Apply Online: gradadm.usc.edu/apply/

Application Deadlines

EARLY DEADLINE: December 1, 2019   **REGULAR DEADLINE:** March 1, 2020

Online Application Instructions

Profile

Create your profile by clicking "Create Account" in the middle of the page on the right-hand side.
- School: USC Rossier School of Education
- Program: Global Executive Doctor of Education
- Program Level: Doctoral (not PhD)

My Application — **There are FOUR SECTIONS that need to be completed.**

SECTION #1 — PERSONAL INFORMATION

Biographical Information Tab
- Complete the entire section.
- Indicate an alternate or previous name in the "other name" field, if applicable.

Contact Information Tab
- Complete the entire section.
- Fill in your current address. This is very important — your supplies/books will be sent there, if admitted.
- Your phone and email address will be pulled from the **Profile Section**. Please provide a personal email address that is NOT associated with your place of employment.

Citizen Information Tab
- Complete the entire section.
- International students are required to obtain an F-1 visa in order to study in the Global EdD program. If admitted, you will be required to show financial documents indicating your ability to pay for one year of the program. Be sure to fill in all visa information.
- To view what documents are required, please go to https://gradadm.usc.edu/lightboxes/international-students-financial-documentation/. In the dropdown menu under **Program Costs**, select **Rossier School of Education**. We encourage you to prepare these documents as soon as possible in order to expedite the issuance of your I-20 if you are accepted into the program.
- Dependents: Students are not allowed to bring a dependent with them on an F-1 or J-1 visa — skip this section.
- Additional visa information — For U.S. citizens:
  - Select "Not Applicable" for Type of Visa.
  - Then select "Does Not Apply" for the following two questions.

Race and Ethnicity Tab
- Optional. Save and continue if unable to complete.

Other Information Tab
- Complete the entire section. You may skip the optional questions.

SECTION #2 — ACADEMIC HISTORY

Colleges Attended Tab
- Complete the entire section.
- It is important that we have a record of all post-secondary educational institutions that you attended, including USC. Please list all colleges and universities you have attended (including any community college, study abroad term, summer enrollment, or ESL studies), in chronological order, starting with the first institution after high school graduation.
  - If you cannot find your institution, please select **"Can't find your school?"**
- Upload unofficial copies of your transcripts into this section. Please note that while the copies are sufficient for review purposes, you are still required to send in your official transcripts from ALL universities attended. Do not open official

transcript envelopes for the purpose of scanning the transcript/uploading to your application, and then mail the unsealed transcript to USC because these will not be considered official. We recommend you order two official copies of each transcript-one to scan and upload to your application and keep as a personal copy and the other to mail to the USC Office of Graduate Admission.

- Please send all official transcripts to the USC Office of Graduate Admission. *See the physical address and email address of the USC Office of Graduate Admission at the bottom of this page.*

SECTION #2 — ACADEMIC HISTORY *continued*
GPA Entries Tab
- All on a 4.0 scale.

Standardized Tests Tab
- None required. Select: **"I Am Not Adding Any Standardized Tests."**

SECTION #3 — SUPPORTING INFORMATION
Experiences Tab
- List current and last place of employment.

Documents Tab
- A CV/Résumé is mandatory.
- Financial documents and a copy of your passport can be submitted at a later time (after admission).

SECTION #4 — PROGRAM MATERIALS
Home Tab
- Read through this page for an overview of the Admission Critera, Application Process, and Application Deadlines. This page also contains contact information for the Global EdD Program.

Documents Tab
- Personal statements
  - Upload a Word document or PDF of your two personal statement essays. These are mandatory.

Recommendations Tab
- Three letters of recommendation are required.
- Recommenders must submit letters online.
  - Provide the name and contact information for your recommenders. After you complete and save this section, an email request will be sent to the recommenders on your behalf.
  - Recommenders will be instructed to submit recommendation letters on official letterhead.

Questions Tab
- **Question One** (essay) and **Question Two** (multiple choice) are mandatory.
- The **Optional Personal Statement** is not required but you may submit one if you would like to elaborate on your application.
- The **Applicant Acknowledgement** is mandatory.

After clicking "Submit" in the online application:

Please send official transcripts to the USC Office of Graduate Admission.

Please note: If you have your official transcripts sent via email, they must be sent from the school and also be in the form of a secured document (i.e., password protected). If you choose to send a hard copy via mail, the transcripts must arrive in their original, sealed envelopes.

Regular Mail:
University of Southern California
USC Office of Graduate Admission
3601 South Flower Street, Room 112
Los Angeles, California 90089-0915

Courier Service
(e.g. DHL, FedEx, etc.):
University of Southern California
USC Office of Graduate Admission
and Financial Aid
3601 South Flower Street, TYL 112
Los Angeles, California 90089-0915
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etrans@usc.edu

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