Welcome to USC

2016-2017
Welcome to the Trojan Family

Congratulations on your admission to the University of Southern California! The following pages will provide answers to many of the questions you may have about registration, financial aid and housing. We hope you find these helpful and welcome you to contact us with any additional questions.
First Steps You Need to Take

» Accept Admission Offer
» Apply for Financial Aid
» Enroll at USC
» Submit Health Documents

Accept Admission Offer
As a newly admitted graduate student, you should follow these five essential steps to make sure your paperwork is in order:
1. Complete the Statement of Intent: Graduate Studies form which you can access via youSC (you.usc.edu).
2. Submit the required commitment deposit, if applicable.
3. Note any admission conditions described in your official letter of admission.
4. Provide final, official transcripts and other necessary documentation to verify your previous degrees.
5. Determine how you will finance your graduate studies.

Statement of Intent Form
As soon as you finalize your academic plans, please submit the Statement of Intent form via youSC. We can better prepare for your arrival if we receive the form at least four weeks before the registration period for the term in which you plan to enroll. You will receive a confirmation that your form has been received by USC once you submit it. If your department also requests confirmation of your intent to enroll, please complete the department’s form in addition to the basic Statement of Intent form.

Commitment Deposit
Some schools may require a commitment deposit to reserve your place in the program. Your program will notify you via email if they require one.

Conditions of Admission
Read your letter of admission carefully. If your admission is described as "conditional," you must fulfill all conditions stated in the letter. (For example, you may need to verify your previous degree, or your department may require you to maintain a specified grade point average.) If you have questions about your conditional status, please contact the Office of Graduate Admission at gradadm@usc.edu or your department.

Verification of Previous Degrees
Enrollment in a graduate program at USC is contingent upon having satisfactorily completed a bachelor’s or more advanced degree from a regionally accredited institution in the United States, or its international equivalent. If required, verification of your previous degrees must be completed during your first semester of enrollment.

Students With Prior Degrees From U.S. Institutions
You can complete degree verification on campus by submitting final, official transcripts, in addition to all other documents specified in your conditional letter of admission. These documents must be brought to the Registrar One Stop Center in Trojan Hall (TRO 101).

Students with Degrees from International Institutions
Verification of international degrees is now completed online, through the International Education Research Foundation (IERF).
1. You can begin the verification process with IERF before you arrive on campus. There is a fee for this service. Please visit the Degree Progress web page at www.usc.edu/degreeprogress for more information about verifying a prior degree from an international institution.
2. Any documents sent to USC with your application cannot be forwarded to IERF. IERF may ask you to send another set of official credentials, including your original diploma certificate and/or official English translations of your documents. Please visit IERF at www.iعرف.org/us for detailed documentation requirements for each country.

Continuous Enrollment Requirement
Once you have been admitted to a graduate degree program at USC, you must enroll for each fall and spring semester until all degree requirements are fulfilled. All exceptions to the continuous enrollment requirement are governed by USC policies regarding leaves of absence and re-admission.

Updating Your Application
If you will not be arriving at USC for the semester to which you were admitted, you may request permission to update your application for up to one year. Please email your update request to gradadm@usc.edu. Please note that an application update is not a guarantee of re-admission, but rather a request that your original application be evaluated for admission to a subsequent term. If your request is granted, you do not need to submit a new application.
Federal Work-Study
To be considered for Federal Work-Study, students must submit the FAFSA and Enrollment and Housing Form by May 12, 2016, enroll in 8 or more units per semester, and satisfy a financial need requirement. Federal Work-Study is not available for students participating in distance learning or online programs.

Loans
Once your financial aid eligibility has been determined by the Financial Aid Office, you can review your Financial Aid Summary online at www.usc.edu/financialaid.

You will need to complete additional steps to apply for any loans in your financial aid package.

Private student loans from banks and lending institutions are also available. Prior to applying for private financing: Students should exhaust all Federal Title IV assistance available, including Federal Pell Grants, the Federal Stafford Loan and the Federal Graduate PLUS Loan before considering a private student loan program. The repayment terms of federal loan programs may be more favorable than the terms of private loan programs.

Federal student loans are required by law to provide a range of flexible repayment options, including but not limited to, Income-Based Repayment and Income-Contingent Repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

• Private student loans may not be included in Federal Direct Consolidation Loans.
• Private student loans are not eligible for Federal Income-Based Repayment Plans.
• Private student loans are not eligible for Federal Economic Hardship Deferments.

Financial Aid
Several financing programs are available to help you meet your educational expenses:
www.usc.edu/financialaid/loans

Making the Right Decision
When you choose to pursue graduate studies at the University of Southern California, you are joining a diverse community of outstanding scholars committed to addressing the critical issues that face our global society in the 21st century. Our graduate and professional school alumni hold leadership positions worldwide in research, education and professional practice. You can look forward to rigorous preparation for your future career in the stimulating setting of a vibrant world center.

The Office of Graduate Admission will notify you if additional documents are required; however, you will need to reapply for USC financial aid and housing (if applicable) for the new term.

Apply for Financial Aid
Now that you have been admitted to graduate study, you may need to finalize the arrangements for your financial support.

Federal Financial Aid
Citizens and eligible non-citizens of the United States may qualify for federal financial aid, including the Federal Direct Stafford Loan and Federal Direct Graduate PLUS Loan. Please visit www.usc.edu/financialaid for more information.

Application Steps and Deadlines
The following application steps and deadlines apply to students who enter in any semester within the next academic year. Students must meet this deadline and all eligibility requirements to be considered for all forms of financial aid, as well as to ensure the proper disbursement of financial aid funds prior to the beginning of the semester. Applications received after this date are considered for Federal Direct Stafford and Graduate PLUS loans only.

May 12, 2016
Step 1: Free Application for Federal Student Aid (FAFSA)
Visit www.fafsa.gov to complete the FAFSA application online.
• USC’s Federal School Code is 001328.
• Apply any time between January 1, 2016, and the May 12, 2016, deadline, or as soon as possible thereafter.

Distance learning and online students should submit their FAFSA and Enrollment and Housing Form at least eight (8) weeks before the start of the program, or earlier if possible.

Step 2: Enrollment and Housing Form
To complete the Enrollment and Housing Form online, log in to your Financial Aid Summary and Tasks (FAST) page at www.usc.edu/financialaid. You will find the Enrollment and Housing Form in the Document Library.

Visit www.usc.edu/contactfao for document submission instructions.

Financial Aid
Several financing programs are available to help you meet your educational expenses:
www.usc.edu/financialaid/loans

Other Financing Options
In addition, the USC Office of Student Financial Services offers various payment options, including the USC Payment Plan, which allows you to pay for each semester in five monthly installments. The USC Prepayment Plan allows you to prepay up to five years of full-time tuition and mandatory fees. Please visit www.usc.edu/sfs/payopts for more information about these payment plans.

Financial Services offers various payment options, including the USC Payment Plan, which allows you to pay for each semester in five monthly installments. The USC Prepayment Plan allows you to prepay up to five years of full-time tuition and mandatory fees. Please visit www.usc.edu/sfs/payopts for more information about these payment plans.
All students should sign up for direct deposit with the appropriate department representative. Remember to update and maintain your local and permanent addresses in the Online Academic Student Information System (OASIS) at my.usc.edu.

Enroll at USC

**USC Computer Account and Email**

After your Statement of Intent form has been received by the Office of Admission, you can set up your USC computer account. Log in to itservices.usc.edu/uscnetid to set your username and password and receive your USC email address.

*Please note:* Email is the primary channel for official communication with students at the University of Southern California. Check your USC email regularly for important notifications. Failure to read official university communications sent to your USC email address is not a valid excuse for failing to comply with the content of these communications. You are also responsible for all course requirements faculty may send you via email.

**Orientation**

Graduate Student Orientation is held in August before the start of fall semester classes and in January before the start of spring classes. This one-hour program is designed to welcome you to the community of scholars at USC. You will learn about opportunities for campus involvement, campus safety, and resources related to health and wellness, among other topics. You will also have the opportunity to take an optional campus tour following Orientation.

You will be able to register for Graduate Student Orientation through the Office of Orientation Programs once your Statement of Intent form has been received by the Office of Admission.

Academic departments and schools also offer orientation programs for incoming graduate students. Contact your department for more information.

Many academic departments and schools also offer orientation programs for incoming graduate students. Contact your department for more information.

**Academic Advisement**

USC strongly recommends you contact your academic department for help in planning your program of study before registering for classes. Entering students should refer to the most current *USC Catalogue*, which includes USC’s academic policies, degree requirements and course offerings. The catalogue can be accessed online at catalogue.usc.edu.

**Teaching Assistant Orientation**

Because teaching assistants (TAs) are vital members of the academic community at USC, and because the TA experience can be valuable to you in your professional career, TAs are provided with high levels of support. All new TAs are required to attend a comprehensive training and orientation program offered by the Center for Excellence in Teaching (CET), or by your department or school. CET also offers teaching seminars and classes throughout the semester, as do many departments.

For information about departmental programs, contact your graduate advisor.

**More information about CET:**

(213) 740-9040

www.usc.edu/cet

usc cet@usc.edu

**Registration**

*Please note:* International students must attend Orientation prior to registering for classes.

Registration dates for 2016–2017 are listed on page 13. Before you register, be sure to contact your academic advisor to discuss your course selection. If your admission letter places a restriction on the courses you may take, further information is available from your department.

After your initial computer account login, you can register for classes online, obtain a copy of your schedule, and view your student fee bill through the myUSC student services portal at my.usc.edu.

Register for classes online at www.usc.edu/webregistration.

---

**Departmental Fellowships and Assistantships**

Graduate fellowships and scholarships are awarded to graduate students on a competitive basis by USC schools and departments, as well as by outside agencies. Assistantships are awarded by academic departments on the basis of scholastic accomplishment, academic promise and competence. Awards consist of tuition credit and/or stipends.

If you apply for federal financial aid, departmental awards may not appear on your initial Financial Aid Summary because they are often granted later than those administered through the Financial Aid Office.

If you are offered a departmental award, your financial aid will be adjusted to ensure that the total of all awards does not exceed your expected cost of attendance.

Stipends are disbursed on a nine-month schedule. If you are awarded a graduate assistantship from USC, you will receive your first check at the end of August. Please contact your department for more information.

Many academic departments and schools also offer orientation programs for incoming graduate students. Contact your department for more information.

**Academic Advisement**

USC strongly recommends you contact your academic department for help in planning your program of study before registering for classes. Entering students should refer to the most current *USC Catalogue*, which includes USC’s academic policies, degree requirements and course offerings. The catalogue can be accessed online at catalogue.usc.edu.

**Teaching Assistant Orientation**

Because teaching assistants (TAs) are vital members of the academic community at USC, and because the TA experience can be valuable to you in your professional career, TAs are provided with high levels of support. All new TAs are required to attend a comprehensive training and orientation program offered by the Center for Excellence in Teaching (CET), or by your department or school. CET also offers teaching seminars and classes throughout the semester, as do many departments.

For information about departmental programs, contact your graduate advisor.

**More information about CET:**

(213) 740-9040

www.usc.edu/cet

usc cet@usc.edu

**Registration**

*Please note:* International students must attend Orientation prior to registering for classes.

Registration dates for 2016–2017 are listed on page 13. Before you register, be sure to contact your academic advisor to discuss your course selection. If your admission letter places a restriction on the courses you may take, further information is available from your department.

After your initial computer account login, you can register for classes online, obtain a copy of your schedule, and view your student fee bill through the myUSC student services portal at my.usc.edu.

Register for classes online at www.usc.edu/webregistration.
Teaching Assistants
The USC Center for Excellence in Teaching provides resources to enhance the effectiveness of teaching assistants. Call (213) 740-9040 or email usccet@usc.edu for more information.
receiving TWO doses of the combination MMR vaccine or TWO doses of the measles (rubeola) vaccine and TWO doses of the mumps vaccine; OR
• Documentation of a positive rubeola titer and mumps titer (laboratory blood test).

All documentation must include an official signature or stamp from your physician or clinic. The first dose of measles, mumps or MMR vaccine must be received after your first birthday, and the second dose, a minimum of four weeks after the first dose.

Please note: Students born prior to January 1, 1957, are considered immune and will be automatically listed as exempt from the measles and mumps requirement. If documentation is unavailable, you must be re-immunized or take a blood test (rubeola titer or mumps titer) to confirm immunity. These services can be administered at the Engemann Student Health Center, or the Eric Cohen Health Center on the Health Sciences Campus, or by a private provider.

Tuberculosis Screening
If you are an international student, you must be screened for tuberculosis in the United States or Canada within six months prior to your enrollment at USC. Please provide as proof of screening a laboratory report of a negative T-Spot or Quantiferon (QFT) blood test. Only laboratory test results will be accepted. Please do not send handwritten results.

Please note: A history of BCG immunization does NOT fulfill this requirement.

Please fax or email all screening and immunization documents to:
USC Immunization/Screening Requirements
Engemann Student Health Center
Fax: (213) 821-2740
Email: eshcimmu@usc.edu

More information:
Immunization Compliance Office
eschimmu@usc.edu
www.usc.edu/engemann

Student Health and Counseling Services

Tuition and Fee Payment
Each student at USC has a student billing account, which can be accessed via USCe.pay. Every month, a statement of any outstanding balances or recent payments will be sent to your USC email address. Any fall or spring tuition and fees not settled (paid in full) by 5:00 p.m. Pacific Time on the term due date (the Friday before the start of classes) will be subject to late fees as described in the Schedule of Classes at www.usc.edu/soc.

Also, please check your student account balance on USCe.pay any time you make a change to your enrollment. During late registration periods (the first three weeks of the fall and spring terms), all tuition and fees are due by 5:00 p.m. on Friday of the week in which the change was made. For information about tuition and fee amounts, monthly billing statements, tuition refunds and your legal obligation for tuition payment, refer to the current Schedule of Classes at www.usc.edu/soc.

Student Financial Services offers many ways to pay your bill. Please visit www.usc.edu/sfs/payopts for complete details. Some ways to pay include:
• Online, via USCe.pay: www.usc.edu/epay;
• In person, at the Cashier’s Office on the University Park or Health Sciences Campus, Monday through Friday, 8:00 a.m. - 5:00 p.m.;
• Via postal mail;
• Via wire transfer (see page 14 of this booklet for instructions); and
• For sponsored students only: By having all or part of your billing statement sent to your sponsoring agency.

If you have paid your tuition and subsequently decide not to attend USC, you must submit a Change of Program/Cancellation form to the Registrar One Stop and receive written confirmation of your request. Even if you cancel your enrollment, you are still responsible for all outstanding university debts.

For detailed information about USC student accounts, payment methods, the USC Tuition Payment Plan, campus-based loans and education tax credits, visit the Student Financial Services website at www.usc.edu/sfs.

Submit Health Documents

Measles and Mumps Immunity
USC requires all students to receive two doses of MMR vaccine or show proof of measles (rubeola) and mumps immunity prior to enrollment. All documentation must include the month and year of the immunization and must include an official signature or stamp from your physician or clinic. A photocopy or one of the following will serve as proof of immunity:
• Documentation (month and year) of
care unavailable at the health center, including emergencies requiring hospitalization. The Student Health Insurance Plan works in conjunction with both USC health centers. Students enrolled in the plan must also pay the Student Health Fee.

You are automatically enrolled in the Student Health Insurance Plan if you are:

• Taking six or more units;
• Enrolled at the Health Sciences Campus; or
• An international student.

Insurance enrollments and waivers are processed at the Insurance Office on the campus where you are enrolled.

Enrollment: U.S. graduate students who are enrolled in fewer than six units and want insurance coverage must complete an enrollment form and submit it to the Insurance Office. Please visit www.usc.edu/engemann/insurance for the submission deadline. If you are a graduate assistant with a quarter-time or greater appointment, your Student Health Insurance, Dental Insurance and Student Health Services Fee may be included in your graduate assistant award. Check with your department to make sure the USC Cashier’s Office has been notified of your award. For more information, refer to your award packet, or ask your academic department.

Waivers: If you already have a comprehensive insurance plan that meets the university’s requirements, you may be eligible to waive the USC Student Health Insurance. All waivers must be requested online through your student OASIS account by the semester’s deadline.

Overseas study: If you participate in an overseas study program, you must have USC health insurance. Students already enrolled in the USC Student Health Insurance Plan are covered while overseas. Students who waive this plan will be automatically enrolled in the USC Overseas Studies Health Insurance Plan. The fee will be added to your student account.

More information about insurance waivers or overseas health insurance:
(213) 740-0551
www.usc.edu/engemann
Insurance Coordinator email: eshcins@usc.edu

Counseling
The counseling staff can help you cope with stress caused by academic or personal issues.
www.usc.edu/engemann/counseling
Student and Campus Services

- Housing
- Transportation and Parking
- Campus Cruiser Service
- Child Care Services
- Student Health Services
- Dining on Campus
- USC on the Web
- Important Dates to Remember

Housing

The demand for graduate housing is much greater than the number of available spaces. Therefore, students are encouraged to apply for university housing as soon as possible to reserve a space. Approximately 550 graduate housing spaces accommodate your need for more privacy while providing a great way for you to get involved with campus life.

University housing puts you closer to libraries and labs, as well as USC social and cultural activities. USC apartments are fully furnished and must include kitchens. All buildings have laundry facilities and are within walking distance of campus. Cable TV (including HD channels), and Ethernet and wireless Internet access are provided in all university residences. Free university bus and Campus Cruiser services are available, and parking is provided in most buildings for an additional fee. All buildings include computerized entry monitoring.

Housing options include single-occupancy studio and one-bedroom apartments for students who want to live and study on their own; one- and two-bedroom shared apartments to accommodate roommates; or one- and two-bedroom apartments for married couples and families. Spaces are very limited, so apply early!

Special Program Housing

Special Program housing enables graduate students in specific fields of study to build support systems through shared academic programs, activities and resources. About 50 students in the Occupational Therapy program participate in the Occupational Therapy House in Centennial Apartments. First-year law students may request to live in the approximately 20 two-bedroom, two-person units in the Terrace Apartments. This option accommodates the unique academic calendar of the USC Gould School of Law. Graduate students on the Health Sciences Campus are housed in Seaver Residence Hall.

Housing Contracts

Housing contracts for individual students cover the academic year only, from late August to mid-May. Semester-length or monthly contracts are not available. Family housing contracts, however, cover a 12-month period. If you are staying on campus for the summer, USC Housing offers summer housing, available by separate application.

Applying for Housing

Please note that application for admission to USC does not constitute a housing application. New graduate students will find it convenient to apply for housing online at https://housing.usc.edu/portal.

The application process for new students opens on February 1, 2016, and only those admitted to the university and given a 10-digit USC ID number may apply. Applicants will be required to pay a $45 nonrefundable fee (subject to change) by credit card to complete an online application.

Students who wish to submit a paper application can download a copy at the housing website beginning February 1, 2016, and mail it along with a check or money order for the $45 application fee.

Housing is assigned first-come, first-served according to application date. Due to the high demand for graduate accommodations, those who wish to live in university housing should apply as early as possible.

For more information about our housing options, please visit us online at housing.usc.edu or refer to our Living at USC 2016-2017: Upperclassmen & Graduate Students brochure.

Contacting USC Housing

You may also contact us at:

USC Housing Services
620 USC McCarthy Way
University of Southern California
Los Angeles, CA 90089-1332

Customer Service:
(213) 740-2546 or (800) 872-4632
housing.usc.edu

Housing Contracts

Housing contracts for individual students cover the academic year only, from late August to mid-May. Semester-length or monthly contracts are not available. Family housing contracts, however, cover a 12-month period. If you are staying on campus for the summer, USC Housing offers summer housing, available by separate application.

Applying for Housing

Please note that application for admission to USC does not constitute a housing application. New graduate students will find it convenient to apply for housing online at https://housing.usc.edu/portal.

The application process for new students opens on February 1, 2016, and only those admitted to the university and given a 10-digit USC ID number may apply. Applicants will be required to pay a $45 nonrefundable fee (subject to change) by credit card to complete an online application.

Students who wish to submit a paper application can download a copy at the housing website beginning February 1, 2016, and mail it along with a check or money order for the $45 application fee.

Housing is assigned first-come, first-served according to application date. Due to the high demand for graduate accommodations, those who wish to live in university housing should apply as early as possible.

For more information about our housing options, please visit us online at housing.usc.edu or refer to our Living at USC 2016-2017: Upperclassmen & Graduate Students brochure.

Contacting USC Housing

You may also contact us at:

USC Housing Services
620 USC McCarthy Way
University of Southern California
Los Angeles, CA 90089-1332

Customer Service:
(213) 740-2546 or (800) 872-4632
housing.usc.edu

Non-university Housing

You should allow two weeks to a month to find non-university housing off campus; families may need more time. The USC Housing website includes a link to listings of off-campus housing. A bulletin board for housing rentals and roommates-wanted notices can be found at the Hazel and Stanley Hall building on campus. Apartment-locating and property management services in the Los Angeles area (many of which maintain websites) can assist you in locating suitable accommodations. You can also check the classified advertising section of the Los Angeles Times (www.latimes.com), other neighborhood newspapers, or The Daily Trojan, the USC student newspaper.

If you choose to live in non-university housing, be prepared to pay a security deposit (usually the equivalent of one month’s rent) in addition to the first month’s rent. Monthly one-bedroom apartment rents in the University Park area start at about $800 and may be as much as $1,100 or more. Many landlords require a legally binding, 12-month lease.

Transportation and Parking

Free bus transportation to the University Park Campus is available to students living in university-owned housing, as well as to residents of the nearby North University Park area. A bus route connects the University Parking Center (at Jefferson and Grand Avenues) with various University Park Campus locations. An intercampus bus runs between the University Park and Health Sciences campuses. Tram service links both campuses to Union Station—
located in Los Angeles. Transnet, a major Los Angeles transportation hub serviced by Amtrak, Metrolink, Metrorail and local bus lines, offers bus service with a “safe ride home” program providing car service on request within a one-mile radius of campus— the boundaries of the Department of Public Safety. The service operates in the evenings, seven days a week. To arrange a ride from the University Park Campus, call (213) 740–4911. From the Health Sciences Campus, call (323) 442–2100.

Campus Cruiser Service
The USC Campus Cruiser offers bus service with a “safe ride home” program providing car service on request within a one-mile radius of campus—the boundaries of the Department of Public Safety. The service operates in the evenings, seven days a week. To arrange a ride from the University Park Campus, call (213) 740–4911. From the Health Sciences Campus, call (323) 442–2100.

Child Care Services
USC Child Care offers high quality, day-care child care Monday through Friday at both the University Park and Health Sciences campuses. Each site offers enrichment programs for children ages six weeks to six years, including music, gardening and other age-related activities in a nurturing and developmentally appropriate setting. Visit www.usc.edu/childcare for more information.

Student Health Services
Located at 1031 West 34th Street, the Engemann Student Health Center is a full-service health center licensed by the State of California. The Engemann Student Health Center provides primary care and referrals to our specialty care services, as well as referrals to off-campus services (for specialized or emergency care) as necessary. For more information about all our services, please visit www.usc.edu/engemann. The equivalent facility on the Health Sciences Campus is the Eric Cohen Student Health Center, 1510 San Pablo Street, Suite 104.

Payment of the Student Health Fee entitles you to services at the Student Health Center on the USC campus where you are enrolled. This fee is automatically charged to your account if you are enrolled in six or more units. Nominal additional fees are charged for laboratory tests, prescriptions, immunizations, copies of X-rays and copies of medical records. The health fee does not cover hospitalization or specialty care that cannot be obtained through the health center.

Engemann Student Health Center:
(213) 740–9355 or www.usc.edu/engemann

Health Sciences Campus–Eric Cohen-Student Health Center: (323) 442–5631 (24-hour access) or ecohenshc.usc.edu

Student Counseling Service
Part of the Engemann Student Health Center, the Student Counseling Service is located at 1031 West 34th Street, Suite 304. Private and confidential services are available without charge to all students who have paid the Student Health Fee for the current semester. Counseling staff can help you cope with issues such as stress, parental pressure, loneliness, relationships, eating disorders, shyness, depression and anxiety.

More information:
(213) 740-7711
www.usc.edu/uscs

Disability Services and Programs
Disability Services and Programs (DSP) is dedicated to maintaining an environment that provides equal access to the university’s activities, facilities and educational programs for all USC students with documented disabilities. Accommodations are designed to serve the specific needs of students with disabilities while maintaining the integrity and standards of our academic programs.

Housing
If you need special housing accommodations, you must register with, and be approved by, DSP and complete a housing application. Please contact USC Housing and DSP as soon as possible to be considered for special accommodations.

More information:
(213) 740-0776 or (213) 740-6948 (TDD) www.usc.edu/disability
ability@usc.edu

Dining on Campus
USC Hospitality provides a variety of dining options on campus. Most university housing plans for graduate students do not require you to purchase a meal plan, but you can elect to do so if you wish. Visit the USC website at www.usc.edu/uscard for more information about meal plans.

USC on the Web
The USC website at www.usc.edu provides detailed information about graduate programs, libraries, research centers and institutes, and student life (including campus organizations). Our website also contains the complete USC Catalogue, faculty profiles, USC news, detailed campus maps and a real-time photo of the University Park Campus. Visit www.usc.edu/its for information about computing facilities and services at USC.

Live on Campus
Living at USC is a great way for graduate students to get involved with campus life. University housing puts you closer to libraries and labs, as well as USC social and cultural activities. The approximately 550 housing spaces reserved for graduate students accommodate your need for more privacy. USC apartments are fully furnished and most include kitchens. All buildings have laundry facilities and are within walking distance of campus. For samples of USC housing rates and floor plans, refer to housing.usc.edu or the Living at USC brochure.
Important Dates To Remember

When planning your semester and academic year, please keep in mind the following dates:

**May 12, 2016**
Financial aid deadline for receipt of your FAFSA and Enrollment and Housing Form, if you wish to be considered for Stafford and Graduate PLUS loans.

**Summer 2016**
American Language Institute Summer Courses. See page 17 for more information.

**August 2016**
Graduate Student Orientation. Register at: www.usc.edu/orientation

**Fall Semester 2016**
August 15–19, Registration
August 22, Classes begin
September 5, Labor Day, University closed
November 23–26, Thanksgiving, University closed
December 2, Classes end
December 3–6, Study Days
December 7–14 Final Exams
December 15–January 8, Winter Recess
December 25–January 1, University closed

**Spring Semester 2017**
January 5–6, Registration
January 9, Classes begin
January 16, Martin Luther King Day, University closed
February 20, Presidents’ Day, University closed
March 13–18, Spring Recess
April 28, Classes end
April 29–May 2, Study Days
May 3–10, Final Exams
May 12, Commencement

**Summer Semester 2017**
May 17–August 8
Contact your department for specific dates.

Visit Our Website
The USC website includes detailed information about graduate study, research and technology centers, and library and computing resources. www.usc.edu
Information for International Students

As a graduate student at USC, you are part of a diverse academic community that includes people from all across the U.S. and more than 135 countries.

This booklet provides detailed information about how to best prepare for your time at USC. Please bring this booklet with you to USC for reference.

Before You Leave Home

Housing

Make your housing arrangements as early as possible. If you have friends or relatives living in Southern California, you may want to stay with them for a short time while you look for an apartment or room for rent. Refer to the Student and Campus Services section of this booklet (page 10) for information about university and off-campus housing. Please note that university housing for graduate students is limited, and available spaces fill quickly.

Additionally, you may find helpful housing tips and advice by contacting a national-ity club through the International Students’ Assembly at www.isausc.com. If you will be living in privately owned housing, you will need to pay the first month’s rent plus a security deposit (usually, an additional month’s rent). Start-up expenses will likely include utility service fees and the purchase of household supplies.

Money Matters

We recommend you bring a minimum of US $2,000 in traveler’s checks for immediate expenses. Do not carry large sums of cash with you when you travel. Your immediate costs will include transportation and your first month’s living expenses. If you are awarded a graduate assistantship or stipend from USC, you will receive your first paycheck at the end of August.

Please note that, because the fall term begins in mid-August, your first check will reflect only half the monthly stipend, and you should plan accordingly.

Paying Your Tuition and Fees

All fees for tuition, health services, university housing and special program costs are payable by check or cashier’s check, or by wire transfer, which requires two to four weeks depending on the type of transfer. As a graduate student at USC, you will have a student account. Each month, students and their authorized guests will receive an e-Bill notification when a new monthly billing statement becomes available online. All e-Bill notifications are sent to the official USC email address for the student and any email addresses the student has entered for guest users. For fall and spring terms, student accounts must be settled (paid in full) by 5:00 p.m. Pacific Time on the Friday before the first day of classes. Payment after that date will incur late fees and potential finance charges. For information about all payment methods, please refer to page 6 of this booklet.

Financial Assistance for International Students

If you are an international student, you are not eligible to receive federal financial aid, but can be considered for merit scholarships, departmental scholarships, teaching and research assistantships. Contact your school or department for more information.

If you are offered an assistantship, you must demonstrate spoken English competence before assuming classroom or laboratory duties. (For more information, please see the New International Teaching Assistants section on page 17 of this booklet.) Additionally, the university offers both the USC Payment Plan and the Prepayment Plan. Please visit www.usc.edu/sfs/payopts for more information.

Please visit www.usc.edu/financialaid for more information about long-term financing options.

Wire Transfer of Funds

To pay your tuition and fees by wire transfer, log in to your OASIS or myUSC account to access USCe.pay. Follow the instructions provided to generate a wire transfer request form through our payment provider. Before you use this method, however, we recommend that you visit www.usc.edu/sfs/wu-wires for more information.

The transfer must be completed by 5:00 p.m. on the Friday before the first day of classes or late fees will be assessed. It can take several weeks for a wire transfer to clear, depending on where the funds originate.

You may wire funds for university-billed expenses only. Do not wire funds to your student account for personal living and spending needs.

Don’t Forget

Keep copies of all your passport, visa and immigration documents in a safe place.
Applying for a Visa From Abroad
If you are applying for a visa from abroad you must make an appointment for an interview and take the following documents to the U.S. consulate or embassy nearest your home:
• USC SEVIS I-20 or DS-2019
• Passport
• Proof of funding
• USC admission letter
• SEVIS fee payment receipt.
Please refer to https://www.FMJfee.com for instructions for paying the SEVIS fee.
• Other required documents. Please contact the consulate or embassy for further information.
I-20 holders must obtain an F-1 visa. Holders of a DS-2019 must obtain a J-1 visa. Failure to do so will require you to return to your home country to obtain the proper visa before enrolling at USC. You may not enter the United States to pursue studies on a B-1/B-2 (visitor) visa. Please visit www.usc.edu/ois/new-stu.aspx for more information about applying for visas.

Canadian students: As a Canadian citizen, you are not required to have an F-1 or J-1 visa stamp in your passport. You do need to enter the U.S. with a valid I-20 or DS-2019, however, and receive an I-94 admission stamp in your passport that indicates your F-1 or J-1 status. This is true for each time you leave and reenter the U.S.

Transferring From Another U.S. Institution
If you are coming to USC from another U.S. institution, your current school must release your SEVIS record before USC can issue you a USC I-20 or DS-2019. USC does not require a transfer-in form. Simply take your admission letter to the International Services Office at your current school to request a transfer.
If you have used an I-20 or DS-2019 issued by another college or university to obtain your visa, you must attend (or at least report to) that institution before coming to USC. Your SEVIS record must be electronically transferred from the previous institution to USC. Only then will you receive a USC I-20 or DS-2019.
Please refer to the U.S. Immigration and Customs Enforcement (ICE) website at www.ice.gov/sevis/f_1_transfers.htm for regulations governing initial transfer students.

Foreign Exchange Requirements
If you will be depending on money from abroad for your expenses, you must become familiar with the foreign exchange requirements of your country. Make arrangements in advance so that you will have the necessary funds at regular intervals.

More information:
Student accounts, payment methods and the USC Payment Plan: www.usc.edu/sfs or www.usc.edu/sfs/payopts
Tuition and fees, billing statements, tuition refunds and legal obligation for tuition payments: www.usc.edu/soc
Payment due dates and deadlines: www.usc.edu/soc

Join a Diverse Community
As a graduate student at USC, you are part of a diverse academic community that includes people from all across the U.S. and more than 135 countries. To assist students coming from abroad as they adjust to university life in the United States, USC provides an extensive orientation program.

Visa Information
If you are a non-immigrant student, your stay in the United States requires compliance with the U.S. government’s rules and regulations. In accordance with the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) monitors and tracks international students through the web-based Student and Exchange Visitor Information System (SEVIS).
Entry into the United States is restricted to the 30-day period prior to the program start date on your USC I-20 or DS-2019.

International Student Orientation
Orientation will help ease the transition into grad school by preparing you for registration, introducing you to USC's services and resources, and giving you the chance to meet fellow students.
Passport Verification
To maintain your legal status in the U.S., you must provide photocopies of the following documents to USC's Office of International Services (OIS) during International Student Orientation (ISO) or other passport verification sessions offered prior to registration for classes.

F-1 students
- USC SEVIS I-20 (signed by you)
- Valid passport
- Valid F-1 visa
- 1-94 admission stamp in passport

J-1 students
- USC DS-2019 (If you are a transfer student, your former program sponsor must complete section 8.)
- Valid passport
- Valid J-1 visa
- 1-94 admission stamp in passport

Remember to keep copies of all documents submitted during the visa application process.

More information: www.usc.edu/ois

When You Arrive in Los Angeles

Transportation From the Airport to USC
From Los Angeles International Airport (LAX), you can travel to the University Park Campus (UPC) via:
- Taxi (approximate cost is $50–$60); or
- Commercial airport shuttles. Several companies operate minivan services. The approximate cost for one passenger is $25–$30. For further assistance, inquire at the Visitor Information booths on the upper and lower levels of Bradley International Terminal.
- FlyAway Shuttle Service from LAX to Union Station ($8). From Union Station take the Intercampus Shuttle to UPC.

Short-Term Housing
Short-term accommodation is available in university housing from late May until early August 2016. The cost begins at $50 per night (double-occupancy), on a space-available basis (rates subject to change). If you anticipate needing short-term housing, contact USC Housing Services at (213) 743-5200 or email CAR@usc.edu at least two weeks before your arrival in Los Angeles. Temporary university housing is not available after 5:00 p.m., Friday, August 5, 2016 (date subject to change).

Hotels near campus include the Vagabond Inn and the Radisson Hotel.

Vagabond
www.vagabondinn.com

Radisson
www.radisson.com

First Things to Do on Campus
- Attend the Graduate Student Orientation (see information below).
- Obtain health insurance (see page 6 and page 17).
- Take the International Student English (ISE) Exam (see page 17).
- Complete passport verification (this page).

Office of International Services
The Office of International Services (OIS) helps international students adjust to and fully participate in the USC campus community. Throughout the academic year, OIS provides:
- Counseling for personal, academic and financial problems;
- Immigration advisement;
- Social and cultural exchange programs;
- Advisement for student clubs;
- Information about employment authorization for international students; and
- English classes for the spouses of international students and visiting scholars.

Office of International Services
www.usc.edu/ois
ois@usc.edu

Orientation
All new graduate students are invited to participate in Graduate Orientation. Participation is mandatory for all incoming international graduate students. This comprehensive program will acquaint you with the university and help you adjust to your new environment.

You will be able to register for Orientation after the Office of Admission receives your Statement of Intent form. During Orientation, presentations by USC staff will address academic resources, safety and security, campus services, immigration regulations, and health services and health insurance. Your school or department may offer a separate orientation program to address the specific concerns of your field of study.

If you are unable to attend Orientation before the semester begins, Orientation Programs offers orientation services during the first few weeks of the semester. Please note: If you arrive after Orientation, course selection for fall semester may be limited.
Health Insurance
Health care is extremely expensive in the United States. To help cover the cost of care unavailable at the Student Health Center, including emergencies requiring hospitalization, all students are automatically enrolled in and charged for USC Student Health Insurance. (The mandatory Student Health Services Fee entitles you to free and low-cost health and counseling services at the Student Health Center. See page 6 for more information.)

If you are a graduate assistant with a quarter-time or greater appointment, you will receive free health and dental insurance, and your Student Health Services Fee may be paid by your school or department.

More information:
Student Health Insurance
(213) 740-0551
www.usc.edu/engemann
Insurance Coordinator e-mail: eshein@usc.edu

New International Teaching Assistants
In addition to the training required for all new teaching assistants (see page 4), new international teaching assistants (ITAs) are strongly urged to attend the week-long ITA Language Institute held every August. The ITA Language Institute is sponsored by the Center for Excellence in Teaching, in collaboration with the USC American Language Institute (ALI). Housing and meals are provided. To register, contact your department’s TA coordinator or graduate advisor.

ITAs must demonstrate competence in spoken English before performing any teaching duties that require interaction with students, including leading labs or discussions, and holding office hours.

Speaking proficiency is assessed by means of the ITA Exam, a 15-minute interview administered by the ALI. Your results determine whether you will be cleared for teaching duties and/or required to take English-language coursework.

At the conclusion of ALI coursework, ITAs will need to demonstrate that their English-speaking skills are adequate to perform all teaching duties.

More information:
American Language Institute
(213) 740-0079
ali.usc.edu/ita
itatest@usc.edu

English Language Proficiency
Your academic success at USC depends on your ability to communicate in English. You need well-developed listening, speaking, reading and writing skills to understand and evaluate challenging material. The standard for language proficiency at a major research university is much greater than that required for everyday life. You should make every effort to acquire English proficiency prior to entering the university.

Your readiness to undertake studies in English may be evaluated. Based on that assessment, you may be required to take English courses at USC’s American Language Institute (ALI). International students pursuing master’s degrees may be required to take up to 4 units of ALI coursework. PhD students may be required to take more than 4 units. These required ALI courses will increase both the length of time and overall cost of your degree program. ALI courses are billed at the regular tuition rate.

English-Language Proficiency Testing
With few exceptions, international students whose native language is not English must take the International Student English (ISE) Examination prior to registration.

Applicants to master’s programs who achieve an Internet Based TOEFL (iBT) score of 90, with no less than 20 on each sub-score; or an IELTS (International English Language Testing System) score of 6.5, with no less than a 6 on each band score, will be exempted from taking USC’s ISE Exam.

PhD applicants who achieve an iBT score of 100, with no less than 20 on each sub-score; or an IELTS score of 7, with no less than 6 on each band score, will be exempted from taking USC’s ISE Exam.

An exemption from the ISE Exam may be granted to students who hold a bachelor’s degree from a regionally accredited university located in the United States or in another country in which English is both the language of instruction and the only official language of the country.

The entire program must be completed in the qualifying country otherwise an exemption cannot be granted. Please note: A graduate degree from a U.S. college or university does not exempt students from taking the ISE Exam.

The ISE Exam is given in August for students entering in the fall semester, and in early January for students entering in the spring semester.

When you register for the ISE Exam, you will be informed of the location and time of your test. Bring your USC letter of admission, your USC ID card or passport, and a pen.

The ISE Exam is a free placement exam with two parts that may be given on different days. Your proficiency in academic English is assessed in two areas:

1. Writing Skills
You will be given 40 minutes in which to write a composition. A team of trained and experienced examiners will read and evaluate your work for comprehensibility, academic style, vocabulary, grammar, development and coherence.

For more information about the English-language proficiency guidelines, exams or test dates, contact:
USC American Language Institute
(213) 740-0079
ali.usc.edu
askali@usc.edu

American Language Institute Summer Courses
ALI summer courses are offered on campus for all students. Students are encouraged to take their required ALI classes in the summer before their degree programs begin. Students who wish to enroll will need to take the ISE Exam before classes start. Additional information about the ISE Exam, session dates and summer housing can be found on the ALI website at ali.usc.edu or by calling ALI at (213) 740-0079.

ALI Elective Courses
ALI offers a number of elective courses to help students improve their English skills. Most electives are 2 units and may include courses in pronunciation, writing dissertations and publications, English for job searches, and more. Other resources include conversation groups, one-on-one conversation partners, and workshops. For more information visit the ALI website at ali.usc.edu.
U.S. and International Students: Did you remember…?

Statement of Intent Form
you.usc.edu

Degree Verification
Degree Progress Student Services
onestop@usc.edu

Financial Aid
USC Financial Aid Office
www.usc.edu/financialaid

FAFSA: www.fafsa.gov

Enrollment & Housing Form:
www.usc.edu/financialaid

USC Computing/Email Account
itservices.usc.edu/uscsnetid

Register for Orientation
Office of Orientation Programs
www.usc.edu/orientation

USC Catalogue
catalogue.usc.edu

Teaching Assistant Resources
and Orientation
(213) 740-9040
USC Center for Excellence in Teaching
www.usc.edu/ct
usccet@usc.edu

Register for Classes
my USC Student Services Portal
my.usc.edu

Registrar One Stop Center
Trojan Hall
TRO 101
University Park Campus

Pay Tuition & Fees
Student Financial Services
www.usc.edu/sfs

ePay Online Service
www.usc.edu/epay

Engemann Student Health Center
(213) 740-9355
www.usc.edu/engemann

Eric Cohen Student Health Center (Health Sciences Campus)
(323) 442-5631
ecohensch.usc.edu

Student Health Insurance
www.usc.edu/engemann/insurance
eshcins@usc.edu

Immunization Compliance
and Screening
(213) 740-9355
www.usc.edu/engemann
eshcimmu@usc.edu

Disability Services and Programs
(213) 740-0776
(213) 740-6948 (TDD)
www.usc.edu/disability
ability@usc.edu

USC Housing
(213) 740-2546
(800) 872-4632
housing.usc.edu
housing@usc.edu

USC Parking Permit
USC Transportation
(213) 740-3575
transnet.usc.edu

USCard Services
www.usc.edu/uscard

International Students
Apply for an F-1 (I-20 holders) or J-1 (DS-2019 holders) Visa
SEVIS
www.ice.gov/sevis

Passport Verification
USC Office of International Services
www.usc.edu/ois

English Proficiency Testing,
ITA Exam, and ALI
Summer Courses American
Language Institute
ali.usc.edu

Admission
(213) 740–1111
www.usc.edu/admission/graduate
gradadm@usc.edu
usci20@usc.edu
(for I-20/DS-2019 questions)

American Language Institute
(213) 740–0079
ali.usc.edu
askali@usc.edu

Asian Pacific American
Student Services
(213) 740–4999
www.usc.edu/apass
apass@usc.edu

Bicycle Registration
& Enforcement
(213) 740–5519

USC Bookstores
(213) 740–0066
www.uscbookstore.com

Campus Tours
(213) 740–6605
tours@usc.edu

Center for Black Cultural
and Student Affairs
(213) 740–8257
www.usc.edu/cbcsa
cbcsa@usc.edu

Center for Testing
and Assessment
(213) 740–7166
sait.usc.edu/academicsupport/cta

Disability Services and Programs
(213) 740–0776/6948 (TDD)
www.usc.edu/disability
ability@usc.edu

El Centro Chicano
(213) 740–1480
www.usc.edu/elcentro
ecc@usc.edu

Engemann Student Health Center
(213) 740–9355
www.usc.edu/engemann

Financial Aid
(213) 740–4444
www.usc.edu/financialaid
www.usc.edu/contactfao

Graduate School
(213) 740–9033
www.usc.edu/schools/graduateschool
gradsch@usc.edu

Information Technology Services
(213) 740–5555
www.usc.edu/its

International Academy
(213) 740–0080
www.international.usc.edu
info-international@usc.edu

LGBT Resource Center
(213) 740–7619
www.usc.edu/lgbt

Libraries
(213) 740–2543
www.usc.edu/libraries

Office of International
Services (OIS)
(213) 740–2421
www.usc.edu/ois

SC Navigator/
One-Stop Problem-Solving
(213) 740–2421
https://sait.usc.edu/SCNav_secured

Operator:
Health Sciences Campus
(323) 442–2000

Operator:
University Park Campus
(213) 740–2311