**Master of Planning 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://gradadm.usc.edu/) or http://gradadm.usc.edu/
- $90 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)
- Price Scholarship Application (if applying for scholarships, due by December 15th; included in the Graduate Application)
- 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:
  - What are your expectations of the graduate planning program of USC?
  - How will the program prepare you intellectually and practically to succeed in your chosen professional activities?
  - What personal, professional, and educational experiences have prepared you to succeed at USC?

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” from the list of available institutions [when you register to take the IELTS test](http://gradadm.usc.edu/). **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://gradadm.usc.edu/).)

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