



**\*Application Deadlines:**

\*If deadline falls on a Holiday or weekend, the due date is the business day prior to it.

**Fall:** July 1<sup>st</sup>

**Spring:** November 22<sup>nd</sup>

**Summer:** April 1<sup>st</sup>

Students must have the approval of their Graduate School in order to officially participate in the program. Thus, please complete the steps outlined below as follows.

**The Application Process:**

1. Student completes and signs **Section A** and the **Student Agreement**. Student must obtain corresponding immunization forms. Please refer to Section C.
2. Student's academic advisor completes and signs **Section B**.
3. Student submits completed application and corresponding immunization forms to the Graduate School office at his/her HOME institution for approval.

The Graduate School at the home institution communicates with the Graduate School at the host institution to process application/pertinent documents and evaluate for approval. Please note that **Section C** will be completed at the Graduate School in your HOME institution.

Upon approval, the HOST institution enrolls the visiting student into the approved course (s).

The student receives host institution information and instructions through the Graduate School contact at the home institution.

**Important information for international students and/or students planning to participate in academic travel abroad:**

**International/NRA student(s):** international students (F-1 or J-1 status) will need to also submit a copy of their I-20 or DS-2019, written approval from their International Students Office to participate in the program and proof of insurance.

**Academic Travel Abroad:** If you will be traveling abroad as a requirement for a course you are taking through this program, you must meet with your respective office of Education Abroad/Study Abroad representative in order to verify all academic travel requirements prior to the semester in which you plan to be traveling. Please contact your University Graduate School representative for additional information about the Education Abroad/Study Abroad representative.

**IMPORTANT: if you wish to DROP a course within the program, you must do so by the posted drop date for your home institution. As a participant in the FIU/UM Exchange program, you must DROP through the program coordinator for your home institution.**

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**Program Coordinators**

**FIU Program Coordinator:** Karla Ortega, Associate Director, [ortegak@fiu.edu](mailto:ortegak@fiu.edu) (305) 348-2455

**UM Program Coordinator:** Tyrone Henry Jr., Assistant Director, [t.henry1@miami.edu](mailto:t.henry1@miami.edu) (305) 284-4155

# UM/FIU EXCHANGE PROGRAM APPLICATION

**For official use only:**

Academic Program: \_\_\_\_\_

Level: \_\_\_\_\_

GPA: \_\_\_\_\_

Credit hrs: \_\_\_\_\_

Signatures confirmed: \_\_\_\_\_

Rev 07/2018

TERM:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

This form enables doctoral students (at UM or FIU) or master's students in the Latin American and Caribbean programs to APPLY to be enrolled for up to 6 credits of pre-approved courses at the Host Institution.

**Due date:** All applications must be submitted by the Application Deadlines listed on page 1.

Please complete this form in its entirety. Incomplete applications will not be processed.

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### Section A: (To be completed by the student.) Fill in *all* blanks.

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1. Panther ID # (for FIU students): \_\_\_\_\_

2. \_\_\_\_\_  
Last Name                      First Name                      Middle Initial

3. Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Yr.

4. Gender:  Male  Female    5. Country of Citizenship: \_\_\_\_\_  
(if applicable)

6. Visa Type \*\*: \_\_\_\_\_

**\*\* International students (F-1 or J-1 status) will need to also submit a copy of their I-20 or DS-2019, written approval from their International Students Office to participate in the program and proof of insurance.**

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8. Local Address: \_\_\_\_\_  
Street Address                      City                      State                      Zip Code

\_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
FIU or UM Email address                      Telephone Number

9. Doctoral or Master's Program at Home Institution: \_\_\_\_\_

10. Department at Home Institution: \_\_\_\_\_

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**Section B: ADVISOR'S APPROVAL (To be completed by the Academic Advisor.) Please fill in all fields.**

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Prefix and Course No.	Section	No. of Credits	Days/Time	Course Title

I certify that \_\_\_\_\_ (student's name) is hereby authorized to take the above course(s) at the HOST institution because these courses are **not part of our program's current curriculum** and will be included as part of the student's (LACC) master's or doctoral program.

\_\_\_\_\_  
Name of the Academic Advisor (Printed)

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Date

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**Section C: IMMUNIZATION (To be completed by the HOME institution through the Graduate School.)**

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By signing this form, the Home Institution confirms that the above-mentioned student has satisfied the immunizations for Rubella (German Measles) and Rubella (Measles) required by the host institution.

\_\_\_\_\_  
Name, Home Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Effective July 1, 2008, new students enrolling at FIU must also show proof of immunization against Hepatitis B and Meningitis. **UM students must complete FIU forms which are available online <https://studentaffairs.fiu.edu/health-and-fitness/student-health/forms/immunization/index.php>. FIU students must complete UM forms which are available online <https://studenthealth.studentaffairs.miami.edu/immunization-information/immunization-forms/index.html>. For FIU students, If assistance is needed with the completion of the forms, please reach out to FIU Student Health Services.**

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**Section D: REGISTERING for COURSEWORK (To be completed by the Office of the Registrar at both HOME and HOST institutions to enroll student for above course/s.)**

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1) HOME Institution

Registered by: \_\_\_\_\_

Staff Member Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2) HOST Institution

Registered by: \_\_\_\_\_

Staff Member Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Section E: Graduate School Approval**

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\_\_\_\_\_  
Name, Graduate School Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Seal from HOME Institution

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## Student Agreement

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I am in good academic standing, and I am free of any judicial or academic misconduct issues.

I acknowledge that the submission of this application to the Graduate School does not guarantee my enrollment in the FIU-UM Exchange Program. I understand that final acceptance into the program will be determined by the Graduate School.

Upon acceptance into the FIU-UM Exchange Program, I understand that I will be bound by the Student Codes of Conduct from my home and host institutions for the duration of the program (i.e. 1-2 semesters).

I understand that I will only be registered for the course(s) approved by my advisor in Section B and a maximum of six graduate credits can be taken under this program. I also understand that this application is only valid for the term specified above (i.e. fall 2010).

I authorize the Office of the Registrar to enroll me for the courses listed below and to release my grades to my Home Institution.

**I agree not to drop the courses at either institution without the written approval of the Home Institution Graduate School Office.**

**I further agree and acknowledge that the grades which I receive via this program will become part of my permanent record.**

I have carefully read, and I understand the contents herein. By signing this application, I agree to be bound by the terms of this application and the policies of Florida International University and the University of Miami.

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Signature of Student

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Date

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### Important Dates and Information for the UM/FIU Exchange Program

UM's Academic calendar: [University of Miami Academic Calendar](#)

FIU's Academic calendar: [Florida International University Academic Calendar](#)

**\* = IMPORTANT: if you wish to DROP, you must do so by the posted drop date for your home institution. As a participant in the FIU/UM Exchange program, you must DROP through the program coordinator for your home institution.**