

FALL 2018

**INSTRUCTIONS FOR UNITED STATES CITIZENS AND PERMANENT RESIDENT
FELLOWSHIP STUDENTS**

Please read and follow these instructions to ensure you receive your fellowship benefits (tuition, fees and monthly stipend check) timely.

Step 1 – Arrive at USC by **Monday, August 6, 2018**.

Step 2 – Advisement and registration for courses:

- See your Departmental Advisor: <https://viterbigrad.usc.edu/academic-services/academic-advisement/>
- Check myUSC at <https://my.usc.edu/> to see if you have any holds; and
- Register for classes by **August 8, 2018**.

The Viterbi deadline to register for classes is Wednesday, August 8, 2018.

NOTE: Fellowship recipients are required to register for a minimum of six units of advisor-approved coursework and/or directed research each semester. Courses must be taken for a letter grade and not pass/no pass or audit.

If you register for classes after **August 8, 2018**, your fellowship benefits and first monthly stipend check will likely be delayed. In addition, late registration incurs late fees.

STIPEND PAYMENT SCHEDULE: Stipend will be direct deposited by the 26th of each month. If you do not sign up for direct deposit, your checks will be mailed on the 26th of the month. If the 26th falls on a holiday or weekend, the checks will be mailed on the business day prior.

IMPORTANT: Students are strongly encouraged to bring with them enough money to cover the costs of no less than the first month of living expenses. Please take into consideration that payments for housing, books, meals and incidentals may be required before students receive their first stipend payment.

Step 3 – Sign up for Direct Deposit.

Payments will be sent either via direct deposit, or by US Mail. It is strongly recommended that you sign up for direct deposit, as it will virtually eliminate problems with receiving your payments such as it being sent to an incorrect address or otherwise lost in the mail. Please also be sure to keep your local mailing address current at all times while you are at USC.

You must sign up for direct deposit using the form for Domestic students attached to this document. Please submit it in person at UGB 210, or send it via the secure fax number listed on the form. These are the only acceptable methods to send your form for processing.

If you do not sign up for direct deposit, your check will be mailed to you. Please be sure that you have a current local address on file.

Please expect your payments to be deposited in your accounts by the 26th of each month. If you do not receive it by the 26th, please email Tracy Charles at tcharles@usc.edu.

IMPORTANT

If your fellowship includes the payment of tuition and/or other fees, these payment credits will automatically be applied on your USC account upon registration. Please make sure to verify that all applicable charges have been properly applied and credited to your account. Immediately report any discrepancies such as un-posted credits, double posting of fees, etc. to **Tracy Charles** at tcharles@usc.edu as soon as possible so that the appropriate steps can be taken to prevent the accrual of late fees and/or finance charges. The failure to provide timely notification may result in a delay of benefits, late fees for unpaid tuition, etc. Please be aware that you may incur some fees for which you will be responsible.

Students must pay all charges on their USC account that are their responsibility by **5:00 p.m. on August 17, 2018** or the unpaid charges will be subject to late fees and finance charges. Please check your USC account balance online using OASIS by visiting <http://fbs.usc.edu/depts/epay>.

Please do not wait for your tuition and health insurance awards to post to your account before paying fees which are your responsibility. If you are unsure of the amount you need to pay, please contact Tracy Charles at tcharles@usc.edu prior to the payment deadline.

For a brief video on USC's Policy on Diversity and Non-Discrimination, please visit this link:
<http://vimeo.com/37262676>

Please direct questions to Tracy Charles at tcharles@usc.edu.

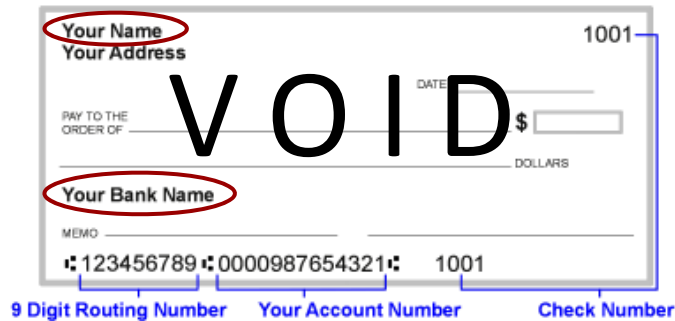


**Division of Financial and Business Services
Payment Services
DIRECT DEPOSIT AUTHORIZATION
FOR EMPLOYEE/STUDENT REIMBURSEMENTS AND STIPENDS**

- New Application Change of Bank Cancel Authorization
 Employee Student

I hereby authorize the University of Southern California to initiate deposits (credits) and/or corrections to prior deposits (previous credits) to the financial institution indicated below. The financial institution is authorized to credit and/or correct the amounts to my accounts. This authority is to remain in full force and effect until I revoke it by giving at least ten (10) days prior written notice to USC Payment Services.

Employee or Student Information	
Name:	10-digit USC ID:
Email:	Telephone:
Authorized Signer:	Date:
Authorized Signer's Signature:	
Financial Institution Information	
Financial Institution:	Account-holder Name:
Bank Routing Number:	Bank Account Number:



IMPORTANT: Affix copy of voided check below and fax to 888-498-1118 (secure online fax) or deliver in person to Payment Services, University Gardens Building, Suite 210. Deposits may only be made to checking or share draft accounts. Processing of this request takes approximately 3 business days.