



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 my.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 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