

**FALL 2019**

**INSTRUCTIONS FOR UNITED STATES CITIZENS AND PERMANENT RESIDENT  
GRADUATE ASSISTANTS**

Please read and follow these instructions to ensure you receive your graduate assistant benefits (tuition, fees and monthly paycheck) timely.

**Step 1** – Arrive at USC by **Monday, August 12, 2019**.

**Step 2** – **By August 14, 2019:**

- 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.

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

**NOTE:** Graduate Assistants are required to register for at least 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 graduate assistant benefits and first monthly paycheck for the half-month period of 8/16/2019 to 8/31/2019 will likely be delayed. In addition, late registration incurs late fees.

**IMPORTANT NOTE:**

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 graduate assistant paycheck, which is only one-half month of pay.

**Step 3** – After registering for classes, you must attend the New Assistantship Onboarding Session on August 14, 2019 from 8:00am-5:00pm to complete the necessary hiring paperwork. You will receive information from your department to sign up for a specific appointment time. For this meeting you will need proof of employment eligibility. A list of acceptable documents may be found at [I-9 List of Acceptable Documents](#).

You will need **either ONE “A” list document or ONE “B” list document and ONE “C” list document.**

Here are a few common examples of acceptable documents:

**EITHER**

A Document

- Unexpired US Passport
- US Permanent Resident Card

**OR**

B Document

- Driver's License
- USC Student ID
- State or Federal Government issued ID Card
- Voter Registration Card

**AND**

C Document

- Social Security Card
- Original Birth Certificate
- Certificate of Birth Abroad
- U.S. Citizen ID card (Form I-197)

**All hiring paperwork must be completed with the department by:  
Wednesday, August 14, 2019, at 5:00 PM**

**Stipend payment schedule:** If you sign up for direct deposit, your stipend will be deposited in your bank account by the 26<sup>th</sup> of each month, beginning in August 2019, and ending in July 2019. If you do not sign up for direct deposit, your checks will be mailed on the 26<sup>th</sup> or if the 26<sup>th</sup> falls on a holiday or weekend, the checks will be mailed on the business day prior.

**IMPORTANT**

The payment disbursement procedure and payments will now 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](mailto:tcharles@usc.edu).

If your graduate assistantship 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 (un-posted credits, double posting of fees, etc.) to your departmental coordinator 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.

In order to avoid university imposed late registration fees and finances charges, the final deadline to register is **5:00 PM on Friday, August 23, 2019**.

Students must pay all charges on their USC account that are their responsibility by **August 23, 2019** or these charges may be subject to late fees and finance charges. Please check your USC account balance online at <http://my.usc.edu/>.

**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](mailto: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>**