

# USC Summer Programs

GETTING STARTED

VISA &

IMMIGRATION



USC University of  
Southern California

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# ABOUT THE PROCESS

## WHAT IS THE F-1 VISA?

The F-1 visa allows a student to temporarily live in the United States for a defined period of time while studying at a school, college, seminary, or conservatory.

The requirements for an F-1 visa are:

- » Apply and be accepted into a course of study at a SEVP-approved school in the United States. USC Summer Programs is a SEVP-approved school.
- » Must be enrolled as a full-time student at the SEVP-approved school in the United States.
- » Must be proficient in English or be enrolled in courses leading to English proficiency.
- » Must have proof of sufficient financial funds to support study in the United States.
- » Must have ties to your home country that show an intent to return after you finish studying in the United States, since the F-1 visa program is a temporary visa.
- » Must live outside the United States when you apply.

## WHAT IS AN I-20 FORM?

The I-20 form confirms a student's acceptance at a U.S. school and, therefore, confirms their eligibility for the F-1 visa. Once an I-20 form has been issued, the student will use it to apply for an F-1 visa.

For USC to issue an I-20 form, the student must first submit a valid passport and a document of financial support. Because the visa process can be lengthy, we strongly suggest submitting all documents into the CampDoc system as soon as possible and no later than **March 31, 2025**. Students who do not submit their passport and financial support document by the March 31st deadline will be dropped from the program.

I-20 processing generally takes 10 business days. Once the student receives the I-20 form, they may then make an appointment with the nearest U.S. Embassy.

**CANADIAN CITIZENS do not need a visa, however, they will still need an I-20 to enter the United States and will, therefore, still need to undergo the I-20 request process.**

# CAMPDOC

## STEP 1: CREATE YOUR CAMPDOC ACCOUNT

Within a few days of submitting an enrollment deposit, the student will receive an email from **CampDoc**, a secure web-based record keeping system. The email the student receives will look like this:

### You've been invited to manage the CampDoc profile for USC Summer Programs.

To continue, please click "Accept Invite" below. If you already have a CampDoc account, you can add USC Summer Programs after you sign in. Otherwise, you'll be able to create a new account.

**Accept Invite**

Please accept the invitation for USC Summer Programs' profile as soon as possible.

USC Summer Programs has requested that all information be completed ASAP, and no later than **March 31, 2025**.

To accept your invitation:

In the Invitation email, click the green Accept Invite button. Be sure to use the most updated version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari to accept your invitation.

If you receive an error message that the link is no longer valid, you have likely already created an account in the past or with a different organization. In this case, you do not need to accept this invitation. You can log in directly from the CampDoc login page.

In the Confirm Email box, type your email address in order to confirm.

In the Password box, type the password that you want to use.

In the Confirm Password box, type the password in order to confirm.

Click the Continue button.

The image displays two screenshots of the CampDoc invitation email interface. The top screenshot shows the initial invitation screen with the CampDoc logo, the invitation text, and input fields for email, confirm email, password, and confirm password. The bottom screenshot shows the same screen with a red arrow pointing to the green 'CONTINUE' button.

# IMMIGRATION STATUS CATEGORIES

## STEP 2: COMPLETE CAMPDOC FORMS #1 - #6

- » Log into CampDoc and complete all forms, as instructed.
- » International students will fall into one of three categories. Students should check the category under which they fall to understand what documents are required of them and when these documents are due. All submitted images must be clearly legible and complete (no cut-off edges). The three categories are:
  1. International student (non-U.S. citizen, non-U.S. permanent resident) planning to enter the U.S. on an F-1 student visa and a USC I-20
  2. International student with a valid visa status other than F-1. These students DO NOT need a USC I-20. Please note: B1/B2/F2/ESTA are NOT valid statuses for full-time study.
  3. International student (non-U.S. citizen, non-U.S. permanent resident) currently studying in the U.S under another institution's I-20. These students DO NOT need a USC I-20.

## CATEGORY #1: INTERNATIONAL STUDENT PLANNING TO ENTER THE U.S. ON AN F-1 VISA AND USC I-20

Students in this category will need to submit the following documents in CampDoc in order to obtain a USC I-20.

1. Passport
  - » To be submitted on Form #2
2. Financial Document
  - » To be submitted on Form #3
  - » See page 6 for detailed information about financial document specifications

**Students should upload their documents as soon as possible.** They will need the I-20 form to apply for an F-1 visa. USC Summer Programs does not have any control over Embassy wait times, which can sometimes take 3 months or more.

The final deadline to submit the passport and financial support documentation is **March 31, 2025**. Failure to provide these documents by the deadline will result in the student's program cancellation.

Once submitted, please wait at least 10 business days for USC's Office of International Services to process the I-20. Students will be notified when it is ready via the email provided in CampDoc.

# CATEGORY #1 (continued): FINANCIAL STATEMENT

## REGARDING THE FINANCIAL BANK STATEMENT

The U.S. government requires international students on a student (F-1) visa to provide proof of the ability to pay the program's tuition and fees. Documentation must show that the student has the funds to cover the cost of the program, estimated at \$11,949. Example documentation includes a recent savings or checking account bank statement, or a signed bank letter verifying the ability to pay the program's tuition and fees.

### When submitting a BANK STATEMENT, please refer to the following requirements:

- » If the bank statement is not in English, provide a translation.
- » Funding should be in U.S. dollars. If not, use a website like [www.xe.com](http://www.xe.com) to convert currency amount, take a screenshot of the page, and include it with the bank statement.
- » Funds must be readily available. Bank statement must show total balance of checking or savings account at that current point in time. (No investments, stocks, mutual funds, non-USC income letters)
- » Statement must be no older than 3 months from date submitted.
- » Online bank statements must indicate the account holder and identify the type of account.
- » Please have all documents (the statement, the translation, the currency conversation, if applicable) all in one PDF document.

### When submitting a LETTER FROM THE BANK, please refer to the following requirements:

- » The letter must be printed on bank letterhead and signed by a bank representative.
- » Please use the sample letter on this page as a guide.

## SUBMISSION ACCURACY

Please follow these instructions exactly as outlined. Any deviation, such as not supplying an English translation or currency conversion, will lead to processing delays.

## BANK LETTERHEAD

[Date]

To whom it may concern:

We hereby declare that our client [FULL NAME] who is the [RELATIONSHIP] to [STUDENT NAME] has enough funds with us, free of any restrictions as of today, to cover the cost of [STUDENT'S NAME]'s educational expenses of at least \$\_\_\_\_\_.

This letter aims to provide information and is not intended to be legally binding. It cannot be construed as an engagement, undertaking, commitment, guarantee, liability or responsibility of any kind whatsoever on our part.

SIGNED  
[BANK INFORMATION]

# CATEGORY #1 (cont.): AFTER RECEIVING THE I-20 FORM

For more information about the visa process, please visit <https://ois.usc.edu/new-students/prearrival/visaprocess/>

## **Verify that the information in the I-20 form is correct**

- » Verify your Name, Birth date, Country of birth, Country of citizenship
- » If the information is correct, print the entire document, read the information, and then sign and date in the provided spaces on page 1.
- » If you find a mistake, mark it and notify USC Summer Programs immediately. We will correct the mistake and send the corrected I-20 to you as soon as possible.

## **Pay Mandatory SEVIS I-901 Fee**

- » Every international student who wishes to begin an “initial” program of study is required to pay the SEVIS I-901 fee.
- » You will need information from your I-20 when paying the fee.
- » Print the fee payment receipt to present at the visa interview and at the U.S. Port of Entry.

## **Complete the DS-160 visa application**

- » Be as accurate as possible with any questions asked and DO NOT submit the application until it is complete.
- » When finished, print the confirmation page with barcode.
- » To obtain the most accurate information on the visa application and interview process, international students should review the website for the U.S. consulate/embassy where they will schedule the visa interview.

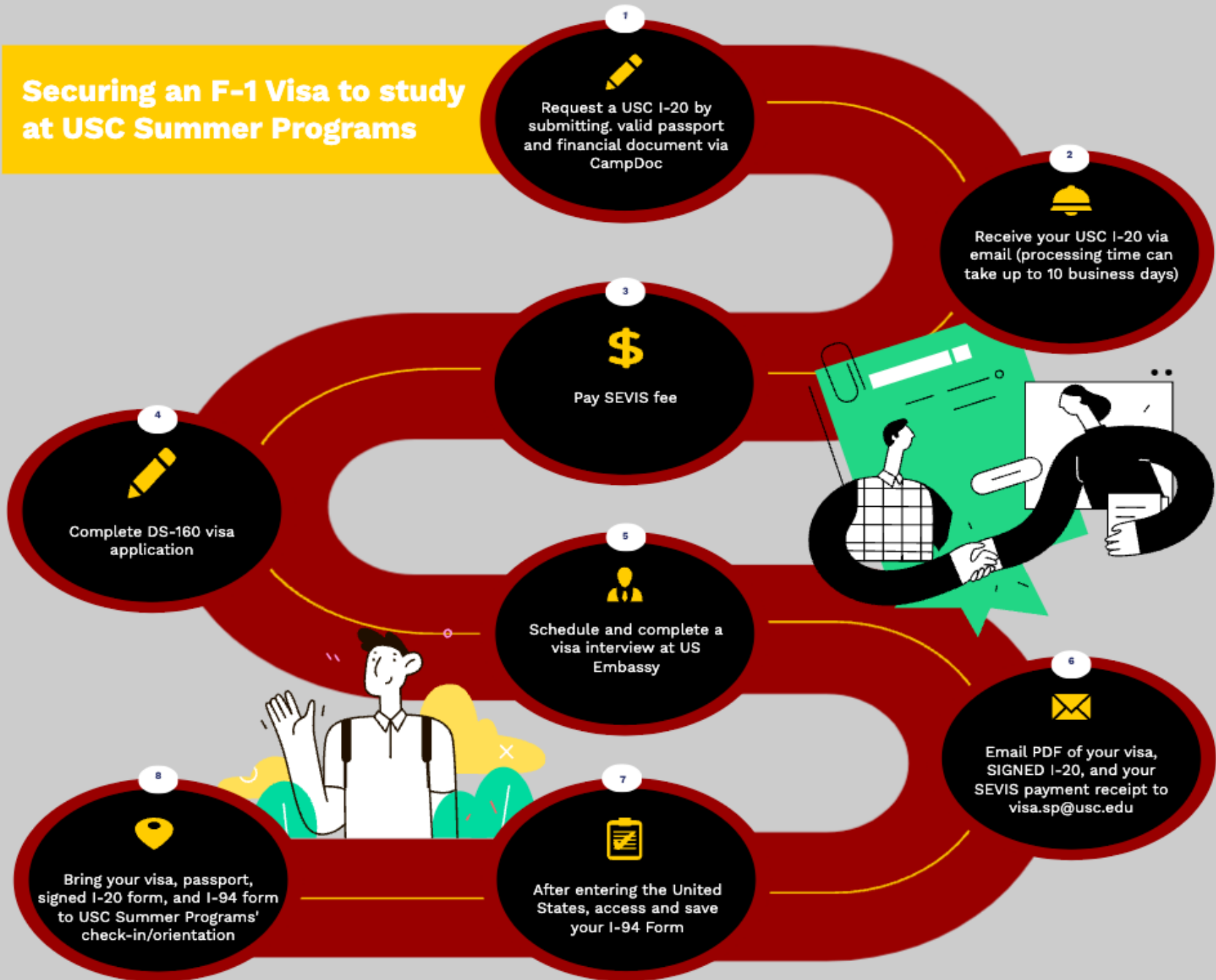
## **Schedule and complete a visa interview at U.S. Embassy/Consulate**

- » Appointment wait times can be lengthy. You can check the estimated wait time for a visa interview at any U.S. Embassy or Consulate by visiting the [U.S. Department of State website](https://www.state.gov/usa-foreign/a-1011013.htm).
- » Bring the following documents to your appointment:
  - » All three pages of your signed USC I-20
  - » Confirmation receipt showing completed non-immigrant visa application form DS-160 with the assigned ID number
  - » Passport valid for at least six months after the proposed date of entry into the U.S.
  - » Visa processing fee payment receipt
    - » This fee is paid and receipt is issued when students go to the U.S. embassy/consulate to apply for the student visa
  - » SEVIS I-901 Fee Payment receipt
  - » Proof of funding for the amount listed on I-20
- » Use these [Interview Tips](#) during your visa interview.

## **Once your visa is received, email the following documents to [visa.sp@usc.edu](mailto:visa.sp@usc.edu).**

- » A PDF of your visa
- » Your SEVIS payment receipt
- » Your SIGNED I-20 (first page)

## Securing an F-1 Visa to study at USC Summer Programs





# IMMIGRATION STATUS: CATEGORY #2 & #3

## CATEGORY #2: INTERNATIONAL STUDENT WITH A VALID VISA STATUS OTHER THAN F-1

Though most students will need to enter the U.S. on an F-1 visa, there are other acceptable immigration statuses in which a student may study at USC Summer Programs. Students in this category will need to submit the following documents in CampDoc.

1. Passport
  - » To be submitted on Form #2
2. Valid Visa
  - » To be submitted on Form #4
  - » “B” visa is a tourist visa and is **not acceptable** for study at USC Summer Programs.
  - » “F-2” visa is only eligible for part-time study and is **not acceptable** for USC Summer Programs.

## CATEGORY #3: INTERNATIONAL STUDENTS WHO ARE ALREADY STUDYING IN THE U.S.

Students who are already in the U.S. with an F-1 visa that was obtained with another school’s I-20 need not request a new USC I-20. Category #3 students will need to submit the following documents in CampDoc.

1. Passport
  - » To be submitted on Form #2
2. Permission letter signed by a school official
  - » To be submitted on Form #5
  - » See the example letter on this page to see what information needs to be included in the permission letter.

The final deadline to submit documentation for Category #2 and #3 is **March 31, 2025**. Failure to provide these documents by the deadline will result in the student's program cancellation.

## SCHOOL LETTERHEAD

[DATE]:

To USC Summer Programs,

This letter confirms that [STUDENT NAME], who has been accepted for the University of Southern California Summer Programs from [START DATE] to [END DATE], is able to attend the program based on their current SEVIS I-20 issued by [NAME OF CURRENT SCHOOL]. The current high school year will end on [ENDING DATE] and the next school year will begin on [BEGINNING DATE]. This student is in good standing and has met all the academic, financial, and personal responsibilities to the school. The student will graduate with their class in [GRADUATING YEAR].

The student’s immigration data is listed below:

FULL NAME:

PREFERRED NAME:

DATE OF BIRTH (mm/dd/year):

PASSPORT COUNTRY:

PASSPORT #:

SEVIS #:

Sincerely,

[SIGNATURE OF HIGH SCHOOL OFFICIAL]

[NAME OF HIGH SCHOOL OFFICIAL]

[TITLE OF HIGH SCHOOL OFFICIAL]

[PHONE AND EMAIL OF HIGH SCHOOL OFFICIAL]

# ARRIVING IN LOS ANGELES

## ENTERING THE UNITED STATES

Students may enter the United States up to 30 days before the program start date listed on the USC I-20. Students should ensure that the following documents are in their carry-on luggage and ready to present to the immigration officer at the airport:

- » **Passport**
- » **Visa**
- » **Form I-20 (if visa is F-1)**
  - » CANADIAN CITIZENS must show their I-20 at the Port of Entry to avoid being stamped in as a tourist.
- » **SEVIS I-901 fee payment receipt (if visa is F-1)**
- » Please check <https://travel.state.gov/content/travel.html> for the latest information on U.S. entry restrictions and requirements

## FORM I-94

Upon entering the U.S., immigration officials may attach a paper I-94 to the traveler's visa. If they do, please keep this form safe, as the traveler may need it to leave the country. USC Summer Programs will make copies of the paper I-94 and/or the stamp in the passport during Orientation.

However, most travelers will not receive a paper I-94, as this process has become mostly electronic. After entering the U.S., travelers may go to the [DHS website](https://www.dhs.gov), download their electronic I-94, and bring it to Orientation.

## ENTERING THE UNITED STATES ORIENTATION

All international USC Summer Programs students **MUST** attend the International Student Orientation. Additional information about Orientation will be emailed before the program start date.

## AT ORIENTATION, STUDENTS WILL:

- » Check-in to the Program
- » Submit immigration documents into the USC Trojan International portal

WHAT TO BRING TO ORIENTATION	
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Visa (or proof of valid immigration status, including current institution permission letter)
<input type="checkbox"/>	Signed I-20 (if under an F-1 visa)
<input type="checkbox"/>	I-94
<input type="checkbox"/>	Laptop
<input type="checkbox"/>	NetID and password