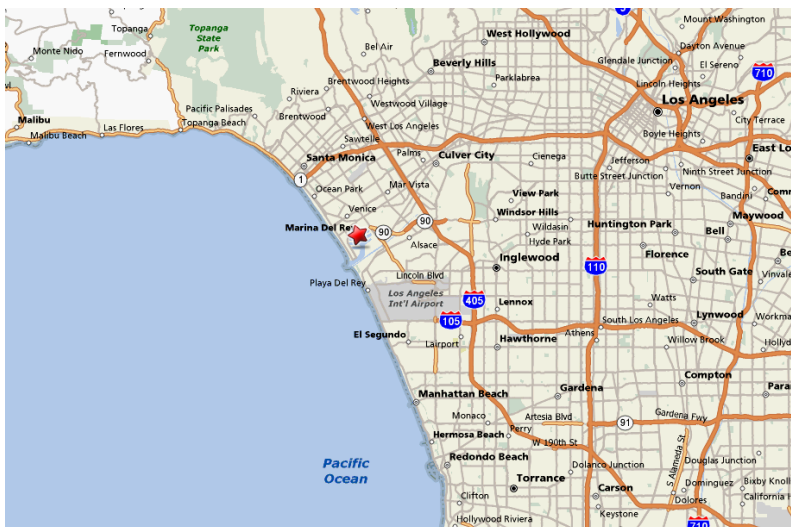


2016 ICT Summer Research Program Frequently Asked Questions

The ICT Summer Research Program Timeline

Application Deadline	February 14, 2016
Selection and Interview Process	February/March 2016
Offer Letters emailed	March/April 2016
Research Program Dates: (You will start your program on one of these dates)	May 17– August 05 May 31- August 19 June 14 – September 02

The ICT is located in Playa Vista, Ca.



Our address:

12015 Waterfront Drive
Playa Vista, CA 90094-2536
Phone: (310) 574-5700

The Institute for Creative Technologies is located just a few minutes north of the Los Angeles Airport. We are also approximately 45 minutes from the USC main campus in downtown Los Angeles.

Summer Employment at ICT

The general business hours for the ICT are 9:00 am to 6:00 pm, Monday through Friday. Work days are usually 8 hours per day with a 1 hour unpaid meal period. Your exact work hours may be negotiated with your supervisor, but may not exceed more than 8 hours a day or more than 40 hours per week. The ICT Research Program requires a 10 to 12 week commitment.

If you are selected to participate in the ICT Research Program you will be employed in one of the following 2 categories:

- Visiting Research Assistant
 - Must be enrolled in another university for the fall 2016 semester in a four year institution. You must provide a letter from your university stating that you will be enrolled in the Summer of Fall semester 2016 and in good standing.
 - Monthly stipend/Pay day is 26th of Month
- USC Student Worker
 - Enrolled at USC for the Fall 2016 semester.
 - Hourly/Paid Bi-Weekly (Every other Wednesday)

Please note:

#1-The Research Program does not include medical insurance

- The ICT Research Program does not include health insurance benefits. All participants in this summer program are required to be insured by personal, university, travel or parental/ legal guardian policies. It is recommended that you contact your insurance provider for assistance in locating a medical facility and or physician before your arrival in Los Angeles.
- The Department of State and J-1 visa regulations require all Exchange Visitors and accompanying J-2 dependents to be covered by adequate health and accident insurance while in the U.S. Failure to carry adequate insurance may lead to termination of your J-1 status.
- Participants on J1 Visas may be insured by a company from their home county, but should confirm international coverage. Please be aware that if you require medical care at a hospital or clinic in the U.S., you may be asked to pay up front and then be reimbursed by your insurance company. Also see J1 visa insurance requirements.

<http://ois.usc.edu/j-1/immigration-matters/insurance/>

#2- Participants who are paid Hourly are not eligible for holiday pay

- Participants paid hourly are not permitted to work nor are compensated on University Holidays.
- The University recognized holidays that fall during this period are: Memorial Day, Independence Day observed, and Labor Day.

#3-International Students with F-1 Visa Status

- International students studying in the U.S. on an F-1 visa are required to receive approval from your school's International Student Office for CPT at 40 hours per week; this approval must be noted on page 3 of your I-20 document. This documentation is required and must be presented on the first day of the program at orientation.

#4-International Students Needing a J-1 Visa

- If you are an international student not currently studying in the U.S., you will need a J-1 visa in order to participate in this program. Upon being selected to the program, we will contact you in regards to the forms and additional information necessary for obtaining the required visa.

WHERE TO LIVE

There are a variety of living arrangements available to you during your stay in Los Angeles. Below is a list of resources that may assist you with locating living arrangements during your visit to Los Angeles.

Please note that USC/ICT does not officially endorse any of the options listed below, but simply offers the information as a courtesy.

1. Air BNB <https://www.airbnb.com/>
2. <http://www.homestaybooking.com/>
3. <http://www.padmapper.com/>
4. Westside Rentals - To find local listing of apartments, you may choose to subscribe to Westside Rentals to find temporary housing. They offer a 2 month, \$60 membership fee for internet access to hundreds of rentals in the Los Angeles Area. <http://www.westsiderentals.com/>
5. Oakwood Corporate Housing - Oakwood is an extended stay facility that provides corporate-style furnished housing in the Marina Del Rey area. Ask for

- the USC rates <http://www.oakwood.com/furnished-apartments/furnished/US/CA/Marina-del-Rey/prop15.html>
6. <http://venicebeachhostel.com/> – Venice Beach Hostel. Located several miles from the ICT. Used for temporary dwellings while in search an established living arrangement.
 7. Craigslist - <http://losangeles.craigslist.org>
 8. Roommates.com <http://www.roommates.com/>
 9. Extended Stay America – Los Angeles Airport location 90045.
<http://www.extendedstayamerica.com>
 10. Hotpads.com - HotPads.com is a map-based real estate search engine, listing homes for sale, apartments, condos, and rental houses.

Housing and Travel Assistance

- ICT 2016 Summer Research participants are eligible for housing stipends and travel reimbursements if you live 95 miles or more outside of the Los Angeles area.
- Travel is reimbursable up to \$600.00. **Airfare for 1 round trip flight must comply with Fly America Act by being ticketed on a U.S. owned carrier.** Boarding passes, e-ticket receipt, or travel itinerary documentation will be necessary for travel reimbursements.
- The housing stipend will be paid on a monthly basis, and will be prorated based on 1st day worked, and last day worked. Please note the housing stipend is considered taxable income.

GETTING AROUND LOS ANGELES

Although Los Angeles provides a great public transportation system, it should be noted that Los Angeles is classified by many as a driving city. Having reliable transportation to travel around the metro Los Angeles and surrounding areas is very beneficial.

If you will not have your own vehicle during the summer, another good way to get around Los Angeles is with Los Angeles Metro Transit system (MTA).

You can find additional information on bus passes and schedules at:

<http://www.metro.net/> or <http://maps.google.com>

The ICT will provide shuttle service between the downtown USC campus and the Playa Vista facilities. Details for shuttle schedules and additional information will be provided upon acceptance to the program.

DRESS CODE

The ICT dress code is business casual. Acceptable - Jeans, khakis, polo shirts, walking shorts, tennis shoes, t-shirts, dresses, skirts.

Inappropriate: no torn jeans