

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD****APPLICATION CHECK LIST**

The application and all items included in this list must be submitted together to the Office of Study Abroad at FIU. Applications will not be considered, nor will acceptance decisions be made, until all documents are received.

**NOTE:** A **Panther ID** number will be assigned to you once you have been accepted into the program. All spaces requiring that number should be left blank.

**APPLICATION DEADLINE:**

FALL OR ACADEMIC YEAR:  
SPRING:

**APRIL 1<sup>ST</sup>**  
**SEPTEMBER 1<sup>ST</sup>**

**Use the following checklist to ensure you have submitted all required documents:****1- Exchange Application**

- ☐ Application Form for International Exchange Students (enclosed below) ***Typed or printed clearly.***
- ☐ University Transcripts (must be translated to English)
- ☐ Photocopy of the passport pages containing picture and personal information

**2- FIU Non-Degree Seeking Student Application Form**

- ☐ Please download form: [http://registrar.fiu.edu/fileadmin/templates/Registration/images/Forms/Non\\_Degree\\_Form\\_Web.pdf](http://registrar.fiu.edu/fileadmin/templates/Registration/images/Forms/Non_Degree_Form_Web.pdf). This is the form FIU uses to establish you as a student in the registration system and to generate a **Panther ID** number. **Please input your name as it appears in your passport** and input your home address abroad; do not input the school address. **Be sure that you have signed the form on the second page where it reads "Non Florida Residents."**

**3- Declaration of Finances and Fund Availability** (required for visa)

- ☐ Declaration of Finances form
- ☐ Funds availability Letter in English – Please read instructions carefully and be sure to indicate amounts in US Dollars.
  - Estimate of costs and instructions included - Follow attached sample bank letter (enclosed below)

**4- Student Health Services Required forms:**

- ☐ Immunization Records Forms (Please make sure to follow the instructions on the forms):  
[http://studenthealth.fiu.edu/immunization/Documents/Immunization\\_Doc\\_Form\\_9-24-09.pdf](http://studenthealth.fiu.edu/immunization/Documents/Immunization_Doc_Form_9-24-09.pdf)
- ☐ Hepatitis and Meningitis Waiver Forms:  
[http://studenthealth.fiu.edu/immunization/Documents/Hepatitis\\_B\\_and\\_Meningitis\\_waiver\\_form%209-24-2009.pdf](http://studenthealth.fiu.edu/immunization/Documents/Hepatitis_B_and_Meningitis_waiver_form%209-24-2009.pdf)
- ☐ Health Insurance Enrollment Form and Payment (required).

**NOTE:** As an exchange student, you will be required to purchase the Health Insurance plan provided through FIU—this plan **cannot** be substituted or waived. The cost of your insurance will be approximately \$750 per semester or \$1500 for the entire academic year. An updated insurance enrollment form will be sent to you once it is available from our provider.

- ☐ **5- Evidence of English Fluency** (TOEFL – PBT 500 / CBT 173 / IBT 63; or Michigan Test)  
A photocopy of the TOEFL Score report from ETS may be submitted. It is NOT necessary to request original reports be sent to FIU by ETS.
- ☐ **6- Release of Information Form** (enclosed below)
- ☐ **7- Exchange Student's Notice of Understanding and Agreement** (enclosed below)
- ☐ **8- Release and Assumption of Risk form** (enclosed below)
- ☐ **9- Housing Agreement:** Can be found at: <http://www.housing.fiu.edu/Forms/Undergraduate-Housing-Agreement.pdf> for Undergraduates and <http://www.housing.fiu.edu/Forms/Graduate-Housing-Agreement.pdf> for Graduates). Payment Instructions can be found below.
- ☐ **10- International Student Exchange Course Registration Form** (enclosed below)  
(Please read enclosed course registration instructions very carefully before completing this form (pages 3-4))

## FLORIDA INTERNATIONAL UNIVERSITY OFFICE OF STUDY ABROAD

### **I) PANTHERSOFT INFORMATION**

FIU uses a fully integrated student record system called PantherSoft, a web-based administrative computer system. This system is used for all student transactions. Once a Panther ID is generated for a new student, PantherSoft allows you to access your records and student account online at any time, from anywhere, further enhancing self-service capabilities.

#### **Panther ID and Password**

Once you have been accepted to the exchange program at FIU, the Office of Study Abroad will send you your panther ID. With this ID, you can log on to the "MyFIU" system to perform a number of functions. You can access MyFIU at <http://my.fiu.edu>. The Signon box is in the top, left-hand corner of the page. From the MyFIU site, you can view your student account, look for classes (please note that we at the Office of Study Abroad will enroll you in courses), connect to campus services, and much more. The site can also be personalized so that you only see the information that is important to you.

**What is your password?** The first time you log in to the system, your default password will be your date of birth. **It is critical that you enter the date in the format of MM/DD/YYYY.** For example, if you were born September 13, 1980, your password will be 09131980. **If you enter your password incorrectly three times, you will be locked out of the system and will not be able to have your password reset until you arrive on campus. If you enter your date of birth correctly, in the format above, and are unable to access the system, please contact Office of Study Abroad immediately so that we can verify that your information appears correctly in the records system.** After you log in for the first time, you will be prompted to change your password.

**IMPORTANT: To access PantherSoft from your home or school computer, you will need these minimum requirements:**

The University's browser policy concerning PantherSoft supports the use of two browsers based on industry standards: Internet Explorer (IE) and Safari (for Macintosh computers). Please note that access to University administrative systems are guaranteed effective only when using IE 6.0 and above for Windows-based computers, or IE 5.2 and above or Safari for Macintosh systems. If you are unsure which version of IE your computer has, just click on 'Help' when using the IE browser, and then click on 'About Internet Explorer.'

If you are running an older version of Internet Explorer, you can download the one you need to use for PantherSoft from the UTS (University Technology Services) page at <http://uts.fiu.edu> ; click on 'Downloads' on the menu on the left. If you have the correct browser and you still experience problems when you try to log on, you need to make sure that you have the correct language settings. For that, please follow these steps:

- Open your Internet Explorer
- Click on Tools and then on Internet Options in the drop down menu
- Click on the "Languages" button at the bottom of the page
- If the language you have selected is not "English – USA", click on the ADD button
- Select English USA and click OK – make sure you remove any other languages

You can always reverse this selection once you are finished working with PantherSoft.

Should you need more information on PantherSoft system, please log on to <http://panthersoft.fiu.edu>

#### **Your PantherSoft Account**

The PantherSoft System will enable you to view all your information from one place. Once you log in with your Panther ID, you'll be able to access your personal information, and you'll even be able to view detailed information on any negative indicators (holds) you may have.

Because PantherSoft is web-based, you will have access to your account 24-hours a day, seven days a week. The only exceptions are for any scheduled maintenances or upgrades to the System, of which you will be notified in advance.

Please read the Tutorials that will help you navigate the system. Log on to <http://panthersoft.fiu.edu/students.html> and click where it reads: "Guides & Tutorials."

### **FIU E-Mail ("PantherMail")**

PantherSoft, which is web-based, will use PantherMail as the main form of contact with students. Therefore, you will soon start to receive important correspondence from the University via your FIU e-mail account instead of through postal mail; this includes important billing information that will be automatically disseminated by the PantherSoft System.

It is also important that you keep your PantherMail account current (delete unnecessary messages) in order to keep important e-mails from being rejected due to lack of space in your Inbox.

***You will have access to your email account once you have been registered for courses at FIU.*** Please visit <http://myaccounts.fiu.edu> in order to look up your e-mail username (your My Accounts ID). Follow instructions to retrieve your username. At that point, you can use that information to log on to <http://panthermail.fiu.edu>.

## **2) COURSE SELECTION AND REGISTRATION**

**NOTE:** IN ORDER FOR YOU TO REGISTER FOR CLASSES, ALL HEALTH SERVICES REQUIRED FORMS AND WAIVERS MUST BE SUBMITTED AND APPROVED AND YOUR HEALTH INSURANCE MUST BE PAID.

### **Course Registration**

- i. **Search for open and available courses:** To search for course offerings for the semester during which you plan to attend FIU, please go to: <http://my.fiu.edu> and click on the "**Class Schedule**" link in the "My Menu" box on the left-hand side of the screen.
- ii. **Meet with your academic advisor or coordinator:** Your advisor may need additional information for the courses that you plan to take. A Course Catalog, with course descriptions and pre-requisites for each course, is available by going to <http://catalog.fiu.edu/> and clicking on the "Course Catalog 2011-2012" link for either undergraduate or graduate, depending on your status. By examining the description of FIU courses available to you, your advisor may be able to tell you which courses are transferable to your institution.

**NOTE:** The FIU Catalog provides general information about the university: its mission and structure, information on Academic Programs, Colleges and Schools and courses offered by each department. The catalog offers information on the courses that conform to the curricula of each academic program and provides a list of all the courses that may possibly be offered at FIU. This is **NOT**, however, a good source of information for selecting the classes that will be offered during your term at FIU. To view available courses for the term during which you will be attending FIU, please visit the <http://my.fiu.edu> link and click on the "Class Schedule" link in the "Panther Links" box on the bottom right-hand side of the screen (step 1 above).

**Complete the Course Registration Request Form:** This document should be completed in consultation with an Academic Advisor at your home university. You should request information from your advisor as to how each course will be transferred.

When you look up your courses in the CLASS SCHEDULE, you will find a catalog number (e.g. MAR 4174) and a Class Number (e.g. 12498). When filling out the Course Registration Request Form, please be sure to include **BOTH** the **Catalog number** **AND** the **Class Number** for each course you choose. The class number tells us exactly which section (meeting day/time) in which you prefer to be enrolled. The class number is what is used to register you for your classes, so it is essential that you include this number.

**VERY IMPORTANT:**

- **We cannot guarantee that you will be enrolled in every course you select.** Due to unexpected course cancellations and/or courses being filled to capacity, the university cannot guarantee that you will be enrolled in your first choice of courses. **Because of this, we recommend that you request approval from your advisor for more courses than you actually plan to take.** Having a set of alternate courses already pre-approved can help you plan ahead for unexpected scheduling obstacles.
  - If a course has a pre-requisite then in most cases you will need to show proof that you have completed any necessary pre-requisites before we can register you for that course. This is true for students in the following majors, and may apply to others as well: Business (any discipline); Communications (Advertising, Journalism, PR); Computer Sciences/IT; Social Work; Engineering, etc.
  - Undergraduate Exchange Students need to be registered for a **minimum of 12 credits (maximum 15)** and graduate students for 9 credits. Usually, FIU courses are 3 credits, so if you are registered for 12 credits, you will be taking four classes.
  - **Undergraduate students may only take courses with catalog numbers in the 1000 to 4000 category. Undergraduates will NOT be permitted to enroll in a course with a catalog number of 5000 or higher.** Graduate students in a master's level program should take courses from the 5000 to 6500 category and graduate students in a doctoral level program must take 6600 to 7000 courses. Be advised that some courses have pre-requisites or lab fees.
  - Students taking **BUSINESS** courses must also submit a signed Registration Add/Drop Form (attached) listing their requested business courses (under ADD). Please include the Class Number and the Catalog Number. *Please note that International Exchange Students may not enroll in **Accounting** courses.*
- iii. **Submit the COMPLETED Course Registration Request form to the OSA:** The OSA will then proceed with having you registered for the courses that you've requested. **If you are planning to study at FIU for a full year, please make sure to complete two course registration forms: one for the Fall semester and one for the Spring semester.**
- Please make sure that your form has been revised, signed, and approved by the appropriate members of your institution. While we cannot guarantee enrollment in every course you select, submitting your choices by the following **DEADLINES** will result in the best chance of reserving you a seat in your preferred courses:
- a) For Fall and/or Academic Year: Course Registration Form deadline is **April 1<sup>st</sup>**
  - b) For Spring: Course Registration Form deadline is **September 1<sup>st</sup>**

### **3) FIU HOUSING POLICY AND AGREEMENT**

**IMPORTANT:** ISE students are required to live on campus (at the Modesto A. Maidique campus ONLY) for the duration of their exchange program at FIU. Housing options, fees, and meal plans can be viewed at:

<http://www.housing.fiu.edu/>. Housing Agreement is available at

<http://www.housing.fiu.edu/Forms/Undergraduate-Housing-Agreement.pdf> for Undergraduates and

<http://www.housing.fiu.edu/Forms/Graduate-Housing-Agreement.pdf> for Graduates.

The OSA asks that you send your Housing Agreement form together with a \$100 non-refundable housing application fee to the OSA by the following **DEADLINES**:

- a) For Fall and/or Academic Year: Housing Agreement and application fee due by **April 1<sup>st</sup>**
- b) For Spring: Housing Agreement and application fee due by **September 1<sup>st</sup>**

**NOTE:** Instructions for making your first payment to Housing are included below.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MS. SUSY GOMEZ AT (305)348-1913 OR AT [SUGOMEZ@FIU.EDU](mailto:SUGOMEZ@FIU.EDU).**

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD  
APPLICATION FOR INBOUND  
INTERNATIONAL EXCHANGE STUDENTS**

ATTACH  
PHOTOGRAPH

Please indicate with an "X" which semester(s) you propose to study at FIU:

\_\_\_\_\_ FALL 2012      \_\_\_\_\_ SPRING 2013      \_\_\_\_\_ FALL 2012 & SPRING 2013 (full year)

			Gender:  Male      Female
Last Name	First Name	Middle Name	

Permanent Home Address (do not use your address at school)

City	State/Province	Country	Postal Code

Day Phone Number	Night Phone Number	Fax	E-mail address

Date of Birth ( <b>MONTH/DAY/YEAR</b> )	Place of Birth (City and Country)

Nationality	Passport Number

University you currently attend	Field of Study/Major	Grade Point Average

Academic Status:	<input type="checkbox"/> Undergraduate: (please circle correct option) freshman (1 <sup>st</sup> year)      sophomore (2 <sup>nd</sup> year) junior (3 <sup>rd</sup> year)      senior (4 <sup>th</sup> year)	<input type="checkbox"/> Graduate
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Are there health concerns of which Florida International University (FIU) should be aware?

**Please list persons to contact in case of emergency:**

Name:	Relation:
Address:	
Home Telephone:	Business Telephone:
Fax Number:	Email:

Name:	Relation:
Address:	
Home Telephone:	Business Telephone:
Fax Number:	Email:

May we share your email address with FIU students who are interested in attending your university as an exchange student and with other incoming exchange students? YES \_\_\_\_\_ NO \_\_\_\_\_

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Endorsement of International Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed applications should be submitted to your university's International Exchange Office for endorsement, and then be forwarded to:

Office of Study Abroad  
 Florida International University  
 Modesto A. Maidique Campus, PC 113  
 11200 SW 8th Street  
 Miami, FL 33199  
 Attn: Susy Gómez  
 Phone: +1 (305) 348-1913  
 Fax: +1 (305) 348-1941  
 E-mail: [sugomez@fiu.edu](mailto:sugomez@fiu.edu)

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD**

**DECLARATION OF FINANCES**

*(This report is confidential)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
University: \_\_\_\_\_ Country: \_\_\_\_\_

Florida International University is required by the United States Office of Immigration to carefully check the financial resources of each student prior to issuing the DS-2019. The DS-2019 form will be mailed to your university. Please complete this form and attach the appropriate documentation. It is important that all questions be completed and accurately answered to avoid unnecessary delays in processing. Furthermore certified original letter(s) must accompany this form. **Original letter(s) must come from your bank, government or an organization or association, depending on which of the categories you have checked below.** The letter(s) must verify that the amount specified for your needs (in your annual estimate of costs) is available for your studies. The letter(s) must verify all statements checked below. **LETTER(S) MUST BE IN ENGLISH AND FIGURES MUST BE STATED IN US CURRENCY.**

\_\_\_\_\_ I am planning to support myself through personal savings. I have attached a certified letter from my bank which verifies that I have US \$ \_\_\_\_\_ in my personal bank account, enough to support myself through my semester at Florida International University.

\_\_\_\_\_ My parents or a sponsor living outside the US will support me. I have attached a certified letter from my parent's /sponsor's bank which verifies that US \$ \_\_\_\_\_ are available for my study at FIU. Also, attached is a certified letter which verifies my parent's /sponsor's commitment to make these funds available to me. (If your parents and/or sponsor is a US citizen, please provide documentation.)

\_\_\_\_\_ My government is sponsoring my studies. I have attached a certified letter from my government which verifies that US \$ \_\_\_\_\_ are available for me to study at FIU.

\_\_\_\_\_ I will be supported by an award which I will be receiving from \_\_\_\_\_. The amount of this award is US \$ \_\_\_\_\_. I have attached a certified letter, which verifies its commitment to support me in my studies at FIU.

\_\_\_\_\_ In case of an emergency, I will have other sources available.

Name of other source(s): \_\_\_\_\_

Amount Available: US \$ \_\_\_\_\_

I certify that the total amount of funds available to me for my semester studying at Florida International University is \_\_\_\_\_.

I further certify that all the information provided by me on this form is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Officer's Signature (Please stamp with bank seal)

\_\_\_\_\_  
Date

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD**

**DECLARATION OF FINANCES - ESTIMATE OF COSTS**

The following is an annual estimate of costs for 2012-2013 at Florida International University.

<b>Cost</b>	<b>Per Year</b>
Tuition and fees	<i>waived</i>
Student ID	\$10.00
UP housing average	\$8,600.00
meal plan	\$3,400.00
books and supplies	\$1,100.00
health insurance	\$1,905.00
maintenance	\$4,500.00
<b>Total per year</b>	<b>\$19,515.00</b>
<b>Total per semester</b>	<b>\$ 9,757.50</b>
Total per month	\$2,427.00

**The above costs are based on current costs and subject to change.** Prices may vary with choice of accommodation. It is estimated that an additional \$1,000 is needed for the first month to cover deposits and settling expenses.

**“Maintenance” includes costs for transportation, clothing and incidentals. This budget assumes that students will not have a car. Room cost is based on average housing options available to ISE students at the Modesto A. Maidique Campus.**

**INSTRUCTIONS**

1. All bank, scholarship and sponsor letters must be **originals** with **original signatures** (copies or faxes will not be accepted). They must **specify the amount of funding** available to you in **U.S. currency**. They must be **current** (dated ***no more than two months prior to*** the application deadline) and in **English**.
2. **Your name** must appear on bank, scholarship and sponsor letters.
3. The funding you demonstrate **must be sufficient** to meet the costs of attending FIU, for the academic year or one semester, as specified above.
4. The bank letter should resemble the sample letter attached.

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD**

**SAMPLE BANK LETTER –  
THIS IS AN EXAMPLE ONLY!  
PLEASE DO NOT WRITE YOUR INFORMATION ON THIS LETTER!!**

**SAMPLE**

Date

To Whom It May Concern:

We are pleased to recommend Mr./ Ms (name) who intends to enroll in your Institution.

Mr./Ms (name) is the son/daughter of Mr. and Mrs. (name) who have been excellent clients of our Bank for the past xxxx years. Mr. and Mrs. (name) have maintained an account with our bank. Their current account balance is (amount in US dollars). Based on our long term business relationship with Mr. and Mrs. (name) and their consistently satisfactory account balance, we feel certain that they can provide the economic support needed to finance their son's/daughter's education.

If we can be of further assistance to you in this regard, please do not hesitate to give me a call at (appropriate contact information)

Sincerely,

**SAMPLE**

Executive President

***The letter must:***

- *Be in English*
- *Show the amount of funds available in US dollars*
- *Have bank seal*
- *Be signed by a bank representative.*



**FLORIDA INTERNATIONAL UNIVERSITY**  
**OFFICE OF STUDY ABROAD**

**RELEASE OF INFORMATION FORM**

I authorize and request the Office of the Registrar and Records at Florida International University to report my registration for courses, credits and grades to the Office of Study Abroad at FIU each academic year as long as I am on an inter-institutional exchange program established between Florida International University and the

\_\_\_\_\_  
(name of your university)

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD**

**EXCHANGE STUDENT'S NOTICE OF UNDERSTANDING AND AGREEMENT**

I acknowledge that the submission of this application to the Office of Study Abroad (OSA) does not guarantee my enrollment into the International Exchange Program. I will await Florida International University's acceptance into the program before making travel or other arrangements. I understand that if I am accepted, I will be responsible for the cost of travel, health insurance, accommodations, food, personal expenses and a \$10.00 Student ID fee.

I have carefully read this document before signing it. I certify that the Office of Study Abroad at Florida International University (FIU) has provided me with adequate information specifying the academic and procedural requirements of the International Student Exchange program at FIU. I further understand and agree to fulfill all the academic and procedural requirements of the Student Exchange Program at FIU.

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD  
RELEASE AND ASSUMPTION OF RISK**

I, \_\_\_\_\_, the undersigned, being of legal age, in consideration of my acceptance in the International Student Exchange Program (“Program”) offered by Florida International University do hereby acknowledge, agree and promise the following:

I have voluntarily chosen to participate in the Program because of the learning and cultural experiences I will gain through study in a foreign country. I accept full responsibility for all cost and expenses associated with my participation in the Program.

I shall be bound by the terms, conditions and obligations of the Program, including those related to fee payment, registration for courses and refund policies. My failure to comply with the terms of the Program or to conduct myself in a fitting manner may result in termination of the privilege to participate in the Program.

I acknowledge that Florida International University requires all international exchange students to live on campus at the Modesto A. Maidique Campus only. I will coordinate the submission of housing applications, agreements, and payment with the Program coordinator who will act as a liaison between the Housing Office and myself until I arrive on campus. I am fully responsible for all deadlines, payments, and fees associated with the Housing Office at Florida International University.

I acknowledge that in the course of my participation in the Program, and related activities, I may be exposed to risk inherent in travel to a foreign country and living in an urban environment and that some of these risks, that may be unknown to me, may result in property damage or loss, as well as personal or bodily injury which could be painful, permanently disfiguring, debilitating, and even fatal. I voluntarily assume these risks, known and unknown.

I, for myself, my heirs, executors, administrators and assigns release, waive, discharge and relinquish, and agree to hold harmless Florida International University Board of Trustees, Florida International University, State of Florida, the Florida Board of Education as successor to the Florida Board of Regents and their respective trustees, directors, officers, instructors, agents or employees, from and against all claims and causes of action which may arise from my participation in the Program and its related activities, whether the same should arise by reason of the negligence of anyone participating in the Program or its related activities, and agree that under no circumstances will I or anyone claiming through me, prosecute or present any claims for personal or bodily injury, property, damage or loss, or wrongful death against Florida International University Board of Trustees, Florida International University, State of Florida, the Florida Board of Education as successor to the Florida Board of Regents, and their respective trustees, directors, officers, instructors, agents or employees.

I, undersigned, being 18 years of age or older, have read this Release and Assumption of Risk and understand all its terms, I execute it voluntarily and with full knowledge of its significance.

**Program Participant:**

**Witness:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD**

**FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD  
HOUSING PAYMENT INSTRUCTIONS**

**Forms of payment accepted to pay for housing agreement fee and housing contract**

- 1- Traveler checks in US dollars – make sure they are signed in all the appropriate places
- 2- Money order or check in US funds (must have a corresponding bank in the US)
- 3- Wire transfer

If you wish to pay the **application fee** or **housing contract** by using a **wire transfer** please use the instructions below. **NOTE: Make sure to indicate that the wire transfer is to pay for Housing.**

**\* IMPORTANT: Please send a copy of the receipt to Office of Study Abroad.**

<b>WIRE TO:</b>	Bank of America
<b>ROUTING # / ABA # OR SWIFT CODE</b>	0260-0959-3 BOFAUS3N ( International Wires)
<b>CITY:</b>	Charlotte
<b>STATE:</b>	North Carolina
<b>COUNTRY:</b>	U.S.A.
<b>ACCOUNT NAME:</b>	Florida International University
<b>ACCOUNT NUMBER:</b>	00-159-561-4027
<b>SPECIAL INSTRUCTIONS:</b> <b>Important: this information allows for proper credit of your wire</b>	Please include the following: 1. Student's Panther ID 2. Student's Name 3. Purpose of wire (Housing, Tuition, ELI, etc...)

Please note that Housing application/agreement and \$100.00 non-refundable application fee need to be submitted with the application package. After your room assignment has been made, Housing will issue an invoice with your assignment information and it will be forwarded to you by the Office of Study Abroad.

To pay for **your semester on campus** once you are assigned to Housing, please **mail a copy of the invoice** and payment (if travelers checks or check) via mail to:

Office of Study Abroad  
Attn: Susy Gómez  
Florida International University  
Modesto A. Maidique Campus – PC 113  
11200 SW 8<sup>th</sup> Street  
Miami FL 33199

You may also email a scanned copy of your wire transfer payment to [sugomez@fiu.edu](mailto:sugomez@fiu.edu).

**INTERNATIONAL STUDENT EXCHANGE COURSE REGISTRATION REQUEST FORM\* FALL 2012**

**Name:** \_\_\_\_\_

**Panther ID:** \_\_\_\_\_

Applicant's level of study:    undergraduate ☐    postgraduate ☐    doctoral ☐

FIU Course Catalog Number	FIU Course Title	FIU Class Number (For registration)	Number of FIU Credits
			<b>Total Credits:</b> _____

\* Due to unexpected course cancellations and/or courses being filled to capacity, the university cannot guarantee that you will be enrolled in your first choice of courses. Please select alternate courses so that we may accommodate your request as best as possible. See pages 3 and 4 for instructions.

**Sending Institution:**      We confirm that the proposed courses are approved for the above named student.

**Departmental Coordinator's Signature and Seal**

\_\_\_\_\_

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

Date: \_\_\_\_\_

**Institutional Coordinator's Signature and Seal**

\_\_\_\_\_

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

Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**INTERNATIONAL STUDENT EXCHANGE COURSE REGISTRATION REQUEST FORM\* SPRING 2013**

**Name:** \_\_\_\_\_

**Panther ID:** \_\_\_\_\_

Applicant's level of study:    undergraduate ☐    postgraduate ☐    doctoral ☐

FIU Course Catalog Number	FIU Course Title	FIU Class Number (For registration)	Number of FIU Credits
			<b>Total Credits:</b> _____

\* Due to unexpected course cancellations and/or courses being filled to capacity, the university cannot guarantee that you will be enrolled in your first choice of courses. Please select alternate courses so that we may accommodate your request as best as possible. See pages 3 and 4 for instructions.

**Sending Institution:**    We confirm that the proposed courses are approved for the above named student.

**Departmental Coordinator's Signature and Seal**

\_\_\_\_\_

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

Date: \_\_\_\_\_

**Institutional Coordinator's Signature and Seal**

\_\_\_\_\_

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

Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_