Elements of a Complete Application

- Online application
- $85 non-refundable application fee
- Resumé
- Essay responses
- Two letters of recommendation
- Official transcripts (from ALL institutions attended, regardless of whether credit or a degree was obtained)
- International applicants whose native language is not English or who do not hold a Bachelor’s degree completed in residency in the U.S. must submit TOEFL or IELTS scores.

Tips for Completing an Application

TO APPLY: Visit www.usc.edu/admission/graduate/apply

- Enter your name as it appears on your government issued ID. Indicate any alternate or previous names in the “other name” field.
- Answer the required essay questions by clicking on “Rossier: MAT-TESOL” under “Supplemental Forms” on the left side of the screen. Do not upload a statement of purpose.
- Once you submit the application you will not be able to make changes or upload additional documents.
- The application fee must be paid via credit or debit card. To request a fee waiver visit: http://www.usc.edu/admission/graduate/faq/index.html
- Submit two letters of recommendation by creating recommender profiles. You must provide a name and email address for each recommender. Recommenders will receive an email with a password and directions to upload a letter. Recommenders must write a letter. Simply completing the recommender cover sheet will not suffice. It is the applicant’s responsibility to ensure recommenders submit an actual letter.
- For details on requirements for international applicants, please read the information on the USC Graduate Admission website:
  - http://www.usc.edu/admission/graduate/international/application.html
  - http://www.usc.edu/admission/graduate/international/englishproficiency.html

Where to Send Documents

- Send official transcripts from all colleges and universities attended, regardless of whether credit or a degree was obtained. E-transcripts are preferred. If the institution offers an electronic transcript service, please have transcripts sent to rsoeadm@rossier.usc.edu. Hard copies should be sent to:
  - USC Rossier School of Education
  - Office of Admission and Scholarships
  - 1150 South Olive Street, Suite 2100
  - Los Angeles, CA 90015

- USC’s ETS school code is 4852. Applicants taking the TOEFL should use this code to ensure that USC receives your official test results. No department code is required. If you are sending IELTS scores, please select “University of Southern California” from the list of schools available for official score submission. Only scores received directly from the testing service are considered official. USC does not accept self-reported test scores.

Review Timeline

Once your application is submitted and processed you will receive regular email updates (to the email address you provided on your application) indicating which documents have not been received. If you submit a complete application by the deadlines listed above, you will receive your admission decision by the corresponding notification date. In rare cases we may need additional information from you. If this is the case, our office will be in contact with you to ensure timely processing of your application.