

STUDY ABROAD APPLICATION INSTRUCTIONS

STEP 1 – Please fill out completely the Application Form on the web (We do not accept handwritten applications).

NOTE: Registration Application must have advisors approval.

STEP 2 – After you have filled out Application completely, print and sign it.

STEP 3 – Make deposit check payable to FIU and write your social security number on front of check.

STEP 4 – Hand deliver documents to CIBER office at:

Florida International University
College of Business Administration
University Park, RB 338-B
Miami, FL 33199
Phone: 305-348-1740
Fax: 305-348-1789
ciber@fiu.edu
www.fiu.edu/~ciber

For your convenience, we have provided a checklist of required documents for you on the following page

STUDENT COPY

CHECKLIST OF REQUIRED DOCUMENTS FOR STUDY ABROAD

STEP 1: Documents to submit at time of Application

Complete Application

Deposit Check

Copy of your Passport

Copy of your Health Insurance

Signed Release of Liability Form (Please print from our website and sign it)

Signed Disclaimer Form (Please print from our website, Notarize and sign it)

STEP 2: Documents to submit before/by Deadline JUNE 26th, 2003

Physical Examination (your doctor or Wellness Center) stating you are in good health condition to travel.

Copy of your Travel Insurance purchased from Council Travel

Balance Check

Proof of Classes Registration

Receipt of Tuition Payment

Copy of Country Visa if applicable

Copy of Financial Aid or Scholarship letter

If you have any questions regarding these documents, please contact us immediately.

All required documents listed above must be submitted to the address below.

Center for International Business Education and Research (CIBER)

Florida International University

University Park Campus, RB 338-B

Miami, Florida 33199

Phone: (305) 348 - 1740 * Fax: (305) 348 -1789

ciber@fiu.edu

<http://www.fiu.edu/~ciber>

We strongly encourage early application since space is limited; priority will be given to qualified early applications with deposits.



Florida International University
Center for International Business Education and Research

GREECE
AUGUST 10 – 21, 2003

APPLICATION FORM

Please fill out completely the Application Form on the web and hand deliver it to the CIBER office at RB-338B along with \$750 Deposit Check in order to ensure your spot since space is limited. Make check payable to FIU and write your social security number on the front of your check.

STUDENT INFORMATION

Name: Date of Birth: SS Number:

Citizenship: Passport number: Country: Expiration Date:
Please provide a copy of your passport for verification.

Local Address:

City: State: Zip Code: Phone No.:

Permanent Address:

City: State: Zip Code: Phone No.:

Do you work? Yes No Work Phone No.:

FIU E-mail Address: @fiu.edu Other E-mail Address:

* All correspondence between applicants, CIBER, and professor will be through the student's FIU email address. Student is responsible to view his/her email regularly for information and updates regarding the Study Abroad Program.

EDUCATION INFORMATION

Department: Major: GPA:

Present status: Freshman Sophomore Junior Senior Graduate Special

Do you have any type of Financial Aid? No Yes **

Have you been on a Study Abroad Program before? If yes, where did you go and how many classes did you take?

Where: Number of Classes/Credits taken:

How did you learn about this program? Professor Friend Website School Ad Advisor Other

Why are you interested in this program?

** If you have any type of Financial Aid or Scholarship, please submit to the CIBER office document of Financial Aid/Scholarship eligibility from your student records as soon as you register for classes.

EMERGENCY CONTACT INFORMATION/HEALTH INFORMATION/INSURANCE

Student must fill out completely all information on both contacts in case of **emergency**. (Study Abroad Program Requirement)

Local Contact Information:

1) Name: Home No.: OtherNo.:
Address: City: State: Zip:

Family Contact Information:

2) Name: Home No.: OtherNo.:
Address: City: State: Zip:

Do you have any medical condition that we should know about? Please explain.

Are you allergic to any medication, food, pets or other? Please explain.

Physician's Name: Telephone No.:

PHYSICAL EXAMINATION: Student must submit to the CIBER office a physical examination from his/her doctor stating that he/she is in good health condition to travel. It can also be provided from the Wellness Center at FIU by making an appointment.

MANDATORY TRAVEL INSURANCE: FIU requires students who leave on Study Abroad Program to purchase [Comprehensive Travel Insurance from COUNCIL TRAVEL](#) based on the duration of the trip. Please, purchase insurance through their website www.counciltravel.com or by calling **1-866-426-8624**, and submit a copy to the CIBER office.

Due date to bring in Physical Examination and Travel Insurance is JUNE 26th, 2003.

COURSE ENROLLMENT

Please select courses and have **an advisor sign for approval** before submitting application. (3 or 6 credits max.)

Course Name	Course No.	Advisor's Name and Signature
Strategic Management	MAN 4722	
Strategic Management in Multinational Corporation	MAN 4633	
Special Topics	MAN 4930	
International Business	MAN 4602	

PAYMENT/PROGRAM COSTS

Please make all checks payable to FIU and write social security number for reference.

Deposit to be submitted with application	\$ 750.00
Balance payment due by JUNE 26 TH , 2003	\$ 1,245.00
Total cost of the program (includes airfare ticket, hotel accommodation and continental breakfast)	\$ 1,995.00 *

* The total cost of the program does **NOT** include tuition and fees.

LIMIT SPACE: If/when program space increases, cost will vary and student will be required to purchase his/her own ticket. Student must bring a copy of Itinerary and Ticket to the CIBER office. Please, check with CIBER for update on program cost and spacing.

REGISTRATION: Student is required to register for the classes selected before leaving on the trip and submit proof of class registration to the CIBER office by JUNE 26TH, 2003 due date.

TUITION: Student is required to pay his/her FIU tuition for classes including classes selected for Study Abroad before leaving on the trip, and submit a copy of tuition payment receipt to the CIBER office prior to departure.

NOTE: Failure to comply with any of the above requirements will result in a grade of "F".

REFUND POLICY

Cancellations received by JUNE 6TH, 2003 will receive a refund, less a \$100 processing fee. Written notice of cancellation is required. We regret that cancellations received after JUNE 6TH, 2003 will not be eligible for refunds due to financial commitments to various vendors.

VISA REGULATIONS

U.S. citizens:

Traveling as a tourist within the area of GREECE for up to 90 days does not require a visa. Passport must be valid 1 month beyond the date of return to the U.S.

If you wish to remain in GREECE for more than 90 days for reasons other than tourism, you would need to have a visa.

However, please double check with the Embassy for visa requirements. (Embassy information given below).

Non U.S. citizens:

Need to check with Embassy/nearst Consulate for visa requirements for your country of citizenship to travel. Please make sure to contact Embassy/Consulate before final payment is due.

GREECE Consulate for Florida

Tower Place, Suite 1670 3340, Peachtree Rd., N.E.

Atlanta, GA 30326

Telephone: 404.261.3313

Fax: 404.262.2798

Web Address: <http://www.greekembassy.org/atlanta/>

E-mail: atlanta@greekembassy.org

States of Jurisdiction: Florida, Georgia, S. Carolina

Hours of Operation: Mo - Fr 10:00am - 2:00pm

GREECE Embassy

2211 Massachusetts Ave., N.W.

Washington, DC 20008

Telephone: 202.939.1318

Fax: 202.234.2803

Web Address: <http://www.greekembassy.org/dc/>

E-mail: consulate@greekembassy.org

Hours of Operation: Mo - Fr 9:30am - 1:00pm, Th 2:30pm - 4:30pm

Please read carefully the following statement:

"I understand that all Program requirements, Policies and Rules, as well as, the FIU Student Code of Conduct must be observed by each Participant. Failure to follow Program Requirements, Policies or Rules, or the FIU Code of Conduct may result in expulsion from the Program, loss of credits, forfeiture of Program fees or any other penalty (ies) provided for in the Student Code of Conduct."

I certify that I have read and agreed to all the terms, conditions and disclosures on this application.

Signature_____ Date