

Check List for Applying to Webster University as a Graduate Student

- _____ Decide on a major
- _____ Fill out an Application for Graduation Admission form
(available in our office and online at www.webster.edu/scottafb)
- _____ Submit your Application for Graduate Admission form and the \$50.00
matriculation/application fee to the Webster – Scott AFB office.
- _____ Check with the Webster staff to determine if you qualify for a tuition discount.
Submit a copy of your ID card signifying your entitlement to a military discount to the
Webster – Scott AFB office.
- _____ Have an official transcript reflecting conferral of your undergraduate degree sent to
Webster University – Scott AFB
(form available in our office and online at www.webster.edu/scottafb)
- _____ Arrange for graduate level transfer credit, if applicable, through the Webster Office
(forms are available in our office)
- _____ Schedule an appointment with our Academic Advisor, Jennifer Ord, to develop your
Program Planning Worksheet.
- _____ Know your payment method. Apply for financial aid if desired.
- _____ Register for your first course no earlier than 48 business hours after submitting app & fee.