

# Checklist for Enrollment into a WGU Washington Degree Program



This step-by-step guide will help you navigate the process of applying, getting admitted, and beginning your WGU Washington degree program.

## ▶ Apply for Admission and Pay the Application Fee

You may apply for admission online at any time at [washington.wgu.edu/applynow](http://washington.wgu.edu/applynow) once you're ready. The application fee is \$65. You can pay online using a credit card. You can call the Bursar's Office at 1-877-435-7948 ext. 3105 for help paying online.  
*Note: WGU Washington does not profit from application fees as they only offset a small portion of admission and enrollment costs.*

## ▶ Send In Your Official Transcripts

If you have prior college experience, you must submit official transcripts from each institution you have attended. Please order your transcripts now; they can take a few weeks to arrive. Your transcripts should be sent directly to our parent institution, Western Governors University, from the institution(s) you attended and must be received by the 1<sup>st</sup> of the month prior to your intended start date. Questions about your transfer evaluation can be discussed with your Enrollment Counselor. *Learn more about how to send in official transcripts at [washington.wgu.edu/transfer](http://washington.wgu.edu/transfer).*

## ▶ Complete the WGU Readiness Assessment (Undergraduate Students Only)

The WGU Readiness Assessment is a three-part online test designed to determine your likelihood of success at WGU Washington. Your Enrollment Counselor can answer questions regarding this assessment. *Readiness Assessment requirements vary by program, see website for details.*

## ▶ Be Admitted to WGU Washington

The admission decision is based on many factors, including your results from the Readiness Assessment, your prior college experience, and the amount of time you can devote to your studies each week.

## ▶ Satisfy Your First Tuition Obligation

Your first tuition payment is due by the 22<sup>nd</sup> of the month prior to your intended start date. If you plan to use financial aid, you need to start the financial aid process immediately after paying your application fee. We strongly encourage you to make tuition arrangements or finish the financial aid process earlier than the 22<sup>nd</sup>, as this will permit you to begin your orientation, Education Without Boundaries, any time after the 15<sup>th</sup> of the month.

## ▶ Interview with Your Enrollment Counselor

You should have at least one phone interview with your designated Enrollment Counselor to help determine if WGU Washington is a good fit for you. These calls help ensure that you have accurate and appropriate information about WGU Washington, your program, and what will be expected of you. **In addition, you'll need a 20- to 30-minute Intake Interview to finalize your enrollment and officially establish your program start date.** (The Intake Interview typically needs to occur by the 15<sup>th</sup> of the month prior to your intended start date).

## ▶ Complete Orientation

Once you are cleared to begin you can start your orientation, Education Without Boundaries. This orientation will acquaint you with WGU Washington's unique competency-based academic approach and link you to the various learning resources you'll utilize throughout your program.

## ▶ Begin Your Personalized WGU Washington Experience

You'll work with a dedicated mentor to develop your individualized Degree Plan that will chart your path towards completing your degree.



**WGU WASHINGTON**

1.877.214.7004  
[washington.wgu.edu](http://washington.wgu.edu)