

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. **Note: You must also have the second Viterbi program selected and in-progress.**
2. Go to the [Graduate Admission Submit a Question](https://uscesd.custhelp.com/app/ask) page (uscesd.custhelp.com/app/ask) and complete the form. See the image below for how to fill in the non-personal information.

IMPORTANT:

It generally takes **3-5 business days** for the Office of Graduate Admission to issue fee waiver coupon codes. For this reason, request the code immediately after you have created your online application account and selected your programs - even if you do not intend to submit the application right away. You must submit your coupon code request no later than **January 3.**

The image shows a screenshot of the USC Graduate Admission 'Submit a Question' form with several red annotations and arrows pointing to specific fields:

- Select an Area ***: A dropdown menu with 'Graduate Admission' selected.
- Category ***: A dropdown menu with 'Application Fee Waivers' selected. An arrow points to this option with the text: "Select this option and click the down arrow to the left".
- Subject ***: A text field containing 'Fee Waiver Request'. An arrow points to this text with the text: "Add this text (Fee Waiver Request)".
- Question ***: A text area containing the text: "Please email me the coupon code for my second Viterbi graduate program." An arrow points to this text with the text: "Add this text (Please email me the coupon code for my second Viterbi graduate program.)".
- Attach Documents**: A button labeled 'Choose File' with 'No file chosen' next to it.
- Submit Your Question**: A red button at the bottom. An arrow points to it with the text: "Once all of the above is complete, click to submit the request".

Below the form, there is a confidentiality notice: "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."

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 and the 10-digit CAS ID number 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 3-5 business days.

CONTINUED ON NEXT PAGE

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' (with '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 callout box with the text 'Enter waiver code here' has an arrow pointing 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.