



## FLORIDA INTERNATIONAL UNIVERSITY OFFICE OF EDUCATION ABROAD – INTERNATIONAL STUDENT EXCHANGE PROGRAM

### **PROGRAM DATES:**

**FALL OR ACADEMIC YEAR: (August 19, 2021 –December 11, 2021)**  
**SPRING (January 6, 2022 – April 30, 2022):**

### **APPLICATION DEADLINES:**

**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 Student Exchange 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
- Course Selection Form

## APPLICATION VIDEO TUTORIALS:

There are a series of **three application videos** you have **private access** to on our website, which can be accessed at the following link: [FIU ISE Application Video Tutorials](#)

This page is password protected and the password is: **FIUExchange**

**Please don't share the Application Video Tutorial page with anyone, as this is authorized information ONLY for students nominated to the exchange.**

## DUE AFTER YOUR ACCEPTANCE:

- Health Insurance Enrollment Form and Payment \*
- Housing Agreement and \$100 Fee
- 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:
  - “Exchange Student” for “Admit Type”
  - “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 Education 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 Education 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.*** After you log in for the first time, you will be prompted to change your password.

### Your PantherSoft/myFIU Account

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.

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; this includes important billing information that will be automatically disseminated by the PantherSoft System.

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 THE OFFICE OF EDUCATION ABROAD AT (305)348-1913 OR AT [EDABROAD@FIU.EDU](mailto:EDABROAD@FIU.EDU).**