

NUMBER: ACAF 2.07  
SECTION: Academic Affairs  
SUBJECT: One-Time Enrollment Fee for International Students  
DATE: June 1, 1993  
REVISED: August 13, 2012  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Michael Amiridis  
Issued by: International Student Services

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## I. Policy

In accord with policy established by the Board of Trustees, the University requires international students enrolled on the USC-Columbia campus to pay an enrollment fee to cover a portion of the cost of special services provided to them.

- A. A person shall be considered a student if enrolled in any credit course offered by USC on the Columbia campus.
- B. International Student Services is responsible for identifying international students who are subject to the fee and posting it to the student's university account for payment. International Student Services is also responsible for implementing this procedure in the first semester of enrollment or first semester after a change of immigration status no longer exempts a student from the fee.
- C. Exemption from payment of the fee may be granted to an international student on the basis of any of the following conditions:
  - 1. Transient (one whose visa sponsorship and home institution is a school other than USC even though the student is enrolled for a short period of study at USC);
  - 2. Participants in formally approved, non-degree reciprocal exchanges;
  - 3. Student whose course of study is entirely outside of the U.S.;
  - 4. Students holding non-immigrant visas other than F-1 or J-1; practical training students; or students under another institution's sponsorship may be exempted if USC attendance is incidental to their practical training; and

- 5. Students who are permanent residents (immigrants) of the U.S. or have been approved for permanent residence.\*
- D. The exemption is limited solely to the period of time the student remains in any of these categories.
- E. Should a student's status change and the fee becomes applicable, it will be assessed at the next registration period.

## II. Procedure

- A. The fee shall be assessed one time only, regardless of the student's movement from one degree level to another (e.g., from a Bachelor's to a Master's) degree or from one program to another at the same degree level.
- B. \*Acceptable proof of permanent resident status is limited to presentation of a Permanent Resident Card (Form I-551), Confirmed Notice of Action Receipt of the Application to Adjust Status (Form I-797C) or official USCIS stamp in the bearer's passport indicating that the application of permanent residence has been approved and issuance of the I-551 requested. Individuals whose application for permanent residence has not been approved are officially considered non-immigrants and are subject to payment of the enrollment fee.

## III. Reason for Revision

Policy updated to reflect minor clarifications and to move from Student Affairs (STAF) to Academic Affairs (ACAF).