

## APPLICATION DEADLINES

	Deadline	Notification by
<b>Round 1</b>	December 1, 2016	February 15, 2017
<b>Round 2</b>	January 15, 2017	March 15, 2017
<b>Round 3</b>	March 15, 2017	May 15, 2017

**NOTE:** All application materials must be submitted by the round application deadline to receive notification of your admission decision by the corresponding notification date. Incomplete applications may be delayed to the next application review round.

## APPLICATION CHECKLIST

### Online application

- ▶ Visit: [www.rossier.usc.edu/apply](http://www.rossier.usc.edu/apply) to start your application.
- ▶ Enter your name as it appears on your government issued ID. Indicate any alternate or previous names in the “other name” field (i.e. maiden name).
- ▶ Enter the email address USC Rossier should use to communicate with you throughout the application process.

### College or university-issued official transcripts

Transcript submission is a two-step process.

#### Step One:

- ▶ Request that official transcripts from each college or university you attended be mailed to your residence (print-outs from portals are not acceptable).
- ▶ Scan and upload these official transcripts in the application system online. College or university-issued transcripts must be received from all institutions attended (regardless of whether credit or degree was earned).

#### Step Two:

- ▶ After you submit your application and receive your 10-digit USC ID number, request that a **second copy** of all official transcripts be sent from all institutions directly to USC. You can use one of the following two methods to send your official transcripts to USC:

#### **Electronic transcripts**

Official electronic transcripts are preferred as long as they are from a U.S. institution. Electronic transcripts must be emailed directly from the college or university to the USC Office of Graduate Admissions at [admscan@usc.edu](mailto:admscan@usc.edu).

#### **Hard copy transcripts**

Hard copies of official transcripts from all post-secondary schools you have attended should be sent to the address provided below:

University of Southern California  
USC Office of Graduate Admissions  
3601 S. Flower Street, Rm. 112  
Los Angeles, CA 90089

Hard copy transcripts must arrive at USC in a sealed envelope from the institution. You may not send transcripts that have been previously opened.

### Résumé/CV

- ▶ Three or more years of full-time work experience is a prerequisite for admission to the program.
- ▶ Make sure that your résumé clearly outlines your role(s) and responsibilities within each organization and highlights any special achievements or accomplishments.

# Doctor of Education in Educational Leadership (EdD)

## On Campus

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### Official GRE/GMAT test score OR Writing assessment

#### Test scores

- ▶ If you have already taken the GRE or GMAT, you may submit scores that are no more than five years old. If you have not taken either exam, complete your exam no later than one month before the application date.
- ▶ Test scores must be sent electronically from the testing service to be considered official. Photocopies or paper copies are NOT acceptable.
  - ▶ GRE: Use institution code 4852 (no department code is required)
  - ▶ GMAT: Use institution code 389-9C-23

#### Writing assessment

- ▶ Indicate in the online application that you plan to complete the writing assessment option.
- ▶ After you submit your application, you will be sent a link for access to complete the assessment.
- ▶ Once you begin the assessment, you will have 30 minutes to compose a concise, well-reasoned response that agrees or disagrees with one of the position statements on an issue relevant to educational leadership. The writing assessment becomes part of your application and is evaluated with the rest of the application materials.

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### Three essays

- ▶ Respond to the essay questions in the online application. Remain within assigned character limits for each question.

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### Three letters of recommendation

- ▶ Provide the name and email address for each reference who will electronically submit a letter of recommendation.
- ▶ References will receive an email with a password and directions for writing a letter and completing a cover sheet.
- ▶ It is your responsibility to ensure all recommendations are submitted by the deadline.

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### \$90 non-refundable application fee

- ▶ Application fees must be paid via credit or debit card.
- ▶ To request a fee waiver, visit: <http://gradadm.usc.edu/lightboxes/us-students-fee-waivers/>

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### International applicants only: TOEFL and IELTS scores

- ▶ TOEFL: To send scores, use USC's ETS code 4852.
- ▶ IELTS: Select "University of Southern California" at the time of registration. Alternatively, provide this information to your testing center after taking the test. Scores are valid if earned within two years of the intended first term at USC.
- ▶ No department code is required to send TOEFL and IELTS scores.
- ▶ For more information, please review the International Student FAQ for Application Checklist: <http://gradadm.usc.edu/faqs/international-students-faqs/preparing-to-apply/>

## SCHOLARSHIPS

- ▶ All applicants to USC Rossier will be considered for USC Rossier Scholarships upon admission. Applicants who submit a complete application early will receive primary consideration for scholarships. A separate scholarship application is not necessary.
- ▶ Additional USC scholarships and scholarships from external organizations have separate application requirements and deadlines. For more information on external scholarships, visit: <https://rossier.usc.edu/scholarships>

## WHAT TO EXPECT AFTER SUBMITTING YOUR APPLICATION

- ▶ After your application is submitted, the Admissions team will provide you with timely and accurate updates on your application status (including missing items).
- ▶ If your application is complete by the round application deadline, you can expect to receive notification of your admission decision by the corresponding notification date.

## QUESTIONS?

- ▶ For additional assistance completing your application, contact the USC Rossier Office of Admissions and Scholarships at [info@rossier.usc.edu](mailto:info@rossier.usc.edu) or (213) 740-0224.