

APPLICATION DEADLINES

	Deadline	Notification by
Round 1	December 1, 2017	February 1, 2018
Round 2	January 12, 2018	March 15, 2018
Round 3	February 26, 2018	April 16, 2018

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: <https://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 official transcripts from each college or university you attended (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 etrans@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 to five years of full-time work experience is a prerequisite for admission to the program.
- ▶ Make sure 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 (EDL)

On Campus

❑ Online video interview and writing assessment

- ▶ Three to five days after you submit your online application, you will be sent an email invitation to record your online video interview, consisting of three questions, and complete your timed 30-minute writing assessment, consisting of one question.
- ▶ For more information on the online interview and writing assessment, please visit this link: <https://rossier.usc.edu/programs/doctoral/ed-leadership/writing-assessment/>
- ▶ We recommend that you submit your application at least one week before the deadline to ensure that you receive the invitation and complete the video interview and writing assignment prior to the application deadline.

❑ Statement of purpose

- ▶ Complete a personal statement (3-4 pages, double spaced, 12 point type) that discusses how the USC Rossier mission statement aligns with your values in regard to the field of education, why you aspire to study at USC Rossier and how you believe earning this Doctor of Education in Educational Leadership will help you enact change in your current and/or future work environments.

❑ Two 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.

❑ \$90 non-refundable application fee

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

❑ 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 <https://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 by December 1st 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 or (213) 740-0224.