

# Florida Atlantic University International Student Exchanges Non-degree Online Application Procedures

The Education Abroad Office (EA) utilizes an online application process. To apply as an international student under an exchange agreement you will need to complete the online application at: <http://www.fau.fluidreview.com>. Application deadlines (must be nominated and complete part 1 of the application by): March 1 (academic year and fall), October 1 (spring), and February 1 (summer).

**To participate in your institutions exchange or cooperative program with FAU you MUST be nominated by your home institution, complete and submit the supporting documents for part 1 and part 2 of the FAU application, and pay the non-degree fee through Marketplace (links below).** Please note that all items listed on the checklist screen must be completed. (Once completed, the blue "incomplete" status button will change to a green "complete" button).

## Application Part 1

Step 1: Go to <http://www.fau.fluidreview.com>

Step 2: Register yourself by entering your name and email, creating your personal password, and selecting the category you are applying under the International Student (Exchange or Cooperative) application.

Step 3: Complete the Non-Degree Enrollment Application. Fill out all parts with the appropriate information. If you do not have a U.S. Social Security number leave the Social Security question blank. Note: Your term of entry will be fall (August), spring (January), or summer (May) plus the year.

Step 4: Pay the mandatory application fee. Exchange students will pay the non-degree application fee. The Non-Degree Seeking Application fee is \$30. This application fee needs to be received in order for your application to be processed. Please click on this link [https://epay.fau.edu/C20081\\_ustores/web/product\\_detail.jsp?PRODUCTID=240](https://epay.fau.edu/C20081_ustores/web/product_detail.jsp?PRODUCTID=240) to pay your fee.

Step 5: Complete the Residency Classification Form. Leave the student ID number blank as you do not have one yet. Complete your information on the first page. If you do not qualify as a Florida Resident, you only need to complete the last section of this form titled Non-Florida Residents Only. An example of how to complete this form is at <http://www.fau.edu/goabroad/pdf/Residency%20form.pdf>

Step 6: Upload a scanned picture of the picture page in your passport containing your photo and personal information. Please note if your passport will expire within 6 months of your program end date, you need to renew your passport.

Step 7: Press the submit application button. If all of the above is completed, your application will be reviewed and you will be allowed to work on part 2 of the application. You will get an email once your application has been reviewed and approved. Please allow up to 5-7 business days for your application to be processed.

## Application Part 2

Step 8: Complete the Financial Certification Form (FCF) at [http://www.fau.edu/isss/forms/FCF\\_Undergraduate\\_.pdf](http://www.fau.edu/isss/forms/FCF_Undergraduate_.pdf) (undergraduates) and [http://www.fau.edu/isss/forms/FCF\\_Graduates\\_.pdf](http://www.fau.edu/isss/forms/FCF_Graduates_.pdf) (graduates) with the appropriate information that applies to you and upload it once completed. **Do not forget to sign where it says student signature or to get your sponsor(s) signature on the Financial Certification Form, as these signatures are required.** Please make sure your form is legible. For an example of how to complete this form go to <http://www.fau.edu/goabroad/pdf/Financial%20Certification%20Form.pdf>

Step 9: Upload Bank Letter. All financial documentation should be provided **in English and in U.S. Dollars**. If it is not possible to get your bank letter in U.S. Dollars, I can convert it for you. Non-degree seeking exchange students need to demonstrate that they have a minimum of \$8,600 for one semester and \$17,200 for two semesters. If you are sponsored or supported by a scholarship or grant from your home institution or country, please provide the original letter of the award.

Step 10: Fill out and upload the [Immunization Form](#) with all required signatures and stamps. If you do not have an FAU student number yet, leave that box blank and it will be filled in for you.

- Pay particular attention to immunization requirements. In particular the first injection needs to be given after the

student's first birthday and the second injection must be given at least 30 days after the first injection. If you receive your injection before your first birthday or less than 30 days apart, you will need to get another and provide documentation of that injection.

- You need to complete the top of the form and sections B and D. If you do not yet have all the vaccinations in part B or do not plan on getting the recommended vaccinations in part B, be sure to check the boxes stating you are waiving one or more of the vaccines and be sure to sign and date the section.
- Your doctor needs to complete sections A and C with the requested information, sign the form, and provide the office stamp.

An example of how to complete this form is at <http://www.fau.edu/goabroad/pdf/Immunization%20form.pdf>

Step 11: Upload a current official transcript from your university. Please make sure all transcripts are translated into **English**. A translation stamped by your university is acceptable. We cannot translate your transcripts.

Step 12: Complete your Learning Agreement. **You MUST wait until your terms schedule is available.**

- Select 6-8 courses you are interested in taking. You will only be enrolled in 4-5 (your university determines the number of courses required). Be sure you have meet the pre-requisites. For example, if statistics is required for your course and you have not taken it yet, don't select that course.
- Please indicate which courses are your first choice, and which are your second choice.
- Include the course prefix, course number, course CRN, and course title. Each courses CRN number corresponds to the specific day of the week and time that the class is held.
- Only select courses from the Boca Raton campus, unless you are taking Architecture classes on the Fort Lauderdale campus, or if you have or plan on getting a car while in Florida, or are willing to use public transportation to commute to the other campuses.
- To see a list of courses FAU has offered visit <http://www.fau.edu/registrar/courses/index.php>, and click departmental schedule. Make sure you select the term that you will be studying at FAU. If your term is not available yet, please wait to select your courses. Select the Boca Campus unless you plan on renting/buying a car or taking public transportation. Select the college you want to look for courses in and then the department you are interested in. Select undergraduate if you are an undergraduate; undergraduates cannot take graduate courses.
- We cannot guarantee your courses, but do all that we can to get you into the courses you want to take.

An example of how to complete this form is at <http://www.fau.edu/goabroad/pdf/Learning%20agreement.pdf>

Step 13: Answer the question, will you be living on campus while at FAU? If you do not answer this question, housing will not be held for you on campus and you will not have access to the online application. Campus housing will fill up each term. You must apply as early as possible as space is tentatively held until July 1 for fall, November 1 for spring, and April 1 for summer. To view the different housing options, please visit [www.fau.edu/housing](http://www.fau.edu/housing) and click on future owls drop down. Information on meal plans are available under the resource tab. Meal plans are only required if you are living in a dorm.

Step 14: If you answered yes to the question in step 13 and plan to live on campus, please follow the steps below to apply for housing. Again you must answer the question in step 13 or housing will not know to hold a spot for you and you will not have access to the online housing application.

**To successfully sign up for housing, please follow the steps below and go to <http://www.fau.edu/housing/apply/>**

1. Login to the Housing Self Service Portal with your username and password. (*NOTE: You must have a FAUNetID, password, and have answered the housing question on your application.*) EA will let housing know you want to apply for housing and housing will give you access to the online application. This may take some time, but usually not more than 3 weeks. Spring applications are not available until October.
2. Depending on when you are applying for Housing, you will see a drop-down menu of Housing Contract options. Select the correct contract term (fall, spring, summer) before clicking "next". You will be selecting upper classmen housing.
3. Read through the entire contract before agreeing to it! **Very important** – the FAU Housing Agreement is a legally binding document. It is similar to a lease, so do not submit unless you read and agree to the terms stating that you want to live on campus. *Print a copy of the contract for your own records.*
4. A non-refundable administration charge of \$100 will be accessed to all first time applicants. (Housing accepts all major credit cards and electronic check as payment.)
5. The next web page is the Housing Contract questions page. Answer all Housing Contract questions as these answers are very important. *You may select your preference for building and room type on the Living Preference page.* **Housing/EA cannot guarantee your choices as housing is first come first serve.** If you enter your phone number and get an error message, you may use this phone number temporarily (561-297-1208).

6. Upon successful completion and submission of your online contract, you will see a notification on your screen saying "Thanks for submitting your contract". *A copy of this page will be sent to your FAU e-mail account.* **\*If you do not see the "Thanks for submitting your contract" page your submission failed.** Housing will not be able to process your contract and you will have to resubmit the contract.

**Important Tips for Prospective Students:**

- Spaces are limited and fill up quickly, so sign up early. The earlier you sign up, the better your chances will be to get your priority building or room type.
- The basic housing contract covers the fall and spring semester; you are responsible for the terms of the contract. There is a separate contract for summer. If you are only here for the fall semester you will need to cancel your contract for spring, housing will send you an email explaining how to do this.
- Housing will make every attempt to honor roommate requests, however, this is based upon space availability and the timeliness of requests.
- If you plan to request special housing considerations based upon a disability or health concern, you must register with Student Accessibility Services (SAS). In order to register, you must submit an SAS Application for Support Services and appropriate documentation of your disability. You must have registered with SAS by June 1 for fall and November 1 for spring in order for your request to be considered.

Step 14: Complete Arrival and Departure Confirmation Form. This should be done after you make your flight arrangements. An example of how to complete this form is at

<http://www.fau.edu/goabroad/pdf/Arrival%20departure%20information.pdf>

- Please note that orientation is **mandatory** for incoming international exchange students. You must arrive in time to take part in the scheduled orientation days. You will not be allowed to attend classes until you have attended orientation. Early arrival or late departure may be available for an extra cost. You also should not plan on departing until all final exams have been taken.