



USC University of Southern California

Office of the Provost
Summer Programs

2/22/2017

Dear Listy Gao,

Thank you for completing the first step of your application. To complete your application, please follow the instructions below to pay your application fee and submit your supplemental materials. Applications are reviewed when all application materials have been received.

Instructions

1. Complete and submit the online application through the student portal, including the 300-500 word essay written by you.
2. Pay the application fee through the [Student Portal](#)
3. Choose a teacher, mentor, or someone else who can comment on your academic achievement, level of maturity, and personal integrity and request the she or he complete the [letter of recommendation form](#) (send the person the link or print out a hard copy of the form).
4. Send the completed form to the USC Summer Programs Office. It may be emailed from the recommender's email address, faxed, or mailed to the address below.
5. **Mail an official high school transcript** to the USC Summer Programs Office. Transcripts must be signed and stamped by your school office. *Emailed, faxed transcripts are not accepted.*

USC Summer Programs Office
649 W. 34th St. Suite 108
Los Angeles, CA 90089-1627
Fax: (213) 740-6417
summer@usc.edu

It is the responsibility of the student to monitor the status of their application and the submission of application documents via the student portal. Students will be notified, via email, only when their application is complete.

Students are encouraged to apply early, as the number of seats in each course is limited. Applications are reviewed as they are completed and students are accepted on a rolling basis. If

your preferred course is full and you are a qualified applicant, you will be placed on the waitlist for your preferred course and enrolled in your second or third choice course.Â Once accepted, students will need to pay a **\$500 non-refundable deposit** to secure his/her place in the course into which they were admitted.

If you have any questions, please contact us through summer@usc.edu or (213) 740-5679.

Sincerely,

A handwritten signature in black ink that reads "Sonny Hayes". The signature is written in a cursive, flowing style.

V. Sonny Hayes
Director of Summer Programs