## APPLICATION DEADLINES

- ❑ **IPPAM PRIORITY DEADLINE: March 15**
- ❑ **INTERNATIONAL STUDENT FINAL DEADLINE: May 1**
- ❑ **DOMESTIC STUDENT FINAL DEADLINE: July 1**

*\* IPPAM program may continue to accept applications until the class is filled.*

- ❑ **Transcripts** – School #1 _____
- ❑ **Transcripts** – School #2 _____
- ❑ **Transcripts** – School #3 _____
- ❑ **Transcripts** – School #4 _____
- ❑ **CV/Resume**
- ❑ **Personal Statement of Purpose**
- ❑ **Email Address of Recommender #1** _____
- ❑ **Email Address of Recommender #2** _____
- ❑ **Email Address of Recommender #3** _____
- ❑ **Official Standardized Tests**
    - ❑ TOEFL Scores
        or
    - ❑ IELTS Scores
    - *\* See page two for instructions for standardized tests*
- ❑ **Scanned copy of passport photo ID page for yourself and family members who will accompany you**(Submit once admitted)
- ❑ **A Financial Guarantee Statement** showing proof of ability to pay tuition, university fees, and 9-months of living expenses. (Submit once admitted)

## Standardized Tests - Official TOEFL or IELTS Scores

❑ Scores must be received directly from the testing service and dated no earlier than 2 years (24 months) prior to the start of your intended first term at USC.

❑ For TOEFL scores, the **institution code for USC is 4852** (no department code is required).To submit an IELTS score, please select the "**University of Southern California**" from the list of available institutions when you register to take the IELTS test.

❑ **Do not** enter the name, contact information or mailing address of the specific USC department to which you are applying on your IELTS registration.

❑ If you have already taken the IELTS, you may request that your test results be sent to USC by contacting the test center at which you took the test and requesting that your results be sent to the University of Southern California **electronically, not by postal mail**.

❑ You can search for contact details for all IELTS test centers. USC will only accept IELTS scores sent electronically from the IELTS test center where you took the test.

❑ **Paper test report forms received by postal mail or email are not accepted.**

## Apply Online: https://gradadm.usc.edu/apply/

### Application Deadlines
**IPPAM PRIORITY DEADLINE:** March 15
**INTERNATIONAL STUDENT FINAL DEADLINE:** May 1
**DOMESTIC STUDENT FINAL DEADLINE:** July 1
*\* IPPAM program may continue to accept applications until the class is filled.*

## Online Application Instructions

### Profile
Create your profile by clicking **"Create Account"** in the middle of the page on the right-hand side.

- ❖ School: USC Price – Sol Price School of Public Policy
- ❖ Program: International Public Policy and Management Program (IPPAM)
- ❖ Program Level: Master Degree (MIPM)

### My Application - **There are FOUR SECTIONS that need to be completed.**

#### SECTION #1 - PERSONAL INFORMATION

### Biographical Information Tab
- ❖ Complete the entire section.
- ❖ Indicate an alternate or previous name in the "other name" field, if applicable.

### Contact Information Tab
- ❖ Complete the entire section.
- ❖ Fill in your current address. This is very important - your supplies/books will be sent there, if admitted.
- ❖ Your phone and email address will be pulled from the Profile Section. Please provide a personal email address that is NOT associated with your place of employment.

## Citizen Information Tab

❖ Complete the entire section.

❖ International students are required to obtain an F-1 visa in order to study in the International Public Policy and Management (IPPAM) program. If admitted, you will be required to show financial documents indicating your ability to pay for one year of the program. Be sure to fill in all visa information.

❖ To view what documents are required, please go to https://gradadm.usc.edu/lightboxes/international-students-financial-documentation/. In the dropdown menu under Program Costs, select Price School of Public Policy. We encourage you to prepare these documents as soon as possible in order to expedite the issuance of your I-20 if you are accepted into the program.

❖ Additional visa information - For U.S. citizens:
  • Select "Not Applicable" for Type of Visa.
  • Then select "Does Not Apply" for the following two questions.

## Race and Ethnicity Tab

❖ Optional. Save and continue if unable to complete.

## Other Information Tab

❖ Complete the entire section. You may skip the optional questions.

# SECTION #2 - ACADEMIC HISTORY

## Colleges Attended Tab

❖ Complete the entire section.

❖ It is important that we have a record of all post-secondary educational institutions that you attended, including USC.

❖ Please list all colleges and universities you have attended (including any community college, study abroad term, summer enrollment, or ESL studies), in chronological order, starting with the first institution after high school graduation.

❖ If you cannot find your institution, please select **"Can't Find Your School?"**

❖ Upload unofficial copies of your transcripts into this section. Please note that while the copies are sufficient for review purposes, you are still required to send in your official transcripts from ALL universities attended.

❖ You will need to submit official transcripts from all colleges and universities attended, **whether or not a degree was earned**. To be considered "official," the transcript must be received by USC in an unopened envelope from your university. You may have your university send the transcript directly to the Price School Admissions Office. The transcript must be delivered to USC in an unopened envelope from your university.

➢ **Do not open official transcript envelopes** for the purpose of scanning the transcript/uploading to your application, and then mail the unsealed transcript to USC because these will not be considered official. We recommend you order two official copies of each transcript-one to scan and upload to your application and keep as a personal copy and the other to mail to the USC Price Admissions Office.

❖ USC accepts some forms of e-transcripts. Please check with the institution you attended to see if they provide e-transcripts. If your school does not provide e-transcripts through one of these methods below, you must submit a hard copy of your transcripts.

❖ **Please note that we accept only e-transcripts submitted via the following methods:**
➢ eSCRIP SAFE (Grad)
➢ eTranscriptCA (CCC)
➢ Texas Server (Grad)
➢ University to University

❖ Please send all official transcripts to the USC Price Admissions. See the physical address and email address of the USC Price Admissions Office at the bottom of this page.

## GPA Entries Tab
❖ All on a 4.0 scale.

## Standardized Tests Tab
❖ For International Students, Official TOEFL or IELTS Scores are required.

# SECTION #3 - SUPPORTING INFORMATION

## Experiences Tab
❖ List current and last place of employment.

## Documents Tab
❖ A CV/Résumé is required.
❖ Financial documents and a copy of your passport can be submitted at a later time (after admission).

## SECTION #4 - PROGRAM MATERIALS

### Home Tab
❖ Read through this page for an overview of the Admission Criteria, Application Process, and Application Deadlines. This page also contains contact information for the IPPAM Program.

### Documents Tab
### Personal statements
❖ **Required:** Statement of Purpose of approximately 1,000-1,500 words addressing:
  ➢ Your reasons for applying to the International Public Policy and Management Program and how you see the program contributing to your professional goals or personal growth.
  ➢ Describe your academic interests and the skills or knowledge you hope to gain from the program.

### Recommendations Tab
❖ Three letters of recommendation are required, including at least one academic reference from a professor who taught a course in which you were enrolled. Letters from family friends or from ESL schools generally do not count toward the requirement. We will not accept letters of recommendation through postal mail.

❖ Recommenders must submit letters online.
  • Provide the name and contact information for your recommenders. After you complete and save this section, an email request will be sent to the recommenders on your behalf.
  • Recommenders will be instructed to submit recommendation letters on official letterhead.
  • Letters of recommendation received through postal mail will NOT be accepted.

### Add Program Tab
❖ In the search field, please enter "International Public Policy and Management"
❖ Select [ + ] to the left of the program name, continue to payment, and submission.

### After clicking "Submit" in the online application:
Please send official transcripts to the USC Price School Admissions Office.

## Mail:

USC Price Admissions
650 Childs Way, RGL 111
Los Angeles, CA 90089-0626
Tel: +1 213-740-6842
Fax: +1 213-740-7573
E-mail: uscprice@usc.edu

## Questions:

ippam@usc.edu
+1.213.740.0547