

STUDY ABROAD APPLICATION INSTRUCTIONS

STEP 1 – Please complete the Application Form on the web (Type into the PDF form, handwritten applications will not be accepted).

NOTE: CIBER office will get the advisor's approval on the application for the classes selected. *Alternatively you can get advisors approval on the application if you are in a different campus or you have an appointment scheduled with an advisor.*

STEP 2 – Once completed, you need to bring the application along with other documentation to CIBER office located at:

FIU-CIBER
College of Business Administration
University Park, MARC 240
Miami, FL 33199
Phone: 305-348-1740
Fax: 305-348-1789
Email: ciber@fiu.edu
<http://www.ciber.fiu.edu>

STEP 3 – CIBER office will register students for the classes selected and once registered the student has 3 days to make the deposit payment or else the student will be dropped from the program. The payment should be made through *Panthersoft System*.

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

STUDENT COPY

CHECKLIST OF REQUIRED DOCUMENTS FOR STUDY ABROAD APPLICATION

STEP 1: Documents to submit when applying

- Completed Application Form
- Copy of your Passport
- 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: Program fee Deposit payment (\$1450)*

Payment must be made within 3 days of Study Abroad course registration

STEP 3: Balance payments & documents to submit before/by deadline **May 8th, 2009**

- Program fee balance **\$1445 ***
- Study Abroad fee **\$175** (*must be paid by check payable to "FIU"*)
- Instructional Fee for the classes (\$) ***** (*The amount depends on no. of classes and your status as instate/out-of-state*)
- Medical Information Form (filled by your doctor or Wellness Center at FIU)
- Insurance Enrollment Form

STEP 4: Documents to submit before/by deadline **June 5th, 2009**

- Copies of Visa (if applicable)
- Copy of non-visa requirement confirmation if a Visa is not required (print out from website or email reply from consulate)
- Copy of Financial aid or Scholarship letter

*** All payments should be made online through Panther Soft system.**

If you have any questions regarding these documents, please contact CIBER office.

Center for International Business Education and Research (CIBER)

University Park Campus, MARC 240, Miami, FL 33199

Phone: 305-348-1740 • **Fax:** 305-348-1789

Email: ciber@fiu.edu • **Web:** www.ciber.fiu.edu



**Florida International University
Center for International Business Education and Research**

ITALY - GREECE - TURKEY

June 24 - July 6, 2009

APPLICATION FORM

Please fill out the Application Form online before printing. We do not accept hand written applications.

STUDENT INFORMATION

First Name: _____ **Last Name:** _____ **Gender:** _____
Panther ID # _____ **Date of Birth(mm/dd/yyyy):** _____
Citizenship: _____ **Passport number:** _____ **Expiration Date:** _____
Local Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____
Permanent Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____
Home Phone: _____ **Mobile Phone No:** _____ **Work Phone:** _____
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

EMERGENCY CONTACT INFORMATION

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

Local Contact Information:

Name: _____ **Relationship:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Home Phone: _____ **Mobile Phone No:** _____ **Work Phone:** _____

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

Name: _____ **Relationship:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Home Phone: _____ **Mobile Phone No:** _____ **Work Phone:** _____

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

PHYSICAL EXAMINATION: Student must submit to the CIBER office the Medical Information Form signed by his/her doctor or the Wellness Center at FIU stating that he/she is in good health condition to travel.

MANDATORY TRAVEL INSURANCE: FIU requires students who register for Study Abroad Program to purchase Travel Insurance. \$175 Study Abroad fee charged by Office of Education Abroad includes Travel Insurance.

COURSE ENROLLMENT

*** All the students are required to take the mandatory course MAN 4956 – Study Abroad in International Business**

Course No.	Course Name	Advisor's Name and Signature
MAN 4956 *	Study Abroad in International Business	
MAN 4602	International Business	
MAN 4722	Strategic Management	

Please select the courses for **advisor approval** before submitting application. *(you can only take a maximum of 2 classes)*

PROGRAM COST / PAYMENT DEADLINES

Program fee deposit (to be paid within 3 days of registration)	\$1450.00
Balance payment due by May 8 th , 2009	\$1445.00
Total cost of the program (includes airfare, hotel, accommodation and some meals)	\$2895.00*

*** The total cost of the program does NOT include instructional fee for the classes and \$175 Study Abroad fee.**

COURSE REGISTRATION: CIBER office will get the students register for the classes selected by students and approved by advisors. Once registered, student has 3 days to make the deposit . Failure to make of the payments will result in immediate drop of classes and from the program.

INSTRUCTIONAL FEE: Student MUST pay the instructional fee by May 29th 2009.

REFUND POLICY:

Cancellations received by April 16th, 2009 will receive a refund, less a \$100 processing fee. Written notice of cancellation is required. We regret that cancellations received after April 16th, 2009 will not be eligible for refunds due to financial commitments to various vendors.

VISA REGULATIONS

U.S. citizens:

Traveling as a tourist to *Italy & Greece* for up to 90 days does not require a Visa. Passport must be valid 3 months beyond the date of return to the U.S. If you wish to remain in Italy or Greece for more than 90 days, you would need to obtain a Visa. Please visit the Italian & Greek consulate websites for additional information.

U.S. passport holders require a Visa to enter *Turkey* and can be obtained at the port of entry in Turkey.

Non U.S. citizens:

Please visit Italy, Greece & Turkey consulate websites to check if you need a Visa to travel.

If you do NOT need a visa, please submit a printout from the website or copy of confirmation email from the consulates confirming your country of citizenship does not require a Visa for travel to France.

“The *passengers of cruise ships* are allowed to enter and stay overnight in the port cities of Turkey upon the permission given by local border police authorities. These passengers are not required to obtain an entry visa to Turkey”.
The group will travel to Turkey by cruise. Please contact Turkish Embassy to make sure you DO NOT require a visa.

http://www.e-konsolosluk.net/InfoNotes/IN_Item.aspx?ID=300

All the students who require a Visa need to start the process at least 30-40 days prior to departure. CIBER will provide necessary documentation but its student's responsibility to obtain the Visa on time.

Consulate general of Italy in Miami

4000 Ponce de Leon, Suite 590

Coral Gables, FL 33146

Tel (305) 374-6322 Fax (305) 374-7945

Website: http://www.consmiami.esteri.it/Consolato_Miami

E-mail: italconsulmiami@gmail.com

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 _____