

SECOND PROGRAM APPLICATION FEE WAIVER REQUEST

If applying to multiple programs within the Viterbi School, you must follow the instructions below (in numerical order) to receive a waiver for the second program:

1. Pay the \$90 fee and submit online application for **ONLY** the first program to which you are applying.
2. Go to the [Graduate Admission Submit a Question](https://uscsd.custhelp.com/app/ask) page (uscsd.custhelp.com/app/ask) and complete the form. See the image below for how to fill in the non-personal information

Select an Area *
Please select an item under Graduate Admission
Graduate Admission

Category *
Select a category
Dates & Deadlines
English Language Proficiency
Events & Information Sessions
Application Fee Waivers
USC degree-seeking student or alumni
experiencing financial hardship
military personnel
current USC faculty/staff or dependent
Viterbi multiple programs

Subject *
Fee Waiver Request

Question *
Please email me the coupon code for my second Viterbi graduate program.

Attach Documents
Choose File | No file chosen

Confidentiality of personal information sent via e-mail cannot be assured. We request that you do not send sensitive personal information (such as your Social Security number) by e-mail.

Submit Your Question

Annotations:
- Select this option and click the down arrow to the left (points to 'Application Fee Waivers')
- After you click the down arrow, select this option (points to 'Viterbi multiple programs')
- Add this text (Fee Waiver Request) (points to 'Fee Waiver Request')
- Add this text (Please email me the coupon code for my second Viterbi graduate program.) (points to the question text)

3. In the “Message” body of the form manually enter the additional program you plan to apply for and include the full name/email address used on your application.
4. Submit the form. The USC Office of Graduate Admission will send instructions on how to proceed with the waiver within 48-72 hours.

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5. Upon receipt of your unique waiver code, return to the “Payment Details” section in the online graduate application and enter the waiver code for the second program and submit the application.



Enter Your Payment Details

The screenshot shows a payment form with two main sections: 'Apply Coupon' and 'Credit Card'. The 'Apply Coupon' section has a text prompt 'Enter coupon supplied by the program administrator', a 'Coupon Code' input field, and an 'Apply Coupon' button. The 'Credit Card' section includes fields for 'Name as it appears on card', 'Card Type' (a dropdown menu), 'Credit Card Number', 'Expiration' (Month and Year dropdowns), and 'CVV Code'. On the right, a summary box shows a shopping cart icon, 'TOTAL DUE \$90.00', and a 'Continue' button. A red arrow points from a red-bordered callout box containing the text 'Enter waiver code here' to the 'Coupon Code' input field.

PLEASE NOTE: Second applications submitted without a valid waiver code will be charged the full \$90 application fee and no refund will be given.

- 6) Those who opt to apply for a third program will be charged the full \$90 application fee for it.