Step-By-Step Master’s Application Instructions

Pre-Application

General
- Prepare for and schedule to take the GRE (We recommend scheduling to take the GRE about one month before your first application deadline)
- Identify recommenders (for USC, Letters of Recommendation are submitted by the recommenders through the online application instead of physically mailing letters)
- Prepare your résumé
- Prepare your Statement of Purpose

USC Specific
- Join our Mailing List for updates on events and deadlines
- Participate in an Online or In Person Information Session
- Participate in USC Viterbi’s Preview Day to tour the campus and meet faculty, advisors and current students
- Explore funding opportunities (USC Financial Aid, FAFSA, USC Viterbi Scholarships, other funding opportunities)

International Only
- Prepare for and schedule to take the TOEFL or IELTS (We recommend scheduling to take these exams a minimum of one month before your first application deadline)
- Prepare your Proof of Financial Support Documentation

Ready to Apply

Step 1
- Complete and submit the USC Graduate Admission Application ($90 application fee)

Application Deadlines

<table>
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<tr>
<th>Deadline</th>
<th>Date</th>
<th>Materials</th>
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<tr>
<td>Fall Scholarship Consideration</td>
<td>December 15*</td>
<td>Online application &amp; transcripts</td>
</tr>
<tr>
<td>Fall Final Deadline</td>
<td>January 15*</td>
<td>All materials including test scores</td>
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<tr>
<td>Spring Scholarship Consideration</td>
<td>August 31*</td>
<td>Online application &amp; transcripts</td>
</tr>
<tr>
<td>Spring Final Deadline</td>
<td>September 15*</td>
<td>All materials including test scores</td>
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* 11:59 PM (23:59), Pacific Time

Uploading Scanned Transcripts
We urge all applicants to submit scanned official transcripts through the online graduate application.

- Unofficial transcripts from university student portals are not acceptable
- If the transcript is issued in another language, upload both the original language transcript and an English translation
- If the transcript includes a separate grading scale, make sure it is also uploaded
For upload purposes, all transcript related documents for a single school must be submitted as one document

**Important:** Do not list schools that you attended as an exchange student in the list of schools attended as that will automatically generate a request for transcript submission.

- **Self-Reported Test Scores**
  We ask that all applicants include self-reported test scores (GRE, TOEFL, IELTS, etc.) in the online graduate application.

  **Important:** Test scores (and additional test scores) may be added after the application has been submitted. Do not hold off on submitting the application because you are waiting for test scores.

- **CV/Résumé, Statement of Purpose, Letters of Recommendation**
  Instructions for the submission of these materials can be found in the online graduate application.

- **USC ID Number**
  After you submit the USC Graduate Admission application you will receive a 10-digit USC ID by email typically within 2-3 days of submitting the online application. You will need to include this 10-digit USC ID with all submitted materials by mail and with all correspondence with USC. It is important to note that your 10-digit USC ID is different from the USC CAS ID you will receive when you begin your application. The CAS ID is only required for technical support during the application process and is not issued by the university.

- **Scholarship Consideration**
  To be considered for scholarships, you should complete the optional scholarship section in the online graduate application.

  If your application is received and transcripts are received or postmarked by the scholarship consideration deadline date and all other required materials are received no later than the final deadline date, you will be considered for merit-based scholarships.

  Processing time may take at least 4 weeks. Please note, that the date that your transcripts are uploaded to your file does not reflect the date the transcripts were postmarked or received. Our Office of Graduate & International Admission will notify you via e-mail if additional information or materials are needed to complete our evaluation.

  NOTE: If you include scanned transcripts with the online graduate application, the official, sealed transcript copy just needs to arrive by the final deadline date for scholarship consideration.

**Step 2**

- **Submit official transcripts** (Note: Transcripts should be mailed to one of the Graduate Admission office addresses provided in the link. Do not mail transcripts to the Viterbi School or individual academic departments.)

**Step 3**

- **Submit official, valid GRE scores**

- **How to Submit GRE scores**
  Official GRE scores must be sent electronically by ETS to "U Southern Cal," ETS code 4852. Valid GRE scores are dated within five years of the start of the intended application semester. The Fall semester starts in August, and the Spring semester starts in January.

- **GRE Department Code**
• A department code is not required because all GRE scores automatically go to our Office of Graduate & International Admission. (If the GRE order form requires a department code, just use the one that most closely matches the program to which you are applying.)

• Make sure to use the 4852 school code to ensure that USC receives your official test results.

• **Self-Reported GRE Scores**
  Please self-report your GRE test scores (including test registration number and test dates) on your application. (You may return to your application to add additional test scores even after you have submitted the application.)

  IMPORTANT: Only scores received electronically from the testing service are considered official. USC does not accept self-reported test scores or paper scores sent via postal mail.

**Step 4** (International students only)
• **Submit official English Language test scores**

**Step 5** (International students only)
• **Submit Proof of Financial Support documentation and passport copy**

**Post-Application**

**Decision Notification**

The length of time it takes for an application to be reviewed varies by department and degree program. After your application package is complete, it is sent to a graduate committee for review. Once a decision is made, an official decision letter will be sent to you.

If you have questions about application status, please contact Viterbi Graduate Admission.

Note: All required application materials must be received by the respective application deadline to guarantee review for the intended semester.

**Admitted**

Visit our **F.A.Q. page** for answers to common questions asked by newly admitted students including those about: statement of intent, commitment deposit, and deferring admission to another semester.

**QUESTIONS?**

For questions on application requirements or additional assistance completing your application you may contact the Viterbi Graduate Admission Office at viterbi.gradadmission@usc.edu or at (213) 740-7755. If you need technical support with your application, click on the Contact Us link in the lower left of the online graduate application.