APPLICATION INSTRUCTIONS FOR THE ANNENBERG RIO DE JANEIRO PROGRAM FOR FALL 2017

Please read the instructions carefully to ensure your application is complete.

The following steps need to be completed by **12:00 PM on Tuesday, February 21, 2017** in order to be considered. Late or incomplete applications will NOT be accepted.

**Step 1:** Send the following documents to ascintl@usc.edu:

a) **Photo of yourself:** Send professional-looking headshot in JPG format. Entitle the JPG LastName_FirstName_Pic

b) **Essay:** Complete one 500-word essay, double spaced with 1-inch margins that answer the question below. Entitle as LastName_FirstName_Essay.

Why do you want to participate in this study abroad program in Rio de Janeiro? What is the relevance of the CIEE Rio de Janeiro: Media, Design and Social Communication program to your academic major or minor? Include all information that you consider necessary about your academic history, your intellectual and social interests.

c) **Letter of Recommendation:** The recommendation must be completed by a professor or TA (internship/employer references are not accepted). Allow your recommender at least two weeks before the application deadline.

Copy the link below and send it to your professor/TA:
https://uscannenberg.qualtrics.com/SE/?SID=SV_1TSqftbfa0BgcTP

**Step 2:** Complete the Annenberg International Programs online application form [here](#).

**Step 3:** Complete the CIEE application

a) **Create an online account at** [http://www.ciee.org/study-abroad](http://www.ciee.org/study-abroad). Select the program **(RIO DE JANEIRO - MEDIA, DESIGN + SOCIAL COMMUNICATION)**, term and year you wish to study abroad.

Submit ALL of the following information online:

- Personal Data Form
- Academic Information Form
- Home Nomination Form. *(Select Whitney Sherman as your advisor.)*
- Language evaluation by a college professor. If you have not taken Spanish or Portuguese at USC please email ascintl@usc.edu for further instructions. The language evaluation form can be found [here](#). Please follow application instructions about where to send the language evaluation.
- Upload of your passport photo
- Upload of your passport data page (the page that has your photo/personal information)
- $30 non-refundable application fee
- One official paper USC transcripts and transcripts from any college that you have attended. Start the process [here](#). Please note that printed copies of electronic transcripts will not be accepted. CIEE requires transcripts in their original envelope sealed. There will be instructions on where to send these transcripts on CIEE’s online application.

b) **Apply for CIEE scholarships at time of application.**

CIEE offers several need and merit based scholarships for this program. You are strongly encouraged to apply for scholarships at time of application as scholarship applications are accepted on a rolling basis. Please follow the instructions in the MyCIEE application portal.

**Please note:** You are responsible for submitting all of the above information online. It is required that the CIEE application is completed by February 21, 2017.

***See the next page for important academic information***
Important Academic Information for Students

**Academic Requirement:** A minimum cumulative USC GPA of 3.0 at the time of application. Open to all USC students. Annenberg students will be given priority. Elective units are guaranteed. Major and minor course credit outside of Annenberg is determined by student’s academic advisor(s). Three semesters of college-level Spanish (or the equivalent) or two semesters of college-level Portuguese are required. A Spanish or Portuguese proficiency test may be administered to determine further eligibility.

**Course Credit:** Students may earn the maximum of 20 USC units (not transfer units) per semester. COMM students may earn a maximum of 12 COMM units for major elective credit. JOUR and PREL students may earn a maximum of 8 JOUR units for major elective credit.

**Full-time Courseload:** Students are REQUIRED to take enough CIEE and Escola Superior de Propaganda e Marketing courses to add up to 18 - 20 USC units. All students must take the pre-semester Portuguese class (4-6 units), the semester-long Portuguese course (2-4 units) and the CIEE course *Framing Urban Dilemmas in Rio de Janeiro* (4 units). Students will be tested upon arrival in Rio de Janeiro to determine which language course is appropriate for them.

**Course Descriptions:** Available on the CIEE website upon student login and acceptance into the program. Approved COMM and JOUR/PREL course list will be distributed within 2-3 months after students have been admitted.

**Internship Credit:** USC students will not receive any credit for internships. CIEE Rio has several community engagement opportunities where students can volunteer with various organizations.

**Grades:** Numerical grades are assigned at the Escola Superior de Propaganda e Marketing. These will be converted to letter grades on the CIEE grade report. These grades will be articulated at USC on a Credit/No Credit basis. Students must receive a C- or higher to receive credit. Credit/No Credit will not make any impact on your USC GPA.

**Course Changes:** After being admitted into the program, students need to obtain written or electronic approval from an undergraduate academic advisor once the Course Pre-Registration Form is sent to CIEE.

**Continuing Registration:** Students should consult with their academic advisor to determine which courses they should take upon return to USC. If specific courses are essential, please arrange for an advisor to clear enrollment for these courses.

*Questions? Contact us at ascintl@usc.edu or 213-821-1276*