

Checklist for Applying to Webster University as a Graduate Student

Below is a checklist to assist you with the application process.

- _____ **Application** ~ Apply for admission online at www.webster.edu/scottaafb or using the enclosed application. There is a \$50 application fee which you may submit with your online application or via check or money order with your paper application.
- _____ **Discount** ~ Check with the Webster Scott AFB staff to determine if you qualify for a tuition discount. Complete a Discount Form or submit a copy of your ID card signifying your entitlement to a military discount to the Webster – Scott AFB office.
- _____ **Transcript** ~ Request an official transcript reflecting conferral of your undergraduate degree sent to the Webster University – Scott AFB campus. Mail to: Webster University, ATTN: Sue Morris, 375 FSS/FSDE, 404 West Martin St. Room 83, Scott AFB, IL 62225-9998 (form enclosed). This transcript should be received by the end of the 3rd week of your first class and must be received no later than the end of your first term of enrollment.
- _____ **Academic Advisor** ~ Schedule an appointment with our Academic Advisor, Jennifer Ord, to discuss your program, develop your Program Planning Worksheet, transfer in graduate level coursework, etc.
- _____ **Transfer Credit** ~ Arrange for graduate level transfer credit, if applicable. Complete transfer of credit form and any other forms when meeting with the Academic Advisor. Request official transcript(s) mailed to the Webster University – Scott AFB campus.
- _____ **Waiver Paperwork** ~ If a student can demonstrate academic proficiency in a major, a request for a waiver of the requisite course may be made. Complete the necessary paperwork and provide supporting documentation (unofficial or official transcript) when meeting with the Academic Advisor. This waiver must be officially approved prior to enrollment in a core course.
- _____ **Register** ~ Register for your first course no earlier than 48 business hours after submitting application & fee. Registration for your first two terms must be completed in person in the Webster office.
- _____ **New Student Orientation** ~ Mark your calendar. Attendance at New Student Orientation is mandatory. The date of your New Student Orientation is listed on the Term Schedule.
- _____ **Payment** ~ Discuss your payment options with the Webster staff. Know your payment method, procedures, and deadlines. Contact the Webster Office for more information any time your payment option changes. Submit payment or forms no later than two weeks prior to the beginning of *each* class. Apply for financial aid if desired.
- _____ **Base Entry** ~ Our campus is located on a secure base that requires base entry passes. Civilians are welcome to attend our campus, but must follow base entry procedures to obtain a pass. Inquire about base entry procedures.
- _____ **Provisional Acceptance Letter** ~ Look for your provisional acceptance letter in the mail once your application has been processed. This letter details pertinent next steps to complete your acceptance to Webster University.
- _____ **Acceptance Letter** ~ Look for your acceptance letter in the mail once your application and official undergraduate transcript have been received and evaluated. This letter provides information regarding further facilitation of academic development and progress.
- _____ **Read this New Student Packet** and ask questions about policies, procedures, or requirements that are not understood.