

Student Guide: Graduate and Undergraduate FGCU International Student Exchange Program
Lutgert College of Business, Florida Gulf Coast University

General Information

Florida Gulf Coast University (FGCU) Lutgert College of Business (LCOB) has established a number of formal partnerships with universities outside of the U.S. to promote the exchange of graduate and undergraduate students. Only students from these designated partner schools may apply to participate in the student exchange program. Interested students should first contact the international exchange office (sometimes called “Outgoing Students Office”) at their home institution to determine if they are eligible to participate in this program. The exchange partner schools are listed below.

Student applications are reviewed by both the home University and FGCU. The student will be notified of acceptance to the program by FGCU through their home University. Once accepted, students will receive additional guidance and information from FGCU including immigration documents for visa application and travel, and medical insurance requirements. Students will also receive a Pre-Arrival package with instructions on preparing to arrive in the US and FGCU, important tasks to complete and contact information for various university offices.

To understand what is involved in order to participate in this program, we suggest students read all of the instructions below before applying.

Partner Schools

- **Audencia Nantes School of Management**, Nantes, France
(<http://www.audencia.com/index.php?id=en>)
- **Burgundy School of Business**, Dijon-Bourgogne, France. <http://www.burgundy-school-of-business.com/Index.asp>
- **Groupe ESC Toulouse**, Toulouse, France. http://www.esc-toulouse.fr/en/p450_223/bachelor/admission.html
- **Halmstad University**, Halmstad, Sweden.
<http://www.hh.se/english/education/exchangestudent.2882.html>
- **Harz University**, Wernigerode, Germany. <http://www2.hs-harz.de/aaa/engl/>
- **Jena University**, Jena, Germany. http://www.fh-jena.de/index_en.php
- **Kempton University**, Kempton, Germany. <http://www.fh-kempton.de/>
- **Nankai University**, Tianjin, China. <http://www.nankai.edu.cn>
- **Unitec International**, Auckland, New Zealand. www.unitec.ac.nz

- **Universidad del Carmen**, Carmen, Mexico. <http://www.unacar.mx/>
- **University of Wuerzburg**, Wuerzburg, Germany <http://www.wiinf.uni-wuerzburg.de/fgcu/english.html>
- **Yantai University**, Yantai, China. <http://www.study-in-china.org/school/shandong/YTU/index.asp>

Eligibility Requirements for Exchange Students

1. Students must complete an application through their home institution in order to participate in the exchange program at FGCU.
2. Students must apply for a specified period (depending on the terms of the agreement with the home institution the student may apply to attend FGCU for one or two semesters). Extensions will not be granted once the student arrives at FGCU.
3. The home institution will select and recommend the students who are eligible to attend FGCU.
4. FGCU will review the applications and notify the home institution with the names of the students approved to attend FGCU.

Student Exchange Application Documents and Deadlines

(All of the documents listed below should be submitted to and approved by the student's home institution.)

To apply to Florida Gulf Coast University, eligible exchange students must submit:

1. Completed FGCU International Exchange Student Application for (undergraduate and graduate) admission to FGCU http://www.fgcu.edu/cob/international/incoming_app200902.pdf
2. Financial support documentation
 - a. Estimated Expenses <http://www.fgcu.edu/Admissions/Prospective/expenses.html>
 - b. Financial Support Documents <http://www.fgcu.edu/Admissions/Prospective/financialforms.html>
3. Letter of Recommendation from home University
4. Proof of passing TOEFL scores or Letter from home University attesting to English proficiency
5. Academic transcripts (in English)
6. Payments must be included for all of the following that apply:
 - a. Admission application fee - \$30.00 US Dollars (mandatory for all students)
 - b. Non-Refundable housing application fee - \$50.00 US Dollars (mandatory for all students wishing to live in FGCU Housing)
 - c. Eagle View Orientation \$35.00 US Dollars (mandatory for all undergraduate students)
7. Acceptable Forms of Payment (Cash will NOT be accepted.):
 - a. Credit Card - (<http://www.fgcu.edu/cob/international/ccpayment.pdf>)
 - b. Money Order – make payable to: Florida Gulf Coast University.

8. Proof of Immunization <http://studentservices.fgcu.edu/HealthServices/immunizations.html>
9. Completed housing application form (if requesting on-campus housing). Same deadline as FGCU application applies. (<http://studentservices.fgcu.edu/Housing/ApplyPR.html>)
10. List of approved courses. Graduate Students should select a minimum of 6 course options. Undergraduate students should select a minimum of 8 course selections.
 - a. Gulfline Tutorial
http://enrollment.fgcu.edu/advising/GulflineRegistrationTutorial/GulflineRegistrationTutorial_viewlet_swf.html
 - b. Academic Calendar: <http://www.fgcu.edu/Registrar/academiccalendar.asp>
 - c. Course Schedule: https://gulfline.fgcu.edu/pls/fgpo/szkschd.p_showform

DEADLINES - completed application must be submitted to FGCU by:

April 1 for the fall semester (August-December)

October 15 for the spring semester (January-April)

FGCU contact for incoming international exchange students:

Rosemary Meza

Coordinator, Academic Programs

Lutgert College of Business

Florida Gulf Coast University

10501 FGCU Blvd S

Fort Myers, FL 33965-6565

Telephone: (239) 590-7301

Fax: (239) 590-1438

E-Mail: rmeza@fgcu.edu

Other Important Information

1. **Pre-Arrival Packet for students traveling on a J1 Visa** – You will receive a Pre-Arrival Packet along with your DS 2019. It is very important that you read the information thoroughly.
<http://studentservices.fgcu.edu/International/newstudentjvisa.html>
2. **Health Insurance Requirements** – All international exchange students must have medical insurance throughout the entire program of study that meets the minimum requirements established by the US Department of State, the State of Florida and Florida Gulf Coast University. University medical insurance is available to all students and the premium (cost) will be assessed to your university student account. Students may also use alternate private insurance if FGCU first determines that it complies with our requirements. You will be provided specific instructions on the FGCU Medical Insurance program, and your options to use alternative insurance, in the Pre-Arrival information that will be sent to you after you are accepted to study at FGCU. Students should not assume that personal medical insurance will be suitable for FGCU and are therefore advised not to purchase medical insurance before a determination can be made by FGCU on acceptable alternate insurance. More information can be found on the FGCU International Services website under Pre- Arrival Information at: <http://studentservices.fgcu.edu/International/newstudentjvisa.html> Select

“J-1 Medical Insurance Compliance Form” and “FGCU International Student Medical Insurance Plan”

3. **Hotel Information** (If you plan to arrive in Fort Myers, prior to the date when you can check into FGCU Housing) - Each semester the LCOB negotiates with a local hotel for the lowest rate for international exchange students. Students are responsible for making and paying for their reservations. Contact Rosemary Meza at rmeza@fgcu.edu for the current rates.
4. **Emergency Contact Information** – In the event of an emergency, please notify the International Service office at FGCU at (239) 590-7925 and the LCOB at (239) 590-7301 or by e-mail rmeza@fgcu.edu . For assistance after business hours or weekends, please call the University Police Dept. at (239)590-1900.
 - a. Weather Related Emergency – it is important that you check the weather conditions in Southwest Florida prior to traveling. In the event of a weather related emergency, (possibly a hurricane) go to the FGCU Website for instructions. <http://www.fgcu.edu>
 - b. Shelter – FGCU offers FGCU students shelter at Alico Arena in the event of a weather related emergency. You will find directions to Alico Arena on the FGCU Website.