



**USC** University of  
Southern California  
Office of Graduate Admission

## Domestic Student Application Checklist

Thank you for your interest in graduate study at the University of Southern California. Our step-by-step admission guidelines are designed to help you easily navigate the application process and ensure that you complete your application in a timely and efficient manner. Please follow the instructions below to submit your application and reduce possible delays in reviewing your application.

### BEFORE YOU APPLY

#### STEP 1: Review program and application requirements

- Read all **instructions**, as you will be unable to make too many edits to your application once you submit it.
- **Application deadlines** vary by program. Confirm your intended program's deadline to ensure that you apply in a timely manner.
- **Register for all tests**, such as the GRE and GMAT, to ensure that USC receives them in time to review them with your application.
- If necessary, revise your **resumé/curriculum vitae** to focus on the skills and achievements you would like to highlight for your graduate program.
- Identify potential recommenders and let them know that you would like them to write a **recommendation** for you.

### READY TO APPLY

#### STEP 2: Complete Online Application

Once you have carefully reviewed USC's application requirements and instructions, submit your application online. USC no longer accepts paper applications.

#### STEP 3: Pay Your Application Fees

The application fee is **\$90** for all graduate programs, except those offered by the Marshall School of Business (**\$155**) and the International Academy's Pre-Master's program (**\$175**). We accept Visa, MasterCard and Discover card payments.

#### STEP 4: Upload Program Materials

In addition to transcripts and test scores, most USC graduate programs require supplemental materials for admission review. These materials include, but are not limited to, elements such as a statement of purpose, recommendations, writing samples, a creative portfolio, etc. Please upload these documents according to your intended program's instructions and requirements.



### AFTER YOU APPLY

*You will receive your 10-digit USC ID number via email within two to three business days after you submit your application. It is important to remember that this ID is different from the one that appears on your application. Please keep this ID on record and make sure to include it in all your written and electronic communication with USC.*

#### STEP 5: Mail Your Official Transcripts

Although you will need to upload copies of your transcripts to your online application, they are not considered official. You must also have official copies mailed to USC directly from your institution(s) of study. Mailing addresses are available on our website. Institutions sending e-transcripts to USC must send them to [admscan@usc.edu](mailto:admscan@usc.edu).

#### STEP 6: Submit Your Test Scores

USC accepts only electronic scores sent directly from the testing service. Self-reported or paper scores are not acceptable. USC's ETS school code is **4852**. **No department code is required.**

#### STEP 7: Track Your Application Status

Once your application and official academic records have been submitted, please allow our admission processing center approximately 15 business days to match your transcript(s) to your application in our database.

Check the email address you provided on your application regularly. All notifications regarding missing transcripts and other materials required to complete our evaluation will be emailed to you.

#### STEP 8: View Your Decision

Once the admission committee for your intended program of study has completed the review process, the Office of Graduate Admission will notify you by email that your admission decision is available. Please follow the instructions on the email to register for an account and view your admission decision at [you.usc.edu](http://you.usc.edu).

Please note: Admission decisions are made by individual academic departments and schools, not by the Office of Graduate Admission. Most students seeking admission to the fall term receive admission decisions by June. Students seeking admission to the spring term usually receive admission decisions by December.

