



INCLUDES

*Application instructions and forms  
for prospective Graduate Certificate  
students.*

SUPPLEMENTAL

Application  
FOR THE  
Graduate Certificate

LEONARD DAVIS SCHOOL OF GERONTOLOGY

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## ADMISSIONS DEADLINE INFORMATION

While the Leonard Davis School of Gerontology processes applications on a “rolling” basis, applicants should be aware of the following:

For consideration for financial aid and scholarships provided by the school, applicants should have all materials turned in by July 1 for fall admission, and November 1 for Spring admission. Admission does not guarantee financial aid, which is determined on the basis of academic merit and need.

For information regarding university-administered financial aid, which includes federal grants and loans, students should consult the university graduate application. Deadlines for these programs vary. Admission does not guarantee financial aid.

USC operates on a semester basis, with classes starting in Fall (late August), Spring (early January), and Summer (mid-May). Up to 3 graduate classes can be taken on a “limited status” basis prior to admission, with the credit being applied toward the degree upon admission. Courses taken on a limited status basis do not guarantee admission to a degree program. For further information regarding limited status classes, applicants should contact the admissions office of the Leonard Davis School of Gerontology.

# Graduate Certificate Application Instructions

*PRIORITY ADMISSION DEADLINES:*  
Fall Admission -- FEBRUARY 1  
Spring Admission -- OCTOBER 1

To complete the application process, please submit the following documents.

*PLEASE NOTE: Your application cannot be evaluated until all documents listed below are received.*

# 1

- A USC Application for Graduate Admission

- A check in the Amount of \$65 (U.S. Students)  
\$75 (Intl. Students)

This fee is required to process your application and cannot be waived; please make checks payable to "University of Southern California."



Mail the Application for Graduate Admission and application fee in the envelope provided in the application booklet. Do not send supplemental documents to the address listed on the envelope.

# 2

- Official Transcripts of All Previous College Work

Please contact each college or university you previously attended and arrange to have an official, sealed copy of your transcript sent to the Office of Admission. It may take several weeks to process your request, so we strongly recommend that you begin this process immediately.

Request that Official Transcript(s) be sent to:



University of Southern California  
Office of Graduate Admission  
University Park Campus  
Los Angeles, CA 90089-0913

Please submit items 1 & 2 promptly. Once these materials are received, the USC Office of Graduate Admission will establish your admission file.

# 3

- Supplemental Application

- Resume

- Statement of Interests and Goals  
Instructions appear on page 9.

- Two Letters of Reference

- Financial Aid Application

Mail supplementary documents to:



USC Leonard Davis School of Gerontology  
Office of Admission and Student Services  
University Park Campus  
Los Angeles, CA 90089-0191

Questions? Contact the Leonard Davis School of Gerontology at (213)740-5156 for assistance.

# Supplemental Application for Gerontology Scholarship Instructions

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## Merit Scholarships

Each academic year the Leonard Davis School of Gerontology awards scholarships to undergraduate and graduate gerontology students. Most awards are made at the discretion of the Financial Aid Committee and these scholarships are funded by long-time supporters of the Andrus Gerontology Center.

With respect to the scholarship award program, you must:

1. Be accepted into one of the degree programs in the Leonard Davis School of Gerontology in order to receive a scholarship. "Limited status" and "Conditionally Admitted" students may not receive scholarship assistance;
2. Complete a scholarship application and submit it by **MARCH 15**;
3. File a new scholarship application each academic year you wish to be considered;
4. Be in good academic standing at USC prior to and following the receipt of the award;
5. Enroll at least half-time (8 units Undergraduate, 4 units graduate) for the term in which the award is made;
6. Remain enrolled for the entire term for which you receive scholarship assistance. Withdrawal from any gerontology courses after the University's drop/add period will result in the student's liability for full repayment of the award.

Please consider the following:

1. Scholarships provided by the Leonard Davis School will be applied to the student's fee bill in the amount appropriate for enrolled gerontology courses only.
  2. Scholarships are valid only in the semester awarded and may not be transferred to subsequent semesters.
  3. We do our best to provide aid to as many students as possible and make adjustments in the level of scholarship each semester depending on resources and demand. Therefore, please understand that receipt of aid for one semester does not guarantee that you will receive aid in the future nor is there any promise regarding the level of aid from one semester to the next.
  4. The scholarship award is subject to reduction or elimination when coordinated with other forms of financial assistance.
  5. Students must notify the Leonard Davis School of any changes in financial aid status.
  6. Because there is a limited number of merit scholarships available, students should call the USC Financial Aid Office at (213) 740-1111 to obtain application materials for need-based financial aid.
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## Application Process

All awards are merit-based. Some awards target very specific students. To allocate appropriate scholarships, the following documents must be submitted.

New students and continuing students should submit:

1. A completed supplemental gerontology scholarship application for each academic year by **MARCH 15**.
2. A current resume.
3. A brief statement describing your current academic and career objectives (1-2 paragraphs).  
If appropriate, indicate any extenuating circumstances regarding your financial status.

In addition, continuing students must submit:

4. Photocopy of current transcripts or unofficial transcripts. Grade reports can be obtained by using the on-campus kiosks or online at [www.usc.edu/oasis](http://www.usc.edu/oasis).

Mail or bring supplemental application form and required documents to:



Leonard Davis School of Gerontology, Scholarship Coordinator  
3715 McClintock Ave., #102  
Los Angeles, CA 90089-0191

# GRADUATE CERTIFICATE Supplemental Application

Leonard Davis School of Gerontology  
University of Southern California  
University Park Campus  
Los Angeles, CA 90089-0191

*PRIORITY ADMISSION DEADLINES:*

**Fall Admission -- FEBRUARY 1**

**Spring Admission -- OCTOBER 1**

Application instructions appear on page 3

Please print or type; attach a separate sheet of paper for additional space.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number or USC Identification Number

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone/FAX

\_\_\_\_\_  
Work Phone/FAX

Term Applying for:  Fall  Spring Year \_\_\_\_\_

\_\_\_\_\_  
Email Address

Degree Program:  Certificate  
 Online Certificate

How did you first learn about the USC Leonard Davis School of Gerontology?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an undergraduate course in gerontology?  Yes  No

If so, at what institution? \_\_\_\_\_

Have you ever had a graduate course in gerontology?  Yes  No

If so, at what institution? \_\_\_\_\_

Have you ever enrolled in any type of informal gerontological instruction such as a seminar, conference or community-based training?  Yes  No

If so, please identify: \_\_\_\_\_

Briefly describe your most positive past learning experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# GRADUATE CERTIFICATE

## Supplemental Application

Which of the following statements describes you (check all that apply)?

- I am a professional involved in the care of older people and wish to obtain a graduate certificate in gerontology to broaden and/or enhance my career opportunities.
- I am a graduate student in a discipline that is complemented by an understanding of gerontology.
- I am an informal caregiver seeking more knowledge about the aging process to provide better care for a friend or relative.
- I am a life-long learner seeking greater knowledge about the multifaceted and interdisciplinary field of aging.

Please include any additional information you think would be helpful in the evaluation of your application.

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If you believe that your college transcripts do not adequately portray your past performance or future promise, please feel free to explain this disparity on a separate sheet.

### Applicant's Affidavit

I certify that the information on this document is complete and correct. I understand that all documents submitted for admission consideration become the property of the University of Southern California and will not be returned to me, nor duplicated for me, for any reason. I also understand that admission to USC is subject to verification of final records from all institutions I have attended and that the application fee is non-refundable.

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SIGNATURE

DATE

# GERONTOLOGY SCHOLARSHIP

## Supplemental Application

DEADLINE:  
MARCH 15

Application instructions appear on page 4.

Please print or type; attach a separate sheet of paper for additional space.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number or USC Identification Number

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone/FAX

\_\_\_\_\_  
Work Phone/FAX

Term Applying for:  Fall  Spring Year \_\_\_\_\_

\_\_\_\_\_  
Email Address

Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Degree Objective:

<input type="checkbox"/> BSG	<input type="checkbox"/> Dual MSG and:	<input type="checkbox"/> Public Administration
<input type="checkbox"/> Certificate		<input type="checkbox"/> Health Administration
<input type="checkbox"/> Certificate On Line		<input type="checkbox"/> Social Work
<input type="checkbox"/> MSG		<input type="checkbox"/> Urban Planning
<input type="checkbox"/> MAG On Line		<input type="checkbox"/> Business Administration
<input type="checkbox"/> Ph.D.		<input type="checkbox"/> Jewish Communal Service*

\*in conjunction with Hebrew Union College

List your (intended) field of study (specialization): \_\_\_\_\_

Name of your academic advisor (if known): \_\_\_\_\_

Current USC GPA (If applicable): \_\_\_\_\_ Check  if you are a member of the USC Student Gerontology Association.

Undergraduate GPA: \_\_\_\_\_ Check  if you are a member of Sigma Phi Omega.

Graduate GPA (Outside USC): \_\_\_\_\_ Check  if you are a USC employee.

Please provide the names and telephone numbers of three academic references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you submitted a request for financial assistance with the University Office of Financial Aid?

Yes \_\_\_\_\_  I will submit a request  No Please explain: \_\_\_\_\_  
Date Submitted

IF YOU HAVE RECEIVED A "FINANCIAL AID AWARD LETTER" FROM THE UNIVERSITY, PLEASE FURNISH A COPY.

List all fellowships, honors, and publications below (attach a separate sheet if necessary):

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**Employment Information**

Current Employment: \_\_\_\_\_  
Employer Location Job Title

Hours / Week: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Spouse's Monthly Income: \_\_\_\_\_

Spouse's Employment: \_\_\_\_\_  
Employer Location Job Title

**Educational History**

Please list all previous colleges and universities you have attended:

INSTITUTION	DATES (FROM - TO)	DEGREE AWARDED (OR EXPECTED) AND DATE

**Enrollment Information**

Please specify the courses and number of units you plan to take during the upcoming academic year:

<u>FALL</u>			<u>SPRING</u>			<u>SUMMER</u>		
DEPT.	COURSE NUMBER	UNITS	DEPT.	COURSE NUMBER	UNITS	DEPT.	COURSE NUMBER	UNITS

If you feel you have special circumstances which might help us better determine your need for financial assistance, please explain in the space below:

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**Applicant's Affidavit**

I certify that the information on this document is complete and correct. I understand that all documents submitted for scholarship consideration become the property of the University of Southern California and will not be returned to me, nor duplicated for me, for any reason.

# Statement of Interests & Goals

## Instructions

Please type on separate sheets.

Your statement of interests and goals plays an important role in helping our faculty consider your application for graduate study at the Leonard Davis School of Gerontology. The following guidelines reflect those factors which receive the most attention by the faculty in making admission decisions. We recommend that your statement be five to seven double-spaced pages in length; please do not exceed 10 pages.

The following prompts are designed to assist you as you write your statement, but they are not an exhaustive list of the information you should include in your statement. You may add any information which would help our admission committee review your application. At minimum, please address the following topics in your statement:

**Tell us why you chose to apply to the Leonard Davis School of Gerontology.**

Identify factors and/or personal experiences which motivate your interest in gerontology?

Discuss your attitude and philosophy toward the aging of others and yourself.

Describe the roles you believe research, community change, and advocacy play in the field of gerontology.

**Tell us about your experiences in gerontology.**

Describe relevant coursework, volunteer and paid work experience which would prepare you for graduate study.

If you cannot describe experiences with these fields, please describe topics in gerontology which interest you and explain how your interest developed.

**Describe your educational and career goals.**

In what role and in what organizational setting would you ultimately like to be employed?

Describe what you hope to achieve during your study at USC and how your educational achievement(s) will prepare you for your career goal(s).

**Please describe your strengths and weaknesses.**

Assess your academic ability, research skills, ability to cope with stress and leadership and interpersonal/communication skills.

Mail your statement (along with supplemental materials) to:



USC Leonard Davis School of Gerontology  
Office of Admission and Student Services  
University Park Campus  
Los Angeles, CA 90089-0191



# Leonard Davis School of Gerontology

## Reference Request

Applicant's Name: \_\_\_\_\_

### To the applicant:

Please write your name on this document and provide each reference with this document and a stamped-envelope addressed to:



USC Leonard Davis School of Gerontology  
Office of Admission and Student Services  
University Park, MC 0191  
Los Angeles, CA 90089-0191

Under the Family Educational Rights and Privacy Act of 1974, an applicant who is admitted to USC and who chooses to enroll has the right to review those university records that pertain to him or her. If, however, an applicant wishes to obtain confidential recommendations to be used for purposes of admission and academic counseling only, he or she may waive this right of access. If you wish this recommendation to remain confidential, and are willing to waive your right of access to this report, please sign the following release before giving the form to your reference.

"I will not seek access to this confidential recommendation submitted for the purposes of admission and counseling only."

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

### To the reference:

The above named individual seeks graduate admission to the Leonard Davis School of Gerontology. To assist us in the evaluation of applicants, we require letters of recommendation from people familiar with the applicant's academic and/or work experience. Please send your letter as soon as possible.

When preparing your letter of recommendation, please consider the following issues:

#### Academic Ability

- Is the applicant a good student?
- Does the applicant have strong reasoning abilities and the ability to conceptualize?
- How would you evaluate the writing skills and study habits of the applicant?
- Please assess the research capabilities of this student and his/her potential to make scholarly contributions.

#### Capacity to Work with People

- How would you rate the leadership potential of this individual?*
- How would you characterize the applicant's relations with others, including older adults?*
- How does the applicant react to criticism?*
- Is the applicant able to communicate in an open and effective manner?*

#### Work Ability

- Is the applicant a responsible and effective worker?*
- If the applicant does not possess the necessary skills or knowledge to complete a task, does he/she attempt to acquire these skills?*
- Does the applicant demonstrate independence and initiative?*

#### Personal Character

- What is your assessment of the applicant's maturity, integrity, emotional stability and ability to cope with stress?*
- Is his/her character one that is suited for a career in gerontology?*
- Does the applicant display self-awareness and self-confidence?*
- Is the applicant committed to both community change and personal growth?*

Please comment on any potential problems you might foresee for the applicant in a graduate-level program. Also, how do the skills, abilities and potential of this individual compare with other students or employees you have known? A numerical ranking or percentile (e.g.: top 2%, top 20%) would be appreciated.