

**GRADUATE  
ADMISSIONS HANDBOOK  
2017-18**



## Ghana Campus

**Online Application, go to:**  
[www.webster.edu/apply](http://www.webster.edu/apply)

**Contact us with questions:**  
+233.302.774.250  
+233.302.502.554  
+233.540.119.633  
[ghana@webster.edu](mailto:ghana@webster.edu)

**Email supporting documents:**  
[ghana@webster.edu](mailto:ghana@webster.edu)

### Application Deadlines

You may submit an online application **at any time** during the year. However, we recommend that you submit the application *at least* two months before the term starts.

After submitting the application you will need to provide a number of supporting documents (see details below). Your application is 'complete' when you have provided all the supporting documents and completed the Entrance Exam. The admission decision is then made within one week.

### How applications are evaluated

Each application is reviewed by the admissions committee and, in some cases, by the Academic Director. Consideration is given to the following:

- Academic performance
- The rigor and content of the bachelor's degree
- The applicant's performance in courses directly related to the master's program

And, when it is relevant, consideration is also given to:

- Documentation of academic English proficiency (see section "English Proficiency")
- The applicant's work experience

- The applicant's motivation and commitment to complete the program
- If the admissions committee finds the information in the application insufficient for making the decision, the applicant will be invited to an interview.

### Academic Requirements

Minimum admissions requirements for graduate studies at Webster University:

- Bachelor's degree from a nationally or regionally accredited institution
- A cumulative grade point average (CGPA) of 2.5 on a 4-point scale, or its equivalent. The admissions committee will consider a CGPA between 2.0 and 2.4 for entry as a 'special status' student. In programs that use a different assessment scale, academic achievement is evaluated in the context of the relevant academic system.
- When applicable, proof of academic English proficiency at the graduate level.

#### Notes:

- You do not need to submit GRE or GMAT results.
- You do not need to have an undergraduate degree in a field matching the master's program.

### Additional Requirements: MBA

MBA applicants need to have completed the following courses, or their equivalents, within the last five years with a grade of 'B' or better:

- Financial Accounting - BUSN 5600 Accounting Theory and Practice
- Microeconomics & Macroeconomics - BUSN 5620 Current Economic Analysis

An MBA applicant's transcripts will be assessed for equivalents to the above courses. If missing from the applicant's educational background, the applicant will need to successfully complete the pre-requisite coursework before starting the MBA program. Pre-requisite courses do not count towards the MBA degree.

### Academic Transcripts and Certified Copies

You will need to request official transcripts from all colleges and universities attended. They should be sent by courier to the Admissions Office at the Webster University - Ghana Campus.

Admissions Office  
 Webster University - Ghana Campus  
 Plot No. 445B Luanda Close  
 East Legon, Accra

If you attended a university that does not issue transcripts but gives the original certificate or mark sheet directly to the student, you will need to make a photocopy of the original certificate or mark sheets and have the university registrar certify or attest that the copy is a 'true copy' of the original document. The attested copies should be mailed by the registrar directly to the Admissions Office of the Ghana Campus.

### Translation of transcripts

If your official transcript is not in English, you will need to have it professionally translated according to these instructions:

- All translations must be prepared using the same format as the original
- All information must be translated
- The translation must be verbatim (literal)
- No interpretations or evaluation of information should be included. For example, converting number grades to letter grades
- The translation must be typed, signed, and dated by the translator and must list the translator's contact information: address, phone number, fax number and e-mail address

### Application Supporting Documents

After you submit your online application, you will need to provide supporting documents to complete your file. All supporting documents must be received no later than two weeks before the term begins.

Email copies of the supporting documents as attachments to <ghana@webster.edu>  
 The admissions committee will only review complete files in order to make the admission decision.

Online Application	Go to <a href="http://www.webster.edu/apply">www.webster.edu/apply</a> <ol style="list-style-type: none"> <li>1. Create a profile</li> <li>2. Login with your profile to start the application. Be sure to select "Ghana Campus"</li> <li>3. Contact the Ghana Campus admissions office for a <b>Promo Code</b> to bypass the application fee page.</li> </ol>
Application Fee	Proof of application fee payment. Application fee for the Ghana campus is US\$50 (or Ghana Cedis equivalent). See payment instructions in the section "Application Fee Payment"
University Transcripts	Graduate applicants need to provide transcripts for <u>all</u> courses taken at a university or similar institution. If the undergraduate transcript for the bachelor's degree does not indicate award of the degree, then a certified copy of the diploma is required. If transcripts are not in English, then official translations must also be submitted. <b>Note: Copies of transcripts</b> are acceptable for Webster to make an admission decision. But official transcripts must be submitted before the term begins.
Bachelor's Diploma	Certified true copy required.
Essay	Please write an essay of 500 words to discuss the following: <ol style="list-style-type: none"> <li>1. Your education and work experience</li> <li>2. How have these experiences shaped your life and career goals?</li> </ol> How do you expect this program to help you achieve your life and career goals?
Letter of Recommendation	3. One letter of recommendation explaining how you are suited for success as a graduate student. Recommenders can be professional colleagues, supervisors, or a professor.

Résumé or CV	Detailed personal résumé or CV.
Entrance exam	The entrance exam will be offered once a week on the Ghana Campus. If you are not able to visit the Ghana Campus other arrangements can be made. Contact the admissions office for details.
Official ID	A photocopy of a national identity card or passport biographical page.

### Application fee payment

In order to complete the online application, you will need to pay the application fee of \$50 (or Ghana Cedis 200). The application fee can be paid at the campus or through the Zenith Bank. Contact the admissions office for banking details.

### Tuition

Tuition for each course is US\$1,500; \$18,000 for the program.

- Tuition is paid on a “pay as you go” basis. When you register for a course, that is when you pay tuition.

### Scholarships

Scholarship applications are available upon request **after the student has been accepted** to Webster University - Ghana Campus.

There is a significant scholarship fund that is awarded to **accepted students** based on

academic achievement and proof of financial need.

Scholarship awards are valid as long as a student studies full-time and maintains strong grades.

### American Citizens: FAFSA

American citizens are eligible to receive FAFSA financial aid (American student loans).

### Academic Calendar 2015

A student needs to successfully complete 12 courses in order to earn either the MBA or MA International Relations degree.

A full-time student completes a master’s degree in 6 terms, which is about 14 months of studies.

Fall 2017 Semester		
Start: August 21	<b>Fall 1 Term</b>	End: October 13
<i>Break: Oct. 17-21</i>		
Start: October 23	<b>Fall 2 Term</b>	End: December 15
<i>Holiday break: December 18 – January 5</i>		
Spring 2018 Semester		
Start: January 8	<b>Spring 1 Term</b>	End: March 2
<i>Break: March 5-9</i>		
Start: March 12	<b>Spring 2 Term</b>	End: May 4
Start: May 14	<b>Summer Term</b>	End: July 6

(Updated April 2017)