

STUDY ABROAD APPLICATION INSTRUCTIONS

STEP 1 – Please fill out completely the Application Form on the web (We do not accept handwritten applications).

NOTE: Registration Application must have advisors approval.

STEP 2 – After you have filled out Application completely, print and sign it.

STEP 3 – Make deposit check payable to FIU and write your social security number on front of check.

STEP 4 – Hand deliver documents to CIBER office at:

Florida International University
College of Business Administration
University Park, MARC 240
Miami, FL 33199
Phone: 305-348-1740
Fax: 305-348-1789
ciber@fiu.edu
www.fiu.edu/~ciber

For your convenience, we have provided a checklist of required documents for you on the following page

STUDENT COPY

CHECKLIST OF REQUIRED DOCUMENTS FOR STUDY ABROAD

STEP 1: Documents to submit when applying

- Complete Application Form
- Deposit Check (\$750)
- Copy of your Passport
- Copy of your Health Insurance card
- Signed Release of Liability Form (Please print from our website and sign it)
- Signed Disclaimer Form (Please print from our website, sign and Notarize it)

STEP 2: Documents to submit before/by Deadline December 10th, 2005

- Physical Examination (your doctor or Wellness Center) stating you are in good health condition to travel.
- Copy of your Travel Insurance purchased from STA Travel (www.sta.com)
- Balance Check (\$1345)

STEP 3: Documents to submit before/by Deadline December 12th, 2005

- Proof of Classes Registration
- Receipt of Tuition Payment
- Copy of Country Visa if applicable
- Copy of non-visa requirement confirmation (non US citizens)
- Copy of Financial aid or Scholarship letter

If you have any questions regarding these documents, please contact us immediately.

All required documents listed above must be submitted to the address below.

Center for International Business Education and Research (CIBER)
Florida International University
University Park Campus, MARC 240
Miami, Florida 33199
Phone: (305) 348 - 1740 * Fax: (305) 348 -1789
ciber@fiu.edu



Florida International University
Center for International Business Education and Research

ROME

Dec. 26, 2005 - Jan. 6, 2006

APPLICATION FORM

Please fill out completely the Application Form on the web and hand deliver it to the CIBER office at MARC 240 along with \$750 Deposit Check in order to ensure your seat since space is limited. Make check payable to FIU and write your social security number on the front of your check.

STUDENT INFORMATION

Name: Date of Birth: SS Number:
Citizenship: Passport number: Country: Expiration Date:
Please provide a copy of your passport for verification. Panther ID #
Local Address:
City: State: Zip Code: Phone No.:
Permanent Address:
City: State: Zip Code: Phone No.:
Do you work? Yes No Work Phone No.:
FIU E-mail Address: @fiu.edu Other E-mail Address:

* All correspondence between applicants, CIBER, and professor will be through the student's FIU email address. Student is responsible to view his/her email regularly for information and updates regarding the Study Abroad Program.

EDUCATION INFORMATION

Department: Major: GPA:
Present status: Freshman Sophomore Junior Senior Graduate Special
Do you have any type of Financial Aid? No Yes **
Have you been on a Study Abroad Program before? If yes, where did you go and how many classes did you take?
Where: Number of Classes/Credits taken:
How did you learn about this program? Professor Friend Website School Ad Advisor Other
Why are you interested in this program?

** If you receive Financial Aid or a Scholarship, please submit a copy of Financial Aid/Scholarship eligibility from your student records to the CIBER office.

EMERGENCY CONTACT INFORMATION/HEALTH INFORMATION/INSURANCE

Student must fill out completely all information on both contacts in case of **emergency**. (Study Abroad Program Requirement)

Local Contact Information:

1) Name: Home No.: OtherNo.:
Address: City: State: Zip:

Family Contact Information: (Different address from Local contact Information)

2) Name: Home No.: OtherNo.:
Address: City: State: Zip:

Do you have any medical condition that we should know about? Please explain.

Are you allergic to any medication, food, pets or other? Please explain.

Physician's Name: Telephone No.:

PHYSICAL EXAMINATION: Student must submit to the CIBER office a physical examination from his/her doctor stating that he/she is in good health condition to travel. It can also be provided from the Wellness Center at FIU by making an appointment.

MANDATORY TRAVEL INSURANCE: FIU requires students who leave on Study Abroad Program to purchase [Comprehensive Travel Insurance from STA TRAVEL](#) based on the duration of the trip. Please, purchase insurance through their website www.statravel.com, and submit a copy to the CIBER office.

Due date to bring in Physical Examination and Travel Insurance is **DECEMBER 10th, 2005**.

COURSE ENROLLMENT

Please select courses and have **an advisor sign for approval** before submitting application. (3 or 6 credits max.)

Course Name	Course No.	Advisor's Name and Signature
International Business	MAN 4602	
Strategic Management	MAN 4722	
Special Topics	MAN 4930	
Study Abroad in International Business	MAN 4990	

PAYMENT/PROGRAM COSTS

Please make all checks payable to FIU and write social security number for reference.

Deposit to be submitted with application	\$ 750.00
Balance payment due by DecEMBER 10 th , 2005	\$ 1,345.00
Total cost of the program (includes airfare ticket, hotel accommodation and some meals)	\$ 2,095.00 *

* The total cost of the program does **NOT** include tuition and fees.

REGISTRATION: Student is required to register for the classes selected before leaving on the trip and submit proof of class registration to the CIBER office by **DECEMBER 12th, 2005**.

FIU-CIBER will attempt to register all the students on **Dec. 2nd**. Any student who could'nt be registered because of holds or for any other reason will have to register themselves by obtaining a required permit from the Dept. of Management.

TUITION: Student MUST pay his/her FIU tuition including classes selected for Study Abroad before leaving on the trip, and submit a copy of tuition payment receipt to the CIBER office by DECEMBER 12th, 2005.

NOTE: Failure to comply with any of the above requirements will result in a grade of "F".

REFUND POLICY

Cancellations received by OCTOBER 28th, 2005 will receive a refund, less a \$100 processing fee. Written notice of cancellation is required. We regret that cancellations received after OCTOBER 28th, 2005 will not be eligible for refunds due to financial commitments to various vendors.

VISA REGULATIONS

U.S. citizens:

Traveling as a tourist within the area of ITALY for up to 90 days does not require a visa. Passport must be valid 1 month beyond the date of return to the U.S.

If you wish to remain in ITALY for more than 90 days for reasons other than tourism, you would need to have a visa.

However, please double check with the Consulate for visa requirements (See below for Consulate information)

Non U.S. citizens:

Submit a copy of email from Italian Consulate confirming that your country of citizenship does not require a Visa to travel to Italy. Students requiring a Visa to travel need to submit a copy of it before departure.

ITALIAN Consulate for Florida

4000 Ponce de Leon

Suite 590

Coral Gables, FL 33146

Tel (305) 374-6322 main number

Fax (305) 374-7945

Homepage: www.italconsmiami.com

E-mail: miami.italcons@itwash.org

All the students who require a visa need to start the process at least 30 days prior to departure. CIBER will provide necessary documentation but its the student's responsibility to obtain it in time.

The Student is compelled to comply with all the deadlines established in the above application. Failure to do so will allow CIBER to cancel the student participation in the program.

Please read carefully the following statement:

"I understand that all Program requirements, Policies and Rules, as well as, the FIU Student Code of Conduct must be observed by each Participant. Failure to follow Program Requirements, Policies or Rules, or the FIU Code of Conduct may result in expulsion from the Program, loss of credits, forfeiture of Program fees or any other penalty (ies) provided for in the Student Code of Conduct."

I certify that I have read and agreed to all the terms, conditions and disclosures on this application.

Signature _____ Date _____