

USC Summer Programs



Application Guide & Best Practices

The Application Guide provides you with step-by-step instructions on completing your application. The Application Guide is a resource to assist you in completing your application. If you have any questions or need clarification, you may contact the Summer Programs office.

Application Process Overview

1

Register


Register with an email address that is checked frequently. Use your legal first and last name and proper capitalization when registering/completing your application, as it will appear on all USC documentation.

Examples:

- ✓ Tommy Trojan
- ✗ TOMMY TROJAN
- ✗ tommy trojan

2

Complete All Tasks

Read all task instructions thoroughly and carefully. When a task is complete, it will be marked as complete with a .

3

Review & Submit

After all tasks are complete, applicants are able to review and submit their application. A confirmation email is sent once the application has been successfully submitted and the application status is 'In Review'.

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Program Eligibility

To get to the right Summer Programs' application, applicants must complete the Program Eligibility task. When the task is in progress, the task icon will show as . The applicant will need to 'Mark as Complete', to have access to the remaining tasks and the icon will change to .

Student Form

The Student Form captures the applicant's information, program and course preferences, and essay response. When the task is in progress, the task icon will show as . The applicant will need to 'Mark as Complete' and the icon will change to .

Recommendation Form

The online recommendation is submitted by a teacher, mentor, or someone else who can comment on the applicant's academic achievement, level of maturity, and personal integrity. After the applicant has requested a recommender complete the recommendation on their behalf, the task icon will show as . After the recommendation has been submitted by the recommender the task icon will show as .

High School Transcript

A high school transcript is a documentation to prove which courses the applicant has taken and the grades received for those courses. Through the application portal, applicants may request a school administrator upload a PDF high school transcript on their behalf. The request must be sent to a school official's professional email address. After the applicant has requested the school administrator upload the high school transcript on their behalf, the task icon will show as . After the high school transcript has been uploaded by the school administrator, the task icon will show as .

Application Fee

Nonrefundable fee used to process the application and supporting documents. An incomplete task will show as . After the payment has been completed, the task icon will show as .

Submit

After all tasks are complete and all task icons show as , applicants are able to review and submit their application. Applicants must click **SUBMIT**. Applications not submitted will not be reviewed. A confirmation email is sent once the application has been successfully submitted and the status is 'In Review'.

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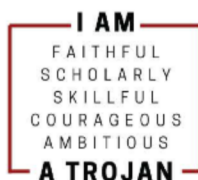


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PERSONALIZE YOUR ESSAY

While answering the prompt, tell the reviewer about YOU! Use the essay as an opportunity to tell the reviewer who you are, what you are passionate about, and why you are a good fit for the program. Discuss something that is meaningful to you and be creative in your delivery. Remember, you want to stand out and make an impression.



BE A SELF ADVOCATE

This is your application and opportunity to learn about university application processes. Take initiative, be involved in the process, and use this experience to prepare you for your college application process.



READ INSTRUCTIONS

Following instructions is an integral part of your application. Be sure to read instructions carefully and complete forms and tasks appropriately. If you are unsure how to respond or need clarification, seek help. It is better to ask questions than to show a reviewer you did not read or to appear careless. **BONUS:** Always rely on USC Summer Programs staff for accurate help, summer@usc.edu



USE PROPER CAPITALIZATION

Use proper capitalization when registering and completing your application as it will appear on all USC documentation.

✓	First Name Tommy	First Name Trojan
✗	First Name TOMMY	First Name TROJAN
✗	First Name tommy	First Name trojan

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DELAY THE APPLICATION

Start early and submit early. Be aware of deadlines and plan ahead. Reviewers can differentiate between a thoughtful application and a rushed, thrown-together application. Reminder: Admission decisions are made on a rolling basis as applications are completed. Each course has a cap size and classes fill quickly, so complete your application as early as possible.



FORGET DEADLINES

Late applications are not accepted. Incomplete and unsubmitted applications are not reviewed. Applications will not be reviewed until ALL materials are received. Be sure to complete and submit your application as soon as possible.



DISMISS UPDATES

Stay informed and updated. You are responsible for monitoring the status of your application and the submission of application documents via the application portal. Check your email frequently, review the Summer Programs website and bookmark the application portal website. Additionally your acceptance is only the first step. Stay on top of the admitted student process.



SUBMIT WITHOUT PROOFREADING

Proofread your entire application, not just the essay(s). While reviewers understand students make a few errors, copious errors contribute to your overall application. Additionally, careless mistakes show reviewers that you did not put enough time into your application.

✘ Incoherent Thoughts

✘ Misspelled Words

✘ Run-on Sentences

✘ Poor Grammar

✘ Word Choice Errors

✘ Punctuation Errors