

**Lutgers College of Business, Florida Gulf Coast University**  
**Instructions for Incoming Graduate and Undergraduate International**  
**Exchange Students and the International Partner Universities**

Florida Gulf Coast University (FGCU) Lutgers 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”) of their home institution to determine if they are eligible to participate in this program.

NOTE: Students must apply for a specified period (one or two semesters depending on the terms of the agreement with the international partner institution). Extensions will not be granted once the student arrives at FGCU.

**APPLICATION DEADLINES**

(Completed applications MUST be received by FGCU by:

- **April 1 for the fall semester (August-December)**
- **October 15 for the spring semester (January-April)**

The international partner university will:

1. Recommend student applicants to FGCU at least six months prior to the beginning of the semester.
2. Collect the completed required application materials from students planning to attend FGCU and submit them as a packet to FGCU prior to the application deadline date. (FGCU will notify the international partner university with the name(s) of the student(s) who are accepted.)
3. Notify the student(s) who are accepted to participate in the exchange program.

Once admitted to FGCU, the student(s) will be provided with the following important additional information:

- a. Pre-Arrival Packet (instructions on preparing to arrive in the US and FGCU, important tasks to complete, etc.)
- b. Health Insurance Requirements.
- c. Hotel Information (in case the student(s) plans to arrive earlier).
- d. Emergency Contact Information (including what to do in case of a weather-related emergency).

**Student Exchange Application Documents and Deadlines**

*(All of the following items need to be submitted to and approved by the international partner university.)*

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

STEP  
1\_\_

**Application**

Incoming undergraduate and graduate students need to complete the FGCU International Exchange Student Application form. Link: [http://www.fgcu.edu/CoB/international/incoming\\_app\\_jan2012.pdf](http://www.fgcu.edu/CoB/international/incoming_app_jan2012.pdf)

This is a “fillable” PDF document, meaning the student by using a computer can click on the areas that need to be completed and enter the information directly into to the form. They will need to print and sign it. The International Office at the international partner university also needs to sign and date the form.

STEP  
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>

STEP  
3\_\_

Letter of Recommendation from international partner university

STEP  
4\_\_

Provide proof of passing TOEFL scores or Letter from international partner university attesting to the student's proficiency in English. Student MUST have good command of English language.

STEP  
5\_\_

Provide academic transcripts (in English).

STEP  
6\_\_

### Payment of Application Fee

In order to process an application, the \$30 USD FGCU Application fee must also be received. Payment may be made by filling out the Credit Card Payment Form (see link). [http://www.fgcu.edu/cob/international/ccpayment\\_july2011.pdf](http://www.fgcu.edu/cob/international/ccpayment_july2011.pdf)

**Application Payments MUST be sent to the Office of the Bursar.** Payments may be submitted by:

FAX (239) 590-1219 (this is a secure fax number) E-Mail [Cashiers@fgcu.edu](mailto:Cashiers@fgcu.edu)

Postal Mail: Florida Gulf Coast University (Attn: Cashier's Office)

10501 FGCU Blvd South

Fort Myers, FL 33965-6565

USA

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Proof of Immunization <http://studentservices.fgcu.edu/HealthServices/immunizations.html> (make sure student also includes the Hepatitis B and Meningitis Vaccine forms)

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### Courses

U. S. Immigration requires that international graduate students must be enrolled in 9 credits (3 classes). (Graduate students should submit a minimum of 6 course options.) Undergraduate students must be enrolled in 12 credits (4 classes). (Undergraduate students should submit a minimum of 8 course options.) This will ensure students enroll in appropriate courses approved by their home institutions that meet all the necessary requirements for their status.

FGCU will only waive tuition fees for 12 credits for undergraduate students and 9 credits for graduate students. Students are responsible to pay out-of-state tuition for credits in excess of the amounts waived.

#### 1. To Select Courses

- a. Go to Course Schedule: [https://gulfline.fgcu.edu/pls/fgpo/szkschd.p\\_showform](https://gulfline.fgcu.edu/pls/fgpo/szkschd.p_showform)
- b. Enter the Term:
- c. Select either **Upper Level Undergraduate** or **Graduate Level** (only that level classes will be displayed).
- d. Link to Gulfline Tutorial: once notified that they have been enrolled in classes, students may review class their class schedules  
[http://enrollment.fgcu.edu/advising/GulflineRegistrationTutorial/GulflineRegistrationTutorial\\_viewlet\\_swf.html](http://enrollment.fgcu.edu/advising/GulflineRegistrationTutorial/GulflineRegistrationTutorial_viewlet_swf.html)

Link to FGCU Academic Calendar: <http://www.fgcu.edu/Registrar/academiccalendar.asp> Select appropriate semester for semester start and end dates, exam dates, and holidays.

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**Submit Applications**

The International Partner University needs to submit completed application packets for all their students to:

Rosemary Meza, Coordinator of Academic Programs  
Lutgert College of Business  
Florida Gulf Coast University  
10501 FGCU Blvd S  
Fort Myers, FL 33965-6565  
USA

**STEP**  
**10**

**Housing**

When the student receives his/her acceptance packet from FGCU with their University ID Number (UIN) and their PIN number, students wishing to stay in FGCU Campus Housing will need to submit a housing application and \$50 non-refundable housing application fee.

To submit an electronic housing agreement:

- e. Log into Gulfline at <http://gulfline.fgcu.edu> and Click on the Student and Financial Aid link.
- f. Click on the Housing Web Portal link. Another window will pop up. Click on Log into the Housing Portal.
- g. Another window will pop up asking you if you'd like to close the previous window. Click on "Yes." You will be taken to the housing web portal.
- h. Click on Applications. Then, click on "Submit a Housing Agreement."
- i. Follow the steps to complete the agreement.

If you have any questions regarding the program, please contact me by e-mail at [rmeza@fgcu.edu](mailto:rmeza@fgcu.edu) or by telephone at 239-590-7301.