



## New Student Checklist

Welcome! We look forward to having you study with us!

This checklist corresponds to the information on the [New Student Checklist](#) webpage.

Your program will provide advising and funding information.

### Access myaccount.sc.edu

- Find your VIPID on your admission letter/email
- [Claim your account](#)
  - Retrieve Network Username and set password
  - Retrieve USC email address
  - Set up [Multifactor Authentication](#)

### **Provide Citizenship and Residency Documents**

- Submit [Citizenship](#) Documentation
  - US Citizens: [Citizenship Status Verification](#)
  - Internationals: [Immigration Documentation](#)
- South Carolina residents must also submit [SC Residency Certification Form](#) (affects tuition rate)

### Register for Classes

- Log into [my.sc.edu](#)
- Remove/Prevent Registration Holds
  - Talk to your program director or office to remove **Advising** holds (some departments require advising before registration)
  - Submit **Citizenship** documentation through [my.sc.edu](#)
  - Watch your Financial page in [my.sc.edu](#) regularly to resolve **Bursar** holds
- [Class Registration Instructions](#)

### **Meet [Health Requirements](#)**

- Submit [Immunization](#) records or exemption forms through MyHealthSpace by midterm of first semester
- Provide proof of [Health Insurance](#) soon after registering for classes. The Mandatory opt-in/waive off process is required every Fall and Spring semester for
  - Graduate students enrolled in 6+ credit hours
  - Graduate assistants
  - International students
  - Students enrolled in School of Medicine graduate programs
  - *Exception:* Students who are participating in fully online/distance programs are automatically waived from this requirement.
- Voluntarily enroll in the student health insurance plan if you are not part of the mandatory process and you want to purchase insurance through the university

**Provide [Official Transcripts](#) and Scores**

- Check your admission letter for transcript and/or score conditions
- Request every university you attended to send final transcripts to USC Graduate School, even if a degree was not awarded
  - Course listings with grades
  - Statement or separate certificate naming degree earned and date conferred
- Request each testing agency to send official academic and/or language proficiency scores to USC Graduate School
- Compliance will remove holds blocking registration for your second term of study

**Complete [Community Education Courses](#)**

- Check your USC email or log into Self Service Carolina at [my.sc.edu](http://my.sc.edu) and use the links under the **Community Education** tab.
- 3 separate courses, each with two parts, are available at specific times during the year

**Attend [GTA/GIA Training](#)**

- Required for all graduate teaching or instructional assistants
- International Teaching Assistants are required to attend an additional language workshop

**Connect with [International Student Services](#)**

- Immigration Advice
- Special Programming
- Support for International Organizations
- Advising for Cultural Adjustment

**Register with [Student Disability Services](#)**

- Formally register with the [Student Disabilities Resource Center](#) to receive approval for reasonable accommodations

**Access [Student Athletics Tickets](#)**

- Students taking fewer than 12 credit hours must add student ticket access to their bill via the Bursar's Office
- Access to student tickets is automatically included for students taking 12 or more credit hours