

FALL 2019

INSTRUCTIONS FOR INTERNATIONAL 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 12, 2019**. Your ‘I-20 entry date’ is the last day to enter the United States without special permission. Entry into the United States is allowable up to 30 days prior to the I-20 entry date. It is strongly recommended that you arrive by **August 12, 2019** in order to complete all of the necessary paperwork for on-time registration by the USC Viterbi School of Engineering deadline of **August 14, 2019**.

The Viterbi deadline to register for classes is Wednesday, August 14, 2019.

Step 2 – Be prepared and plan to do the following:

- **Passport Verification**
OIS offers Passport Verification (PPV) sessions. Please check the schedule here and register for a session: <https://websites.usc.edu/sa/Passport-Verification-PPV/>. Students must attend a PPV session within 15 days of arrival.
- **American Language Institute (ALI) /International Student English (ISE) Exam (only if required)**
Students who are required to take the ISE Exam must do so as soon as possible after arriving to USC. Registration is required via <http://ali.usc.edu/ise/>.
- **Departmental Advisement and Registration**
See Step 3.
- **GLACIER Paperwork**
See Step 4. Complete this step even if you have not finished registering for classes.

Step 3 – 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 registration holds, and
- Register for classes by **August 14, 2019**.

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

If you register for classes after **August 14, 2019**, 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 4 – Even if you have not completed your registration, you will need to attend the International Fellowship Onboarding session on August 12, 2019 between 12:00pm and 4:00pm, or August 13 from 12:30pm and 4:00pm in SAL 109. You will need to bring the following documents with you:

- Passport
- Visa
- I-20
- I-94

GLACIER is the online system USC uses to establish tax-withholding instructions and identify students eligible to take advantage of tax treaties between their home country and the U.S., if a treaty exists. When the coordinator sets up your access, the system will send you an email from which you will gain access to GLACIER. The email will say, “Payments from the University of Southern California” in the subject heading. Please save this email. You will complete your GLACIER paperwork at the One-Stop session. If you do not receive the email by August 7, 2019 please email tcharles@usc.edu. Please check your spam folder before emailing.

All paperwork must be completed by Tuesday, August 13, 2019, at 5:00 PM.

The Social Security Number OR the ITIN Number--Which applies to you?

If you already have a U.S. social security number, you will use that number while at USC.

If you do not already have a U.S. social security number, you will apply for an Individual Tax Identification Number (ITIN). You will NOT apply for a social security number at this time. (You will indicate in your GLACIER forms that you are “applying for an ITIN number”.)

Who must apply for an ITIN?

A non-resident alien who is receiving payment from USC in the form of a scholarship, award or fellowship and who is not employed at USC, and who does not already have a SSN or ITIN, regardless of whether or not there is a tax treaty covering scholarships between the US and the non-resident alien's country of residence.

Step 5 – If you are applying for an ITIN number, follow the instructions on the USC Office of International Services Web site at: <https://ois.usc.edu/living-in-la/money/taxpayeridnumbers/>. The site informs you to go first to OIS to obtain an ‘ITIN Request Letter’ and next, email payroll@usc.edu to schedule an appointment with Payroll Services to apply for your ‘ITIN’ number. You can only apply for an ITIN number after you have registered for classes. Please review the USC Payroll website at <http://ais-ss.usc.edu/empldoc/faq/faq4-3.html> for information on the documentation required for the ITIN appointment.

Step 6 – After you receive your ITIN, log into GLACIER to enter and update your GLACIER record with your new ITIN. Reprint your GLACIER forms and submit forms to:

**Tracy Charles, Doctoral Programs Coordinator
Graduate and Professional Programs
OHE 106**

IMPORTANT

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.

Please [sign up for direct deposit through Workday](#). **Note: GLACIER must be completed and processed before you can access Workday.** You can expect your payments to be deposited into your account by the 26th of each month. If you do not receive it by the 26th, please email Tracy Charles at tcharles@usc.edu.

If you do not sign up for direct deposit, your stipend will be sent via a paper check and will be routed to the GAPP Office. You will be notified when it is ready for pick up.

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 23, 2019** 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 the 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.