program.

9) What if I do not speak the language specific to the country?

A: Not a problem. The main language at all Webster University international campuses is English. All classes are taught in English, and the staff is bilingual in English and the host language to help you. At select campuses, language courses are available to assist you in engaging your local environment. While we do not require you to speak the language of your host country, we always encourage you to

acquire basic knowledge before your departure. However, you will be at locations where, off campus, they will speak their native language.

10) Would a family member(s) be able to accompany me during the program?

A: Webster University can provide housing arrangements only for admitted students. Therefore, students bringing friends or family members are responsible for separate housing accommodations and all related costs for those individuals.

11) May I switch campuses for a particular term once I start the program?

A: No. This is due to the nature of sequential courses offered. Admitted students must follow the order of campuses as the program has been structured. All students will complete one term at each of Webster's four European campuses. In the final, summer term, students will complete the program at either our campus in Beijing, China, or a Webster Thailand campus. Because the program concludes at a Webster campus in Asia, students will not be permitted to return to a European campus in their final term.

Students will be asked to state their preference of either China or Thailand, but Webster cannot guarantee that every student will be granted their first choice. Accepted students will be informed of their final campus upon receiving their cohort assignment. Students attending the China campus will need to obtain a visa several months in advance.

12) If I am accepted, who do I contact about specific details regarding travel dates and living abroad?

A: Accepted students should consider the Office of Study Abroad (OSA) their main resource for travel information and advice. The contact person in OSA is Kim McGrath and can be reached at 314-968-6988, 1-800-984-6857 or worldview@webster.edu.

13) How do I schedule an academic advising session once I've been accepted?

A: Once admitted, students should contact Dr. Dan Hellinger, faculty advisor for the program, and Professor of Political Science in the Department of History, Politics, and International Relations. Dr. Hellinger can be reached via email at hellindc@webster.edu. He will respond with some updated information and can arrange to consult with you via email, as he will be teaching in Europe from 3/11-5/29/09.

14) How will I get registered for classes?

A: Students will be registered for classes in the summer, after having been accepted by the Graduate and Evening Student Admissions Office and completing their required advising appointment. They will be notified of registration by email or a letter confirmation.

15) Do I need a passport or a visa?

A: All students must hold a valid passport from their respective country of citizenship. If you currently hold a passport, please ensure that it will not expire while you are abroad. To apply for a U.S. passport, visit any Post Office, or visit www.state.gov for detailed instructions and time frames. Allow at least 3 months for processing.

All students must obtain proper visas, if required, for all countries visited during the program. Visit the embassy website for details.

16) Is there an orientation before or when I arrive?

A: Prior to departure, all students will receive a pre-departure orientation packet with important arrival information and other details. All students, regardless of the cohort they are assigned, will travel to one of our European campuses for a group orientation. On arrival, students will meet with their all members of the fall 2009 Global class. You will receive an orientation designed for the Global MA program. While attending the orientation, students will be housed in a local hotel, double occupancy. After the group orientation, students participating in the other cohorts will travel with fellow members to that campus. Transportation from group orientation in Leiden to your first campus will be provided by Webster University.

17) Will there be an orientation at each of the campuses?

A: Yes. Upon your arrival at each of the Webster University international campuses you will be provided with an orientation designed to orient you to that campus, campus policies, library, country and coursework to be taken.

18) When do I need to arrive at each campus?

A: Students are expected to arrive at their respective campus in time for the campus orientation and should arrange travel around the recommended arrival dates provided in the 2009-2010 Global MA in IR Handbook.

19) How do I obtain my textbooks?

A: Students will receive their textbooks once they arrive at each campus. Textbooks are included in the program cost.

20) What are my housing options for the breaks during the program?

A: Students are encouraged to research housing options that suit their individual needs during breaks. The Office of Study Abroad will provide travel guides which include a non-comprehensive list of housing alternatives. Breaks in between school sessions and countries include one in the fall, winter, spring and summer.

21) How much time do I spend in classes?

A: Each class meets for 4 hours per week for eight weeks. On all European campuses, except for London, classes are held in the evening for 4 hours. Classes at our London campus are held during the day. There is also a day time schedule for professional seminar courses, which vary from campus to campus.

22) Are site visits included in the program curriculum?

A: Yes. As part of the professional seminar course, built into the first four terms of the program, students will have many opportunities to visit various governmental and nongovernmental organizations, such as the United Nations, the International Court of Arbitration and the International Atomic Energy Agency. Time spent for site visits will vary from campus to campus.

23) How do I get my university email account?

A: Within two weeks after your initial class registration, the Registrar will mail a letter containing a password to the address we have on record. The password will allow you to access information for University computer information services through the Connections portal. If students will be away from that address, or if that letter should be misplaced, students should request a new letter by visiting <http://www.webster.edu/academics/registration.shtml>. Scroll down to "Reset Password". If you don't have the password and you are within 2 weeks of leaving for Europe, call the Help Desk at 314-968-5995 or 1-866-435-7270 or support@webster.edu, to insure that they will have ready access to information distributed online for courses, to e-mail, and to academic and other online services.

NOTE: After you begin the program, you must use your Webster email address. University faculty and staff will send correspondence only to your Webster email account.

24) How will I be billed while I am in Europe?

A: Tuition and housing charges for the program will appear on the student account each term. Students may access their student account information via the Webster University home page at www.webster.edu/academics/registration.shtml enter your login and select the statement link. Payments can be made on your account by clicking on the Pay Now link.

25) How will I receive a refund from Webster University?

A: Our refund service, through Higher One, provides students with three options of how they can receive their refund. Students may choose one of the following refund preferences; 1) A paper check, mailed to the address given to Higher One (2) Authorize direct deposit to a current banking institution (3) Open a free checking account with Higher One and use the card as your debit card. One Higher One Refund Card will be mailed to **all** new students at their student permanent address prior to the beginning of their initial term. – **DO NOT DISCARD THE CARD WHEN IT COMES IN THE MAIL!** Activating the card will allow students to gain access to the website and choose a refund preference. The card will not be mailed outside of the United States. If you expect a refund, we strongly encourage you to activate the account before leaving the country. You should receive your refund by week 3 or 4 of your first term.

26) Whom can I contact if I have a problem or concern related to the program while I am abroad?

A: Each Webster University campus has a local staff available to assist you. General questions and concerns can be directed to the local Student Services staff member at each campus. Questions related to courses and instruction can be directed to the International Relations faculty advisor at each campus. During each campus orientation, you will be provided more specific contact information.

The following information pertains to US citizens and US permanent residents only:

GRADUATE FINANCIAL AID CHECKLIST

Please be sure you know the financial aid process prior to leaving to study abroad. **Below are a few steps to take in order to insure that you are ready for your travel experience.**

To Do:

- Invest in constructing a reasonable **budget** for your time abroad. The budget should be one that reflects your goals while abroad (travel, activities, etc.) and your personal "comfort zone" (staying in hotels vs. hostels during breaks).
- Meet with your **Financial Aid Counselor** if you have questions. The Financial Aid office is located in Webster Hall 102. You may contact your Counselor by email. If you are unsure of your Counselor's name, please refer to the list below:

If your last name begins with:

A-E	Dee Berkey	(berkeyde@webster.edu)	314-246-7639
F-L	Jay Cooley	(cooleyjt@webster.edu)	314-968-6977
M-Q	Cathi Nolde	(noldecc@webster.edu)	314-968-6985
R-Z	Sheryl Rowden	(soutiesr@webster.edu)	314-968-6917

- Be sure you have confirmed with the University your address to which your **Higher One Debit Card** should be sent. For more information about the Higher One Debit Card please speak with your Financial Aid Counselor.
- Be sure to talk with your counselor about options for **additional funding** to cover increased expenses due to cost of living or travel.
- Make sure you understand options such as GRADPlus Loans and alternative loans. Different types of loans will have different interest rates and conditions. Keep in mind that loan disbursements will not post on your student account until the 2nd or 3rd week of class and refunds are not processed until after the add/drop period.
- If you study abroad during the spring semester, it is your responsibility to file for the next academic year financial aid either while you are studying abroad or prior to leaving town. As a reminder, priority deadline for **COMPLETING** your financial aid file is **March 31st**.

Helpful Links

FAFSA on the Web

www.fafsa.ed.gov

Webster University Financial Aid Information

www.webster.edu/finaid/information.html

Comprehensive Financial Aid Information

www.finaid.org

Scholarship Search

www.fastweb.com