

SECOND PROGRAM APPLICATION FEE WAIVER REQUEST

If applying to multiple graduate programs within the Viterbi School of Engineering, you must follow the instructions below to receive a waiver for the second program.

- 1) Pay the \$120 application fee and submit the online application for **ONLY** the first program to which you are applying.
- 2) In the online graduate application, make sure you have selected your second program.
- 3) Go to the [Graduate Admission Email Us](https://ask.usc.edu/s/emailus) page (<https://ask.usc.edu/s/emailus>) and complete the form. See the image below for how to fill out the non-personal information.

The image shows a web form for requesting a fee waiver. Red arrows and text provide instructions for filling out the form:

- Affiliation to USC ***: Dropdown menu with "Prospective Student" selected. Annotation: "Select these from the dropdown menus".
- USC ID**: Text input field. Annotation: "This will be emailed to you 1 to 2 business days after you submit the first application". Subtext: "Providing your USC ID# will facilitate a faster response".
- Select an area ***: Dropdown menu with "Graduate Admission" selected.
- Select school ***: Dropdown menu with "Viterbi School of Engineering" selected. Annotation: "The CAS ID can be found on the online graduate application just under your name at the upper left".
- CAS ID**: Text input field.
- Topic ***: Dropdown menu with "Application Fee Waivers" selected.
- Subtopic ***: Dropdown menu with "Other" selected. Annotation: "Select this from the dropdown menu".
- Subject ***: Text input field. Annotation: "Insert this text: Fee Waiver".
- Description ***: Text area. Annotation: "Insert this text: Please provide me with a fee waiver for my second application ('name of program')".

- 4) Submit the form. The USC Graduate Admission Office will email you the fee waiver coupon code in 2-3 business days.
- 5) Upon receipt of the application fee waiver coupon code, open the online graduate application and make sure the second program is ready to submit. Click on SUBMIT PROGRAM, select the second program and click the CONTINUE button. You will be taken to the payment page. The first field is where you will enter the fee waiver coupon code (see below):

The image shows the "Submit & Pay" section of the online application. It features a "COUPON CODES" table with a text input field and an "ADD" button. A red arrow points to the input field with the instruction: "Enter the fee waiver coupon code here and click on ADD". To the right, a red arrow points to a "+" sign with the instruction: "If you do not see a field with the word ADD, click the '+' sign".

- 6) The Fee Total should be \$0.00. Click on SUBMIT & PAY. (**IMPORTANT:** Second applications submitted without a valid fee waiver code will be charged the full \$120 application fee and no refund can be issued.)
- 7) Those who opt to apply for a third program will be charged the full \$120 application fee for it.