FGCU-LCOB INTERNATIONAL EXCHANGE PROGRAM PROCESS & CHECK LIST

Name: __________________________________________  UIN: ___________________________________

Telephone No.: _____________________________  E-Mail Address: ________________________________

Major: ______________________________________  Minor: _________________________________

NOTE: Non-business majors must have written approval from their College Dean or Academic Advisor to participate in
the exchange program.

Anticipated graduation date: _______________________ Major Electives_____ General Electives _________

It is recommended that students set aside Major and General electives so they can have more flexibility to
participate in an exchange program.

Number of credits earned _______    GPA ______  (Must have earned a minimum of 60 credits by the time
they participate in the exchange program and a 3.0 minimum GPA.)

Name of international partner university: _________________________________________________

Semester(s) planning to attend international partner university: _______________________________

What languages do you speak and how well? _______________________________________________

FGCU/ LCOB Application Process

1st Meeting - Date:________________

(Application must be initiated 6 months to a year in advance.)

Student schedules a meeting with the Coordinator of Academic Programs, Ms. Meza, to obtain basic information
about the LCOB International Student Exchange Program.

- Coordinator makes sure student has a valid passport
  (that it does not expire until at least six months after the
  student’s scheduled return date back to the U.S.)
- Gives the student an LCOB International Exchange
  Program Application packet.
- Coordinator assigns students to research exchange
  options, costs, and how they plan to finance it.

Coordinator consults with LCOB Director of Enrollment Management to review student’s file and select possible
exchange program and course options for student. Non-business students must work with their respective
College academic advisor to identify courses they can take and get credit for at FGCU.

Courses at international partner university

Courses at FGCU

Student submits application on Horizon Website

- Student has submitted a FAFSA application with the Financial Aid Office
- Student receives Code of Conduct clearance from the Dean of Students Office

2nd Meeting

Coordinator discusses with the student their exchange partner(s) and academic options, and collects
the following documents:

- Student Personal Statement
- Faculty Recommendation Letter
- Non-business major provides written approval from their college to participate in program.

Finalize location and term the student wants to participate in the exchange.
The exchange agreement stipulates that the participating student pay tuition costs to the home institution and pay the partner university for housing, meals, and any additional fees that are necessary as part of their studies at the partner university. It is recommended that the student pay their FGCU tuition prior to their departure. [Check FGCU Academic Calendar for tuition payment deadlines.](http://www.fgcu.edu/Registrar/academiccalendar.asp) The student is also responsible to pay for their travel and personal expenses.

### 3rd Meeting
The Coordinator will contact the student to schedule the follow-up meeting.

- Coordinator discusses with student:
  - Housing options
  - Budget (prepared by student) and Funding sources
  - Health and other insurance requirements stipulated by the partner university
  - A visa (if required)
- Set a date to prepare documents needed to apply to the International partner university and to submit the application packet.
- Have student schedule Pre-Departure Info Session with Brent Spencer, Study Abroad Coordinator, FGCU International Office.

Director of Enrollment Management, Ms. Marisa Ouverson, will review student’s file and contact appropriate Department Chair to obtain approval for courses student wants to take at the partner university. She will also advise the student on course(s) the student can take from FGCU via distance.

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<th>Finalize courses at international partner university</th>
<th>Courses at FGCU</th>
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**IMPORTANT:**
1. It is the responsibility of the student to notify their LCOB academic advisor(s) that he/she plans to participate in an exchange program. This will help the academic advisor incorporate the exchange when mapping the student’s Degree Progress Review.
2. Students need to familiarize themselves and adhere to the requirements of the partner university, regarding, attendance, assignments, and exams (Example: some universities require that students present a student ID from their institution in order to allow the student to sit for exams.) No make-up exams will be administered by FGCU.
3. Students are encouraged to seek assistance from the partner university if they if they are having difficulty with their courses. They should also notify FGCU.

### 4th Meeting
The student meets with the Coordinator to complete the application packet:

Documents needed:
- An Official FGCU Transcript and brings it to this meeting
- Proof the student meets the language proficiency for the international partner university (if needed)
- Certified copy of their U.S. Passport (if required by the partner university)
- List of approved courses
- Resume and Personal Statement
- Application Deposit (if needed)
- Color headshots (2-5 as required by partner university)
- Housing Application (some partner universities require application to housing at this time)
- FGCU Letter of Recommendation (provided by LCOB Coordinator)

Apply electronically (if required by the partner university) and submit completed application packet to the international partner university by Federal Express.
Upon receiving letter of acceptance (sometimes called placement letter) from international partner university, the student:

| - Needs to schedule a meeting with the Study Abroad Coordinator in the FGCU International Services Office to discuss immigration issues and to obtain assistance in preparing immigration documents. (Please allow at least 30 days for visa processing.) Student should also request information and rates that meets FGCU’s requirements.  
| - Should have completed Pre-Departure Info Session with the Study Abroad Coordinator, International Services Office. |

| Applies for a visa (if required) |
| Applies for housing |
| Arranges transportation to and from the airport (if not provided by the international partner university) |
| Makes final travel plans (keeping in mind the dates of the mandatory orientation and final exams) (Be sure to GIVE a copy of flight itinerary to Ms. Meza) |
| Coordinator works with Director to confirm student is enrolled both at FGCU & at international partner university in corresponding courses. Once enrolled, Coordinator sends e-mail to Department Chair, faculty, and student to confirm what courses the student will be taking. |

5th Meeting -

Coordinator contacts student to schedule a wrap-up meeting with the student, Director, and if possible student’s parents to discuss expectations and responsibilities:

- Director will cover- academic credits, academic performance, grades, teaching style differences, final exams, faculty of record.  
- Coordinator will cover - travel, housing, meals, orientation, travel from airport, funding, pay tuition, student support (from FGCU & from international partner university), safety and emergency contact information and cultural differences.  

Upon arrival at the partner university, it is very IMPORTANT that the student:

- notifies the FGCU Coordinator of their arrival  
- notifies FGCU if they need to make any change to their class schedule (because it affects what classes they are enrolled in at FGCU)  
- familiarize themselves and adhere to all academic requirements (attendance, assignments, grades, exams, etc.) and Code of Conduct rules of the partner university

Upon completion of the program at the partner university, it is very IMPORTANT that the student:

- completes all academic requirements including projects and exams  
- fulfill all financial obligations including rents, fees, or penalties (if any)  
- If the international host university offers the student the option to “re-sit” the final exam, and the student wishes to “re-sit” their final exam upon their return to the U.S., the student must make arrangements through the FGCU Testing Office (239_590- ). Exams must be administered during regular business hours. Students will pay an exam proctoring fee ($30 for first two hours and $10 each additional hour).  

Follow up:

| At the end of the FGCU semester, Coordinator reminds faculty to issue an Incomplete grade for student participating in an exchange program (because there is a lag until FGCU receives the transcripts from the partner university). |
| When the student completes the semester/program at the international partner university and FGCU receives the transcript, the Coordinator notifies the faculty of record at FGCU to do a change of grade from an Incomplete to the appropriate grade for each course.  
| NOTE: If the student has not completed the academic requirements for the incomplete grade within a year, the I grade will automatically turn into an F.  
| The student will be asked to help promote the exchange program by sharing their experiences to classes at FGCU. |

Updated: July 5, 2012