

USC | ANNENBERG

School for Communication & Journalism

Certificate Programs in Communication Management Graduate Application Guidelines Spring 2011/Fall 2011

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. The certificate program requires completion of 16 units (4 courses) from a prescribed curriculum.

To be eligible, you must have completed a Master's degree program in any academic discipline from an accredited institution.

Term Beginning

January (spring)

August (fall)

Application Filing Period

August 1 – November 1

February 15 – July 1

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
 - Non-refundable application fee
- 2) Request letters of recommendation
 - Two letters of recommendation required
- 3) Mail official transcripts from all colleges/universities attended, including study abroad programs to:
USC Graduate Admission Office
University Park
Los Angeles, CA 90089-0915
- 4) 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

In 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

Submit 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).

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 substantial work experience, you may provide professional references (managers or supervisors only).

Admission Testing

All applicants must submit Graduate Record Examination (GRE) General Test scores; the minimum required score is 1,000 (GRE-verbal subscore + GRE-quantitative subscore). General Management Admission Test (GMAT) scores are expected in lieu of GRE scores; the minimum required score is 650. 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.

Estimated Cost of Attendance 2010 – 2011 (Per Course)

Graduate tuition	\$5440 per course (\$1360 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 website at: http://www.usc.edu/admission/fa/applying_receiving/graduates/.

International students must demonstrate the financial resources to live and study at USC. For more information, visit USC Graduate & International Admission at: <http://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. 2011. For other dates and to make a reservation, visit our Web site at <http://annenbergl.usc.edu/Prospective/VisitandSched.aspx>.

Questions

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