WASHINGTON, D.C. SEMESTER PROGRAM

Required Application Materials

1. **<u>APPLICATION COVER SHEET</u>**: **(enclosed)**

2. **<u>RESUME</u>**: Include education, professional background, relevant courses, volunteer experience, extracurricular activities, honors and awards.

3. **<u>ESSAY</u>**: A one-page, double spaced, type written essay explaining why you want to participate and what you hope to gain from the Washington D.C. semester program. If your cumulative GPA is below a 3.0, please attach a one-page, double spaced, type written statement on your academic abilities to participate in this program.

4. **<u>TWO LETTERS OF RECOMMENDATION</u>**: One must be an <u>academic</u> recommendation; the other can be either work or personal. If your GPA is below a 3.0, both letters of recommendation must be from academic sources. Please have the letters sent to the attention of Christine Cho: Washington Semester Coordinator, Price School of Public Policy, RGL 108, 650 Childs Way, Los Angeles, CA 90089-0626. *This portion of the application should be completed immediately as there are often delays in acquiring recommendations.*

5. **<u>TRANSCRIPT</u>**: Please visit USC Office of Academic Records and Registrar for a transcript. A copy pulled up through OASIS is not sufficient.

6. **<u>WRITING SAMPLE</u>**: An 'A' paper, re-typed if necessary to remove all typos or spelling errors. It should be short, concise and preferably analytical in nature (3-4 pages). If you are selected as a participant in the program, this will serve as a writing sample for prospective employers.

7. **<u>PROFESSIONAL INTERVIEW</u>**: A professional interview with the Washington Semester Coordinator is required as part of the application process. Students will be contacted to set up an appointment. Students who submit the application early may also make earlier arrangements for an interview.

8. **<u>ARTICULATION AGREEMENT</u>:** Please have your advisor fill out the articulation agreement. This may be obtained from the Washington Semester Coordinator when you are admitted to the program.

9. **<u>INTERNSHIP CHOICES</u>**: Once students are admitted to the Washington Semester program they will be given access to a password protected internship database consisting of 300+ internships. Students will receive resume assistance and advice from the GWU Washington Semester staff and will be encouraged to contact agencies on their own. Background work will be done by GWU so the student would hopefully have an internship secured before arriving in Washington. Please note that USC students may only work 16-20 hours week at the internship due to their course load.

<u>NOTE:</u> *Students in USC Housing must notify the housing office of their intent to vacate during spring semester by early November to receive a refund on their deposit. An early application and interview are recommended.*

If you have any questions during the application process, please contact
Krystle Zhang at <u>krystlez@price.usc.edu</u>.

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Application Cover Sheet

Please Print or Type

Spring 2018

Please indicate your class standing for the semester you are applying:

☐ Junior   ☐ Senior

Intended Graduation Date: _____

PERSONAL INFORMATION

First Name: _____ Last Name: _____ Middle Initial: _____

Student ID: _____ Birth Date: _____ / _____ / _____

Major(s): _____ Minor(s): _____

_____

Cumulative USC GPA: _____

LOCAL CONTACT INFORMATION

_____ _____ , CA _____
Street Address   *City*   *Zip Code*

(_____) _____ - _____ _____
Phone #   *Email Address*

PERMANENT CONTACT INFORMATION

_____ _____, _____ _____
Street Address   *City*   *State*   *Zip Code*

(_____) _____ - _____
Phone #

The information provided on this application is correct. I agree to abide by the regulations of the Washington Semester program. I also grant the University of Southern California and The George Washington University permission to use any photographs of me and quotes taken in connection with the Washington Semester program and The George Washington University.

Student's Signature: _____ _____Date: ____ / ____ / ____