

FLORIDA INTERNATIONAL UNIVERSITY  
OFFICE OF STUDY ABROAD – INTERNATIONAL STUDENT EXCHANGE PROGRAM

**PROGRAM DATES AND APPLICATION DEADLINES:**

**FALL OR ACADEMIC YEAR: (August 20, 2020 –December 12, 2020)**  
**SPRING (January 7, 2021 – May 1, 2021):**

**MARCH 15<sup>TH</sup>**  
**SEPTEMBER 1<sup>ST</sup>**

**NOTE:** Students **MUST** arrive **on campus** by the Thursday before classes begin (dates listed above), as that is the date for housing check-in. This will allow you to be ready for the **Mandatory International Exchange Student Program Orientation** the following day. Students will need to arrange their own transportation to FIU upon arrival in Miami. More details with finalized exact dates will be listed on the acceptance letters.

**DUE UPON NOMINATION BY HOST INSTITUTION:**

**FIU NON-DEGREE SEEKING STUDENT APPLICATION FORM**

Please complete the online Non-Degree Seeking Application at: <https://go.fiu.edu/studentexchange>. This is the form FIU uses to establish you as a student in the registration system and to generate a **Panther ID** number. You are not responsible for the \$30 fee. **Please enter your name as it appears in your passport** and enter your home address abroad; do not input your school address (detailed instructions on page 2)

**DUE BY THE APPLICATION DEADLINE:**

**FIU INTERNATIONAL STUDENT EXCHANGE (ISE) APPLICATION**

The ISE application is fully online. Therefore all required documents (noted on page 2) must be submitted to your online application. Applications will not be considered, nor will acceptance decisions be made, until all documents are received. **Detailed instructions on all the application requirements are located within the application portal.**

**INSTRUCTIONS FOR CREATING YOUR ONLINE EXCHANGE APPLICATION:**

1. Go to <https://abroad.fiu.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=10203>
2. Click on "Apply Now"
3. Select "I do not have login credentials to this site"
4. Create account by entering personal information.
5. Go to your email to gain access to your automated credentials.
  - a. **NOTE:** Make sure to click on the General Non-Panther ID login link
6. This will take you to a page and now select "I have login credentials to this site that I received by email"
7. Create security questions and answers
8. Create New Password
9. Select the term you want to apply to
10. Complete the required items by the deadline

**\*\*To log back in after creating an application, simply go to [abroad.fiu.edu](https://abroad.fiu.edu) and click on 'Non- FIU login' and use the credentials you previously created**

## LIST OF EXCHANGE APPLICATION REQUIREMENTS:

- Application Questionnaires (3)
- OFFICIAL University Transcripts (must be translated to English)
- Photocopy of the passport page containing picture and personal information
- Declaration of Finances form
- Funds availability Letter in English
- Student Health Services Immunization Records Form
- Evidence of English Fluency (TOEFL – PBT 550 / IBT 80; or IELTS – 6.5)
- Release of Information Form
- Signature Documents (2): Exchange Student's Notice of Understanding and Agreement & Release and Assumption of Risk

## DUE AFTER YOUR ACCEPTANCE:

- Health Insurance Enrollment Form and Payment \*
- Housing Agreement and \$100 Fee
- Course Selection Form
- Flight Information Form

\* **NOTE:** As an exchange student, you are *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 \$800 per semester or \$1600 for the entire academic year.

## NON-DEGREE SEEKING APPLICATION FORM INSTRUCTIONS

The Non-Degree Seeking Application is the form FIU uses to establish you as a student in the registration system and to generate a **Panther ID** number. As you complete your ISE application and supporting documents, please leave any spaces requiring your Panther ID blank.

The newly updated Non-Degree Seeking Application for visiting students is done online at <https://go.fiu.edu/studentexchange>. You will need to register on the site in order to create your application, and this will allow you to save and go back to your application.

### Application Tips:

- Required sections are noted with an asterisk (\*).
- For "Visa Information," please select "**J-1**" because you will study under a J-1 visa.
- In the "Applicant Interest" section, make sure to mark:
  - o "Exchange Student" for "Admit Type"
  - o "International Student Exchange" for "Academic Plan"

If you have questions as you complete your Non-Degree Seeking Application, feel free to contact us. When your Non-Degree Seeking Application is processed by FIU, you will receive an email and have access to your Panther ID. **Please keep in mind that this does not constitute an acceptance into the ISE program.** You will need to wait for your official decision letter from FIU's Office of Study Abroad.

## 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 your Non-Degree Seeking form has been processed, FIU will send you a 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 "Sign In" 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 DDMonYYYY.** For example, if you were born September 13, 1985, your password will be 13Sep1985. *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), Firefox, Chrome, or Safari (for Mac computers). Please note that access to University administrative systems are effective only when using IE 9 and above, Firefox 17 and above, or Chrome 24 and above for Windows-based computers, or Safari Version 5 and above for Mac systems. If you are unsure which version of these your computer has, just click on 'Help' when using the browser.

If you have an older version of Internet Explorer, you can download the one you need to use for PantherSoft from the Division of Information Technology page at <https://it.fiu.edu/>; click on 'Hardware and Software' 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/myFIU 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 a web-based system, 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.

FIU has prepared basic instructions that will help you navigate the system. You can access them at: <https://panthersoft.fiu.edu/students/>.

### **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 email 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 emails from being rejected due to lack of space in your Inbox.

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>.

### **Questions and Contacts**

**IF YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION OR APPLICATION PROCESS, PLEASE CONTACT MS. AUTUMN BRUCATO AT (305)348-1913 OR AT [ABRUCATO@FIU.EDU](mailto:ABRUCATO@FIU.EDU).**