



**Lutgert College of Business - Application Fact Sheet**

**2020-2021 Instructions for International Partner Universities and Incoming Graduate and Undergraduate International Exchange Students**

PROGRAM INFORMATION	
<p>Florida Gulf Coast University (FGCU) Lutgert College of Business (LCOB) has established a number of formal partnerships with universities outside of the USA to promote the exchange of graduate and undergraduate students. Only students from these designated partner schools may apply to participate in the LCOB Exchange Program.</p>	
FIRST STEP: NOMINATION DETAILS AND DEADLINES	
1 <sup>ST</sup> Semester = Fall Semester (August – December)	March 1
2 <sup>nd</sup> Semester = Spring Semester (January – April)	July 15
<p>Partner universities should nominate students to the LCOB Exchange Coordinator prior to beginning the application process. Nomination occurs as an email to the LCOB Exchange Coordinator with the following information: Student Name, Student Level (Graduate or Undergraduate), Student Major, Student Age and Gender, Student Email Address. Nomination provides FGCU with a tentative list of students who plan to apply for exchange admission. Nominated students should meet academic and code of conduct requirements at their home institution.</p> <p>Students must apply for a specified period (one or two semesters depending on the terms of the exchange agreement). Extensions will not be granted once a student arrives at FGCU.</p> <p>Exchange students can select Fall or Spring semesters. Summer Semester is not an option for exchange students.</p>	
APPLICATION DEADLINES	
1 <sup>ST</sup> Semester = Fall Semester (August – December)	May 1
2 <sup>nd</sup> Semester = Spring Semester (January – April)	September 15
Please review the <a href="#">Academic Calendar</a> for semester start and end dates, holidays, and final exams.	
SECOND STEP: APPLICATION PROCESS AND DOCUMENTS REQUIRED	
<p>All application documents should be collected by the Partner University Exchange Coordinator and upon completion, mailed to FGCU before the application deadline. At this time, we can only accept originals via postal mail.</p> <p><b>Mailing Address:</b>            Crystal Coleman, LCOB Exchange Coordinator            Florida Gulf Coast University            Lutgert College of Business            10501 FGCU Boulevard South            Fort Myers, FL 33965-6565 USA            Phone: +1-239-590-1885            Email: <a href="mailto:ccoleman@fgcu.edu">ccoleman@fgcu.edu</a></p>	<ul style="list-style-type: none"> <li><b>1 printed copy of the FGCU International Exchange Student Application Form</b> (<a href="#">Click here for Form</a>)</li> <li><b>Financial Support Documentation.</b> A Financial Support Verification Letter <u>or</u> Financial Statement must be an original document on the bank or financial firm letterhead. See Financial Support Section for more information.</li> <li><b>Letter of Recommendation.</b> The Partner University must provide a letter of recommendation attesting that the student meets academic and code of conduct requirements.</li> <li><b>Proof of Language Proficiency.</b> To be accepted by FGCU, students must provide proof of English Proficiency. Students must meet the minimum score in <u>one</u> of the following English proficiency tests: TOEFL (computer-based 213; paper-based 550; internet-based 79) <u>or</u> IELTS (6.5). Only official results from TOEFL or IELTS will be accepted as proof of language proficiency.</li> <li><b>Copy of Passport</b></li> </ul>

## SECOND STEP: APPLICATION PROCESS AND DOCUMENTS REQUIRED, Continued

- **Academic Transcripts.** Please provide a copy of transcripts in English. [Graduate Students](#) will need a letter from their home institution stating dates the student has attended their institution, total number of ECTS credits the student has completed, and verify that the student has completed the equivalency of a Bachelor's Degree.
- **Proof of Immunization.** [Click here for the form](#) that needs to be completed by a doctor or clinic. Students may sign a waiver if they have not received the Hepatitis B or Meningitis vaccines.
- **Course Selection.** Please provide a list of course selections. Graduate students must provide 6 course selections and Undergraduate students must provide 8 course selections. See Course Selection Section for more details.
- **Application Fee.** \$30.00 USD Application Fee must be received before application can be processed. Payment must be made by credit card at this [link](#).

### FINANCIAL SUPPORT DOCUMENTATION REQUIREMENTS

For I-20 purposes, international students are required by the US Immigration and Naturalization Service to show adequate proof of their ability to financially support themselves for the duration of their studies in the USA. All applicants must submit proof of financial resources in US currency equivalent to the cost of attending Florida Gulf Coast University for one semester (or the amount of time at FGCU). *For 2020-2021, the estimated amount needed is **\$8,317.00 USD** for one semester (subject to change).*

A Financial Statement must be completed and signed by an official of a financial institution (such as a bank) where funds are deposited. The document should be dated no more than 6 months prior to the intended date of enrollment. All figures must be in US Dollars. The Financial Statement should be on bank letterhead and in its original form, no photocopies will be accepted.

If the account holder is not the student (for example, parents or family) the account holder must also provide a Sponsor Letter Statement. Click on the links for example letters for [Undergraduate](#) and [Graduate](#) Students.

### COURSE SELECTION INFORMATION

The U.S. Citizenship and Immigration Service requires that international graduate students be enrolled in 9 credits (3 classes) and undergraduate students be enrolled in 12 credits (4 classes) per semester. International Students can only take 1 class as a virtual/online course each semester.

As part of the required application documents, students should submit a list of course selections for the semester they intend to study at FGCU. All course selections should be approved by the Partner University. Course selections are not guaranteed. Graduate students must provide 6 course selections and undergraduate students must provide 8 course selections. This gives FGCU flexibility in the event a preferred choice class is full. All students must meet course pre-requisites. Graduate students must only select graduate level courses (4000 and 5000 level courses) in the College of Business. Undergraduate students must only select (3000 and 4000 level courses) in the College of Business.

Exchange students can take ENC 1102, English Composition II, however exchange students are not permitted to take other foreign language courses while studying under Exchange at FGCU.

## COURSE SELECTION INFORMATION, Continued

After Admission to FGCU, the LCOB Exchange Coordinator will enroll all incoming exchange students in their courses. Students will be notified via email once the course registration is complete. We will make every effort to enroll students in their preferred classes, however we cannot guarantee this. Please ensure all course options are approved and allowed by the home institution.

[Click here for the list](#) of Undergraduate Business course options

[Click here for the list](#) of Undergraduate RHM (Resort & Hospitality Management) course options

[Click here for the list](#) of Graduate Business course options

For course descriptions, including course pre-requisites, please see the FGCU Website [here](#)

For class schedules to determine days/times of class offerings, please see the [Course Schedule](#)

Fall semester is typically viewable by February 15

Spring semester is typically viewable by October 1

## THIRD STEP: ADMISSION LETTER AND HOUSING APPLICATION

Once the application has been processed and a student is officially admitted to FGCU, an admissions packet with the student FGCU University Identification Number, FGCU Email, Gulfline PIN number, and DS-2019 Immigration Documentation will be mailed via Federal Express to the Partner University Exchange Coordinator. The Partner University Exchange Coordinator will distribute these materials to accepted students.

Students should prepare to watch both their home email address and their FGCU email address for important announcements from the International Services Office and the LCOB Exchange Coordinator.

Exchange Students will reside in FGCU Campus Housing. Once students receive the admissions packet, please submit the application for housing. **To submit an electronic housing application, follow the steps below and** submit the required non-refundable \$50.00 USD housing application fee using a credit card.

1. Log into Gulfline at <http://gulfline.fgcu.edu> (Will need University ID Number and PIN first)
2. Click on the Student & Financial Aid link
3. Click on the Housing Web Portal link. Another window might pop open. Click on "Log Into the Housing Portal".
4. Another window might pop open asking to close the previous window. Click on "Yes". The Housing Web Portal should open.
5. Once in the Housing Portal, click on "Apply for Housing". Then click on "Apply for Fall 2020 – Spring 2021"
6. Follow the steps to complete the agreement. The final page of the agreement includes links to the Terms and Conditions of the housing agreement as well as a payment button. Students must pay a \$50.00 USD application fee in order to submit the Housing Agreement.

**NOTE:** Incoming Exchange Students are only housed in the North Lake Village housing. If assistance is needed with the housing application, please contact Mr. Charlie Braun at [CBraun@fgcu.edu](mailto:CBraun@fgcu.edu)

## ARRIVAL AND ORIENTATION

International Exchange Students are allowed an early check-in date for the Campus Housing, prior to the start of their Orientation. All International Exchange Students must attend a mandatory two-day orientation prior to the semester starting. Exchange students do not need to attend the University Eagle View Orientation sessions.

Move-in dates, move-out dates, and orientation dates will be sent via email by the LCOB Exchange Coordinator after your application has been processed. Please receive this information first, before booking your plane tickets.

<b>TUITION AND FEES</b>	
<p>FGCU will waive tuition as stipulated in the exchange agreement. Exchange students wishing to take more credits than those allowed by the exchange agreement are responsible to pay out-of-state tuition for credits in excess of the amount waived. Please note: Tuition waivers are applied to the student account a few days before classes start.</p> <p>Students taking a Resort &amp; Hospitality Management course (denoted as course prefix HFT on the course selection lists) will be charged a one-time program fee of less than \$100 USD. This fee is not waived by the exchange agreement. This fee covers the cost of food and equipment used during the program courses. Some courses may also charge a lab fee. This is also not covered by the exchange agreement.</p>	
<b>CONTACT INFORMATION</b>	
University Contact	Florida Gulf Coast University, <a href="https://www.fgcu.edu/">https://www.fgcu.edu/</a> 10501 FGCU Boulevard South Fort Myers, FL 33965-6565 USA
College Contact	Lutgert College of Business Exchange Coordinator Crystal Coleman, <a href="mailto:ccoleman@fgcu.edu">ccoleman@fgcu.edu</a> , Phone: +1-239-590-1885
<b>MORE INFORMATION ABOUT STUDYING AT FGCU</b>	
Visa	A student visa is required to study in the United States. For more information, check the <a href="#">US Department of State website</a>
Medical Insurance	International students are required to submit proof of medical insurance for the duration of their study at FGCU. Students will receive correspondence from the International Services Office at FGCU regarding this requirement.
Arrival Location	Students are encouraged to fly into Southwest Florida International Airport (Airport code: RSW) in Fort Myers, Florida. Transportation is not provided to campus. Southwest Florida International Airport is 15 minutes from campus via Uber / Taxi.
Housing Accommodations	<p>Students will stay at <a href="#">North Lake Village</a>, on the FGCU Campus during their exchange semester. For more information, please see <a href="#">FGCU Campus Housing</a>.</p> <p>Students will share a living room, kitchen, and double bathroom with up to 3 other FGCU students. All students will have their own separate and secure bedroom. Residence halls are equipped with a stove top and oven, refrigerator/freezer, two bathrooms with showers. Bedrooms are furnished with a Twin XL mattress and lofted bed frame, and two desks.</p> <p>Students are responsible for bringing or purchasing after arrival: food/beverages, bed linens, kitchen utensils/cooking supplies, school supplies, toiletry supplies.</p>
Meeting other Students	<p><b>Eagle I Ambassador Program:</b> Provides international students with a current FGCU student ambassador. The ambassador may be able to help with transportation, learning the FGCU campus, and participation in American culture activities. To request an Eagle I Ambassador, please email Ms. Charlotte Bingham with the International Services Office, <a href="mailto:cbingham@fgcu.edu">cbingham@fgcu.edu</a></p> <p><b>FGCU International Services:</b> Provides information and activities for new students. Friend on Facebook – search FGCU Intl Srvs</p>