

University of Southern California
School of Policy, Planning and Development
International Public Policy and Management Master's Program

Application Checklist for 2005 Summer Semester Entry

Admission to the SPPD International Public Policy and Management (IPPAM) program is for the academic year 2005-2006, which begins **June 20, 2005**. Applications are accepted on a rolling basis. IPPAM begins to admit applicants in December and continues until the class is filled.

Applicants are encouraged to establish their application file early by submitting the application form and essays. There is no need to wait for TOEFL results or letters of recommendation before sending your application to IPPAM. In accordance with our need to comply with new national visa procedures, it is strongly recommended that international applicants apply early.

A complete application file includes all of the following:

- 1ab. **USC-IPPAM Application Form.** Complete Forms 1a and 1b – *Application for Graduate Admission*.

In filling out the form, refer to the *Application Instructions* on pages *G through I*. Complete **ALL** appropriate sections of the application and provide **ALL** requested documents. Failure to do so may cause delays in processing. The admission decision is not made until your application file is complete.

IPPAM begins in the Summer semester. Please note that you are applying for **Summer 2005** admission.

- 1c. **Application Fee.** Complete Form 1c – *Application Fee Payment*.

- The application fee is \$75.00 for International students and \$65.00 for U.S. students. **It must be paid before an application can be processed.** The fee is non-refundable and cannot be deferred. Do not send cash.
- To pay by check, provide a bank check drawn on a U.S. bank payable to "University of Southern California". Include your name on the check. Attach the check to the Application Fee Payment form.
- To pay by VISA, Mastercard or Discover, designate the card on the form. **Type or legibly print** the account number, expiration date, and the name on the card. Indicate the appropriate fee amount. **Sign and date** the form to authorize USC to charge your credit card.

2. **Education History.** Complete Form 2 – *Graduate Applicant's Education History*.

- Applicants must complete all of the appropriate fields in the education history. If you attended more than four (4) institutions, make a photocopy of the form and list ALL the additional schools.
- If you earned a degree outside of the United States, enter the name of the degree as it is called in that country.
- International applicants must also include attendance at any English as a Second Language (ESL) program.

3. **Official Academic Transcripts from all Colleges and Universities attended.**

Complete Form 3 – *Transcript Request*.

- All applicants must have earned a baccalaureate degree (U.S. bachelor's degree or its equivalent) from an accredited college or university.
- Be sure to list **ALL** colleges, universities, and non-degree programs you have attended on Form 2 - Education History. Include Language Schools attended in the U.S. Failure to list all schools may cause delays in processing.

- Submit one (1) copy of your final, **official** transcript from **ALL** colleges and universities attended, including *English as a Second Language* (ESL) schools. Applicants who have bachelor's course work in progress should send a transcript showing at least six (6) semesters of completed work.
- Official transcripts are defined as original documents, **not a photocopy**, issued by the institution, which bear the actual signature of the Registrar and/or the seal of the institution.
- The transcript must be submitted in its original, **sealed** envelope by the issuing school, college, or university. Do not open the sealed envelope. Opened transcripts are automatically deemed unofficial and will not be accepted.
- Transcripts not in English must be submitted in their original language, and must be accompanied by a certified, complete, and exact English translation. For more information on foreign transcripts, please refer to *Undergraduate Requirements By Country* on pages *E and F*.

4. **Financial Statement of Support and IPPAM Tuition and Fees.**

International applicants must complete *Form 5 – International Students: Confidential Financial Statement / Verification of Funds*, indicating your ability to financially support tuition, fees and personal living expenses for 13 months. The Bank's seal or stamp is required for verification.

- The U.S. government requires international applicants to provide proof of ability to pay tuition and living expenses. This proof must be provided before a formal letter of admission and the forms needed for obtaining a visa (e.g. SEVIS I-20) are issued.
- Provide a financial statement from one or more bank accounts totaling the equivalent of **\$52,000 U.S. or more**. The financial statement should indicate the account balance in your country's currency and the equivalent US dollars.
- If you are relying on personal or family support, your **sponsor must complete lines A through G of the "Sponsor" section** of the form, and must **furnish a financial guarantee bank letter**, indicating the sponsor's name, address, relationship to you, and source of income. This document must be verified by a bank stamp or by the US Consulate.
- If your financial support will come from your government or other official agency, you must submit similar appropriate documentation from your sponsor.
- All original language documents must be accompanied by an English translation.

Tuition: The IPPAM tuition for the 2005-2006 program is **estimated** to be \$38,100. This amount is an estimate and will be finalized in late Spring 2005 when USC finalizes tuition rates for the 2005-06 school year. The tuition is paid to IPPAM in two (2) equal installments in June 2005 and January 2006.

Fees: Students are required to pay fees imposed by USC, including a Student Health Center Fee, an Orientation Fee, Student Programming Fee, a Norman H. Topping Aid Fee, and other special fees. In addition, students are required to purchase USC student health insurance or an equivalent insurance policy.

Program Fee for Language Study: International students with a TOEFL score less than 250 computer-based or 600 paper-based may be required to pay additional fees to cover the costs of an in-residence English study program (see Checklist items 6 and 7 below).

5. **Three (3) Letters of Recommendation from Current or Former Employers AND University or College Professors.**

- Enclosed are three blank recommendation forms (pages 5a–5c) to be completed by the recommenders.
- At least one of your recommendation letters should be from a professor who taught an undergraduate or graduate course you took and who can assess from personal knowledge your academic qualifications for graduate study.
- The recommendation form (part A) and recommendation letter (part B) must be signed by the employer or professor. Documents found to be fraudulent will be grounds for denial of admission.

- You may submit the recommendation documents with your application in a sealed envelope signed by the recommenders or have the recommenders mail them separately to IPPAM.
- Letters of recommendation from family friends or from an *English as a Second Language* school generally do not count towards the requirement. You may submit the letter as a supplement or fourth letter of recommendation.

6. **TOEFL (*Test of English as a Foreign Language*) Scores Required for International Applicants.**

- International applicants must submit an official TOEFL score taken **within 12 months** of the application
- The recommended **minimum** TOEFL score is **195 computer-based** or **525 paper-based**.
- **It is strongly recommended that you personally, not ETS, mail and/or fax your official score report directly to the IPPAM office.** IPPAM's Fax number is 213-821-1331. You may write to the *Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541, USA* to request your most recent scores.
- The TOEFL test may be taken after submitting your application, but do so as soon as possible to ensure timely processing of your application. An admission decision cannot be made without a TOEFL score.
- For more information on the TOEFL exam, visit the ETS website <http://www.ets.org/toefl/> or write to *Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541, USA*, Telephone (609) 921-9000, Fax (609) 734-5410.
- **IMPORTANT:** Applicants with TOEFL scores less than 250 computer-based (600 paper-based) may be admitted to the program with a requirement to participate in an intensive in-residence English language program. IPPAM's intensive English study is offered through the USC Language Academy. The Academy designs special courses to meet the academic requirements of IPPAM. The courses are taken as part of the IPPAM academic program for an additional program fee.

7. **Previous *English as a Second Language* (ESL) Courses**

- Any *non-Language Academy* ESL course(s) taken **before** enrolling in IPPAM will **not** be accepted as credit toward the TOEFL requirement or the In-Residence English instruction.
- Nevertheless, it is still worthwhile to improve your English and writing skills to the maximum extent. Investing early in your language skills will enhance your effectiveness at USC and provide long-lasting benefits. While IPPAM cannot offer credit towards the language requirement, you will find that your investment will pay off.

8. **Resume and Personal Essay of Academic and Professional Plans**

- Submit a resume listing work and educational or other experiences relevant to your reasons for pursuing graduate study. Include volunteer activities. Note any awards or recognition you have received.
- Write a Personal Essay that explains your reasons for applying to the International Public Policy and Management Program and how you see the program contributing to your professional goals or personal growth. The essay is a central piece of your application deserving of careful thought and self-reflection. Discuss experiences, social concerns, or pivotal persons that have influenced you and shaped your career goals. Describe your academic interests and the skills or knowledge you hope to gain from the program. If you already know, indicate the area of specialization you wish to apply for. Include any information relevant to your potential as a graduate student, including special circumstances that may have affected prior course work.
- The Personal Essay should be 3 or 4 typed pages in length. Please be sure to type or print your name on each page.
- You must write your own Personal Essay. Work other than your own is grounds for denial of admission.

9. **I-20 Issuance, Passport Copy, and the Office of International Services (OIS)**

The Office of Admission will provide a SEVIS I-20 form to admitted students who commit to attending the IPPAM program. Because information on your I-20 **must match** the information on your passport, a copy of the page(s) from your passport with your name, date of birth, country of birth, and country of citizenship should be submitted with your application.

If you are admitted to multiple graduate programs, U.S. immigration law requires that you choose **ONE** program of study before your I-20 can be issued.

SEVIS Fee Information -- The US Department of Homeland Security (DHS) collects a \$100 SEVIS fee prior to issuing the F-1 and J-1 student visas. Complete details will be included with your I-20 or visit <http://www.ice.gov/graphics/news/factsheets/SEVISFactSheet.htm>

After receiving the I-20, you must apply through a United States Embassy or Consulate for a visa to enter the United States. Any student entering the U.S. by means of the documents issued by USC must register in the semester for which admission is granted. Verification of arrival and enrollment will be electronically tracked through the Student and Exchange Visitor Information System (SEVIS). Failure to arrive at USC and enroll as a full-time student will be reported immediately to the U.S. Department of Homeland Security.

If you have any specific questions related to your past or current visa, SEVIS I-20, or immigration status, please contact the USC Office of International Services by phone (213) 740-2666, fax (213) 740-5194, or e-mail <OIS@usc.edu>. You may visit their website at <http://www.usc.edu/student-affairs/OIS/>

MAILING ADDRESS

Please forward your IPPAM application and all other requested items and documents to:

IPPAM Admissions Committee
IPPAM-SPPD, VKC 253
University of Southern California
Los Angeles, CA 90089-0041
U.S.A.

It is highly recommended that you send your application materials via reliable air-courier which tracks your mail envelope (e.g. Federal Express or DHL). USC-IPPAM is not responsible for any late or lost materials.

Before submitting your application materials, please check that:

- You answered all questions completely
- You read, signed and dated the affidavit on Form 1b of the application
- You paid the application fee by U.S. bank check or credit card (Form 1c)
- You submit a final, official transcript from all schools, colleges, and universities attended, including English as a Second Language (ESL) schools (Form 3)
- You provide a minimum of three (3) Letters of Recommendation from (a) present or former Employers **and** (b) University or College Professors (see checklist #5)
- You provide a Resume (see checklist #8)
- You provide a Personal Essay of Academic and Professional Plans (see checklist #8)

International Students:

- You and your sponsor completed, signed and dated the Financial Statement of Support form (Form 4)
- You include a copy of your TOEFL scores (see checklist #6)
- You include a copy of your passport and, if applicable, your dependents' (see checklist #9)

If you have any questions regarding the application process, please e-mail Dr. Joanna Yu at <jcyu@usc.edu>.

Undergraduate Requirements By Country

UNITED STATES:

A bachelor's degree is required from an academic institution that is accredited by one of the six regional accreditation agencies: the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the New England Association of Schools and Colleges, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges. Acceptance of the course work and/or degrees completed by undergraduate and graduate students applying to the University of Southern California will be based on accreditation by these six (6) agencies. Certain graduate schools, seminaries, conservatories and professional institutions of national and professional renown that are not accredited by a regional agency may be considered for graduate transfer work by the Articulation Office in consultation with the IPPAM-SPPD Program. **USC is a selective university. Meeting minimum requirements does not guarantee admission.** In addition, USC strongly believes that degree-granting institutions should be reviewed by the regional agency that governs the geographical area in which the institution or its branches are operating and issuing degrees. USC will not guarantee acceptance of course work or degrees taken at institutions not accredited by the regional agency for the area where the institution or branch is located.

OTHER COUNTRIES:

These guidelines help define the minimum requirements for graduate admission to USC. Please comply with the following.

- The school attended must have governmental ministry recognition from the country of attendance as a degree-granting institution.
- Transcripts and degree certificates/diplomas must come in the original language.
- ALL original language documents must come with an official word-for-word English translation.
- Official transcripts must show all courses and subjects taken and your grade for each.
- Official transcripts should be sent directly to USC-IPPAM by the institution.
- Diploma Supplements should accompany transcripts from European institutions.
- An overall "B" average (3.0/4.0 GPA) is the minimum grade point average acceptable for admission consideration.
- To calculate an academic average, USC may convert a foreign grading scale to the U.S. standard 4.0 +/- scale.
- A vocational track education is not appropriate preparation for graduate admission

<p>Argentina Either/Or: <i>Licenciado</i> <i>Titulo</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma 7.5/10 minimum average</p>	<p>Australia Either/Or: Four-year bachelor degree Honours bachelor degree And: Official academic transcript "B" minimum average</p>	<p>Bangladesh Either/Or: Four-year bachelor degree Master degree And: Official university-issued mark sheets Official degree certificate "B" minimum average</p>	<p>Brazil Either/Or: Four-year <i>Bacharel</i> Four-year <i>Licenciado</i> <i>Titulo</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma 7.5/10 minimum average</p>
<p>Bulgaria <i>Diplom</i> Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma "Mnogo Dobar" minimum average</p>	<p>Canada Either/Or: Four-year bachelor degree Bachelor degree from Quebec And: Official academic transcript Official English translation if applicable "B" minimum average</p>	<p>China Bachelor degree Official academic transcript with percentage scores Official degree and graduation certificates Official English translation of the transcript with percentage scores Official English translation of the diploma 85% minimum average</p>	<p>Colombia Either/OR: <i>Licenciado</i> <i>Titulo</i> And: Official academic transcript Official academic diploma 3.5/5 minimum average</p>
<p>Egypt Bachelor degree Official academic transcript "Very Good" minimum average</p>	<p>France <i>Maitrise</i> Official academic transcripts for the <i>DEUG</i>, <i>License</i>, and <i>Maitrise</i> Official academic diplomas for the <i>DEUG</i>, <i>License</i>, and <i>Maitrise</i> Official English translation must accompany each of the transcripts and the diplomas "Assez Bien" minimum average</p>	<p>Germany Four-year <i>Diplom</i> Official academic transcripts for the <i>Vordiplom</i> and <i>Diplom</i> Official academic diploma for the <i>Diplom</i> Official English translation must accompany each of the transcripts and the diplomas "Gut" minimum average</p>	<p>Greece <i>Ptychio</i> from a university Official academic transcript Official academic diploma Official English translations must accompany both the transcript and diploma 7.0/10 minimum average</p>

<p>Hong Kong Bachelor degree Official academic transcript ‘B’ or “Second Class Honours” minimum average</p>	<p>India Either/Or: Four-year bachelor degree Master degree And: Official university-issued mark sheets Official degree certificates “Higher Second Class” minimum average</p>	<p>Indonesia Either/Or: <i>Sarjana Strata I</i> <i>Insinyur</i> And: Official academic transcript Official academic diploma Official English translation must accompany both the transcript and the diploma “B” minimum average</p>	<p>Iran Either/Or: <i>Karshenasi</i> Bachelor degree And: Official academic transcript Official academic diploma Official English translation must accompany both the transcript and the diploma 15.0/20 minimum average</p>
<p>Israel Bachelor degree Official academic transcript 75% minimum average</p>	<p>Italy <i>Laurea</i> Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma 27.0/30 minimum average</p>	<p>Japan Bachelor degree Official academic transcript “B+” minimum average</p>	<p>Jordan Bachelor degree Official academic transcript Official academic diploma “Very Good” minimum average</p>
<p>Lebanon Either/Or: Four-year <i>Licence</i> Four-year <i>Diplome</i> Four-year bachelor degree <i>Maitrise</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma “B” minimum average</p>	<p>Mexico Either/Or: Four-year <i>Licenciado</i> <i>Titulo</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma “Bien” minimum average</p>	<p>New Zealand Either/Or: Four-year bachelor degree Honours bachelor degree And: Official academic transcript “B” minimum average</p>	<p>Nigeria Four-year bachelor degree Official academic transcript “B” minimum average</p>
<p>Pakistan Either/Or: Four-year bachelor degree Master degree And: Official university-issued mark sheets Official degree certificate “B” minimum average</p>	<p>Romania Either/Or: Four-year <i>Licentiate</i> Four-year university <i>Diploma</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma 7.5/10 minimum average</p>	<p>Russia Either/Or: Five-year <i>Diplom</i> Five-year professional qualification Four-year <i>Bakalavr</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma “Khorosho” minimum average</p>	<p>Saudi Arabia Four-year bachelor degree Official academic transcript “B” minimum average</p>
<p>Singapore Four-year university bachelor degree Official academic transcript “B” minimum average</p>	<p>South Korea Bachelor degree Official academic transcript “B” minimum average</p>	<p>Spain Either/Or: <i>Licenciado</i> <i>Titulo</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma “Bien” minimum average</p>	<p>Switzerland Either/Or: Four-year <i>Lizentiat</i> Four-year <i>Diplom</i> And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma “Gut” or “Bien” minimum average</p>
<p>Taiwan Bachelor degree Official academic transcript with percentage scores 80% minimum average Note: Three- and Five- year diplomas DO NOT meet the minimum requirements</p>	<p>Thailand Bachelor degree Official academic transcript 3.0/4 minimum average</p>	<p>Turkey Either/Or: <i>Lisans Diplomas</i> Bachelor Degree And: Official academic transcript Official academic diploma Official English translations must accompany both the transcript and the diploma if applicable “Iyi” (“B”) minimum average</p>	<p>United Kingdom Either/Or: Honours bachelor degree Four-year bachelor degree from Scotland And: Official academic transcript Official academic diploma “B” or “Second Class Honours” minimum average</p>

Instructions for 2005 Application for Graduate Admission form

Please type or print legibly and please erase any mistakes completely.

Form 1a

- Semester Applying** Admission to the IPPAM Program is for the USC *Summer 2005* semester. Instruction begins June 20, 2005.
- Field of Study** 1107- *Public Policy and Management*
- Degree Level** (M) *Master's*
- Off-campus center** Not applicable. Go to question 5.
- Legal Name.** Print your full legal name (last name, first name and middle name) No initials, abbreviations or nicknames. International students, please indicate your name exactly as it appears on your passport.
- Maiden or other names.** For women, if you used your married name in question 5, please fill in your family name prior to your married name.
- Social Security Number.** If you have a U.S. social security number, please provide this information. If you are a USC alum or a current full-time USC student, please provide your 9 or 10-digit identification number. Otherwise, mark "N/A" and go to question 8.
- Birthdate.** In the order specified, fill in the Month, Day and Year of your birthday.
- Birthplace.** Enter the city of your birthplace. See page with 2-letter Country Codes.
- Current mailing address.** Fill in your current mailing address. The university will use this address to mail information about your application. Please do not list a *Post Office Box*. Important to include your telephone number(s). For international telephone numbers, please provide the country and city phone codes.
- Permanent or Foreign mailing address.** Please provide a permanent address and telephone number. All international students must provide a permanent address in their home country. Please do not list a *P.O. Box*.
- E-mail address (required).** Please provide a current e-mail address. Please check your e-mail regularly for replies or correspondence from the program.
- Sex.** Enter "F" for female. Enter "M" for male.
- Marital Status.** Enter "S" for single. Enter "M" for married.
- Ethnic Origin (optional).** In the boxes provided, please fill in your ethnic origin using the codes below.

International Students:

If you are an *International Student/Non-resident alien* – A person who is neither a citizen nor a permanent resident of the United States, please mark an "X" in the first box. Do not mark any other boxes.

For U.S. citizens and residents, please use the following letter codes:

N: Native American /Alaskan Native – A person having origins in any of the original peoples of North, South or Central America, who maintains tribal affiliation or community attachment; **B: Black or African American**; **I: Asian Indian/Indian-American/Pakistani-American** – A person having origins in any of the original peoples of the Indian Subcontinent, including India, Pakistan, Bangladesh, Sri Lanka, and Indian communities of Europe, Africa, or the Caribbean; **C: Chinese/Chinese-American** – A person having origins in China, Taiwan, Hong

Kong, or Chinese communities of Southeast Asia and the Americas; F: Filipino/Filipino-American; J: Japanese/Japanese-American; K: Korean/Korean-American; V: Vietnamese/Vietnamese-American; A: Other Asian/Asian-American – A person having origins in any of the other original peoples of East and Southeast Asia, including Indonesia, Malaysia, Thailand, Cambodia, Mongolia, and Laos; P: Native Hawaiian/Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Fiji, or other Pacific Islands. The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii by virtue of having been born there; M: Mexican/Mexican-American / Chicano; H: Other Spanish-American/Hispanic/Latino - All persons who trace their origin or descent to Central or South America, Puerto Rico, Cuba, the Dominican Republic or other Spanish cultures; W: White/Caucasian – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

16. **Citizenship/residency.** Check the appropriate box. For U.S. Permanent Residents, indicate the country of citizenship, enter the country code, and your Alien Registration number. For all international applicants, check the box next to “I am an international student and a citizen of ”, fill in your country of citizenship, and enter the 2-letter country code.

Sponsored International student. If you have a sponsor, check the “Yes” box and print the name of your sponsor. If you are self-pay, the check the “No” box.

Include Spouse and/or dependents? For international students, if you are married and are admitted to the IPPAM program, do you wish to include your spouse and/or dependents on the I-20 form? If so, checkmark the box “yes” and list your spouse's and/or dependent's full names, city and country of birth, citizenship, and date of birth on Form 5. Please include a photocopy of each member’s passport with their name, date of birth, country of birth and citizenship.

IMPORTANT -- Additional financial support must be verified for each family member accompanying you: \$7,000 for a spouse and \$3,500 for each child per year. A Financial Guarantee Letter from a bank will be required. You will be solely responsible for all housing and living expenses. *The University of Southern California and the USC International Public Policy and Management Program are not responsible for housing and other living expenses for your spouse and/or dependents.*

Form 1b.

17. **For International Students:**
- **10-Digit SEVIS number.** If you currently hold a student visa, provide your 10-digit *Student and Exchange Visitor Information System* (SEVIS) number.
 - **Are you currently in the U.S. on a visa?** If so, list the type of visa you currently hold and the expiration date.
18. **Languages Other Than English.** List your knowledge of languages other than English.
19. **Previous Grade Point Average (GPA).** To the best of your knowledge, list your GPA on the 4.0 numerical scale (A = 4.0, B = 3.0, etc.), especially your undergraduate GPA.
20. **Admission Examination scores.** List the date(s) and score(s) of admission exams you have taken.

International students: If you have not taken the TOEFL exam and plan to do so in the near future, enter the date the exam will be offered. **If you have taken the TOEFL examination, please include a photocopy of your official score report with your application.** See checklist #6 on page C.

21. **Academic and Professional References.** IPPAM requires three (3) letters of recommendation from present or former employers **AND** from undergraduate or graduate professors. On the application form, list the names, titles, and addresses of the three people who will serve as your academic and professional references. Do not leave blank or write “see attached”. Information on this page must match the received forms and letters.
22. **Pertinent Employment Experience.** List your current and past job positions, the employer you work for, the dates of employment, and a very brief description of your positions. Do not leave blank or write “see attached” Note: In addition, the IPPAM program requires a (1) resume and an (2) essay of your scholarly and professional plans. See checklist #8 on page C.
23. **Method of Payment.** Indicate “check” or “credit card” for the method of payment as indicated on Form 1c - *Application Fee Payment*
- Print your full name as written in section 5 on Form 1a.
 - Print your U.S. Social Security number or USC ID number if you have one
24. **Applicant’s Affidavit.**

It is IMPORTANT that you read the *Applicant's Affidavit*. Thereafter, sign and date on the Signature line.

Note:

- It is the applicant’s responsibility to report all college-level course work when completing the application form.
- The applicant must be the sole author of the personal essay. An essay written by another person constitutes plagiarism.
- Omission of education history information, forgery, and/or plagiarism constitute a violation of the applicant’s affidavit and may result in the revocation of admission to the university.
- All documents submitted for admission consideration become the property of the University of Southern California and will not be duplicated or returned to the applicant for any reason. Please do not send original diploma(s) with your application materials. If admitted into the program and additional, official documents are requested for verification, please hand-carry the documents with you.

Application for Graduate Admission

IPPAM-SPPD 2005

Please print clearly.

- 1. Semester for which you are applying: **Summer 2005 (052)**
- 2. Intended field of study: **1107 – Public Policy and Management**
- 3. Program and Degree level: **IPPAM – (M) Master’s**
- 4. If you are enrolling at an off-campus center, name the location. n/a .
- 5. Legal name. Do not use nicknames or abbreviations. International students: Indicate your name exactly as it appears on your passport.

If available, affix bar code here.

LAST (FAMILY NAME)	FIRST
MIDDLE	

- 6. Maiden or other name(s) _____
- 7. Social Security # _____ - _____ - _____
- 8. Birthdate _____ MM/DD/YY
- 9. Birthplace _____ CITY COUNTRY COUNTRY CODE (SEE NEXT PAGE FOR LIST)
- 10. Current mailing address

STREET ADDRESS			
CITY	STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY CODE (SEE NEXT PAGE FOR LIST)

TELEPHONE NUMBER (For international, include country and city codes) _____ CELL PHONE (or 2nd Telephone number) _____

- 11. Permanent or foreign mailing address (All international students must provide an overseas address.)
- | | | | | |
|----------------|----------------|-----------------|--------------|------------------|
| STREET ADDRESS | | | | |
| | | | | |
| CITY | STATE/PROVINCE | ZIP/POSTAL CODE | COUNTRY CODE | TELEPHONE NUMBER |

- 12. E-mail address (required) _____
- 13. Sex (Write F for Female or M for Male.) _____
- 14. Marital status (Write S for Single or M for Married.) _____
- 15. Ethnic origin. Use these boxes to enter as many codes as apply from the list on pages G and H.
Enter only one code per box. This information is optional.

- 16. Check the box that best describes your citizenship/residency:
 - (US) I am a citizen of the United States. (If you check this box, skip to question 17.)
 - (P) I am a permanent resident of the United States and a citizen of _____ Code (see next page)
 - Alien Registration number _____
 - (I) I am an international student and a citizen of _____ Code (see next page)
- (Note: An international student is one who is currently in the U.S. on a non-immigrant visa, or needs a student visa to enter the U.S.)*
- Are you a "sponsored" student (e.g. government agency)? Yes (list name) _____ No
- If admitted, do you wish to bring your spouse and/or dependents to the U.S. with you?
- Yes (If yes, complete dependents' information in section #3, Form 4, "International Students – Financial Statement.") No

Country Codes & Special Areas of Special Sovereignty

AF	Afghanistan	EK	Equatorial Guinea	ML	Mali	SN	Singapore
AL	Albania	ER	Eritrea	MT	Malta	LO	Slovakia
AG	Algeria	En	Estonia	RM	Marshall Islands	SI	Slovenia
AN	Andorra	ET	Ethiopia	MB	Martinique	BP	Solomon Islands
AO	Angola	FJ	Fiji	MR	Mauritania	SO	Somalia
AV	Anguilla	FI	Finland	MP	Mauritius	SF	South Africa
AC	Antigua & Barbuda	FR	France	MX	Mexico	KS	South Korea
AR	Argentina	FG	French Guiana	FM	Micronesia, Federated States of	SP	Spain
AM	Armenia	FP	French Polynesia			CE	Sir Lanka
AA	Aruba	GB	Gabon	MD	Moldova	SU	Sudan
AS	Australia	GA	Gambia	MN	Monaco	NS	Suriname
AU	Austria	GG	Georgia	MG	Mongolia	WZ	Swaziland
AJ	Azerbaijan	GM	Germany	MW	Montenegro	SW	Sweden
BF	Bahamas	GH	Ghana	MH	Montserrat	SZ	Switzerland
BS	Bahrain	GI	Gibraltar	MO	Morocco	SY	Syria
BG	Bangladesh	GR	Greece	MZ	Mozambique	TW	Taiwan
BB	Barbados	GL	Greenland	WA	Namibia	TI	Tajikistan
BO	Belarus	GJ	Grenada	NR	Nauru	TZ	Tanzania
BE	Belgium	GP	Guadeloupe			TH	Thailand
BH	Belize	GT	Guatemala	NP	Nepal	TO	Togo
BN	Benin	GV	Guinea	NL	Netherlands	TN	Tonga
BD	Bermuda	PU	Guinea-Bissau	NT	Netherlands Antilles	TD	Trinidad and Tobago
BT	Bhutan	GY	Guyana	NC	New Caledonia	TS	Tunisia
BL	Bolivia	HA	Haiti	NZ	New Zealand	TU	Turkey
BK	Bosnia and Herzegovina	VT	Holy See	NU	Nicaragua	TX	Turkmenistan
		HO	Honduras	NG	Niger	TV	Tuvalu
BC	Botswana	HK	Hong Kong	NI	Nigeria	UG	Uganda
BR	Brazil	HU	Hungary	NE	Niue	UP	Ukraine
VI	British Virgin Islands	IC	Iceland	KN	North Korea	TC	United Arab Emirates
BX	Brunei	IN	India	NO	Norway		United Kingdom
BU	Bulgaria	ID	Indonesia	MU	Oman	UK	United States of America
UV	Burkina Faso	IR	Iran	PK	Pakistan	US	
BM	Burma	IZ	Iraq	PS	Palau		Uruguay
BY	Burundi	EI	Ireland	PM	Panama	UY	
CB	Cambodia	IS	Israel	PP	Papua New Guinea	UZ	Uzbekistan
CM	Cameroon	IT	Italy	PA	Paraguay	NH	Vanuatu
CA	Canada	JM	Jamaica	PE	Peru	VE	Venezuela
CV	Cape Verde	JA	Japan	RP	Philippines	VM	Vietnam
CJ	Cayman Islands	JO	Jordan	PL	Poland	WI	Western Sahara
CT	Central African Republic	KZ	Kazakstan	PO	Portugal	YM	Yemen
		KE	Kenya	QA	Qatar	YO	Yugoslavia
CD	Chad	KR	Kiribati	RE	Reunion	ZA	Zambia
CI	Chile	KU	Kuwait	RO	Romania	ZI	Zimbabwe
CH	China	KG	Kyrgyzstan	RS	Russia		
CO	Colombia	LA	Laos	RW	Rwanda		The U.S. Postal Service has assigned state codes to the following areas. Please use these when filling out "state" in addition to your ZIP code.
CN	Comoros	LG	Latvia	SH	Saint Helena		
CF	Congo (Brazzaville)	LE	Lebanon	SC	Saint Kitts-Nevis		
CG	Congo (Kinshasa)	LT	Lesotho	ST	Saint Lucia		
CS	Costa Rica	LI	Liberia	SB	Saint Pierre and Miquelon		
IV	Cote d'Ivoire	LY	Libya				
HR	Croatia	LS	Liechtenstein	VC	Saint Vincent and the Grenadines	AS	American Samoa
CU	Cuba	LH	Lithuania			FM	Federated States of Micronesia
CY	Cyprus	LU	Luxembourg	WS	Samoa		
EZ	Czech Republic	MC	Macao	SM	San Marino	GU	Guam
DA	Denmark	MK	Macedonia, Former Yugoslav Rep. of	TP	Sao Tome and Principe	MH	Marshall Islands
DJ	Djibouti					MP	Northern Mariana Islands
DO	Dominican Republic	MA	Madagascar	SA	Saudi Arabia		
EC	Ecuador	MI	Malawi	SG	Senegal	PW	Palau
EG	Egypt	MY	Malaysia	SE	Seychelles	PR	Puerto Rico
ES	El Salvador	MV	Maldives	SL	Sierra Leone	VI	U.S. Virgin Islands

17. If you currently hold a student visa, enter your 10-digit SEVIS ID number here.

If you are currently in the U.S. on a visa, enter the type of visa and expiration date.

Type of Visa (e.g. F-1, H-1, B-1, J-1)	Expiration Date
--	-----------------

18. Knowledge of languages other than English (include computer languages).

19. Estimate previous grade point average(s) on the A=4.0 numerical scale: _____ / _____
Undergraduate Graduate

20. Admission Exams

List date(s) and score(s) of admission examinations you have taken or plan to take.

TOEFL _____	DATE	SCORE
GRE General (aptitude) _____	DATE	VERBAL QUANTITATIVE ANALYTICAL
GRE Subject (advanced) _____	DATE	SUBJECT SCORE(S)
Other examinations (GMAT, LSAT, PAEG, etc.) _____	TEST	DATE SCORE

21. Educational and Professional References

List three (3) people who will serve as academic (i.e. undergraduate or graduate studies) **AND** professional references. Please fill out completely.

1) _____

Name	Title	Organization
Address		Telephone

2) _____

Name	Title	Organization
Address		Telephone

3) _____

Name	Title	Organization
Address		Telephone

22. List pertinent employment experience
 Most recent position first.
 Please fill out completely.

A) _____

Position	Employer / Firm
Dates	Nature of Job

B) _____

Position	Employer / Firm
Dates	Nature of Job

Years of work experience since graduation from college _____

23. Indicate your method of payment on the fee payment form: check credit card waiver

LAST (Family Name)	FIRST	MIDDLE	SOCIAL SECURITY #
--------------------	-------	--------	-------------------

Applicant's Affidavit

I certify that the information on this application is complete and correct and that I have attended, or am attending, no institutions other than those listed. I understand that any misrepresentation will be cause for denial of admission. I acknowledge that I have read and understand the USC-IPPAM program's admission and program requirements and have completed the necessary forms and supplemental documents. 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 or duplicated for me for any reason. I also understand that acceptance to USC is subject to verification of final records from all institutions I have attended and that the application fee is non-refundable.

APPLICANT'S SIGNATURE	DATE
-----------------------	------

Application Fee Payment

1. Legal name. (Do not use nicknames or abbreviations. International students, indicate your name exactly as it appears on your passport.)

LAST (FAMILY NAME) FIRST MIDDLE

2. Social Security # _____ - _____ - _____ 3. Birthdate _____
MM/DD/YY

The application fee is non-refundable. You may pay by check or by credit card. Please indicate the method of payment. Note that the fee differs for U.S. students and international students.

Application Fee

U.S. students: \$65

International students: \$75

For Payment by Check or Money Order

Attach the check or money order to this form. *(Skip if paying by credit card.)*

CHECK # AMOUNT

Please make a check or money order in the amount of \$65.00 (U.S. students) or \$75.00 (international students) payable to "University of Southern California." Payment must be made in the form of a check or bank draft in U.S. dollars, drawn on a U.S. bank. Include the applicant's name and, if applicable, the Social Security number on the check. **Attach the check to this form.**

For Payment by Credit Card

Please complete the information below. *(Skip if paying by check.)* Type or print legibly.

Credit card: Discover Card MasterCard Visa

YOUR ACCOUNT NUMBER EXPIRATION DATE (MONTH/YEAR)

I hereby authorize the University of Southern California to charge an application fee to the credit card shown above in the amount of:

- \$65 (U.S. students)
- \$75 (international students)

PRINT NAME AS IT APPEARS ON CREDIT CARD

CARDHOLDER'S SIGNATURE DATE

Fee Waiver Request

To apply for a fee waiver, obtain and submit verification of financial hardship from the financial aid office of the institution last attended.

International students note: USC does not waive the application fee for international students and does not accept international reply coupons.

Please check the reason for waiver.

- I am a USC employee or dependent of a USC employee.
- I am a U.S. Citizen/Permanent Resident and paying the fee would cause a financial hardship. I have attached the necessary documentation.
- I am a USC student or a USC alumnus/alumna.
- I am a McNair Scholar.

If available, affix bar code here.

Graduate Applicant's Education History

If available, affix bar code here.

LAST (FAMILY NAME) FIRST MIDDLE

Social Security Number, if applicable Today's Date (MM / DD / YY)

List **ALL** colleges and universities attended, in chronological order. Include *English as a Second Language* (ESL) schools and USC, if applicable.

NAME OF COLLEGE OR UNIVERSITY

ETS School Code, if applicable

City State or Province Country

Degree Received (or Expected) _____ Degree Date _____
(MM / YY)

Start _____ / _____ End _____ / _____ Major _____
(MM / YY) (MM / YY)

NAME OF COLLEGE OR UNIVERSITY

ETS School Code, if applicable

City State or Province Country

Degree Received (or Expected) _____ Degree Date _____
(MM / YY)

Start _____ / _____ End _____ / _____ Major _____
(MM / YY) (MM / YY)

NAME OF COLLEGE OR UNIVERSITY

ETS School Code, if applicable

City State or Province Country

Degree Received (or Expected) _____ Degree Date _____
(MM / YY)

Start _____ / _____ End _____ / _____ Major _____
(MM / YY) (MM / YY)

NAME OF COLLEGE OR UNIVERSITY

ETS School Code, if applicable

City State or Province Country

Degree Received (or Expected) _____ Degree Date _____
(MM / YY)

Start _____ / _____ End _____ / _____ Major _____
(MM / YY) (MM / YY)

I have attended additional schools. (Please photocopy this page and use for all additional schools attended)

Applicant's Signature Date

For U.S. institutions, list the Educational Testing Service (ETS) school code in the appropriate space; code numbers may be obtained from any college admission office or from booklets published by ETS.

Submit transcripts directly to IPPAM

Transcript Request

For All Schools, Colleges, and Universities Attended

Please make a copy of this form for any school, college, and university you have attended. Complete the entire form, sign it, and ask the registrar of each school to attach it to your official transcript. Keep copies of this form in case you need to request additional transcripts.

If available, affix bar code here.

1. Student name

LAST (FAMILY NAME) FIRST MIDDLE

2. Social Security # _____ - _____ - _____ **3. Birthdate** _____
MM/DD/YY

I am applying for: **SUMMER SEMESTER 2005**

This transcript includes the following:

Course work through: _____
DATE (MM/YY)

Dates of attendance: _____
FROM (MM/YY) TO (MM/YY)

Name of institution sending transcripts _____

ETS code _____

If ETS code is not available, complete the following:

Address of institution sending transcripts

STREET ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

To the Registrar:

Please forward my transcripts to the *University of Southern California*.

STUDENT'S SIGNATURE DATE

Mail transcripts to:

IPPAM Admission Committee
IPPAM-SPPD, VKC 253
University of Southern California
Los Angeles, California 90089-0041
U.S.A.

Unless official records are issued in English, official transcripts in their original language must be submitted with an **authorized, complete, and exact English translation**.
An official transcript must be submitted in a **sealed** envelope by the issuing college/university.
Official records are defined as original documents, not a photocopy, issued by the institution which bear the actual signature of the Registrar and/or seal of the issuing institution.



If available, affix bar code here and return once completed.

International Students

Confidential Financial Statement/Verification of Funds

Name (Enter your name exactly as it appears on your passport)

Family Name _____ Given name(s) _____
SOCIAL SECURITY # _____ - _____ - _____ BIRTHDATE _____ MM/DD/YY

MAIDEN OR OTHER NAME _____

SIGNATURE OF USC APPLICANT _____

1. Sponsor

A. Name of applicant's sponsor _____

B. Address _____

C. Relationship to applicant _____

D. Yearly amount of support in U.S. dollars _____
(Please see checklist #4 on page B for minimum expense estimates)

By signing this affidavit of support, I promise to be financially responsible for the applicant indicated above concerning tuition, fees, living expenses and any other relevant expenses.

E. SIGNATURE OF SPONSOR _____ F. Date (MM/DD/YY) _____

G. Phone Number _____ H. E-mail _____

2. Bank Verification

Stamp or emboss bank seal here.

(A statement from a financial institution on its letterhead may be substituted in lieu of bank seal or stamp.)

I certify that the above-named sponsor has the above amount on deposit with our institution. This certification is offered with no responsibility on the part of this bank or financial agency.

NAME OF BANK (OR AGENCY) _____ DATE _____

NAME AND TITLE _____ SIGNATURE _____

ADDRESS _____

DATE ACCOUNT OPENED _____ MM/DD/YY

3. Dependents

If you are bringing family members with you, please add \$7,000 for a spouse and \$3,500 for each child to the required amount.

Please list full names, birth country and birth date for family members to be included on the I-20 form. If you have more than two children, include their information on a separate page and attach it to this form.

SPOUSE _____
Name as it appears on passport _____ City and Country of Birth _____
Country of Citizenship _____ Date of Birth (MM/DD/YY) _____ Male Female

CHILD _____
Name as it appears on passport _____ City and Country of Birth _____
Country of Citizenship _____ Date of Birth (MM/DD/YY) _____ Male Female

CHILD _____
Name as it appears on passport _____ City and Country of Birth _____
Country of Citizenship _____ Date of Birth (MM/DD/YY) _____ Male Female

PERSONAL RECOMMENDATION FORM

University of Southern California
School of Policy, Planning and Development
International Public Policy and Management Program

NAME as given on the application _____
Last
First
Middle

This Part to be Completed by the Recommender

Recommender's Name (Please print) _____ Position or Title _____

Name of Institution or Business _____ Address _____ Telephone No. (please provide) _____

The person named above is applying for admission to the USC International Public Policy and Management Program.

Part A. We appreciate your assessment of the applicant's qualifications. In comparison with other graduate school candidates, please rate the applicant on the qualifications listed below.

	Unable to Comment	Below Average (bottom 3 rd)	Average (middle 3 rd)	Good (top 3 rd)	Very Good (top 20%)	Outstanding (top 10%)	Exceptional (top 2%)
<u>Analytical and intellectual ability</u>	_____	_____	_____	_____	_____	_____	_____
<u>Problem solving</u>	_____	_____	_____	_____	_____	_____	_____
<u>Oral skills</u>	_____	_____	_____	_____	_____	_____	_____
<u>Written skills</u>	_____	_____	_____	_____	_____	_____	_____
<u>Leadership</u>	_____	_____	_____	_____	_____	_____	_____
<u>Initiative/Motivation</u>	_____	_____	_____	_____	_____	_____	_____
<u>Ability to work well with others</u>	_____	_____	_____	_____	_____	_____	_____
<u>Personal integrity</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maturity</u>	_____	_____	_____	_____	_____	_____	_____
<u>On-time performance & attendance</u>	_____	_____	_____	_____	_____	_____	_____

Part B. On a separate page (your letterhead stationery), please assess the applicant's qualifications for graduate work in public policy and management including the applicant's major strengths and areas for improvement. Other qualifications to consider are the applicant's managerial and leadership abilities, integrity, and special talents.

Recommender's Signature _____ Date _____

Instructions for Returning Recommendation: Please return this form with your letter in a sealed envelope and sign your name across the seal. Please return it to the applicant or mail the envelope directly to the IPPAM program. The mailing address is:

IPPAM Admission Committee
IPPAM-SPPD, VKC 253
University of Southern California
Los Angeles, CA 90089-0041, U.S.A.

We appreciate your time and contribution to the admission process.