Master of Public Administration Application Checklist

**The checklist is intended for your personal organization and does not need to be submitted with your application.**

- A USC Graduate Application [http://www.usc.edu/dept/admission/grad](http://www.usc.edu/dept/admission/grad)
- $85 application fee
- Official transcripts from all colleges and universities attended (To expedite the processing of your application, please send all transcripts directly to our office. Print and complete the [Transcript Cover Page](http://www.usc.edu/dept/admission/grad) for each college/university you have attended. Complete the entire form, sign it, and ask the registrar of each institution to attach it to your official transcript.)
- Official copy of test scores from the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) (Scores older than five years are not accepted. Institution codes: GRE-4852; GMAT- 389-CL-24.)
- Price Supplemental Form (included in the Graduate Application)
- A completed Price Scholarship Application Form (included in the Price Supplemental Form and only accepted for the December 15th Dean's Merit Scholarship Deadline)
- A current resume
- Three letters of recommendation, including at least one academic reference
- A statement of purpose (approximately 1,000 words) addressing the following questions:
  - Why are you interested in pursuing the Master of Public Administration degree?
  - How will a Master of Public Administration degree affect or enhance your career aspirations and goals?

Additional documents for international applicants:
- Official TOEFL/IELTS scores (Scores older than two years are not accepted. Institution Code: 4852.) To submit your IELTS results to USC, please select the [University of Southern California](http://www.usc.edu/dept/admission/grad) from the list of available institutions when you register to take the IELTS test. Do not enter the name, contact information or mailing address of the specific USC department to which you are applying on your IELTS registration.
- Official transcripts indicating the award of all degrees with the title and date conferred in the applicant’s native language and an exact translation into English of each document
- A financial guarantee statement showing proof of the ability to pay all tuition and living expenses (Please refer to the [guidelines](http://www.usc.edu/dept/admission/grad).)

**Note: Once your online application is submitted, the Price Recruitment and Admissions office will contact you if any materials are lacking from your application.**