



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

### **PROGRAM DATES:**

**FALL OR ACADEMIC YEAR:** (August 17, 2023 – December 09, 2023)  
**SPRING** (January 8, 2024 – April 27, 2024):

### **APPLICATION DEADLINES:**

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

**Participating Fall 2023 and AY 23-24 students MUST arrive to FIU on **August 17, 2023.****

**Participating Spring 2024 students MUST arrive to FIU on **January 4, 2024.****

**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**). For a video tutorial on the Non-Degree Application, visit our [FIU ISE Application Video Tutorials](#).

### **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. Click on "**Non-FIU Log-In.**"
4. Click on "**Create Account**" and enter your personal information, including your home institution.
5. Create a new password and click "**Register.**"
6. Select the term you want to apply to – Academic Year 2023-2024, Fall 2023, or Spring 2024.
7. 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)
- Minimum 3.0 GPA on a 4.0 scale
- 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

## DUE AFTER YOUR ACCEPTANCE:

- Proof of Health Insurance Coverage \*
- Housing Agreement and \$100 Fee
- Flight Information Form

\* **NOTE:** You will be required to purchase the health insurance per your J-1 status requirements. Students can purchase FIU’s insurance plan or alternative insurance coverage that complies with FIU requirements and visa regulations. A list of insurance providers is available on our Health Compliance website at <https://studentaffairs.fiu.edu/health-and-fitness/student-health/insurance/international-students/index.php>.

## 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 “Visiting 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 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/>. For a video tutorial on myFIU, visit our [FIU ISE Application Video 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 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 [inboundise@fiu.edu](mailto:inboundise@fiu.edu).