

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

Nomination Process/Non-Degree Seeking Application

FIU and its partner universities must agree on how many spaces are available in the exchange program in a particular year. Once this is done, the home university can nominate their student(s) to FIU. When FIU accepts the nominations, your students will be able to complete their Non-Degree Seeking Applications.

FIU uses the Non-Degree Seeking Application to enter students in the FIU registration system and generate a **Panther ID** number. The Non-Degree Seeking Application is only *part* of the ISE application process. As students complete their ISE application and supporting documents, they should leave spaces requiring the Panther ID blank until they have received their Panther ID via e-mail.

The **Non-Degree Seeking Application** is online at <https://go.fiu.edu/studentexchange>. Students need to register on the site in order to create their applications. This allows them to save and go back to their applications. The system is user-friendly, but if you or the students have questions as they complete their Non-Degree Seeking Application, feel free to contact us. When the Non-Degree Seeking Application is processed by FIU, your students will receive their Panther ID via e-mail. Please note that this does not constitute acceptance into the ISE program. Students must wait for an official decision letter from FIU's Office of Education Abroad regarding their acceptance.

ISE Program Dates and Application Deadlines

Exchange students are required to adhere to the dates of the ISE Program, listed below, which may differ slightly from the general FIU calendar:

Fall Semester Dates: **August 19, 2021 – December 11, 2021**

Spring Semester Dates: **January 6, 2022 – April 30, 2022**

Fall or Academic Year Deadline: **March 15th, 2021**

Spring Deadline: **September 1st, 2021**

We noticed in past years that some students purchase airfare and arrange travel plans before receiving their official acceptance packets. This has resulted in students asking for exceptions regarding their arrival, missing mandatory orientation, or having to pay extravagant amounts of money for flight changes. **Please note:** there will be **no exceptions** for students who purchase their tickets prior to receiving their acceptance packets. Because we want all of our students to succeed from the very beginning, it is crucial that they wait until they know the orientation details before making ticketing decisions.

Online ISE Application

Our application process is now completely online, which means you will not be required to mail any documents to our office. The online application process and instructions have been included in a separate document (attached to the email) that will be sent directly to the students. Please take a few minutes to thoroughly read the document to familiarize yourself with the online process. The application requirements remain the same as noted below, however all items will be uploaded by the student to the application portal.

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

NOTE: Please ensure that your nominated students first complete the Non-Degree Seeking application and then initiate their online application.

Course Selection Forms

These forms should be completed in consultation with the student's Academic Advisor at the home university. The form requires the signature of the exchange coordinator and the departmental coordinator. In some cases, this may be the same person, which is perfectly fine.

Students should select courses from the "**Class Schedule**" on my.fiu.edu. Please note that they do not need to log in to search for courses. The students should use the class schedule because it lists the courses that are actually offered in the semester that the student is attending FIU. Fall schedules are usually available by April each year, and Spring schedules are available in October.

Many students use the Course Catalog at catalog.fiu.edu to search for course information. However, please note that the FIU Catalog provides general information about the university and the courses that conform to the curricula of each academic program. It 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 a particular term at FIU.

When looking up courses in the CLASS SCHEDULE, you will find a catalog number (e.g. INR 2001) and a Class Number (e.g. 19067). When filling out the Course Registration Request Form, the student will need to include **both** the **catalog number** **and** the **class number** for each course they choose.

Insurance Enrollment

Exchange students are required to purchase the Health Insurance plan provided through FIU – this plan **cannot** be substituted or waived. The Insurance Enrollment form will be available as soon as we receive it from our insurance provider. At that point, I will send it directly your students to fill out and submit to the application portal. We will then process enrollment with the insurance company. Upon arrival at FIU, the students will receive information to access their insurance cards online.

Housing

Currently, exchange students live on campus per the stipulations of most of our exchange agreement. We strongly recommend that exchange students live on campus in order to facilitate easy class attendance, engagement in campus life, and the protection of their safety by campus security. Miami is a large, metropolitan city with limited public transportation, and FIU is not located in downtown Miami or on the beach. Transportation to/from these areas takes considerable time and money. Living on campus provides an added convenience.

Admission Process

We work with several different offices around the university as we prepare to receive our exchange students. By June, Fall and Academic Year students should receive notice of their acceptance to the ISE Program at FIU. Spring students should receive notice by late October. These initial acceptance notices are sent via e-mail, followed by official acceptance packets which are mailed to the coordinator at the home university. The acceptance packets will include arrival information and instructions for students to request their J-1 exchange visa.

Questions and Contacts

Should you have any questions at all, please feel free to contact our office at edabroad@fiu.edu.

We thank all of you for your continuous collaboration with our office here at FIU, and we are definitely looking forward to welcoming your students here in the next academic year!