

# Requirements, Steps and Deadlines for Enrolling into WGU



Degrees from the **College of Business** emphasize mastery of skills and knowledge that are essential for continued advancement.

- ▶ **Special Admissions Requirements for WGU's MBA Programs:**
  - ▶ Submit a transcript verifying receipt of your bachelor's degree from a regionally or DETC-accredited institution.
  - ▶ Submit a resume demonstrating at least three years of significant professional experience.

## The Steps and Deadlines for Enrollment:

- ▶ **Apply for Admission and Pay the Application Fee**  
You may apply for admission online at any time at [www.wgu.edu/applynow](http://www.wgu.edu/applynow) once you're ready. The application fee is \$65. You can pay online using a credit card. You can also mail a check or call the Bursar's Office at 1-877-435-7948 ext. 3105 for help paying online.  
*Note: WGU does not "profit" from application fees as they only offset a small portion of admissions and enrollment costs.*
- ▶ **Send In Your Official Transcripts**  
If you have prior college experience, you must submit official transcripts from each college or university you have attended. Please order official transcripts now; they can take a few weeks to arrive. Your transcripts should be sent directly to WGU from the institution(s) you attended and should be received by the 10th of the month prior to your intended start date.  
*Learn more about how to send in official transcripts at [www.wgu.edu/transfer](http://www.wgu.edu/transfer).*
- ▶ **Complete the WGU Readiness Assessment**  
The WGU Readiness Assessment is a three-part online test designed to determine your likelihood of success at WGU. Your Enrollment Counselor can answer questions regarding this assessment.
- ▶ **Satisfy Your First Tuition Obligation**  
Your first tuition payment will be due by the 22nd of the month prior to your intended start date. If you plan to use financial aid, you need to start the financial aid process right after you pay your application fee. There is a two-payment plan available to those who are not using financial aid. We strongly encourage you to make tuition arrangements or finish the financial aid process sooner than the 22nd, as this will permit you to begin your orientation, Education Without Boundaries, at any time after the 15th of the month.
- ▶ **Interview with Your Enrollment Counselor**  
You should have one or more interviews with your designated Enrollment Counselor to help determine if WGU is a good fit for you. The calls help ensure you have accurate and appropriate information about WGU, your program, and what will be expected of you. Normally, your Enrollment Counselor must make a recommendation for you to be admitted. **In addition, you'll need a 20-30 minute Intake Interview to finalize your enrollment and officially establish your program start date.** (The Intake Interview typically needs to occur by the 15th of the month prior to your intended start date.)
- ▶ **Complete Orientation**  
Once you are cleared to begin (after sending in your transcripts and paying tuition) you can begin your orientation, Education Without Boundaries. This orientation will acquaint you with WGU's unique competency-based academic approach and link you to the various learning resources you'll utilize throughout your program. You should complete orientation before starting your program on the first of the month.

