



## Study Abroad REGISTRATION FORM

This form must be returned to the Office of Study Abroad in order for students to be properly registered abroad. Academic Advisors cannot register students for courses abroad and students cannot be registered online.

*Please type or print neatly.*

Name: \_\_\_\_\_ Webster Student ID #: \_\_\_\_\_ Payment Code: \_\_\_\_\_  
(See page 2)

Permanent Address: \_\_\_\_\_  
 City, State, & Zip Code \_\_\_\_\_ Permanent Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_  
 City, State, & Zip Code \_\_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_  
 Address Valid Until: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Email Address: \_\_\_\_\_

Program Country:  Leiden  Vienna  Geneva  Cha-Am\*  Bangkok\* Term:  Spring I  Spring II  Fall I  Fall II  Summer Year: 20\_\_\_\_

\*Thailand students, please check the box if you would like books ordered for you:  yes  no

Degree (BA, MA): \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Planned Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please circle the number of classes you wish to take abroad: 1 2 3 4 5 6**

*Please list courses in order of preference and be sure to include alternate course selections. Also, indicate whether the course is a term one, term two or full semester course. If applicable, indicate the section number.*

Course # & Section #	Course Title	Term 1, 2, or Full Semester Course? Circle One:	Alternate Course? Circle One:	Credit Hours
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	
		1 2 Full Sem.	Y N	

Academic Advisor's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Student's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

*I understand that it is my responsibility to ensure that my course choices satisfy both program requirement and individual department requests for my specializations, concentration, or major(s), and have done so by gaining approval from my Academic Advisor. I have also confirmed with the Business Office that my account is clear of all financial holds, therefore making me eligible for registration.*

# Registration Information

- **Undergraduate course requirements\*:**
  - Semester minimum: 12 credit hours
  - Semester max: 18 credit hours
  - Term minimum: 6 credit hours
  - Term maximum: 9 credit hours
- **Graduate course requirements\*:**
  - Semester minimum: 6 credit hours
  - Semester max: 12 credit hours
  - Term minimum: 3 credit hours
  - Term maximum: 6 credit hours
- *\*Online courses and independent study courses do not count towards the minimum number of course requirements.*

## Tuition Payment Codes

Each time you register for classes, you will need to supply a payment code indicating how you will pay your tuition. This code must be entered into the Webster University computer system before your registration can be processed. Please read the information below to determine what your code will be when registering. **Note:** *If you pay your tuition using more than one method, please include all codes when registering.*

**All Financial arrangements must be completed two weeks before classes begin, or you may be dropped from your classes. Reinstatement is not guaranteed and is based on class capacity limits.**

<u>If you:</u>	<u>Your Code is:</u>
Pay tuition in full by cash, check, credit card, or are a visiting student,	<b>PD</b>
Pay tuition and prefer to make monthly payments using the Deferred Payment Plan,	<b>TM</b>
Fund your tuition primarily through grants, scholarships, and/or loans,	<b>FA</b>
Are reimbursed by your employer for your tuition,	<b>ER</b>
Note: If you are an affiliate student your payment code is...	<b>EX</b>
Note: If your company reimburses a portion of tuition and you pay the rest, your code is ...	<b>ER and PD or TM</b>
Work for a company that pays Webster University directly,	<b>DB</b>
Receive partial or full tuition assistance from the Military and Government (Civil Service),	<b>TA</b>
Note: If you receive partial tuition assistance from the military and you pay the rest, your code is ...	<b>TA and PD or TM</b>
Receive tuition assistance from the Veteran's Administration (VA) or Vocational Rehabilitation (VR),	<b>VA or VR</b>
Receive the tuition remission benefit from Webster as an employee, or the spouse, dependent or other designate of the employee,	<b>TR</b>

## Remember to:

- Gain approval from your Academic Advisor, and receive signature, stating that your course selection is approved.
- Contact the Business Office, and receive signature, stating that your student account is clear of all holds.
- Pay in full 2 weeks before the term begins, if your payment code is **PD**.
- Complete a TMS application at the time of registration and pay the fee. Students may apply and enroll for the TMS Plan at the Business Office, the Advising Center, or at the site campus, if your payment code is **TM**.
- Complete your financial aid at least two weeks before the term begins, if your payment code is **FA**.
- Submit a letter from the employer to the Business Office verifying employment and tuition reimbursement program at the time of registration or two weeks before the term begins, if your payment code is **ER**.
- Submit a letter/voucher from the employer to the Business Office verifying employment and direct billing program at the time of registration or two weeks before the term begins, if your payment code is **DB**.
- Submit the Tuition Assistance form at the time of registration, if your payment code is **TA**.
- Contact Ann Wagner at 314-968-7446 if you are a St. Louis student and you have questions regarding your **VA** or **VR** benefits. All other students please contact your **VA** representative at your local campus.
- Submit completed Tuition Remission application form to the Business Office two weeks before the term begins, if your payment code is **TR**.
- Contact the Business Office if you have any questions regarding billing by phone at 1-800-981-9803 or fax at 314-963-6105.