

***Communication Management Certificate Programs  
Graduate Application Guidelines and Instructions for Spring/Summer/Fall 2010***

**Application Filing Period**

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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. To be eligible, you must have completed a Master's degree program in any academic discipline from an accredited institution. The certificate program requires completion of 16 units (4 courses) from a prescribed curriculum.

<u>Term Beginning</u>	<u>Application Filing Period</u>
January (spring)	August 1 – December 4
May (summer)	February 15 – April 1
August (fall)	February 15 – July 1

**Application Process**

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- 1) Go to [www.usc.edu/admission/graduate/apply/](http://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 the following materials to USC Graduate Admission Office, University Park, Los Angeles, CA 90089-0915:
  - Official transcripts from all colleges/ universities attended, including from study abroad programs
  - Confidential statement of financial support (international applicants only)
- 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 (international applicants only)

**Statement of Purpose**

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In a two to three 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**

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Upload a professional or academic writing sample (quarterly or annual report, brochure, published article or news clipping, or a college/university research paper).

**Résumé**

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Submit a current resume listing positions held, including internships, nature of work and dates of employment. Include academic and professional awards, honors, association memberships, teaching experience, subject matter expertise, language(s) other than English, and your familiarity with any research or communications technologies, e.g. Web design, television production, spreadsheets, etc., Indicate your proficiency level for each skill and area of expertise (E = expert, C = competent, F = familiar).

**Letters of Recommendation**

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Faculty recommendations are preferred. However, if you have substantial work experience, you may provide professional references (managers and supervisors, not peers and co-workers). If you provide recommenders' e-mail addresses on the online application, they will receive online recommendation forms.

## Admission Testing

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

International applicants must demonstrate English language proficiency. If your bachelor degree was not earned at a U.S. or UK college/university, you may be required to submit TOEFL scores; the minimum recommended score is 114-115 (IBT). For more international admission information, refer to the USC Graduate Admission Web site at <http://www.usc.edu/admission/graduate/international/application.html>.

Plan to complete all admission testing at least one month prior to the application filing period.

## English Proficiency

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Based on demonstrated English language proficiency, an international applicant may be required or recommended to complete a USC Language Academy Intensive English Program before admission to the Communication Management Certificate programs. For more information about the program, refer to the Academy's Web site at [www.usc.edu/dept/education/langacad/](http://www.usc.edu/dept/education/langacad/).

## Estimated Cost of Attendance 2009-2010 (Per Course)

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Graduate tuition	\$5196 per course (\$1299 per unit)
Books and supplies	\$150 – 200
Mandatory USC orientation fee	\$35

## Financial Aid

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Departmental scholarships are very limited for this degree program. If awards become available, all applicants with completed applications will be considered. No additional application form is required. The vast majority of the incoming graduate class is self-funded, so plan to seek and apply for outside scholarships; begin researching opportunities at [www.fastweb.com](http://www.fastweb.com).

U.S. citizens and permanent residents may apply for need-based federal financial aid. Visit the USC Financial Aid Web site at [www.usc.edu/admission/fa/applying\\_receiving/graduates/](http://www.usc.edu/admission/fa/applying_receiving/graduates/) for information about need-based federal financial aid.

International applicants must provide proof of ability to pay tuition and living expenses before an admission decision is released. For more information, refer to the USC Graduate & International Admission Web site at [www.usc.edu/admission/graduate/international/application.html](http://www.usc.edu/admission/graduate/international/application.html).

## Prospective Graduate Student Campus Visits

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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 November 6, 2009. For other dates and to make a reservation, visit our Web site at <http://www.annenberq.usc.edu/Prospective/VisitandSched.aspx>.

## Questions

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Contact Annenberg Admissions at [ascadm@usc.edu](mailto:ascadm@usc.edu) or 213.821.0770.