

USC Rossier PhD in Urban Education Policy  
Apply by December 1, 2018 for Fall 2019 start

**Online applications must be submitted by 11:59 p.m. PST on December 1, 2018. Applicants should submit even if they are still waiting on recommenders to submit (it is okay if letters of rec arrive shortly after the December 1 deadline).**

**BEFORE YOU APPLY**

- 1) Make sure you have GRE scores from within the past 5 years of August 19, 2019
- 2) Identify 3 recommenders (they should ideally be persons with a PhD)
- 3) Update your CV
- 4) Start drafting your personal statement (more details in FAQ section)
- 5) Order official transcripts from all prior institutions and have them sent to you

**READY TO APPLY**

- 1) Start online application <https://usc.liaisoncas.com/applicant-ux/#/login>  
Application is available starting in August
- 2) Apply for an application fee waiver if you are eligible (see <http://gradadm.usc.edu/lightboxes/us-students-fee-waivers/> for eligibility and instructions). Fee waiver request should be submitted as soon as you start the application because it can take up to 2 weeks to get approved and if you wait until Mid-November you might not be able to submit your online application before the Dec 1 deadline.
- 3) Submit GRE scores to institution code 4852 (no department code necessary)
- 4) Initiate email to recommenders through the online application system
- 5) Complete all 4 quadrants of the application
  - Personal Information
  - Academic History: *Upload scanned copies of your official university-issued transcripts under the **Colleges Attended** tab. You must upload a transcript for each college listed on your application. Do not email transcripts to Grad Admissions. You **DO NOT** need to mail in your official transcripts to Rossier PhD Program until after you have been admitted to the program.*
  - Supporting Information: *Upload your CV/Resume in the **Documents** section. You do not need to add information in the **Experiences, Achievements, Conferences Attended, Memberships** sections for information already provided on your CV/Resume. Just remember to Click "I Am Not Adding Any..."*
  - Program Materials: *Please answer all required questions and provide all required materials for the **Rossier PhD** section, such as your Personal Statement and information on your recommenders for your letters of recommendation (3 required).*



**AFTER YOU APPLY**

- 1) Please do not email us to confirm receipt of materials. Instead, we will contact you if we need anything.
- 2) Decisions will be made by February 2019.
- 3) If admitted, you will be asked to send official transcripts directly from your prior institutions to USC.

University of Southern California

3470 Trousdale Parkway, Los Angeles, California 90089-4035 • Tel: 213 740 4069 • Fax: 213 740 5799



## FAQ's

### APPLICATION QUESTIONS

*If I previously applied, do I need to submit the online application again?*

Yes, you need to start a new online application. You can contact us to see if we have your test scores and transcripts on file so that we can add them to your new application.

*When will I be notified with an admissions decision?*

You will be notified starting the first week of February.

*If admitted, can I defer my admission?*

No. If you decide not to enroll, you will need to apply again.

*Do you accept transfer students?*

If you are enrolled in another program, you must still complete the same application process. If admitted, you and your faculty advisor would determine if any prior coursework could be applied toward the Rossier PhD degree.

### FEE WAIVER

*When should I apply for a fee waiver?*

Applicants can apply for a fee waiver as soon as they have started their online application. At certain times, the turn-around can take up to two weeks, so applicants should plan for this based upon the December 1 deadline.

*How do I apply for a fee waiver?*

Fee waivers are granted to various constituent groups based upon their eligibility. Eligibility for fee waivers can be found at the Graduate Admissions website (<http://gradadm.usc.edu/lightboxes/us-students-fee-waivers/>).

Applicants who believe they qualify for a fee waiver should complete the following steps:

- 1) Start your online application before applying for a fee waiver and be sure to select the program to which they are planning to apply.
- 2) To apply for a fee waiver, click [here](#) and then in the Select an Area box, choose *Graduate Admission* and then click *Graduate Admission* again and select Rossier School of Education. Then under *Category*, choose *Application Fees and Fee Waivers*. Then click *Application Fees and Fee Waivers* again and select the type of fee waiver you are applying for. Please attach the appropriate documentation for the type of fee waiver you are requesting. You must use the same email address as your application and must also include the name of the program to which you are applying (PhD in Urban Education Policy Program). Failure to do so could delay your request considerably.
- 3) Applicants will receive an email notification if and when their fee waiver is approved. *Applicants must wait to receive this confirmation in order to skip the payment page when they submit your application. No refunds will be issued post-submission.*



## TRANSCRIPTS

*The instructions on the Rossier PhD checklist differ from those on the USC Graduate Admissions website. Which instructions should I follow?*

Follow the instructions listed above on the Rossier PhD checklist.

*Do I need to upload my transcripts to the online application website?*

Yes, all applicants must upload official transcripts via the online application. Grade reports are NOT acceptable, it must be an official transcript. Here are some further details:

- *All applicants* must order official transcripts from all prior institutions. These transcripts should be sent to the applicant directly. Applicants will then scan the transcript and upload it to the online application.
- *For any applicants who are admitted to the program*, they will later be required to request that official transcripts be sent directly from all prior institutions to USC.

*I am a USC alum and/or a current student at USC. Do I need to submit my transcripts?*

USC degree holders and current USC students do not need to submit transcripts, assuming that transcripts from all other institutions attended (aside from USC) have already been sent to USC previously. If a new academic background has appeared since last being admitted to USC, any updated transcript information from other institutions must be sent.

*When do I send official transcripts?*

Only after you are admitted to the program, you are required to submit official transcripts directly from all prior institutions to our program office (and translations, if applicable).

The USC Rossier PhD Program reserves the right to withdraw an admissions offer, if there is a discrepancy between the uploaded version and the official original transcript and/or the official translation.

*If admitted, which transcripts do I need to send?*

USC requires an official transcript from every post-secondary institution attended, even if a degree was not earned. That includes all community college transcripts even if the coursework appears on another institution's transcript. Applicants may submit opened student copies on their application, but all admitted students must send unopened official transcripts directly from their institution to USC. We cannot accept the transcript if it is opened or stamped "student copy". Transcripts must come directly from your prior institutions.

*What do you mean by "official" transcripts?*

Hard-copy transcripts and other academic records are considered "official" when they arrive in a sealed, stamped, official envelope from the originating institution, with the seal and all security marks. Electronic transcripts and test scores are considered official when we receive them from a secure site formally linked to the sending institution or testing service.

Paper copies of test results are not considered "official" by USC, nor are academic records received in any other condition or via any means other than those mentioned above (in other



words, transcripts that arrive in an unsealed envelope, are scanned and uploaded by a student to the online application, etc.).

*Do you accept electronic transcripts?*

USC now accepts electronic transcripts, provided that they meet the following guidelines:

- The transcript originates from a secure site formally linked to the sending institution.
- The school is located in the United States or India (if from India transcripts must be sent via [TrueCopy Credentials](#)). We do not accept electronic transcripts from any other overseas institutions or vendors.

*If admitted, where do I send transcripts?*

Only send transcripts to the Rossier PhD program. Note that the USC Grad Admissions website says to send transcripts to their department, but please disregard. Send directly to Rossier PhD Program-DO NOT SEND TO USC GRADUATE ADMISSIONS

1. Electronically: [rsoephd@rossier.usc.edu](mailto:rsoephd@rossier.usc.edu)  
OR
2. Mail: Rossier PhD Program  
3470 Trousdale Parkway WPH 503  
Los Angeles, CA 90089-4035

**INTERNATIONAL TRANSCRIPTS AND TEST SCORES**

*My transcripts are not in English. What should I do?*

Send the original-language transcript as well as a word-for-word translation.

Do not send a credential evaluation report from an outside agency.

<http://gradadm.usc.edu/lightboxes/international-students-country-requirements/>

*Does USC require the TOEFL or IELTS?*

Yes, for most international applicants. Please review the guidelines:

<http://gradadm.usc.edu/lightboxes/international-students-english-proficiency/>

Scores must be sent directly to USC.

TOEFL: USC's institution code is 4852

IELTS: select "University of Southern California" from the list of available institutions

*If admitted, how do I submit official international transcripts for degree verification?*

<http://www.ierf.org/uni-evaluation/usc/>

**GRE**

*Do I need to take the GRE?*

Yes and there are no exceptions to this policy.

*What is the minimum score required?*

USC does not have a minimum score requirement.



*I took the GRE in 2008, can I use those scores?*

No, valid GRE scores are dated within five years of the start of the intended application semester which is August 20, 2018.

*When is the latest I can take the GRE?*

You should take the GRE by the beginning of November at the latest.

*Where do I send the results?*

Send them to USC, institution code 4852. There is no department code.

Also send a screenshot to [rsoephd@rossier.usc.edu](mailto:rsoephd@rossier.usc.edu)

If an applicant applying to multiple programs at USC, please note that scores need to be sent only **once**. Test scores are posted to our central information system and can be viewed by all departments.

## **RECOMMENDATIONS**

*Whom should I ask for letters of recommendation?*

Recommenders ideally should have a PhD and be able to speak to your potential to do research.

*Can I submit my application even if my recommenders have not submitted their letters?*

Yes. Letters arriving after the Dec 1 deadline will automatically be added to your application.

## **Personal Statement (required)**

Your Personal Statement should be no longer than 2 single spaced pages. Your statement should address the following three areas:

1. Your interest in the Ph.D. program and how you believe the program will help you to reach your short- and long-term professional goals.
2. In considering your personal, educational and employment background, in what ways do you hope or expect to contribute to the academic and professional community at USC Rossier? Additionally, you may include your personal history and its impact on your prior academic and professional development.
3. Education policy research lies at the heart of the Rossier PhD program. Please describe your research interests and explain how they align with Rossier's urban mission and identity. In addition, please identify 3-5 Rossier faculty who have similar interests.

## **WRITING SAMPLE**

*Do you require a writing sample?*

No, we do not require a writing sample. Your statement of purpose will serve as a sample of your writing. If you have a publication that you think strengthens your application, then please upload it to the application. But note that most applicants only upload a statement of purpose and that is all that is required.



## FINANCIAL AID

### *Do I need to apply for financial aid?*

All admitted students will receive a stipend of approximately \$32,000 for the year as well as tuition (up to 12 units a semester), health insurance, dental insurance, and access to the student health center. You do not need to fill out a FAFSA application to receive the stipend.

If you need to take out loans, consult the financial aid website and fill out a FAFSA application <http://financialaid.usc.edu/graduates/graduate-professionals.html>

## PROGRAM QUESTIONS

### *When does the program start?*

Orientations will start the week of August 5<sup>th</sup>

Classes start August 19, 2019

### *Is the program full-time?*

Yes, the PhD program requires that students are on campus full-time. Students attend class on campus and work as research assistants for 20 hours a week on campus. Students cannot work outside of the 20 hour research assistantship.

### *Do PhD students work as research assistants and take classes in the summer?*

Yes, PhD students take classes and work in the summer. The program can be completed in 4 years and 4 summers.

## TECHNICAL QUESTIONS

On the bottom left corner of the online application log in page you will find the Instructions and FAQs link as well as the Contact Us link. Please check FAQs before emailing any questions.

If you are logged in to the application, click the Tech Support button at the top of the page.

**Apply by 11:59pm PST on December 1, 2018 for a Fall 2019 start.**

**Contact Laura Romero or Patrick Patterson with questions:**

**[rsoephd@rossier.usc.edu](mailto:rsoephd@rossier.usc.edu)**

**[or call 213-740-4069.](tel:213-740-4069)**

