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’.
Application Form
The Application 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 🔄. The applicant will need to “Mark as Complete” after the recommendation has been submitted by recommender and the task icon will show as ✔️.

Official High School Transcript
An official high school transcript is documentation to prove which courses the applicant has taken and the grades received for those courses. Transcript must be official, signed and sealed by your school, and mailed directly to our office. After the applicant has mailed an official high school transcript to our office, the applicant must submit the task for administrator approval and the task icon will show as 🔄. Once the Summer Programs Office receives and approves the official high school transcript, the task icon will show as ✔️.

Application Fee
Non-Refundable fee used to process the application and supporting documents. An incomplete task will show as 🔄. After payment has been completed, the task icon will show as ✔️.

Upload a PDF Copy EL Proficiency (International Applicants Only)
All international applicants whose native language is not English must demonstrate English proficiency, by uploading a PDF of either language test scores or Summer Programs English proficiency waiver. If the document has not been uploaded, the task icon will show as 🔄. The applicant will need to attach PDF file of the document and ‘Mark as Complete’ and the task icon will change to ✔️.

Upload a PDF Copy I-20 (International Applicants Only)
All international applicants currently studying in the United States must upload a PDF of their current I-20. If the document has not been uploaded, the task icon will show as 🔄. The applicant will need to attach PDF file of the document and ‘Mark as Complete’ and the task icon will change to ✔️.

Review and Submit
After all tasks are complete and all task icons show as ✔️, applicants are able to review and submit their application. Applicants must click ✔️. 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’.