GUIDE FOR INCOMING STUDENTS 2012-2013

http://undergrad.fiu.edu/nse
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FIU/NSE APPLICATION

Placement at the NSE conference assures your acceptance into FIU; however an **FIU/NSE Special-Incoming Student** application (refer to ‘forms’ tab) must be completed in order to be issued a Panther ID number. In order to speed up the process of the Panther ID assignment, the FIU/NSE application must be completed, signed and returned to the NSE office immediately. Please indicate if you have a previously assigned Panther ID number with FIU. An FIU admissions application is not necessary so please do not fill one out.

NSE Office at FIU:
Jamie Perez, NSE Coordinator
Modesto A. Maidique Campus, PC 249B
11200 SW 8th Street
Miami, Florida 33199

Phone: (305) 348-1292
Fax: (305) 348-7265
E-mail: perezja@fiu.edu
Website: http://undergrad.fiu.edu/nse/

IMMUNIZATION

As a prerequisite to registration, FIU requires all students born after December 31, 1956 to present documented proof of immunity to measles (Rubeola) and German Measles (Rubella). This written document must be signed by a physician (M.D. or D.O.), a nurse practitioner or a registered nurse and stamped by the doctor’s office. Please mail or fax to the University Health Services on either campus. **FOR IDENTIFICATION PURPOSES, A PANTHER ID NUMBER MUST BE INCLUDED ON THIS FORM.** Phone calls from your physician are not acceptable.

If you have questions, contact the **FIU University Health Services Immunization Department** (www.fiu.edu/~health/immunization):

Modesto A. Maidique Campus
Phone: (305)348-2401
Fax: (305)348-3336

Biscayne Bay Campus:
Phone: (305)919-5675
Fax: (305)919-5312

FIU/University Health Complex
11200 SW 8th St. Room #101
Miami, FL 33199

FIU/University Health Center
3000 NE 151 St.
North Miami, FL 33181

Students can also e-mail questions to: immune@fiu.edu (please include "immunization" in the subject line).
TRANSCRIPTS

Unofficial transcripts should be sent to the FIU-NSE office by April 1, 2012. Official transcripts, including Spring 2012 grades should be sent directly to the FIU/NSE office as soon as possible, but no later than June 1 (unless your term ends later). If you are taking Summer- or Fall-term courses, you will also need to submit an official transcript with final grades once they are available.

HEALTH INSURANCE

NSE students are required to show proof of adequate health insurance coverage for the period of their exchange. This may be a copy of an insurance card or a letter from an insurance carrier. Please send this information directly to the NSE office.

Health insurance plans are offered by FIU, in coordination with Collegiate Risk Management for NSE students. Please note that FIU is currently undergoing negotiations for next academic year (2012-2013) premiums and plans. 2012-2013 health care plans are expected to be available by mid-July 2012. You may contact them directly at 1-800-922-3420 or www.collegiaterisk.com for further information and details. You may also refer to FIU’s Health Services web-site at www.fiu.edu/~health.

- **Canadian students** have additional health insurance requirements. Please refer to the section on Canadian students for more details.
- **International students** (F-1 Visa) from U.S. Institutions are required to:
  1. Purchase FIU’s International Health Insurance Plan @ http://www2.fiu.edu/~health/internationalStudent.htm
  2. Complete the *Alternate Health Insurance Compliance Form* found on http://www2.fiu.edu/~health/internationalStudent.htm. Including your FIU Panther ID#, this form should be completed by your current insurance company and sent to the UHS department by **July 1st:**
    - FIU’s University Health Services Complex
    - Attn: Roxanne M. Baragaño
    - University Health Services
    - 11200 SW 8th St. Room #135
    - Miami, FL 33199

**IMPORTANT…PLEASE IDENTIFY on the form your NSE participation.**
A denial of this form implies only that the policy presented does not meet the minimum criteria established by FIU with respect to specific medical insurance coverage for registration and/or enrollment. Thus, you will be required to

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purchase FIU’s International Health Insurance Plan prior to processing your registration with FIU.

Please email your questions regarding FIU’s International Health Insurance requirements to insure@fiu.edu.

UNIVERSITY HEALTH SERVICES

University Health Services (UHS) provides professional, accessible, and cost-effective primary care services to registered students at FIU. Health Services fees are included each semester in your tuition fees. Some services include, but are not limited to: routine medical exams, physical exams, family planning consultation and individual medical consultations. Further services are available for a nominal fee. Such services include, but are not limited to: immunization, laboratory tests, EKG tests, sexually transmitted diseases testing and treatment, vision screening, prescription and over-the-counter medications at the Pharmacy. Please refer to the following link to inquire about specific services provided by UHS: http://www.fiu.edu/~health/clinical/index.html. You may reach the Modesto A. Maidique UHS office at (305) 348-2401 and Biscayne Bay UHS office at (305) 919-5620 with further inquiries.

FIU ACTIVITY FEE

A $70 activity fee is required for all NSE students attending FIU. This is an entirely separate fee from any NSE fees you paid at your home school, and helps to pay for FIU’s costs of running the NSE program activities.

A check or money order (no cash or charge) for this fee, payable to FIU/NSE, must be received along with your FIU/NSE application by July 1st. Your FIU registration and/or transcript request may be affected if this fee is not paid to the FIU-NSE office by the required deadline. International/Canadian checks/money-orders must be drawn from a U.S. bank; otherwise we will not accept your payment.

HOUSING/MEAL PLANS

- **ON-CAMPUS HOUSING:** On-campus housing is limited and NOT guaranteed!!!

The 2012/2013 Housing Agreement is found online at http://www.housing.fiu.edu/. It is your responsibility to review your housing needs and financial resources before signing this
agreement. Please be sure to review the Terms and Conditions of the Housing Agreement. Please print and complete the housing agreement form to apply for on-campus housing (you must include your Panther ID on your application). Housing Agreements and deposit must be mailed to the FIU-NSE Office by the priority deadlines listed below. Otherwise, NSE Housing assignments cannot be processed with priority.

**Priority Housing Assignment deadlines for NSE students are as follows:**

- **Fall 2012 only:** April 1, 2012
- **Full Year exch. (Fall & Spring):** April 1, 2012
- **Spring 2013 only:** September 1, 2012

Pay close attention to the housing agreement and cancellation policies. Please note that the housing agreement is for both Fall and Spring semesters (one year). If you apply for on-campus housing but change your mind, you must cancel the agreement by the indicated deadlines of the cancellation policy (June 30th) or you will be assessed all fees for the entire term. This also applies if you are only attending for Fall, and you need to cancel the Spring part of the contract (since all contracts are for one year). Please pay attention to deadlines!

**Do not forget to include your FIU Panther ID on your housing agreement form; otherwise your application will not be processed.**

FIU offers on-campus housing at two different campuses, *Modesto A. Maidique and Biscayne Bay*. If your major is Journalism and Mass Communication or Hospitality and Tourism Management, you will probably want to select the Biscayne Bay campus. Otherwise, the Modesto A. Maidique campus should be suitable. Please refer to the Housing and Residential Life Brochure for further details about accommodations on the two campuses.

Florida law requires that students residing on-campus must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or completion of a waiver for each of these vaccines. You must submit a Hepatitis B/Meningitis vaccination waiver or proof of vaccinations at the time you apply for housing (this is part of their application). You may also refer to [www.fiu.edu/orgs/housing](http://www.fiu.edu/orgs/housing) for further details.

Refer to the academic calendar below for housing check-in dates. Early housing check-in is available to NSE students for an additional fee of approximately $20-$40 per day, depending on room type. Additional fee is payable by check or money order upon arrival.

All students in university housing complexes need to obtain a current semester housing parking decal from the Department of Parking and Traffic (parking.fiu.edu.). This is in addition to the FIU parking decal that all students must obtain, and you need to ask for it
when you go to Parking and Traffic to pick up the parking decal. This decal allows the vehicle to be parked legally in student housing areas. This decal is valid for the current semester only. This housing sticker should be affixed to the left or right side of the current FIU student parking decal.

For off-campus housing please refer to the Commuter Student Services Forum web-site at http://classifieds.fiu.edu.htm.

- MEAL PLANS:

Some housing plans at Modesto A. Maidique campus include meal plans. The Meal Plan Agreement can be downloaded at www.fiu.edu/orgs/housing. Meal plans may be purchased separately if you select a room that does not include meals. Please refer to the Panther Dining web site www.pantherdining.com for detailed dining information.

ACADEMIC CALENDAR  
http://registrar.fiu.edu/index.php?id=88

FALL SEMESTER 2012 (Tentative Dates!)

April 9 – May 7  Priority NSE Fall-term Registration (online).
July 16  Registration system reopens for Fall 2012.
August 3  Online Registration must be finalized; NSE Tuition waivers will be processed.
August 16*  Early Housing check-in for NSE students (9 AM – 5 PM).
*Additional fee required
August 17  NSE Orientation (Required!).
           International Student Immigration Orientation (both campuses).
August 17 – 19  Official Housing check-in (9AM - 6 PM).
August 19  Last day to register w/out incurring a $100 late fee.
August 20  Classes begin
August 27  Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring a financial liability.
August 28  Last day to pay tuition; Payment Plan 1st installment due (Plan A students).
August 29  $100 late payment fee assessed if full tuition payment not made.
September 3  Labor Day Holiday (University Closed).
September 14  Last day to withdraw (all courses) from the University with a 25% refund of tuition.
October 5  Last day to pay 2nd installment for payment plan (Plan A students).
October 29  Deadline to drop a course with a DR grade.
           Deadline to withdraw from the University with a WI grade.
November 12  Veterans’ Day Holiday (University Closed).
November 22 & 23 Thanksgiving Holiday (University Closed).
No Saturday classes.
December 3 - 8 Final week of the semester - modified class schedules.
December 8  On-campus exams for on-line courses.
December 13 Grade reports available to students by web.
Dec. 31 – Jan. 1 Tentative Winter Break (University Closed).

**SPRING SEMESTER 2013 (Tentative Dates!)**

| Nov 2012 | Priority NSE Spring-term Registration (online). |
| December 10 | Online Registration must be finalized; NSE Tuition waivers will be processed. |

Dec. 31 – Jan. 1 Tentative Winter Break (University Closed).
January 4  International Student Immigration Orientation (both campuses).
January 4 - 6  Official Housing check-in (10AM - 4 PM).
January 6  Last day to register w/out incurring a $100 late fee.

**January 7**  Classes begin.
January 8  **NSE Orientation** (Modesto A. Maidique Campus only).
January 9  **NSE Orientation** (Biscayne Bay Campus only).
January 15  Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring a financial liability.

**January 16**  Last day to pay tuition; Payment Plan 1st installment due (Plan A students).
January 17  $100 late payment fee assessed if full tuition payment not made.
January 21  Martin Luther King Holiday (University Closed).
February 1  Last day to withdraw (all courses) from the University with a 25% refund of tuition.
February 22  Last day to pay 2nd installment for payment plan (Plan A students).
March 11 - 16  Spring Break.
March 18  Deadline to drop a course with a DR grade.
  Deadline to withdraw from the University with a WI grade.
April 22 - 27  Final week of the semester - modified class schedules.
April 27  On-campus exams for on-line courses.
May 2  Grade reports available to students by web.
ALL ADVISING MUST BE DONE AT YOUR HOME CAMPUS. YOU DO NOT HAVE AN ADVISOR AT FIU BECAUSE WE DO NOT KNOW WHAT YOUR UNIVERSITY WILL COUNT FOR TRANSFER CREDITS. YOU SHOULD MEET WITH YOUR HOME UNIVERSITY ACADEMIC ADVISOR IN ORDER TO PLAN WHICH COURSES AT FIU WILL TRANSFER BACK. COURSE DESCRIPTIONS ARE AVAILABLE FROM THE ONLINE FIU UNDERGRADUATE CATALOG AT: http://catalog.fiu.edu/ OR http://my.fiu.edu (UNDER ‘ENTERPRISE MENU’ THEN ‘CAMPUS SOLUTIONS’).

CREATE A PANTHERSOFT PASSWORD

PANTHERSOFT: FIU student system through which registration, financial aid, student info, records, and transcripts can be accessed.

Panther ID numbers will be assigned by the NSE office once your FIU/NSE (Special-Incoming Student) Application is received by us. Once you have your Panther ID number, follow the steps below to create your password. Please remember to write down your Panther ID and Password in a secure place.

STEPS:
1. Go to myFIU (http://my.fiu.edu)
2. Sign on with your Panther ID number and your default password which will be your date of birth (8-digit number, with no slashes, format is MMDDYYYY). Example: if your D.O.B. is January 1, 1987, you enter 01011987 as your default password.
3. Next you will see the following message: “your password is expired, click here to change your password”. Click on this message to change your password.
   Note: Going through www.fiu.edu and clicking on “Current Student > Registration, Class Schedule or Online Registration” will send you to myFIU too!!

UTS (University Technology Services) maintains and supports FIU Student Accounts. You can reach the UTS Support Center, a one-stop for technology support, by contacting their Call Center at (305)348-2284, or online at http://uts.fiu.edu.
NSE students will register online with priority during the scheduled registration period (see academic calendar above for specific dates). Students must have an active Panthersoft account including a Panther ID number and password for online registration.

“Student Tutorials” to learn how to use our registration system can be found on http://panthersoft.fiu.edu/.

How to view open class schedule / Online Registration Steps:
1. Go to myFIU (http://my.fiu.edu)
2. Sign on to Panthersoft with your Panther ID and Password
3. In the “Academics” box, click on “Search” to view Class Search Page
4. Select term of interest (Fall 2012) or (Spring 2013)
5. Select session as “regular academic session”
6. Input course information from the FIU catalog [www.fiu.edu/orgs/register/catalogs or http://my.fiu.edu (in My Menu box)]. Example: ENC1101 (Freshman Composition), ENC = Subject and 1101 = Catalog Number
7. Click on “Search” (you may want to use the additional criteria to limit your search, such as select campus)
8. Click on the vertical scrollbar to view all the course sections (search results)
9. Click the “Select Class” button to add the desired class to your schedule
10. Click on the “Next” button to search for further classes
11. When done searching, click on the “Finish Enrolling” button
12. Click on the “My Class Schedule” button to retrieve your final schedule…pay attention to payment deadlines!

Exchange students are responsible for providing adequate proof of pre-requisites with course descriptions and/or official transcripts from their home school in order to register for courses within their major of study. If you identify from our course catalog classes with pre-requisites, please contact me, Jamie Perez, with ANTICIPATION so I can further assist you with contacting the academic department and registering for those courses.

Exchange students may enroll for courses offered at both FIU campuses, Biscayne Bay and Modesto A. Maidique. Keep in mind that the travel time between the two campuses is at least 50 minutes, depending on traffic. The Golden Panther Express Shuttle is a bus service that runs approximately every hour between the two campuses, Monday through Friday. Please note that a charge of $2.50 (one way trip) for the Golden Panther Express Shuttle is automatically deducted from your FIU One Card. Money can be added to your card near the bus pick-up at the FIU One Card office located in the Gold Garage on the
Modesto A. Maidique Campus from 8am-6pm. At the Biscayne Bay Campus you may purchase your tickets at the Information Desk in the Wolfe University Center. Please refer to http://parking.fiu.edu for the shuttle schedule or contact the FIU Department of Parking and Transportation at (305)348-3616 for more information. Tickets for Miami-Dade buses may be purchased by CASH only at the Department of Parking and Transportation at Modesto A. Maidique Campus and the Wolfe University Center Information Desk at Biscayne Bay Campus. For information on Miami-Dade County buses, please visit: www.tri-rail.com.

CREATE YOUR FIU E-MAIL ACCOUNT

It is important to use your FIU-Email account because you will receive important University-related and NSE information (housing assignments, financial aid, etc…).

To acquire your FIU-Email username and password, go to http://panthermail.fiu.edu. Click on “Students: Lookup Student Email Address / Password” on the left-hand side of the page and follow the indicated instructions.

UTS (University Technology Services) maintains and supports FIU Webmail. You can reach the UTS Support Center, a one-stop for technology support by contacting their Call Center at (305)348-2284, or online at http://uts.fiu.edu.

FIU ONE CARD

Once you have an FIU class schedule, you are eligible to obtain your FIU One card. Please visit or contact the campus ID Office at Modesto A. Maidique campus Gold Garage-1st floor, (305)348-3910 or Biscayne Bay campus, Room WUC 143, (305)919-5406 for further assistance. You must present proof of your class schedule (including panther ID number) and valid photo Identification (passport, driver’s license, etc…). Other school ID cards may NOT be used as a valid photo ID. Your FIU One Card will provide a debit application to facilitate the electronic payment of on-campus purchases.

There is a $10 ID fee for all students. This will automatically be assessed to the tuition & fees for NSE students on plan-A. NSE students on plan-B must pay this $10 directly to the cashiers/Bursars office: Modesto A. Maidique campus PC 120 and Biscayne Bay campus ACI 140.
STUDENT PARKING DECAL

A parking decal or permit is required to park any vehicle on-campus, including motorcycles. The cost of a parking decal is already included each semester in your tuition fees. You should obtain a decal online at http://parking.fiu.edu or visit the Department of Parking and Transportation at either of our campuses. You may contact them directly at Modesto A. Maidique campus (305) 348-3615 or Biscayne Bay campus (305) 919-5558.

The following is required to obtain a parking decal:
1. FIU paid schedule/registration schedule
2. Valid vehicle registration
3. Photo ID or Panther ID
4. Panther ID number (also included on your schedule)
(For students in housing, please refer to additional decal info in the Housing section of this booklet)

PLAN A TUITION

Plan A students pay FIU in-state tuition/fees. This is a manual process. To waive your out-of-state portion of the tuition, please have your schedule finalized by August 3, 2012 for Fall semester and December 10, 2012 for Spring semester. If you make any changes to the number of credits after these dates, please contact me, Jamie Perez, so I can have the tuition adjusted accordingly.

All tuition payments are due by the University’s payment deadline. Please refer to the academic calendar for specific dates/deadlines. For a $15-per-term fee, FIU now offers a payment plan in which will allow you to pay off your tuition balance in two installments.

If you are applying for financial aid, it will go through FIU. If you have not submitted the Free Application for Federal Student Aid (FAFSA) do so immediately. You will need to list FIU as one of your institutions. FIU’s federal school code is: 009635. If FIU is not listed on your FAFSA, FIU will not receive your Student Aid Report (SAR).

Patricia Abreu will serve as the FIU-NSE financial aid liaison. She may be contacted at abreup@fiu.edu. The telephone number is (305) 348-7272; however, I recommend that you contact her by email. Please note that you must have an active FIU-NSE Panther ID in order to receive a Financial Aid package from FIU.
PLAN B TUITION

Students on Plan B pay tuition and fees (except the FIU ID fee) to their home school. This is a manual process at FIU. To waive all FIU tuition and fees, please have your schedule finalized by **August 3, 2012** for Fall semester and **December 10, 2012** for Spring semester. If you make any changes to the number of credits after this date, please contact me, Jamie Perez, so I can have the tuition adjusted accordingly.

**Student on Plan B must show proof that they have paid the necessary tuition/fees to their home institution (paid schedule or receipt).** If your fees are paid through financial aid, you must submit your award letter. This must be done **one week before** the FIU deadline to pay for courses. Please refer to the academic calendar included in this guide for specific deadline dates.

Students on Plan B apply for financial aid (if applicable) at their home institution. You **may not** apply for financial aid through FIU if you are on Plan B.

A **$10 ID fee** is charged to all students at FIU, including Plan B NSE students. When you arrive on campus, please visit the Cashier’s office to make this payment. Failure to do so will place a financial hold on your account. At the Modesto A. Maidique campus, the Cashier’s office is located in PC 120, and at the Biscayne Bay campus in ACI 140.

HOUSING / TUITION DEFERMENTS

**HOUSING:**
Housing payments are due by the payment due date found on your housing agreement, regardless of your tuition plan. Deferment for Financial Aid recipients for full or partial payment of Fall or Spring Housing fees may be requested by submitting a copy of your official notification of financial aid award, along with a completed fee deferral request form ([www.fiu.edu/orgs/housing](http://www.fiu.edu/orgs/housing)) including the number of credit hours you are expecting to take each semester at FIU and the tuition rate that you will be paying to your Home/Host school. Submit deferral request to Susy Sanchez (xsanchez@fiu.edu) at: FIU, Housing Office, 121 Modesto A. Maidique Towers, Miami, Florida 33199. **IMPORTANT!** If neither payment nor housing deferment form is received by your payment due date, your bed space will be released and reassigned to another student.
ARRIVAL:

It is recommended that NSE Students arrive at one of the following airports: Miami International Airport (MIA) or Fort Lauderdale Airport (FLL). If you will be residing at Biscayne Bay campus, the Fort Lauderdale Airport is closer in distance (approx. 15.4 miles). Biscayne Bay campus is approximately 15.7 miles from MIA. The Modesto A. Maidique campus is closer in distance to the Miami International Airport (approx. 10.5 miles). Modesto A. Maidique campus is approximately 35.5 miles from FLL.

- **Ground Transportation from the Airport to FIU:**

  **A) Miami International Airport (MIA)** arrivals may use the **Super Shuttle transportation system**. Please refer to their web link for more information [www.supershuttle.com](http://www.supershuttle.com). Reservations can be made at (305)871-2000.

  Super Shuttle estimated individual passenger fees from MIA:
  - To Modesto A. Maidique Campus: $21
  - To Biscayne Bay Campus: $27

  **B) Fort Lauderdale Airport (FLL)** arrivals may use **Share-A-Ride transportation system**. Please refer to their web link for more information [www.floridalimo.com](http://www.floridalimo.com). Reservations can be made at (954) 359-1200.

  Share-A-Ride estimated individual passenger fees from FLL:
  - To Modesto A. Maidique Campus: $26
  - To Biscayne Bay Campus: $16

- **HOTELS IN THE FIU AREA (early arrivals):**

  Please refer to the following link for hotels near the Modesto A. Maidique and Biscayne Bay FIU campuses: [http://admissions.fiu.edu/visiting/areahotels.php](http://admissions.fiu.edu/visiting/areahotels.php).
NSE ORIENTATION:

FALL 2012: The NSE Orientation will be held on the Friday prior to the day classes begin, August 17, 2012. The NSE Orientation will be held at both FIU campuses. Modesto A. Maidique campus orientation will be conducted in the morning and Biscayne Bay campus in the afternoon. Further information will follow by e-mail with meeting time and location.

SPRING 2013: The NSE Orientation at Modesto A. Maidique Campus will be held on Tuesday, January 8, 2013 and at Biscayne Bay Campus on Wednesday, January 9, 2013. Both orientations will be conducted during the morning hours. Further information will follow by e-mail with meeting time and location.

IMPORTANT! Please bring the following with you to the NSE orientation:
- Your complete local (Miami) address and phone number
- FIU e-mail address

You may want to book your flight to Miami/Ft. Lauderdale as soon as possible. If you will be residing on-campus, please refer to the academic calendar above for housing check-in dates/times. If you are arriving on-campus after the NSE orientation, please contact me to arrange an alternate meeting time during the first week of classes.

DISABILITY SERVICES

If you have a documented learning, physical, psychiatric and/or other disability you are encouraged to contact FIU’s Disability Resource Center (DRC) prior to your arrival to arrange for appropriate accommodations. *They now offer Video Relay Service (VRS) through Sorenson Communications.  http://drc.fiu.edu/index.php

Modesto A. Maidique Campus:
Room: GC 190
Voice: (305) 348-3532
TTY: (305) 348-3852
Email: drcupgl@fiu.edu

Biscayne Bay Campus:
Room: WUC 131
Voice: (305) 919-5345
TTY: (305) 919-5390
Email: drcbbc@fiu.edu
I. CANADIAN CITIZENS:
If you are a citizen of Canada, then you are NOT required to obtain a visa to enter the US.

You are, however, required to enter the US under J-1 status. This means that when you exit Canada, whether by air or ground, you will be required to present the following to immigration officials to ensure that you enter the US as a J-1 exchange student:

• DS 2019
• Acceptance Letter
• Valid Passport
• Receipt of payment for your SEVIS fee (instructions will be mailed to you with your DS-2019).
• Immigration officials must present you with an I-94 document, which you will keep so that you may enter the US and exit the US upon completion of your program.

II. NON-CANADIAN CITIZENS (RESIDENTS OF CANADA)
If you are not a citizen of Canada, and are a resident of Canada, you will need to schedule an appointment to request your student visa at your local US Embassy/Consular office. Please note that this is a lengthy process and you must initiate it immediately.

You must take with you all supporting documents that the US Embassy/Consular office may need. This includes several forms that are enclosed in this packet:

• DS-2019
• Acceptance Letter
• Letter to the US Embassy
• Valid Passport
• All other documents as requested by the US Embassy in Canada

III. Office of Study Abroad (OSA):
The OSA will coordinate with you your DS-2019 and additional health insurance requirements. The University is required by the US Office of Immigration to carefully check the financial resources of each student prior to issuing the DS-2019. You must thoroughly complete a declaration of finances (hyperlink) and provide a copy of your passport.
Please forward both your declaration of finances and copy of passport to the FIU-OSA Asst. Director: SUSY GOMEZ, Modesto A. Maidique Campus PC 113, Miami, FL 33199 as soon as possible, but no later than **July 1, 2012**.

Once the OSA receives your declaration of finances and a copy of your passport, they will contact you with specific instructions regarding your DS-2019. Please note, once your DS-2019 has been issued, you will be required to pay your SEVIS ($200) fee online; be sure to keep record of your receipt! **You will be required to present your DS-2019 upon arrival in the US (Customs department at Airport) so that you can be admitted as a J-1 non-degree exchange student.**

Canadian NSE students will be required to purchase health insurance at FIU (approximately $750 per semester), even if you already have an existing health insurance plan. The finalized 2012/2013 health insurance plan will be sent to you by the OSA. Upon receipt of this information, you will be able to purchase your required health insurance prior to your arrival at FIU; payments can be made via credit card or money order.

The OSA office will coordinate with you, prior to your departure from FIU, the completion of the *Foreign National Information Form.*

**OSA Assistant Director:** Susy Gomez (susy.gomez@fiu.edu), (305) 348-1913. OSA website: [http://educationabroad.fiu.edu/](http://educationabroad.fiu.edu/).

**IV. International Student & Scholar Services (ISSS):**

**Upon your arrival to the University, you must report to the ISSS Office at either of our two campuses for validation of your SEVIS record.**

Please refer to the *ISSS* flyer included in this package. For more helpful information about arriving, checking in at FIU, health and medical insurance requirements and immigration regulations refer to: [http://issss.fiu.edu/](http://issss.fiu.edu/). To read the Pre-arrival information in its entirety, refer to: [http://issss.fiu.edu/prearrival.htm](http://issss.fiu.edu/prearrival.htm). To confirm ISSS orientation dates, visit the ISSS Orientation and Check-in website at [http://issss.fiu.edu/f1orientation.htm](http://issss.fiu.edu/f1orientation.htm). You may reach the ISSS department directly at Modesto A. Maidique campus at (305) 348-2421 and Biscayne Bay campus at (305) 919-5813. You may also email them at isss@fiu.edu.

**V. FALL 2012 Students:** Canadian students will be required to attend orientations for the following FIU departments: **Office of Education Abroad (OSA) and International Student & Scholar Services (ISSS).** All orientations take place on the Friday prior to the start of classes: **August 17, 2012.** In most cases, these orientations will conflict with the NSE orientation since they are all conducted on the same day. We recommend that you attend the ISSS orientation in the morning.
and the OSA orientation in the afternoon so that you do not miss any required information. Do not expect to attend the NSE orientation on this day. Please contact the FIU-NSE Coordinator, Jamie Perez, to schedule an individual NSE orientation appointment.

VI. **SPRING 2013 Students:** In addition to the NSE Orientation [Modesto A. Maidique Campus *January 8, 2013 and Biscayne Bay Campus *January 9, 2013] Canadian students will be required to attend orientations for the following FIU departments: **Office of Education Abroad (OSA) and International Student & Scholar Services (ISSS).** The OSA and ISSS orientations will be held in January 4, 2013. You are only required to attend “one” OSA orientation and “one” ISSS orientation. Refer to the University’s academic calendar for further clarification.

VII. **Important Notification:** Prior to your departure from FIU, you will be required to make a payment of approximately $11 per semester and complete the *Foreign National Information Form* in order to satisfy a Tax Compliance Hold. You will not be able to request official FIU transcripts until this fee has been satisfied with the University. **All International/Canadian CHECKS or MONEY-ORDERS made to FIU must be drawn from a U.S. bank; otherwise we will not accept your payment.**

### HOW TO REQUEST FIU TRANSCRIPTS

At the conclusion of the exchange, it is the student’s responsibility to request that an official FIU transcript be sent back to the home campus. Transcripts will not be released if a student has any outstanding financial obligations with the University. FIU official transcripts may be requested online or via mail with a $10 fee.

To request your transcript online, please refer to the following link:

[http://registrar.fiu.edu/transcript.htm](http://registrar.fiu.edu/transcript.htm)

Or you may mail a written request, and be sure to include your Panther ID and the complete address you want the transcript to be sent to. Send this request along with a check for $10, payable to FIU, to:

Florida International University  
Office of The Registrar  
Modesto A. Maidique Campus, PC 130  
Attn: Transcripts  
Miami, Florida 33199