FLORIDA INTERNATIONAL UNIVERSITY

GUIDE FOR INCOMING STUDENTS 2017-2018

undergrad.fiu.edu/nse
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Placement at the NSE conference assures your NSE acceptance into FIU; however a **Non-Degree Student Exchange** application ([http://go.fiu.edu/studentexchange](http://go.fiu.edu/studentexchange)) must be completed in order to be issued a Panther ID number. Please indicate to the FIU-NSE Office 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, Program Manager
Modesto A. Maidique Campus, SASC 402
11200 SW 8th Street
Miami, Florida 33199

Phone: (305) 348-1292
Fax: (305) 348-7265
E-mail: perezja@fiu.edu
Website: [undergrad.fiu.edu/nse/](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), German Measles (Rubella), Hepatitis B and Meningitis. 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 Student 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 Student Health Services, Health Compliance Unit** ([studenthealth.fiu.edu/immunization](http://studenthealth.fiu.edu/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: immune@fiu.edu (please include "immunization" and your Panther ID in the subject line).
TRANSCRIPTS

Unofficial transcripts should be sent to the FIU-NSE office by April 1, 2017. Official transcripts, including Spring 2017 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.

Please note that FIU is currently undergoing negotiations for next academic year (2017-2018) premiums and plans. 2017-2018 health insurance plans are expected to become available by mid-June 2017.

- **Canadian students** have additional health insurance requirements. Please refer to the section on Canadian students for more details, pages 15-17.

- **International students** (F-1 Visa) from U.S. Institutions are required to:
  OR
  Including your FIU Panther ID #, this form should be completed by your current insurance company and sent to the SHS department by *July 1st*:

  FIU Student Health Center (SHC)
  11200 SW 8th St.
  Miami, FL 33199
IMPORTANT…PLEASE IDENTIFY on the Alternate Health Insurance Compliance Form your NSE participation and panther ID number. 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 purchase FIU’s International Health Insurance Plan prior to processing your registration with FIU.

For further information, you may refer to Student Health Services website at StudentHealth.fiu.edu/insurance. Further inquiries can be made via telephone at 305-348-2401 or via email at insurance@fiu.edu.

TAX COMPLIANCE REQUIREMENT

FIU IRS TAX COMPLIANCE UNIVERSITY REQUIREMENT: International (F-1 visa) and Canadian (J-1 visa) Students only!

Prior to your NSE departure from FIU (during your exchange), you must schedule to meet with a tax compliance representative at FIU in order to complete the Tax Compliance Forms. Please email tax@fiu.edu, including your name and Panther ID number to request an appointment with a representative. Please include “NATIONAL STUDENT EXCHANGE” in the subject line. FIU Tax Compliance Representative: Mairelys Perez and Silvia Cole.

All International and Canadian students participating in the NSE program (@ FIU) must comply with the NRA tax compliance requirement. You are required to submit the following documents to the Tax Compliance office:
- Copy of I-94 card
- Copy of passport (if applicable)
- Copy of visa
- Foreign National Information Form
- I-20 (for F-1 visa)
- W-8 Ben form

STUDENT HEALTH SERVICES

Student Health Services (SHS) provides professional, accessible, and cost-effective primary care services to registered students at FIU. Student Health Fees are included each semester in your tuition statements. Some services include, but are not limited to: routine
medical exams, physical exams, family planning consultation, individual medical consultations, women’s health services, and wellness services.

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 SHS: http://studenthealth.fiu.edu/clinical-services/Pages/default.aspx.

You may reach the (1) Modesto A. Maidique Student Health Center at (305) 348-2401 and (2) Biscayne Bay Student Health Center at (305) 919-5620 with further inquiries.

**FIU PROGRAM FEE**

An $80 program 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.

We may accept this payment in the form of a money-order or cashier’s check (NO PERSONAL CHECKS), payable to FIU/NSE, must be received 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 cashier’s 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 2017/2018 Housing Agreement is found online via your MyFIU (my.fiu.edu) account. 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.

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

- Fall 2017 only: June 1, 2017
- Full Year exch. (Fall + Spring): June 1, 2017
- Spring 2018 only: September 2017
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 (July 1st)** 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!**

FIU offers on-campus housing at the *Modesto A. Maidique Campus*. Please note, if your major is Hospitality and Tourism Management or Marine Biology, most of your courses will probably be offered at the Biscayne Bay campus. The *Biscayne Bay Campus* offers the Bayview Student Living-Apartment Complex, which is considered as Off-Campus Housing, and independent from FIU Housing. The Bayview contracts are annual-long (Fall + Spring terms).

Refer to the academic calendar below for housing check-in dates. Early housing check-in is available to NSE students. In order to schedule early housing check-in, please email the housing office at housing@fiu.edu, always identify yourself as “NSE” and provide your Panther ID number.

All students in university housing complexes need to obtain a virtual parking permit from the FIU Department of Parking and Transportation (parking.fiu.edu.). This decal allows the vehicle to be parked legally in student spots and housing areas (if living on-campus). This permit is valid for the current semester only.

**Housing Contact:** You may contact the Housing & Residential Life office directly at (305) 348-4190 or housing.fiu.edu or housing@fiu.edu. Always identify yourself as “NSE” and provide your Panther ID number.

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

- **FIU MEAL PLANS:**

Some housing plans at Modesto A. Maidique campus include meal plans. Meal plans may be viewed and purchased at [http://fiu.campusdish.com/](http://fiu.campusdish.com/). 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](http://www.pantherdining.com) for detailed dining information.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>April – Aug 4</td>
<td>NSE Fall-term Registration (online).</td>
</tr>
<tr>
<td><strong>August 4</strong></td>
<td>Online Registration must be finalized; Manual NSE Tuition waivers will be processed.</td>
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<tr>
<td>August 17</td>
<td>Early Housing check-in for NSE students (11 AM – 4 PM).</td>
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<td><strong>August 18</strong></td>
<td>NSE Orientation (Required!).</td>
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<tr>
<td>August 18-21</td>
<td>Office of Study Abroad Orientation/ISSS for Canadian NSE students only (@ 2PM, MM Campus).</td>
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<tr>
<td>August 20</td>
<td>Last day to register w/out incurring a $100 late fee.</td>
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<tr>
<td><strong>August 21</strong></td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring a financial liability.</td>
</tr>
<tr>
<td><strong>August 29</strong></td>
<td>Last day to pay tuition</td>
</tr>
<tr>
<td>August 30</td>
<td>*A payment plan for multiple tuition payment installments will be available prior to the semester start date (sign up via MyFiu student account).</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday (University Closed).</td>
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<tr>
<td>September 15</td>
<td>Last day to withdraw (all courses) from the University with a 25% refund of tuition.</td>
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<tr>
<td>October 30</td>
<td>Deadline to drop a course with a DR grade.</td>
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<tr>
<td></td>
<td>Deadline to withdraw from the University with a WI grade.</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans’ Day Holiday (University Closed).</td>
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<tr>
<td>November 23 - 24</td>
<td>Thanksgiving Holiday (University Closed).</td>
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<td>No Saturday classes.</td>
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<tr>
<td>December 4-9</td>
<td>Final week of the semester - modified class schedules.</td>
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<tr>
<td>December 9</td>
<td>On-campus exams for on-line courses.</td>
</tr>
<tr>
<td>December 14</td>
<td>Grade reports available to students by web.</td>
</tr>
<tr>
<td>Dec. 22 – 26</td>
<td>Winter Break (University Closed).</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day (University Closed).</td>
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SPRING SEMESTER 2018 (Tentative Dates!)

*Note: Plan A Students – A payment plan for multiple tuition payment installments will be available towards the end of the Fall-Semester, prior to the semester start date.

November 2017

Priority NSE Spring-term Registration (online).

December 4

Online Registration must be finalized; Manual NSE Tuition waivers will be processed.

Dec. 22 – 26
Winter Break (University Closed).

January 1
New Year’s Day (University Closed).

January (TBA)
Office of Study Abroad Orientation/ISSS for Canadian NSE students only.

January 6-8
Official Housing check-in (9AM - 4 PM).

January 7
Last day to register w/out incurring a $100 late fee.

January 8
Classes begin.

January 8
NSE Orientation (Modesto A. Maidique Campus only).

January 9
NSE Orientation (Biscayne Bay Campus only).

January 15
Martin Luther King Holiday (University Closed).

January 16
Drop/Add Period ends; last day to drop courses or withdraw from the University without incurring a financial liability.

January 17*
Last day to pay tuition

* A payment plan for multiple tuition payment installments will be available prior to the semester start date (sign up via MyFiu student account).

January 18
$100 late payment fee assessed if full tuition payment not made.

February 2
Last day to withdraw (all courses) from the University with a 25% refund of tuition.

March 12-17
Spring Break.

March 19
Deadline to drop a course with a DR grade.

Deadline to withdraw from the University with a WI grade.

April 23-28
Final week of the semester - modified class schedules.

April 28
On-campus exams for on-line courses.

May 3
Grade reports available to students by web.
Create your MyAccounts Log In: MyAccounts is FIU’s central authentication system. It provides students with a centralized method for changing passwords and managing their online identity at FIU. (please remember to write down your Panther ID and Password in a secure place):

**STEPS:**

➢ Go to MyAccounts (http://myaccounts.fiu.edu)

➢ Sign in using your Panther ID number and default password: If you are logging in for the very first time, your default password is the date of birth in the format: ddMonYYYY. Your password is CASE SENSITIVE. You must CAPITALIZE the first letter of the MONTH. Therefore, if your date of birth is April 20, 2009, your password = 20Apr2009.

➢ After you change your default password, be sure to set your security questions. This will allow you to reset your password in the future.

**Note:** Once your MyAccounts Log In has been processed, you will then have access to an FIU Panthermail (email) account and MyFIU Student portal.

**MyFIU STUDENT PORTAL**

**MyFIU** is the 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!

The FIU Division of Information Technology maintains and supports FIU Student (MyFIU) Accounts. You can reach their Support Center, a one-stop for technology support, by contacting their Call Center at (305)348-2284, or online at https://it.fiu.edu/.

**ADVISING AND GRADE TRANSFERS**

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’).

**REGISTRATION AND PRE-REQUISITES**

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 2017) or (Spring 2018)
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](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 FIU Department of Parking and Transportation. For information on Miami-Dade County buses, please visit: [www.tri-rail.com](http://www.tri-rail.com).

**CREATE YOUR FIU E-MAIL ACCOUNT: PANTHERMAIL**

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

Go to [http://MyAccounts.fiu.edu](http://MyAccounts.fiu.edu) to acquire your FIU Username, click on ‘Look up your FIU Username’. Once you have your FIU Username and Panther ID number, go to [http://panthermail.fiu.edu](http://panthermail.fiu.edu) to log in to your FIU Panthermail account.

**University IT Division** maintains and supports FIU Webmail. You can reach the IT division by calling (305)348-2284, or online at [http://it.fiu.edu](http://it.fiu.edu).
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 SASC 101 and Biscayne Bay campus ACI 140.

A virtual parking permit is required to park any vehicle on-campus, including motorcycles. The cost of a parking permit is already included in your tuition fees (Plan-A only) each semester. Plan-B students will be required to pay approximately $95 per semester. You should obtain a parking permit online at [http://parking.fiu.edu](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 students pay FIU in-state tuition/fees. This is a manual process coordinated by the FIU-NSE office. To waive your out-of-state portion of the tuition, please have your schedule finalized by **August 4, 2017** for Fall semester and **December 4, 2017** 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 multiple installments. A payment plan can be arranged via your MyFIU (my.fiu.edu) account prior to the semester start date.

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).

Lazara Sardinas will serve as the FIU-NSE Financial Aid liaison. She may be contacted at lsardina@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 $10 FIU ID fee) to their home school. This is a manual process at FIU coordinated by the FIU-NSE office. To waive all FIU tuition and fees, please have your schedule finalized by **August 4, 2017** for Fall semester and **December 4, 2017** 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 SASC 101, and at the Biscayne Bay campus in ACI 140.
Housing Deferment for Financial Aid recipients for full or partial payment of Fall-term Housing fees may be requested by submitting the following:
(1) a copy of your official notification of financial aid award, include your name, Panther ID, and identify yourself as “National Student Exchange”
(2) include the number of credit hours you are expecting to take during Fall-term at FIU and
(3) the tuition rate (per credit or total amount) that you will be paying to either your Home School (Plan-B) or FIU (Plan-A)
(4) Submit all housing deferral requests to Ms. Susy Sanchez via email: xsanchez@fiu.edu or mail: FIU, Housing Office, 121 Modesto A. Maidique Towers, Miami, Florida 33199

IMPORTANT! If neither payment, payment plan, nor housing deferment form is received by your housing payment due date, your bed space will be released and reassigned to another student.

ARRIVAL/NSE ORIENTATION

I. 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. Reservations can be made at (305)871-2000.

  Super Shuttle estimated individual passenger fees from MIA:
  To Modesto A. Maidique Campus: $22
  To Biscayne Bay Campus: $28
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: $30
To Biscayne Bay Campus: $19

II. **NSE ORIENTATION (Mandatory!):**

**FALL 2017:** The NSE Orientation will be held on the Friday prior to the day classes begin: **August 18, 2017.** Further information will follow by e-mail with meeting time and location.

**SPRING 2018:** The NSE Orientation at Modesto A. Maidique Campus will be held on Monday: **January 8, 2018** and at Biscayne Bay Campus on Tuesday, **January 9, 2018.** Both orientations will be conducted during the morning hours; however you are only required to attend one session. 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](http://drc.fiu.edu/index.php)

**Modesto A. Maidique Campus:**
- Room: GC 190
- Voice: (305) 348-3532
- TTY: (305) 348-3852
- Email: drc@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 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 SASC 236, Miami, FL 33199 as soon as possible, but no later than **July 1, 2017**.

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 2017/2018 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/Tax Compliance requirement.**

**OSA Assistant Director:** Susy Gomez (susy.gomez@fiu.edu), (305) 348-1913. OSA website: [https://ugrad.fiu.edu/studyabroad/Pages/home.aspx](https://ugrad.fiu.edu/studyabroad/Pages/home.aspx).

**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.**

For more helpful information about arriving, checking in at FIU, health and medical insurance requirements and immigration regulations refer to: [http://isss.fiu.edu](http://isss.fiu.edu). To read the Pre-arrival information in its entirety, refer to: [http://isss.fiu.edu/prearrival.htm](http://isss.fiu.edu/prearrival.htm). **The ISSS orientation will be combined with the Office of Study Abroad Orientation.** 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 2017 Students:** Canadian students will be required to attend orientations for the following FIU departments: **Office of Study Abroad (OSA)/International Student & Scholar Services (ISSS) and National Student Exchange Office.** All orientations take place on the Friday prior to the start of classes: **August 18, 2017.** The NSE Orientation will be offered at the MM campus in the morning and the OSA/ISSS Orientation will be offered at the MM campus in the afternoon. Please contact the FIU-NSE Coordinator, Jamie Perez, to schedule an individual NSE
orientation appointment if you cannot attend the NSE orientation in the morning of August 18th. **The OSA/ISS orientation in the afternoon is mandatory!** Further details will be sent via email.

VI. **SPRING 2018 Students:** In addition to the NSE Orientation [Modesto A. Maidique Campus *January 8, 2018 or Biscayne Bay Campus *January 9, 2018] Canadian students will also be required to attend orientations for: Office of Study Abroad (OSA)/ International Student & Scholar Services (ISSS). Further details will be sent via email regarding the OSA/ISSS orientation. Please contact the FIU-NSE Coordinator, Jamie Perez, to schedule an individual NSE orientation appointment if you cannot attend the NSE orientation during the scheduled timeframes above.

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 requirement. You will not be able to request official FIU transcripts until this fee has been satisfied with the University. **All International/Canadian CASHIER’S CHECKS or MONEY-ORDERS (NO PERSONAL CHECKS) 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 in person, there is a $10 fee per order (non refundable).

- Online Transcript requests are processed via your MyFIU account (my.fiu.edu), under the “academic” section.
- You can request Transcript in person at the FIU OneStop Enrollment Services Office with a Transcript Request Form. You should use this option only if you are unable to order a transcript online at My.FIU.edu. To pick-up your transcript, you will need to present your photo ID. If you would like someone else to pick up your transcript, please provide them with a signed letter authorizing them to do so with a copy of your photo ID. Your authorized agent will also need to present his/her photo ID at the time of pick-up.