



## FIU/UM Exchange Program Application Instructions

### **\*Application Deadlines:**

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

**Fall:** July 1

**Spring:** November 22

**Summer:** April 1

Students must have the approval of their Graduate School to officially participate in the program. Enrollment into the requested graduate coursework is directly managed by UGS for FIU students and by UM Graduate School for UM students. Please complete the steps outlined below as follows.

### **The Application Process:**

1. **Section A and the Student Agreement** are to be completed and signed by the student. The student's immunization report/record, as provided at their home institution, is also required. Please refer to Section C, for instructions on how to obtain the immunization report/record from the home institution. For international students (F1 or J1), additional documentation related to international students must be provided. See important information for international students below.
2. **Section B** is to be completed and signed by the student's academic advisor.
3. The completed application and pertinent documents must be submitted to the Graduate School office at the student's HOME institution by the Application Deadlines.

Upon receipt, the Graduate School at the home institution will communicate with the Graduate School at the host institution to process application/pertinent documents and evaluate for approval. During this process, the Graduate School in the student's HOME institution will complete **Section C**.

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) to participate in this program, the following documents must be submitted with the application: 1) Copy of I-20 or DS-2019, 2) Written approval from their International Students Office to participate in the program, 3) Proof of health insurance, 4) Copy of passport bio page, 5) Most recently issued Form I-94.

**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 to verify all academic travel requirements prior to the semester in which you plan to be traveling. Please contact your Graduate School representative for additional information about the Education Abroad/Study Abroad

**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, Senior Director, [ortegak@fiu.edu](mailto:ortegak@fiu.edu) (305) 348-2455

**UM Program Coordinator:** Alexander Mas, Assistant Dean, [amas@miami.edu](mailto:amas@miami.edu) (305) 284-4154



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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 (report/record must be obtained by the student via their HOME institution)**

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By including the student's immunization report/record issued to the student by their Home Institution's health compliance offices, 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.

New students enrolling at FIU must show proof of immunization against Hepatitis B and Meningitis.

**UM students must provide a copy of their UM Immunization Record. Please contact University of Miami Student Health Service, click [here](#) for website.**

**FIU students must provide a copy of their FIU Student Immunization Report. Please contact FIU Health Compliance, click [here](#) for website.**

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**Section D: REGISTERING for COURSEWORK (The Graduate School will work with 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

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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 will be responsible for fees associated to the enrollment at the host institution (i.e., transportation/parking permit, Photo Campus ID). I also understand that this application is only valid for the term specified above (i.e., fall 2022).

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 FIU/UM Exchange Program

UM's Academic calendar: <https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>

FIU's Academic calendar: <https://onestop.fiu.edu/academic-calendar/>

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