



**FLORIDA ATLANTIC UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS
STUDY ABROAD PROGRAMS**

APPLICATION CHECKLIST

- _____ 1. Completed STUDY ABROAD APPLICATION form. (Fill out the entire application as directed.)
- _____ 2. \$100.00 non-refundable application fee made payable to Florida Atlantic University is required to initiate an application. The ISIC card providing basic level travel insurance is in the application fee.
- _____ 3. A passport sized picture & International Student Identity Card (ISIC) application. The ID card fee is **INCLUDED** in your application fee
- _____ 4. An official/unofficial copy of a current academic transcript must be sent to the Office of International Programs (OIP)
- _____ 5. Photocopy of the picture page of your passport
- _____ 6. Completed DISCIPLINE POLICY FORM
- _____ 7. Copy of acceptance letter
- _____ 8. FAU Student Health History Data form. **(For non-FAU and non-degree seeking students only.)**
- _____ 9. Course approval form (Top half of form only).
- _____ 10. Transient Form (Section A only). For question 7 use your permanent mailing address.
- _____ 11. Non-degree seeking application and residency classification forms. If you are not an FAU student you need to request that these forms be mailed to you.
- _____ 12. Copy of your flight itinerary
- _____ 13. FAU program fees are due prior to departure. Checks should be made out to FAU and include your social security number in the memo section of your check. (Students on non-FAU programs may be registered at FAU, when it is necessary for Honors College credit, financial aid, or accreditation reasons).
- _____ 14. Program Evaluation form sent on _____. This is sent to you at the conclusion of your program.

All students are required to have a passport for traveling abroad. U.S. students can apply for a passport by visiting <http://travel.state.gov> to download an application form (Allow four to six weeks for processing).

Please notify the OIP promptly by airmail/fax, 561.297.2850/e-mail goabroad@fau.edu if you make any changes to your study abroad program schedule. **Failure to do so will result in a \$50.00 late fee and fee liability for classes added or dropped after the published deadlines.** This pertains to students who are registered at FAU for their overseas programs.

The OIP will not guarantee credit for courses that were not pre-approved before departure, unless the student notifies OIP in writing of those changes during the first week of classes at the overseas institution.

If you will be overseas for more than three months a student visa may be required. All international students must let the OIP know they are international students when they turn in their applications as this may affect your fees and visa requirements.

Financial aid can be applied for through the institution where you are degree-seeking.