

# USC International Academy



**2017**

## PRE-ARRIVAL GUIDE

 **USC** University of  
Southern California



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## **Welcome to the Trojan Family!**

Congratulations on your choice to study at the University of Southern California, one of the world's leading research universities. We are delighted to welcome you to Los Angeles and the USC campus. The following pages will help you prepare for your departure and provide answers to many of the questions you may have upon arrival.

When you pursue studies at USC, you are joining a diverse community of scholars committed to addressing the critical issues that face our global society in the 21st century. You can look forward to rigorous preparation for your future studies and career in the stimulating setting of a vibrant world center.

Our team of helpful and friendly staff is available to help you with any questions or problems you may have before you depart and after you arrive.

Your journey to success begins now and we are dedicated to making sure you take the right steps along the way.

**FIGHT ON!**



## BEFORE YOU LEAVE

- Get your visa
- Prepare health documents
- Book housing
- Arrange transportation from airport
- Pay your program fees

## Visa & Immigration

### » GET YOUR STUDENT VISA OR TRANSFER YOUR I-20 TO USC INTERNATIONAL ACADEMY

#### IF YOU ARE OUTSIDE OF THE UNITED STATES AND NEED AN F-1 VISA:

#### 1. Verify the information in your Form I-20 and admission letter is correct.

- Name
- Birth date
- Country of birth
- Country of citizenship

> If the information is correct, read the information on page 2 of the I-20 and then sign in the space that is provided on page 1.

> If you find a mistake, mark it and notify USC International Academy immediately. We will correct the mistake and send the corrected I-20 to you by express mail.

#### 2. Schedule an appointment for your visa interview at the nearest U.S. Embassy or Consulate.

Review the instructions for how to apply for a visa on the website of your nearest United States Consulate or Embassy: [www.usembassy.gov](http://www.usembassy.gov). Make an appointment in person, by phone, or online depending on the consulate or embassy's requirements.

#### 3. Pay the I-901 (SEVIS) fee before the visa interview and print the receipt.

After scheduling your visa interview, you will need to pay the non-refundable I-901 Fee (also known as the SEVIS Fee). The \$200 fee can be paid online at [www.fmjfee.com/i901fee](http://www.fmjfee.com/i901fee). Print the I-901 Fee Confirmation (receipt) and bring it with you to your visa interview.

#### 4. Bring all required documentation to the visa interview.

Successful visa interviews require preparation. Please check your local U.S. Embassy website for information on which documents to prepare and bring with you to the interview. If your dependents (spouse and children) will stay in the U.S. with you, you must provide proof of your relationship (e.g. birth certificate, marriage certificate). Allow 1-2 weeks for processing after the visa interview.

#### VISA DELAYS

If you are unable to obtain a visa before your program's start date, please notify USC International Academy as soon as possible:

- [info-international@usc.edu](mailto:info-international@usc.edu)
- +1 (213) 740-0080

For the most up-to-date information on visas and travel to the United States, please visit:

- [www.ice.gov/sevis/students/index.htm](http://www.ice.gov/sevis/students/index.htm)
- <http://travel.state.gov/content/visas/english/study-exchange/student.html>

#### IF YOU ARE STUDYING IN THE UNITED STATES AND WANT TO TRANSFER YOUR I-20 TO USC INTERNATIONAL ACADEMY:

If you are transferring to USC International Academy from another U.S. institution, your current school must release your SEVIS record before the Academy can issue you a new I-20. To do this, please complete the [Transfer-In Form](#) and then take it to the immigration adviser at your current school. The adviser will update your SEVIS record so that your new I-20 can be created.

#### USC International Academy

#### School Code:

LOS214Fo0291002

# Health

## » PREPARE YOUR HEALTH DOCUMENTS

### HEALTH REQUIREMENTS

The University of Southern California requires ALL international students receive:

- **2 doses of MMR** (Measles, Mumps & Rubella) vaccine or show proof of immunity **AND**
- **Tuberculosis screening** in the United States or Canada within six days prior to your enrollment at USC International Academy

If you bring the following documentation you may be exempt from the above requirement:

#### 1. Proof of Two Doses of MMR Vaccine

All students who have documentation from a doctor or hospital showing that they had AT LEAST two (2) MMR injections should bring these documents with them to Los Angeles.

#### 2. Laboratory Report of Negative T-Spot (Tuberculosis) Blood Test

If you have had a T-Spot blood test or a negative Quantiferon blood test in the last six months that was administered in the U.S. or Canada, please bring a photocopy of the laboratory report with you to International Academy (no x-rays or handwritten results).

### IMPORTANT:

- All documentation must include: your name, date of birth, the month and year of the immunization, and 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.
- Students born prior to January 1, 1957, are considered immune and will be automatically listed as exempt from the measles and mumps requirement.



### Don't worry if you don't have proof of

**vaccinations!** Students without official health documents will be immunized and take a blood test at the USC Student Health Center. The Academy and Health Center staff will help you fill out the necessary forms and create a personalized immunization schedule during orientation.

### STUDENT HEALTH INSURANCE PLAN

All students at USC International Academy receive a high quality medical insurance and access to the USC Student Health Center as part of the mandatory University Service Fee. This medical insurance policy covers students while they are participating in the program and helps cover the cost of care unavailable at the health center, including emergencies requiring hospitalization.

As with all medical insurance policies, some restrictions apply. For policy details, please [click here](#).

It is not possible to get a refund (partial or full) of the University Service Fee, even if you have independently arranged medical and travel insurance.

# Housing

## » BOOK YOUR LOS ANGELES ACCOMMODATIONS

USC International Academy offers students a variety of housing options, including university dormitories, shared apartments, and homestay. The demand for USC International Academy housing is much greater than the number of available spaces, so students are encouraged to apply as early as possible.

For prices, go to: <http://international.usc.edu/accomodations>

To make a reservation, pay \$150 Housing Processing Fee (to find out how you can make the payment go to: <http://international.edu/fees.php>). Once payment is recieved, the Academy will make a housing reservation for you. You will receive an email with information how to finalize the arrangements.

### USC INTERNATIONAL ACADEMY HOUSING OFFERS:

- Electronic key system to enter building and access residential areas
- Convenient access to campus and its facilities
- On-site Resident Assistants who provide guidance, cultural adjustment support and social activities
- High-speed wireless internet
- Basic cable TV and electricity service
- A non-smoking environment
- Furnished shared rooms; cooking and laundry facilities included
- Parking available for an additional fee



Residents receive basic bedding and a small towel. Pots, pans, cutlery, and dishes may not be provided but can be purchased at a local supermarket.

### Housing Contracts

Housing contracts are signed for the length of each session or term.

### HOMESTAY

USC International Academy can help you arrange a homestay with a host family. The Housing Coordinator will select the home right for you and provide support throughout your experience.

### HOUSING FEES

Please note that a full payment for your accomodation is required to finalize the reservation. All housing fees are non refundable.

### RENTING YOUR OWN ROOM OR APARTMENT

Once you arrive in Los Angeles, it may take two weeks to one month to find housing off campus; families may need more time. If you choose to rent your own apartment or room, be prepared to pay a security deposit (usually the equivalent of one month's rent) in addition to the first month's rent. Many landlords require a 12-month rental agreement.

### HOTELS NEAR THE USC CAMPUS

Short-term accommodations may be available at one of two local hotels adjacent to the USC campus. Please see hotel information below to make a reservation.

#### Vagabond Inn

Two blocks north of the USC campus  
(800) 522-1555 • [www.vagabondinn.com](http://www.vagabondinn.com)

#### Radisson Hotel

Across the street from the USC campus  
(800) 333-3333 • [www.radisson.com/los-angeles-hotel-ca-90007/cafiguer](http://www.radisson.com/los-angeles-hotel-ca-90007/cafiguer)

## Airport Transportation

### » ARRANGE YOUR PICK-UP FROM THE LOS ANGELES AIRPORT

#### STUDENTS WHO BOOKED INTERNATIONAL ACADEMY HOUSING:

Students who will stay in housing arranged by the Academy can sign up for FREE\* airport pick-up service from Los Angeles International Airport (LAX). Follow these steps to reserve your shuttle:

1. Fill out the Required Arrival Form
2. Email the completed Required Arrival Form to [housing-international@usc.edu](mailto:housing-international@usc.edu) by the specified deadline

You will receive an instruction sheet and confirmation number to give the shuttle driver when you arrive at the airport.



#### REMEMBER:

- You do not need to pay for this service at the airport.
- Shuttle drivers do not meet you at the gate at the airport. You will need to go to claim your baggage and exit the ramp into the arrival waiting area. Then exit the terminal and look for a large sign on the center sidewalk that says "PRIME TIME SHUTTLE." There may be an employee there to tell the driver that you have arrived. If the agent is not there, take a seat on the bench and a shuttle will be there soon.
- You will need to give the driver the instructions and confirmation number that the Academy sends you.
- If you are not able to email your arrival form to the Academy at least 2 weeks before your arrival, please make your own shuttle arrangements (read the next section for more information on this).

\* Students who booked homestay can reserve airport transfer service from LAX to their host family's residence for an additional fee of \$150. This amount is subject to change.

#### STUDENTS WHO ARRANGED THEIR OWN HOUSING:

Students who choose to stay at an independently arranged accommodation need to organize their own transportation from the airport to their accommodation.

USC has two main campuses: University Park Campus and Health Sciences Campus. The International Academy and USC Housing are located on or near the University Park Campus.

You can travel from the Los Angeles International Airport (LAX) to the University Park Campus via:

- Taxi (approximate cost is \$40-\$50); or
- Commercial airport shuttles. Several companies operate minivan services. The approximate cost for one passenger is \$20-\$30. For further assistance, inquire at the Visitor Information booths on the upper and lower levels of Bradley International Terminal. Many airport shuttles can be booked on-line in advance.
- FlyAway Shuttle Service from LAX to Union Station (\$1-\$7). From Union Station take the Intercampus Shuttle to UPC (University Park Campus).

## Payment

### » PAY YOUR PROGRAM FEES

Your program fees are due before the first day of classes.

#### PROGRAM FEES CAN BE PAID IN THE FOLLOWING WAYS:

- Cashier's check or money order in U.S. dollars
- Traveler's check in U.S. dollars
- Credit card: Visa, Mastercard or Discover (*online* or in person)
- *Wire transfer*

For more details including online payment and wire transfer instructions, please visit: [international.usc.edu/fees](http://international.usc.edu/fees)

#### SPONSORED STUDENTS

If you are sponsored by your government, your company, and/or a non-profit agency or institution, you must submit your financial guarantee or support letter before the first day of your program. If you are unable to provide us with a financial guarantee or support letter, you must be prepared to pay the full balance of your tuition and service fees on or before the first day of classes.

### WHAT IS INCLUDED IN THE UNIVERSITY SERVICE FEE?

- > Textbooks and course materials
- > Health Insurance and TB screening\*
- > Access to campus facilities: fitness, recreational, banking, medical, dining, computer and library
- > Use of USC Student Health Center and access to staff clinicians\*
- > Student services: USC ID card, USC email account, orientation program and closing ceremony
- > Airport shuttle van pick up from LAX to USC

\* some government sponsors provide students with a separate medical insurance



## Pre-Arrival Checklist

### » DON'T FORGET TO PACK THESE ITEMS

USE THIS CHECKLIST TO MAKE SURE THAT YOU HAVE PACKED EVERYTHING YOU WILL NEED AND THAT YOU ARE WELL PREPARED FOR YOUR TRIP TO LOS ANGELES.



#### Passport, visa, other forms of identification

Remember to bring your passport and any other form of personal identification you may need while abroad (e.g., your driver's license and/or international driver's license). Make sure your visa is valid for entry to the U.S.

#### Acceptance letter, I-20, and I-901 fee payment receipt

Pack your USC International Academy acceptance letter, I-20 and I-901 fee receipt in your carry-on luggage so that it is easy to find it when you are going through immigration procedures at the Port of Entry.

#### Your address in the U.S.

Write down your full address in Los Angeles and keep it in your hand luggage for easy access when you arrive at the Los Angeles Airport. You will need this information for immigration procedures at the Port of Entry.

#### Traveler's checks in low denominations and/or credit cards

Store these safely.

We recommend against bringing any food, plants, and animals into the United States. If you have questions about bringing these items into the U.S., please visit the [U.S. Customs and Border Protection website](#).

#### Appropriate clothing

Wear layers on your flight in case you get hot or cold after arrival due to the change of temperature. Los Angeles generally enjoys warm and sunny weather all year, but cools down during winter and early spring. We advise you pack for moderate temperatures.

#### Adaptor for electrical appliances

Standard voltage in the U.S. is 120 volts. You may need to bring a plug adaptor.

#### Prescription medication (if applicable)

Pack all medications in your carry-on luggage in their original, labelled containers to facilitate airport security and customs screening.

#### Laptop, mobile phone and/or a wireless device

USC provides free WiFi across the University Park and Health Sciences campuses.

#### Official academic transcripts in sealed envelopes (Pre-Master's, Undergraduate Preparation, and Master's Preparation students only)

## Arriving in Los Angeles

### ENTERING THE UNITED STATES

You can enter the United States up to 30 days before the program start date listed on your USC I-20. Be sure to have the following documents in your carry-on luggage and ready to present to the immigration officer at the airport:

- Form I-20
- Passport with F-1 visa
- SEVIS I-901 fee payment receipt

### FORM I-94

Most students will not receive a paper I-94 card upon entering the U.S. As of 2013, this process is mostly electronic. As soon as you enter the USA, go to the DHS website and print your I-94. Immigration officials will stamp your passport with your admission category, date of entry, and duration of status. However, if you do receive a paper I-94 when you enter the U.S., do not lose this form! We will make copies of the paper I-94 and/or the stamp in your passport during Orientation and you may need it to leave the country. To access the I-94, please [click here](#).

### EMAIL IMMIGRATION DOCUMENTS

To make sure you are eligible to begin your studies, you will need to submit copies of your immigration documents to USC International Academy.

After you arrive in the U.S., please copy and scan OR take a photo of the front page of your I-20, passport (photo/ID page), visa and I-94 form and email the files to [izo-international@usc.edu](mailto:izo-international@usc.edu)

### ORIENTATION

All incoming International Academy students MUST attend orientation. Information about the location and time of orientation will be emailed to you two weeks before the program start date. Orientation usually starts at 8:30 am. Please do not be late.

### AT ORIENTATION, YOU WILL:

- Learn about safety, security, and emergency-preparedness on and off campus
- Submit your immigration documents for verification
- Complete the English placement exam
- Get your USC student ID card
- Learn about resources, policies, and activities available to you
- Tour the USC campus
- Learn about your student visa and travel regulations
- Fill out important health forms for your immunization schedule
- Receive your student handbook

## WHAT TO BRING TO ORIENTATION

### Passport and visa

### I-20 copy

### Health records: Proof of Measles, Mumps, Rubella vaccine (MMR) and/or proof of T-spot test or negative skin TB test (if done in the U.S. in the last 6 months)

### Pen and pencil



## Transportation

### GETTING TO AND FROM USC

Free tram transportation to the University Park campus is available to students living in the nearby area. A tram route connects the University Parking Center (at Jefferson and Grand Avenues) with various University Park campus locations. An intercampus tram runs between the University Park and Health Sciences campuses. Tram service links both campuses to *Union Station*—the major Los Angeles transportation hub, serviced by Amtrak, Metrolink, Metrorail and local transit bus lines. USC trams operate designated routes Monday through Friday; limited services are provided on weekends.

*USC Campus Cruiser* provides either a walking or vehicle escort to your destination within a one mile radius of campus. During the fall and spring semesters, this free service operates from 6 p.m. to 2:45 a.m., seven days a week, except for university holidays. To arrange a ride from the University Park campus, call (213) 740-4911; from the Health Sciences campus, call (323) 442-2100.

### DRIVING IN CALIFORNIA

During your first three months in the United States, you may use your driver's license from your home country together with an International Driving Permit/License (IDP) and your passport. It is illegal to drive without all three together. If you stay in the United States longer than 3 months, you will need a California driver's license to drive. Apply as soon as possible because it takes 1-2 months to receive one. You will need to bring your I-20, passport, proof of residence and an enrolment letter with you when you go to apply for your driver's license at the DMV. In addition, your I-20 needs to be valid for at least 2 months after the date you pass your driving test. For more information, check the Department of Motor Vehicles (DMV) website at [www.dmv.ca.gov](http://www.dmv.ca.gov).



### PARKING

If you live in university housing or commute to USC by car, you can purchase a parking permit on a first-come, first-serve basis at the *USC Transportation* office. Cost varies by location and type of parking permit, and rates are subject to change.

### RIDE SHARING

USC Transportation can help you locate USC students, faculty and staff who want to share rides to campus. On the USC Transportation website, you can also find information about bus routes, light rail, Metrorail subways, Metrolink commuter trains and university-operated vanpools to other areas.

### METRO RAIL

Within walking distance from campus you will find a METRO train stop that you can take to Downtown Los Angeles (Staples Center, LA Convention Center, shopping and dining), Hollywood, Universal Studios, Union Station (where you can find train connections to other U.S. cities and states), Santa Monica, Long Beach, the airport and many local attractions.

## Local Information

### SAFETY

USC is committed to protecting students and educating them about how to protect themselves in Los Angeles' urban environment. The USC Department of Public Safety, one of the largest campus public safety departments in the nation, works closely with the Los Angeles Police Department to ensure the university campus and surrounding neighborhoods remain as safe as possible. On arrival, the Academy will provide you with information on how to exercise caution in day-to-day situations, maximize personal safety and wellbeing, and make use of the extensive safety resources and services available at USC.

### MANAGING MONEY

We recommend you bring a minimum of \$2,000 USD in traveler's checks for immediate expenses. Do not carry large sums of cash with you when you travel. Your immediate costs include transportation and your first month's living expenses.

### OPENING A BANK ACCOUNT

If you are staying in the U.S. for longer than three months you may wish to open a bank account. It is advisable that you check how to set up

your bank account before you arrive, as rules, regulations and policies between banks vary. You may be required to bring a variety of personal documentation with you. If you decide to set up a bank account after you have arrived, make sure you are able to access your money at all times. Bank of America, Chase, and Wells Fargo are conveniently located close to campus.

### GENERALLY, TO OPEN A BANK ACCOUNT, YOU NEED:

1. **Passport**
2. **Documents that prove you are currently enrolled at USC (I-20, Student ID, Admission Letter)**
3. **A minimum deposit of \$200 or more**

Please note that these requirements may vary depending on the bank.

### ACCESSING FUNDS IN THE U.S.

Depositing a check from your own country into your American bank account may take 7 to 30 days. A faster way to deposit money is by bank wire transfer. Generally it takes 2-5 days for the wired funds to be available. However, bank charges apply for each wire transfer (approximately \$10-\$40 USD).



### AUTOMATED TELLER MACHINES (ATM)

Debit and credit cards are common in the U.S. You can apply for a debit card when you open your bank account. A debit card allows you to withdraw or deposit money and check your account balance. ATM machines can be found at banks, shopping centers, supermarkets, and on the USC campus.

### FOREIGN EXCHANGE

If you are 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.

## Local Information *continued*



### DINING ON CAMPUS

*USC Hospitality* provides a variety of dining options on campus. Students may eat at any of three student cafeterias or various other on-campus eateries. Optional meal plans may be purchased. Some students who live in USC International Academy housing have a partial meal plan included in their housing fees. Upgrades are available for an additional fee. For more details, please [click here](#).

If you would like to buy a Meal Plan before arrival, please email us: [info-international@usc.edu](mailto:info-international@usc.edu)

### LAWS & CUSTOMS

It is important that you understand the laws, rules, and customs that you may encounter while in the U.S. These laws may be very different to laws in your country. Please obey U.S. laws and respect U.S. customs. If you are unsure about U.S. laws, please ask and an Academy staff member will assist you.

### IMPORTANT:

- Minimum age to drink and purchase alcohol is 21. It is illegal law to buy alcohol for someone you know who is under the age of 21. Driving under the influence of alcohol or drugs is a crime.
- Minimum age to buy cigarettes is 21.
- Buying, selling and using illegal drugs is forbidden.

### USC INTERNATIONAL ACADEMY POLICIES

USC International Academy follows the policies established by the University of Southern California and the U.S. government. These policies may apply to academic behavior and integrity, immigration regulations, student accommodations, and more. Some of these policies include:

- Be punctual.
- If you decide to leave your program, USC International Academy has the right to revoke your student visa and advise you to return home.
- In order to keep your USC International Academy student status you must attend a minimum of 80% of your classes. If you do not improve your attendance, you will be given a warning. If your attendance still does not improve, you will be advised to return to your home country.
- Inform USC International Academy if you are going to be absent from school for any reason.
- If you are sick and cannot come to school, schedule a doctor's appointment. If your doctor dismisses you from school for any period of time, please inform USC International Academy and provide a doctor's note to have your absences excused.

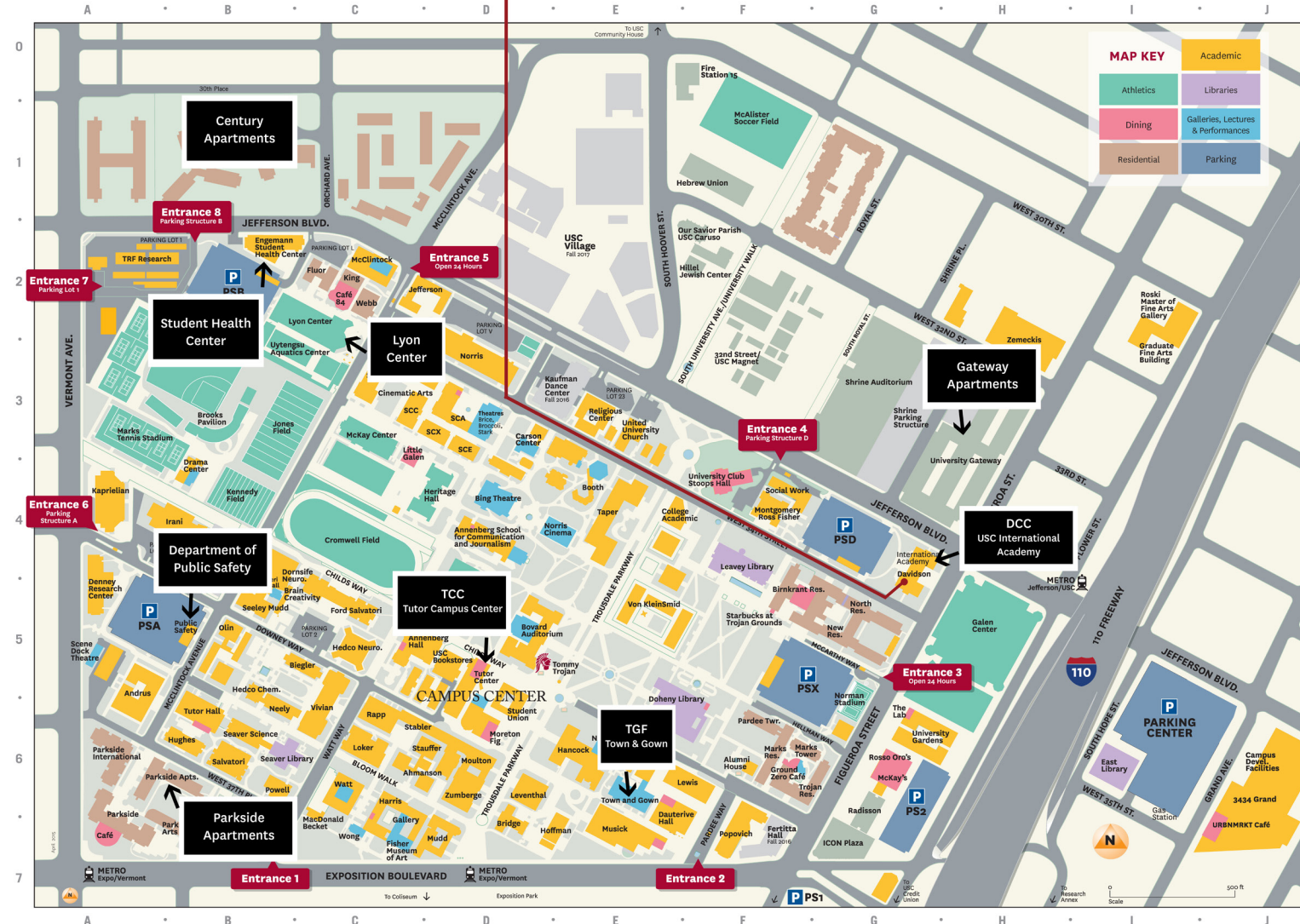
More details can be found in the Academy's [Terms and Conditions](#) and in your student handbook, which you will receive at Orientation.

### University Park Campus

Public Safety, Security and Emergency • (213) 740-4321

### \* USC International Academy

Davidson Conference Center (DCC)  
3415 S. Figueroa Street  
Los Angeles, CA 90089-0875





## **National Holidays**

» **2016-2017**

USC International Academy  
will be closed on the dates  
listed below:

### **Winter Holidays**

Monday, December 19, 2016 -  
Monday, January 2, 2017

### **Martin Luther King Jr. Day**

Monday, January 16, 2017

### **Presidents' Day**

Monday, February 20, 2017

### **Memorial Day**

Monday, May 29, 2017

### **Independence Day**

Monday, July 3, 2017 -  
Tuesday, July 4, 2017

