

INSTRUCTIONS FOR APPLYING TO THE USC FOOD INDUSTRY MANAGEMENT PROGRAM

It is very important that you fill out the both application forms carefully and include the necessary supporting documents. The check list below will assist you in this process. If you need additional assistance or have any questions please feel free to contact our office.

1. Fill out the ***Application for Admissions and Scholarship Grant for the Food Industry Management Program***
 - a. Print clearly using black or blue ink
 - b. Include Self Evaluation Essay - Section 5
 - c. Have your employer fill out Sections 6-7
 - d. Include Official, unopened, academic transcripts

2. Fill out the ***USC Undergraduate Application***
 - a. Print clearly using blue or black ink
 - b. Please use the notes below to help with the application:
 - #1 Answer: **YES**
 - #2 Major: **FIM** CODE: **0727**
 - #3 **Do Not Answer**
 - #4 through #20: **Answer**
 - #22 through #27: **Optional**
 - #28 through #29: **Do not answer, N/A**
 - #30 through #34: **Answer**
 - Sign & Date
 - Application Fee – check in the amount of **\$70**

3. Submit
 - a. Place all of the above items in an envelope
 - b. Mail to:

**JENNIFER FISHER
USC FOOD INDUSTRY MANAGEMENT PROGRAM
3660 TROUSDALE PARKWAY, ACC 216
LOS ANGELES, CA 90089-0442**

If you have any questions or need assistance please contact:

Jennifer Fisher
Assistant Director
(213) 740-0416
Jennifer.Fisher@marshall.usc.edu

Fight On!

Application for Admission and Scholarship Grant for the Food Industry Management Program

Social Security Number _____ - _____ - _____

Applicant's Name _____
(Print Last name) *(Print First name)* *(M.I.)*

Company Name _____

Eligibility For Admission Into The Food Industry Management Program

To be eligible for admission into the Food Industry Management Program (and receive a scholarship grant), applicants must:

1. Be employed full-time in the food industry *or* employed with a company in which a substantial portion of its business is concentrated in the food industry;
2. Have earned at least a Bachelor's Degree *or* completed at least 60 units of college credit that are transferable to the University of Southern California;
3. Have attained at least a 2.75 GPA for all transferable units; *and*
4. Receive a written recommendation for entry into the Program from his or her employer.

Applicant: Please complete the following (sections 1-5)

SECTION 1 – GENERAL INFORMATION

Full Legal Name _____
(Last name) *(First name)* *(M.I.)*

Social Security Number _____ Country of Citizenship _____

Date of Birth _____ Gender: M F
(MM/DD/YYYY) *(check one)*

Marital Status _____ Spouse's Name _____

Current Home Information

Address _____
(Street) *(City)* *(State)* *(Zip)* *(Country)*

Telephone _____ Fax _____

Cellular _____ Email _____

Current Work Information

Address (Street) (City) (State) (Zip) (Country)

Telephone Fax

Email

SECTION 2 – WORK EXPERIENCE

Present Employer

Length of Present Employment (in years)

Current Position

Title Number of People Reporting to You

Length of Time – From (MM/YYYY) to (MM/YYYY) Key Responsibilities:

Previous Position - (with current employer)

Title Number of People Reporting to You

Length of Time -- From (MM/YYYY) to (MM/YYYY) Key Responsibilities:

Previous Employment - (beginning with the most recent)

Company	Industry	Job Title	Dates	
			From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 3 – EDUCATION

List all universities/colleges attended and dates attended (*beginning with the most recent*).

<u>University</u>	<u>City/State</u>	<u>Major</u>	<u>Dates</u> <u>From - To</u>		<u>Degree</u> <u>Earned</u>

Presently Enrolled? Y / N – If yes (a) Freshman Sophomore Junior Senior Graduate (*Check one*)
(*Check one*) (b) Expected Graduation Date ____/____
(c) Expected Degree _____

SECTION 4 – SELF EVALUATION

List what *you* consider to be your three strongest managerial attributes.

1. _____
2. _____
3. _____

List what you want to learn / improve by attending the Food Industry Management Program.

1. _____
2. _____
3. _____

SECTION 5 – SELF EVALUATION ESSAY

On a separate sheet(s) of paper, describe the most significant operation you have managed in your company. (Include objectives, obstacles, organization chart, number of people involved, length of time and accomplishments.) ***Attach your completed essay to this application.***

I certify that all of the information submitted by me in this application is complete and accurate to the best of my knowledge, and the attached essay is my own work. I understand that any misrepresentation or omission of facts may justify a denial or cancellation of admission.

Signature _____ Date _____

SECTION 6 – EVALUATION BY EMPLOYER

Applicant's Employer: Please complete following (sections 6-7)

In a separate memorandum or letter, evaluate and describe the applicant's career to date, and his or her potential for increased management responsibility in the future. Attach the completed memorandum/letter to this application*.

*All information is confidential

SECTION 7 – COMPANY SUPPORT

Please indicate in the space below what financial support you will provide to your applicant if he or she is admitted into the Program.

Signature _____ Date _____

Name _____

Title _____

Company _____

Address _____
(Street) (City) (State) (Zip) (Country)

Telephone (_____) - _____ Fax (_____) - _____

Email _____

Send Completed Application Materials to:

Jennifer Fisher, Assistant Director
Food Industry Management Program
Accounting Building 216
University of Southern California
Los Angeles, California 90089-0442
Telephone (213)740-5585 or (213) 740-0416
Fax (213)740-8949
Email: fim@usc.edu
Website: <http://www.marshall.usc.edu/fim/>

Checklist of Application Materials

- Complete This Application
- USC Undergrad Application
- Applicant Essay (section 5)
- Employer Evaluation (section 6)
- Remember to send official, sealed transcripts of all completed college courses to the program office.

Undergraduate Application

Write your USC ID number here, if available

1a

1	Have you enrolled at any college or university since high school graduation? (U2) <input type="checkbox"/> Yes (U1) <input type="checkbox"/> No
2	Enter your intended major. (Refer to page 2 for the numerical code of each major; see pages 11–14 applying to USC or requirements for certain majors.)
	First-choice major: <input type="text"/> Code number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Second-choice major: <input type="text"/> Code number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3	Pre-professional emphasis (optional, see page 2): <input type="text"/> Code letters: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4	Last (family) name: <input type="text"/> First (given) name: <input type="text"/> Middle name: <input type="text"/>
5	Maiden/other name(s) you use: <input type="text"/>
6	Social Security number: <input type="text"/>
7	Birthdate (month/day/year): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8	Current mailing address Street address. Note: International students must provide an overseas address that is not a P.O. box:
	City (for foreign addresses, please include postal code): <input type="text"/> U.S. state: <input type="text"/>
	9-digit U.S. ZIP/Postal code: <input type="text"/> Country: <input type="text"/> Country code (from back of application): <input type="text"/> <input type="text"/>
9	Telephone number: <input type="text"/>
10	Alternate telephone: <input type="text"/>
11	Fax number: <input type="text"/>
12	E-mail address: <input type="text"/>
13	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
14	Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married
15a	Are you Hispanic/Latino/Latina, or of Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No (We are required by the U.S. Government to gather this information.)
15b	Ethnic Origin In the boxes to the right, please enter as many letters as apply from the list on the reverse of this form. Enter only one letter per box. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
16	Check the box that best describes your citizenship/residency. (D)(US) <input type="checkbox"/> I am a citizen of the United States.
	(P) <input type="checkbox"/> I am a permanent resident of the United States and a citizen of: <input type="text"/> Country code (from page 3): <input type="text"/> <input type="text"/>
	(I) <input type="checkbox"/> I am an international student and a citizen of: <input type="text"/> Country code (from page 3): <input type="text"/> <input type="text"/>
	International Students (Note: An international student is one currently in the United States on a non-immigrant visa, or who needs a student visa to enter the United States.)
	If you are currently in the United States on a visa, please specify the type: <input type="text"/> Expiration date: <input type="text"/>
	Will you be sponsored by a government, agency or other entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Sponsor name: <input type="text"/> I-20 SEVIS number (if applicable): <input type="text"/>
17	Birthplace City: <input type="text"/> State: <input type="text"/> Country: <input type="text"/> Country code (from page 3): <input type="text"/> <input type="text"/>
18	If you are a current resident of the U.S., but were not born here, in what year did you first enter the country? <input type="text"/>
19	Permanent or foreign mailing address (if different from current). Note: International students must provide an overseas address that is not a P.O. box.
	Street address: <input type="text"/>
	City (for foreign addresses, please include postal code): <input type="text"/> U.S. state: <input type="text"/>
	9-digit U.S. ZIP/Postal code: <input type="text"/> Country name: <input type="text"/> Country code (from page 3): <input type="text"/> <input type="text"/>
20	What language(s) is/are spoken in your home other than English? <input type="text"/>
20a	What is your native language? <input type="text"/>
21	Beginning in 9th grade, have you ever been judged responsible for academic or behavioral misconduct that led to disciplinary action against you, and/or your suspension, removal or expulsion from any educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If you responded "yes", please explain on a separate sheet.
22	Have you ever been convicted of a misdemeanor, felony, or other crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If you responded "yes" to either question, please explain on a separate sheet. Have you ever been arrested on a felony charge? <input type="checkbox"/> Yes <input type="checkbox"/> No
23	Did any of your grandparents attend USC?(S) <input type="checkbox"/> Yes <input type="checkbox"/> No List name(s): <input type="text"/>
24	Did either of your parents attend USC? (S) <input type="checkbox"/> Yes <input type="checkbox"/> No List name(s): <input type="text"/>
25	Did/do any of your siblings attend USC? (S) <input type="checkbox"/> Yes <input type="checkbox"/> No List name(s): <input type="text"/>

26 Are any of your siblings also applying for undergraduate admission to USC? Yes No List name(s):

27 Are you the first generation in your family to attend college in the U.S. or abroad? (I) Yes No 27 Are you, your parents, or your spouse currently employed by USC? (E) Yes No

28 **Test Score Information:** Use a separate sheet if necessary. (Not required for students planning to enter USC with more than 30 transferable college units.)

SAT	Date (m/y):	Critical Reading:	Math:	Writing:	Date (m/y):	Critical Reading:	Math:	Writing:
	Date (m/y):	Critical Reading:	Math:	Writing:	Date (m/y):	Critical Reading:	Math:	Writing:
SAT Subjects	Date (m/y):	Subject:	Score:	Date (m/y):	Subject:	Score:		
	Date (m/y):	Subject:	Score:	Date (m/y):	Subject:	Score:		
Advanced Placement	Date (m/y):	Subject:	Score:	Date (m/y):	Subject:	Score:		
	Date (m/y):	Subject:	Score:	Date (m/y):	Subject:	Score:		
ACT	Date (m/y):	Composite:	Date (m/y):	Composite:	Date (m/y):	Composite:		
TOEFL (International)	Date (m/y):	Composite:	Date (m/y):	Composite:	Date (m/y):	Composite:		

29 From the information given above, please list your best: SAT Critical Reading score: SAT Math score: SAT Writing score: ACT Composite score:

30 Do you intend to apply for financial aid? (Answering "Yes" here will in no way affect your admission to USC, but will help ensure timely processing of your financial aid and admission applications.) Yes No

31 **Your School History** List all high schools, colleges or universities attended, full- or part-time. Use a separate sheet if necessary. If you are a home-schooled applicant, check here.

High School The school at which you will earn or have earned your high school diploma.	Your school's CEEB code:	Name of school:		
	City, state or province, and country, if not U.S.:			
	Dates of attendance (month/year) From:	To:	Date of conferred or expected diploma (month/year):	
High School List any previous secondary/high school attended, if applicable.	Your school's CEEB code:	Name of school:		
	City, state or province, and country, if not U.S.:			
	Dates of attendance (month/year) From:	To:	Reason for leaving:	
College List <u>all</u> colleges or universities attended, full- or part-time. Use a separate sheet if necessary.	Your college's CEEB code:	Name of school:		
	City, state or province, and country, if not U.S.:			
	Dates of attendance (month/year) From:	To:	Title and date of conferred or expected degree, or "none":	Reason for leaving:
College	Your college's CEEB code:	Name of school:		
	City, state or province, and country, if not U.S.:			
	Dates of attendance (month/year) From:	To:	Title and date of conferred or expected degree, or "none":	Reason for leaving:

32 **Father's** or guardian's (or your spouse's, if married) last (family) name: First (given) name:

Occupation/title:	Company/organization:
Colleges or universities attended:	Can your father or guardian be reached at your permanent address? <input type="checkbox"/> Yes <input type="checkbox"/> No

33 **Mother's** or guardian's last (family) name: First (given) name:

Occupation/title:	Company/organization:
Colleges or universities attended:	Can your mother or guardian be reached at your permanent address? <input type="checkbox"/> Yes <input type="checkbox"/> No

34 I paid the application fee by: check (check #: _____ check amount: _____) acceptable fee waiver (see front cover). If you wish to pay by credit card, please apply online.

35 **Applicant's affidavit**

I certify that the information I have provided throughout this application is complete and correct; that the written materials I have submitted are my original work; and that I have attended no academic institution other than those listed. I also acknowledge that if I am admitted to USC, my admission is contingent upon verification of official records from the institutions I have attended, satisfactory completion of all course work, and avoidance of academic and behavioral misconduct. Furthermore, I agree that it is my responsibility to inform the USC Office of Admission immediately if there are any changes in my academic or conduct record, understanding that negative changes may impact my admission and ability to enroll at USC. Finally, I understand that all documents and materials sent to USC become the university's property and will not be returned to me or duplicated for me for any reason.

Signature: _____ Date: _____