Applying to the University of South Carolina is easy – as long as you know what steps to take, and when to take them. You’ll save yourself time and the application process will go more smoothly when you follow the four steps outlined in this guide.

Step 1: Prepare to Apply  
Admissions Tip: Don’t dive straight into the application. Make sure you’re prepared.

There are several items you need to be mindful of before you start the application:

- **Make sure you know USC’s application deadlines.** You can find more details at [sc.edu/admissions](http://sc.edu/admissions), but here’s a quick snapshot:
  - **October 15**: Early Answer Deadline. Apply by this deadline, and receive a decision no later than the week of December 14, 2015.
  - **November 15**: If you are applying to the South Carolina Honors College, your complete application must be submitted by this date. Note: You will be considered an early answer applicant to the University of South Carolina and will receive a general admission (not Honors College) decision no later than the week of December 14, 2015, as long as your file is complete by November 15.
  - **December 1**: Apply by this date to receive priority consideration. You’ll hear back from us during Decision Week, March 14-18, 2016.

- **Review our required high school courses at sc.edu/admissions**

- **Take the SAT and/or ACT in time to meet our required credentials deadlines.**
  
  Please note that the last testing date that meets our February 1, 2016 credentials deadline is the December 2015 SAT or ACT. If you’ve already taken the SAT or ACT, keep your scores on hand. Finally, write down the dates you have taken or plan to take either test. Arrange to send scores from all test attempts to our office. Our SAT code is 5818 and our ACT code is 3880.

Admissions Tip: We need at least one writing score from the SAT or ACT!
Have all the materials you need on hand to complete the application.

- **Copy of your transcript(s).** You’ll need to upload an unofficial copy of your transcript(s). It’s fine if your transcript only lists your courses and grades through the end of your junior year. You’ll also be asked to detail your senior year coursework. Your transcript must include a school seal or signature.

- **Your college counselor’s email address and telephone number.** We’ll send an electronic copy of the Counselor Evaluation Form to the email you list on the application.

- **If you plan to apply to the South Carolina Honors College, have the names and emails of two recommenders handy.** We’ll send an electronic copy of the SC Honors College recommendation form to the email addresses listed.

- **Your personal statement.** This is a required part of the application. You’ll respond to the following prompt: “Tell us something that you have not already told us in this application that will help us to better understand your potential for academic success as a college student.” The statement limit is 2000 characters, which is approximately 250 words.

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**Step 2: Set up your online application account**

Once you create your account and begin your application, you may access your account and modify your application as many times as you wish before paying your application fee and submitting your completed version.

You’ll need to visit [sc.edu/admissions](http://sc.edu/admissions) and select “Apply Now” to set up your account. Make sure you use an email address that you check frequently. Write down the password to your account and keep it in a safe place.

When you create your account, you’ll be asked to supply your name, birth date and phone number. Make sure you list your legal full name and check your email address for accuracy. Before you log in to your application for the first time, you must verify your account using a link sent to your email address.

Next, you’ll select the application you need to complete. Make sure you select the Freshman Application under “Step Three.”

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**Step 3: Complete your application**

On the first page of the application, you will complete basic biographical information such as your full name and date of birth.
On the second page of the application, you’ll be asked to choose your major, or program of study. Click the plus button next to each academic department to see all the majors offered by the department, or use the search feature at the top of the page. If you would like to read more about our majors, please visit [sc.edu/admissions](http://sc.edu/admissions) and click “Majors.”

If you are undecided in your major, select the “Undeclared” option listed under the College of Arts and Sciences.

Next, you’ll select the term for which you’re applying. The fall 2016 term begins in August.

On page three, you’ll see questions about Citizenship Status and how to claim residency in South Carolina.

If you are claiming residency and you have a South Carolina driver’s license, you’ll need to list the issue date of the license. You may also need to do the same thing for your parent or guardian’s license a little bit later in the section of the application asking for family information.

For more information about South Carolina residency, please visit [registrar.sc.edu/html/residency](http://registrar.sc.edu/html/residency).

You’ll report your address on page four of the application. If your permanent address and current address are the same, you can use the check box above current address to copy the address to this part of the form.
Information about your family is collected on page five. You’ll need to supply data for at least one family member. If you’re a minor, the person you list should be the family member that claims you as a dependent on their taxes.

Again, if the family member has a South Carolina driver’s license, you’ll need to provide the issue date of the license.

Admissions Tip: You can save your application and come back to it at a later time.

On page six, you’ll enter information about the SAT and ACT. You’ll self-report your scores, and list all test dates that you have taken or will take either test. After you enter your scores, you may be invited to complete the South Carolina Honors College application, in which case you’ll be given the option to select “yes” or “no.”

On page seven, you will enter your high school data. The first school you list must be the high school from which you will graduate.

To enter your high school name, press the search button and select at least one item on the search form. It may take a few tries to find your high school, and you may want to try searching only by partial name, city or state (or a combination of the above). If you type an abbreviation, do not include any periods. If after a few tries you can’t find your high school, select the “none of the above” link located at the bottom of the drop down menu.

If you’ve attended more than one high school, you’ll have the option to list additional high school information.

In the example to the right, the applicant has entered “andrews.” His search results yielded “Saint” spelled several different ways. Also notice that “St” doesn’t have a period after the “t.” Partial word or partial name entries are more likely to give you the result you are looking for.
Also on this page, you’ll enter information for your Self-Reported Academic Record. You’ll begin by listing high school courses that you took in middle school or junior high. These may be courses like English I, algebra, geometry or a foreign language.

In “Step 1” under “Middle School Courses” you will be prompted to upload a copy of your unofficial high-school transcript. You can upload it in one of the following formats: a JPG, JPEG or PDF document. You’ll be able to see a preview of the document, so you can make sure it is readable.

**Note:** This is an important step, as this document will be used to evaluate your application. Please do not send an additional transcript to the admissions office unless we specifically ask for one. If we need an additional copy for evaluation purposes, we will notify you.

A final official copy of your high school transcript, noting date of graduation, will be required prior to enrollment. Should you ultimately choose to attend the university, we will remind you to complete this next step following your graduation from high school.

Make sure to list your high school GPA (e.g., 4.0) or cumulative grade (e.g., 96), exactly as it appears on your transcript. If your high school reports a weighted GPA or cumulative grade on the transcript, enter the weighted GPA or cumulative grade in this field. Additionally, enter your class rank.

**Admissions Tip:** If your school does not rank, enter 9999 in each of the spaces as indicated by the prompt.

In “Step 2” you’ll need to enter your senior year coursework. Here are a few tips as you complete this portion of the application:

- Enter course title and select “Subject Area of Course” using the drop down box. For Science courses, please select the appropriate option based on your class (with lab or without lab). Not all science courses are lab sciences, so only select “with lab” if your school considers the course a lab science.
• For course credit, select the appropriate credit. For courses in which you will receive a full academic credit such as those that last a full year or a half year/semester if you’re on a block schedule, select 1.00. For courses that last less than a year for which you will receive partial credit, select .5 for a semester, .33 for a trimester, or .25 for a quarter.

• For course type, choose the correct drop down menu item, such as College Prep or AP. If you are taking a college course through a local college for which your high school will also issue credit, select Dual Enrollment.

Once you’ve completed the Secondary School Section, you’ll be asked about any colleges you may have attended.

To enter your college name, press the search button and select at least one item on the search form. It may take a few tries to find your college, and you may want to try searching only by partial name, city or state (or a combination of the above). If you type an abbreviation, do not include any periods.

Please list all colleges where you’ve attempted any courses, including those where you’ve taken dual enrollment work.

In the example to the right, the applicant has entered “tech,” for school name. If the student had typed “technical” or “Midlands Technical College,” then “Midlands Tech Coll” would not have shown up in the search results. Entering a partial word or partial name can help you find the school you are looking for.
On page 9, you’ll be asked about activities, honors, and employment. Be sure to thoroughly complete this section. The responses you provide in this section will help us learn more about you. We pay attention to the quality of your experiences, looking for evidence of engagement, service, and/or hard work (the qualities that will lead to your success as a Carolina student).

Have more than three activities or work/positions to list? You can add more by clicking the “Add More Activities/Honors Row” and/or “Add more work/positions.”

Admissions Tip: Thoughtfully complete the activities, honors and employment section.

On page 10, you’ll find the required personal statement. We recommend that you carefully complete this section and write a response that directly answers the prompt: “Tell us something that you have not already told us in this application that will help us to better understand your potential for academic success as a college student.”

The statement limit is 2000 characters, which is approximately 250 words.
On the next page, you’ll enter your high-school college counselor’s contact information so that we can email your counselor a Counselor Evaluation Form.

The Counselor Evaluation Form is a recommended, but not required, part of the application process. It helps us better understand your academic record from the perspective of your counselor, and can help us when we evaluate your application.

Lastly, there are a few certifications and a pledge you’ll need to sign on the last page of the application, indicating that you have answered questions to the best of your ability and that the answers you have given are truthful.

Step 4: Pay the non-refundable application fee

The last step you’ll need to take before submitting your application is paying the application fee. You can pay the $65, non-refundable fee by credit card or online check. If you qualify for an SAT or ACT application fee waiver, you may select “Request a Fee Waiver” on the Payment Processing screen. If you select this option, read the fine print on the screen that follows:

you must provide official fee waiver documentation to our office before we can process your application. Eligible students using an SAT fee waiver may enter their waiver code prior to application submission.

Need help completing the online application?

If you need technical assistance, use the online link provided at the top of each page of the application. Or you can email help@applyweb.com. If you have a question about the admissions process, please call Undergraduate Admissions at 803-777-7700. You can also chat with us online at sc.edu/admissions.