

**UNDERGRADUATE
ADMISSIONS HANDBOOK
2017-18**



Ghana Campus

Online Application, go to:
www.webster.edu/apply

Contact us with questions:
+233.302.507390
+233.540.120.940
ghana@webster.edu

Email supporting documents:
ghana@webster.edu

Application Deadlines

Applicants are enrolled twice a year; spring and fall term. You may submit an online application **at any time** during the year for your preferred enrollment term. 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.

**Application Supporting Documents:
FRESHMAN**

A freshman is an applicant who has, or soon will have, a high school diploma and has never attended a post-secondary institution or university.

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 www.webster.edu/apply 1. Create a profile 2. Login with your profile to start the application. Be sure to select "Ghana Campus". Be sure to select FRESHMAN as admit type 3. Contact the Ghana Campus admissions office for a Promo Code to bypass the application fee page.
Application Fee	Proof of application fee payment. Application fee for the Ghana campus is US\$35 or ₵120.00 Ghana Cedis. See payment instructions in the section "Application Fee Payment"
Transcripts	Applicants must provide secondary school (high school) transcripts that document at least the past 3 years of academic work. This typically means Grade 10, 11, and first part of Grade 12. If you have <u>completed</u> high school, then the transcript should also indicate the award of your diploma and graduation date. If the transcripts do not indicate graduation, then a certified copy of the diploma is required. If transcripts are not in English, then official translations must also be submitted. Note: Copies of transcripts are acceptable for Webster to make an admission decision. But official transcripts must be submitted before the term begins. This is not a requirement for WASSCE Students.
Diploma	Certified true copy required.
External Exams	Provide official results of external examinations. For example, the International Baccalaureate (IB), WAEC, or GCSE A-Levels.
Essay	Please write an essay of 300 words to discuss the following: 1. Your education and life experience 2. How have these experiences shaped your life goals? 3. How do you expect this

	program to help you achieve your goals?
Letter of Recommendation	One letter of recommendation from a teacher expressing an opinion of why you will succeed as a university student.
Entrance exam	The entrance exam is scheduled on campus several times a year. Contact us if you are unable to visit the Ghana Campus or want more details.
Official ID	A photocopy of a national identity card or passport biographical page.

Application Supporting Documents: TRANSFER

A transfer is an applicant who has a high school diploma **and** then attended a post-secondary institution or university (for example, HND).

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 www.webster.edu/apply <ol style="list-style-type: none"> 1. Create a profile 2. Login with your profile to start the application. Be sure to select "Ghana Campus". Be sure to select TRANSFER as admit type. 3. Contact the Ghana Campus admissions office for a Promo Code to bypass the application fee page.
Application Fee	Proof of application fee payment. Application fee for the Ghana campus is US\$35. See payment instructions in the section "Application Fee Payment"
High School Diploma	Certified true copy required.

High School Transcripts	Applicants must provide secondary school (high school) transcripts that document, at least, the past 3 years of academic work. The transcript should also indicate the award of your diploma and graduation date. If the transcripts do not indicate graduation, then a certified copy of the diploma is required. If transcripts are not in English, then official translations must also be submitted. Note: Copies of transcripts are acceptable for Webster to make an admission decision. But official transcripts must be submitted before the term begins. This is not a requirement for WASSCE Students.
External Exams	Provide official results of external examinations such as the International Baccalaureate, WAEC, or GCSE A-Levels.
Post-secondary transcripts	Official transcripts from all post-secondary institutions attended that document all coursework attempted. Applicants who do not submit transcripts for all coursework will not be considered for admission.
Essay	Please write an essay of 300 words to discuss the following: <ol style="list-style-type: none"> 1. Your education and life experience 2. How have these experiences shaped your life goals? 3. How do you expect this program to help you achieve your goals?
Curriculum Vitae	Detailed CV or resume.
Letter of Recommendation	One letter of recommendation from a teacher expressing an opinion of why you will succeed as a university student.
Entrance exam	The entrance exam is scheduled on campus several times a year. Contact us if you are unable to visit the Ghana Campus or want more details.

Official ID	A photocopy of a national identity card or passport biographical page.
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Application fee payment

In order to complete the online application, you will need to pay the application fee of \$35 (or ₦120.00). The application fee can be paid at the campus or through the Zenith Bank. Contact the admissions office for banking details.

How applications are evaluated

Each application is reviewed by the admissions committee and, in some cases, by the Academic Director. We are looking for evidence that you will be a successful student at Webster University. Consideration is given to the following:

- Academic performance
- The rigor and content of your coursework
- Your motivation, commitment and readiness for university life as demonstrated in your application essay and as discussed by your recommender

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

- Documentation of academic English proficiency

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 undergraduate studies at Webster University:

- Secondary school (high school) diploma: You can apply before your exams, but your admission status will depend on your successful completion of high school.
- 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 'conditional' student. In programs that use a different assessment scale, academic achievement is evaluated in the context of the relevant academic system.
- WASSCE: Student must have a minimum C6 grade in the three core

subjects, and a minimum C6 grade in three additional subjects. The subjects do not have to directly relate to the major being pursued.

- SSSCE: Student must have a minimum D grade in the three core subjects, and a minimum D grade in three additional subjects. The subjects do not have to directly relate to the major being pursued
- When applicable, proof of academic English proficiency at the undergraduate level.

Note:

- Previous coursework is not needed in the field in which you plan to major at Webster.

Advanced Standing Transfer Credit

You may qualify for Advance Standing Transfer Credit if you have passed external exams from such programs as:

- A-Levels
- International Baccalaureate

Transfer credit is evaluated on a case-by-case basis and determined according to the guidelines of each academic department. Students who receive Advanced Standing Transfer Credit may be able to complete the bachelor's degree sooner.

The length of study may be shortened by as much as two semesters depending on individual results.

Transfer Credit

Webster accepts transfer work from other accredited university-level institutions. The institution must be accredited where it operates either nationally or regionally. Webster may allow transfer of up to 98 credit hours of academic university-level work. To earn the bachelor's degree, which requires 128 credits, all students must meet the requirements for their major, as well as the requirements for the Global Citizenship Program. Also, a residency of at least of the last 36 credits earned must be completed at Webster.

Academic Transcripts and Certified Copies

You will need to request official transcripts from all the schools where you completed the last three years of academic work to earn your high school diploma. Transfer students must

also submit official transcripts from the colleges and universities attended.

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.

Send the transcripts by courier to the Webster University- Ghana Campus.

Admissions Office
Webster University - Ghana Campus
Plot 4, Fourth Circular Road
Cantonments, Accra, Ghana

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, and e-mail address

Tuition

Full-time students are assessed a "flat fee" tuition. For Ghanaians, the exchange rate (US\$ to Cedi) is set at the start of each semester:

- **US\$4,900 per semester** (5-6 courses); \$9,800 per year
- Some courses may have additional lab or travel fees, but this fee will be communicated before registration

- Tuition for the semester must be **paid in full** no later than the first day of the semester.
- Instalment plan is available for enrolled students.

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 2016-17

A student needs to successfully complete 128 credits (approximately 43 courses) in order to earn a bachelor's degree. Students typically take between 10 and 12 courses per year. There are 2 semesters per year.

Fall 2017 Semester		
Start: August 21	Fall 1 Term	End: October 13
<i>Break: Oct. 16-20</i>		
Start: October 23	Fall 2 Term	End: December 15
<i>Holiday break: December 18 – January 5</i>		
Spring 2018 Semester		
Start: January 8	Spring 1 Term	End: March 2
<i>Break: March 5-9</i>		
Start: March 12	Spring 2 Term	End: May 4
Start: May 14	Summer Term	End: July 6

(Updated June 2017)