

USC | ANNENBERG

School for Communication & Journalism

Certificate Programs in Communication Management Graduate Application Guidelines Spring 2012/Fall 2012

Application Filing Period

Certificate programs are offered in Health Communication Management, Marketing Communication Management, New Communication Technologies, Strategic Corporate and Organizational Communication Management, Entertainment Communication Management, and International and Globalization Communication Management. Each certificate requires completion of 16 units (4 courses) from a prescribed curriculum.

To be eligible for admission, you must have completed a Master's degree program in any academic discipline from an accredited institution. For the spring term beginning January 9, 2012, the application filing period is August 1 – November 1, 2011. For the fall term beginning August 27, 2012, the application filing period is Feb. 15 – July 1, 2012.

Gainful Employment Disclosure

Certificates that prepare students for "gainful employment in a recognized occupation" are required by the U.S. Department of Education to disclose information about completion rates, costs, and median loan debt. USC Annenberg provides this information for our post-Master's certificates that have enrolled students since fall 2006. Those certificates are Health Communication Management, Marketing Communication Management, New Communication Technologies and Strategic Corporate & Organizational Management. For detailed information, visit annenberg.usc.edu/Prospective/Masters/PostMasters.aspx.

Application Process

- 1) Go to www.usc.edu/admission/graduate/apply and complete the online USC Graduate Admission Application. You must upload the following materials before submitting your application:
 - Statement of Purpose
 - Writing Sample
 - Professional Résumé
- 2) After submitting the online graduate application and before logging out of the system, you must pay the application fee with a credit card.
- 3) Request two letters of recommendation
- 4) After submitting your online application, mail official transcripts from all colleges/universities attended to University of Southern California, Office of Graduate Admissions, 3601 South Flower St., Room 112, Los Angeles, CA 90089-0915.
- 5) Request to have your admission tests reported electronically to USC (institution code 4852)
 - Graduate Record Examination (GRE) General Test **or** Graduate Management Admission Test (GMAT)
 - TOEFL scores of 114-115 IBT (*international students only*)

Statement of Purpose

Upload a three to four page essay, discuss how this certificate program will enhance or leverage your career opportunities. This statement should be representative of your best writing so take care to submit a clear, concise and well-written essay.

Writing Sample

Upload a professional or academic writing sample (quarterly or annual report, brochure, published article, news clipping, long memorandum, or your thesis or research paper from your graduate degree program).

Résumé

Upload a current résumé listing your employment and internship history, nature of work and applicable dates. Additionally, include academic and professional awards, honors, teaching experience, subject matter expertise, and language skills and computer literacy. Indicate your proficiency level for each skill and area of expertise (E = expert, C = competent, F = familiar). The résumé may be more than one page in length.

Letters of Recommendation

If you provide recommenders' e-mail addresses on the online USC Graduate Admission Application, they will receive online recommendation forms. Faculty recommendations are preferred. However, if you have more than five years of work experience after earning your bachelor's degree, please provide professional references from your immediate manager or supervisor only.

Admission Testing

All applicants must submit valid Graduate Record Examination (GRE) General Test or General Management Admission Test (GMAT) scores. Test scores are valid for five years. If your scores have expired, plan to test at least one month prior to the end of the application filing period.

International students must demonstrate English language proficiency. USC will waive the English proficiency requirement for international applicants who hold a recognized Bachelor's degree from the following countries: United States, United Kingdom, Republic of Ireland, Australia, New Zealand, or Canada (except Quebec). Students who have studied in other countries or hold graduate degrees from these countries are not exempted from the English proficiency requirement, even if English was the medium of instruction. If the English proficiency is not waived, applicants must submit TOEFL scores; the minimum recommended score is 114-115 (IBT). For more details, refer to www.usc.edu/admission/graduate/international/application.html.

Estimated Cost of Attendance 2011- 2012 (Per Course)

Graduate tuition	\$5680 per course (\$1420 per unit)
Books and supplies	\$150 – 200
Mandatory USC orientation fee	\$35

Financial Aid

Departmental scholarships are not available. U.S. citizens and permanent residents may apply for need-based federal financial aid. For detailed information, visit the USC Financial Aid Office at: http://www.usc.edu/admission/fa/applying_receiving/graduates/.

International students must provide proof of ability to pay tuition and living expenses before an I-20 is released. For more international student information, visit www.usc.edu/admission/graduate/international/index.html.

Prospective Graduate Student Campus Visits

Graduate information sessions are held on campus throughout the academic year. In addition, the Annual Prospective Graduate Student Visit Day program will be held on Nov. 11, 2011. For other dates and to make a reservation, visit our Web site at annenbergl.usc.edu/Prospective/VisitandSched.aspx after August 1.

Questions

Contact Annenberg Admissions at ascadm@usc.edu or 213.821.0770.

USC Annenberg Admissions Office
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Los Angeles CA 90089-0281
ATTN: Certificate Programs in Communication Management

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