

Welcome to USC. Before registering for classes or receiving the USCard, all incoming international students are required to complete the Passport Verification procedure in person. This is to ensure that the required documents are placed on file at the Office of International Services (OIS). Passport Verification can be completed in the following stages:

**1. Complete the New Student Information Form**

**2. Make photocopies of the following documents**

**(DO NOT CUT COPIES. Submit Copies on 8 1/2" x 11" paper):**

- Page 1 of your USC I-20 (for F-1 students) or page 1 of your DS-2019 (for J-1 students)
- Your I-94 card (front and back sides)
- Your student F-1 or J-1 visa
- The Information page of your passport indicating your passport number, passport photo, and the expiration date

**NOTE: Make copy of your I-20 or DS-2019 form AFTER entering the U.S.**

**3. Attend Passport Verification Session and bring the following documents:**

- Completed Permanent Record Form (see attached)
- Photocopies of your immigration documents listed above in #2
- Your USC I-20 form (or DS-2019 form)
- Your passport

**Questions?**

**Call the Office of International Services (213)740-2666**

# New Student Information Form

University of Southern California  
Office of International Services

**PLEASE PRINT CLEARLY**

First semester at USC: Fall/Spring/Summer 20\_\_ \_\_

USC Student ID# \_\_\_\_\_

( ) Mr. ( ) Ms. \_\_\_\_\_  
*Family (Last) Name* *Given (First) Name* *Other*

Date of Birth: \_\_\_\_\_

Local Address/Current Residence: \_\_\_\_\_  
*(No P.O.Box Address)* *Number and Street* *Apt#* *City* *State* *Zip Code*

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
*Please print clearly*

## Visa Information

Visa Type:  F-1  J-1  Other (\_\_\_\_\_) SEVIS Number: N \_\_\_\_\_  
Indicated above the barcode at the upper right-hand corner of your I-20

Did you attend another U.S. school/university prior to coming to USC? Yes\_\_ No\_\_  
*If Yes, please provide name of previous school:* \_\_\_\_\_

## Contact Information

Home Country Address: \_\_\_\_\_  
*Number and Street* *City* *State* *Country*

Contact Name in Home Country: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
*Country Code* *City Code* *Phone Number* *Please print clearly*

Emergency Contact Person in the United States or in your Home Country:

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**All new students are required to read the Statement of Rules & Responsibilities located on OIS's website at [www.usc.edu/student-affairs/OIS](http://www.usc.edu/student-affairs/OIS). I understand that I am responsible for reading this in the future and my signature below verifies this.**

Student's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_