

FALL Semester 2019

INSTRUCTIONS FOR INTERNATIONAL 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**. Your ‘I-20 entry date’ is the last day you may enter the US without special permission. Entry into the U.S. is allowable up to 30 days prior to your ‘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 to do the following upon arrival at USC:

- **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 classes:

- See your departmental advisor (<https://viterbigrad.usc.edu/academic-services/academic-advisement/>);
- Check myUSC online at <https://my.usc.edu/> to see if you have any registration holds; and
- Register for classes by **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 4 – 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 the following:

- Passport
- Visa
- I-20
- I-94
- Social Security Card (if already in possession of one)

When you meet with your department coordinator, you will complete the GLACIER tax forms. 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.

When you log in, you will see that the field labeled “Department Name” has already been filled in with your Department Number. **Do not change this number.**

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, indicate in the SSN field of your GLACIER forms that you are “Applying for an SSN”. – See Step 6 for SSN application instructions.

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

Step 5 – On the 10th day after arriving in the U.S. you must apply for your social security number. Bring a valid form of identification and your RA/TA offer letter to the Office for International Services (OIS), located in Parking Structure D, Suite 101, and ask for a Social Security Number (SSN) request letter. OIS will provide you with the SSN request letter and instructions for going to the nearest Social Security Administration Office to complete the SSN application process.

Stipend payment schedule: If you sign up for direct deposit, your stipend will be deposited in your bank account by the 26th 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 26th or if the 26th falls on a holiday or weekend, the checks will be mailed on the business day prior.

Step 6 – After you receive your Social Security Card, login to GLACIER to enter and update your GLACIER record with your new social security number. Reprint your GLACIER forms and submit forms to your academic department aid coordinator.

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](#). Please also be sure to keep your local mailing address current at all times while you are at USC.

You can 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.

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.

Students must pay all charges on their USC account that are their responsibility by **August 23, 2019 at 5:00pm** or these charges will be subject to late fees and finance charges. Please check your USC account balance online using OASIS by going to <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>