

Checklist for Applying to Webster University as a Graduate Student

- _____ **Application** ~ Apply for admission online at www.webster.edu/scottafb 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 bachelor's degree sent to: Office of Admission, Webster University, 470 E. Lockwood Avenue, Saint Louis, Missouri 63119-3141 ATTN: Scott AFB, Illinois Campus. This transcript should be received by the end of the 1st week of your first course. If you attended multiple colleges, we only need the official transcript from the university that conferred the bachelor's degree.
- _____ **Academic Advisor** ~ Schedule an appointment with our Academic Advisor, Larry Friederich, 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. PME coursework may be transferrable. Complete transfer of credit form and any other forms when meeting with the Academic Advisor.
- _____ **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.
- _____ **Graduate Catalog** ~ Familiarize yourself with the graduate catalog <http://www.webster.edu/gradcatalog/index.shtml> (in particular the sections on Academic Policies and Procedures; Academic Calendar; Tuition, Fees and Refunds; and your specific major).