



Incoming International Student Guide

Global Initiatives & International Services Office

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Fort Myers, FL 339656565

[https://www.fgcu.edu/academics/internationalservices/
internationalservicesfgcu.edu](https://www.fgcu.edu/academics/internationalservices/internationalservicesfgcu.edu)

This document has detailed information about the steps that you need to follow upon admission as an international student.

Note: All blue underlined words are hyperlinks. Click on them to go to the web page.

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Welcome Letter

The Office of Global Initiatives & International Services is very pleased to welcome you to FGCU.

This email contains important information regarding your next steps for becoming an International Student at FGCU. Following is a welcome message from the Assistant Vice President for International Programs, Dr. Michael McDonald:

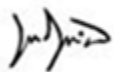
Dear student,

Welcome to Florida Gulf Coast University (FGCU) from the Office of Global Initiatives and International Services (OGIIS). You are about to embark upon an exciting new adventure with promises for great intellectual and personal growth. We value the presence of the 250 international students and scholars from over 40 different countries at FGCU and recognizes the important role they play in the life of our university. We have a rich tradition of welcoming international visitors from all parts of the world to FGCU with events and programs throughout the year. In collaboration with campus and community partners, our office also contributes to the internationalization of the university by providing opportunities for growth through international curriculum, study abroad courses, cross-cultural interactions and international programming. We invite you to take part in these events and opportunities as well.

After you have settled in, we invite you to make an appointment with the *International Office* located in Reed Hall 122, to get to know us, share your education ambitions and learn about your rights and responsibilities relative to your immigration status in the United States. The OGIIS staff members are experienced with the many challenges of living, studying and working in a different culture or country and we are poised to support your cultural and educational transition to life at FGCU. We also strongly encourage you to consult the OGIIS website (<https://www.fgcu.edu/academics/internationalservices/>) as it provides comprehensive information that will ensure you remain in legal compliance with the **United States** regulations on travel, employment and other matters set out by the Department of Homeland Security, the State Department and the Students and Exchange Visitors Program (SEVP).

Finally, please think of the International Office as your home away from home; it is our privilege to serve you. We invite you to contact our office at any time we can be of assistance. Best wishes for a successful and productive year ahead.

Yours with kind regards,



Michael McDonald, Ph.D.
Professor of Anthropology
Assistant Vice President for International Programs
Florida Gulf Coast University

*In light of COVID-19, the issuance of student visas is currently suspended.
However, there are steps you can still take to prepare to join us this Spring semester.*

SEVIS Fee

International students must pay the SEVIS (Student and Exchange Visitor Program) Fee prior to applying for their visa.

You should pay the SEVIS Fee upon receiving your I-20/DS-2019 form.

Locate your SEVIS ID number (N000..... on the **top right** corner of your **I-20**).

In the I-901 SEVIS fee form you should provide your:

- Name
- Date of birth
- Other information exactly as indicated in the I-20/DS-2019.

Make sure you print a receipt of payment for your records.

NOTE

* If you are transferring from another U.S. institution to FGCU, and have paid the SEVIS fee for that school, and your I-20 record is being transferred to our school, you DO NOT need to pay the SEVIS fee again.

* If you are a Canadian citizen, you are visa-exempt. Meaning you do not need to apply for an F-1 or J-1 visa at a US Embassy. However, you DO need to pay the SEVIS Fee.

Once US Embassies resume issuing student visas, please refer to this link to apply for a student Visa.

We will be monitoring the situation, and will email you as soon as this possible.

Immunization Records

Before registering for classes, all international students must provide proof of vaccination against:

- Rubella
- Measles (MMR)

Refer to the Student Health Services Portal, [SHS Portal](#) to complete the immunization form **online**.

You will log in using your **FGCU email and password**.

- Click on “**My Profile**”
- Click on “**My forms**” on the top
- Click on "**Immunization History for Portal**" form
- Enter date(s) on form and/or waiver options then scroll to bottom for uploading instructions
- Submit

If you have any questions, please visit the web page of [Student Health Services](#), or email immune@fgcu.edu

Hold

Review Holds:

If you have a “hold” on your record, you will not be able to register for classes.

Holds are a way to ensure you meet certain requirements such as:

- Immunization requirement
- Health Insurance

To have a hold removed, you will need to complete the missing requirement.

If you completed the requirement and the hold is still there, please contact the department responsible for the hold.

For example: you need to contact Student Health Services office about the “Immunization hold” as explained in page 5.

[Get details on different type of holds](#)

- **To View Holds**
 - Sign into your [GULFLINE](#) account
 - Click "Student" tab
 - Click "Student Records" tab
 - "View Holds"

Once holds are lifted, please [contact our office](#) to be pre-registered into courses.

Note, your first semester at FGCU you will be registered into classes by your academic advisor (you will register yourself the following semesters).

Health Insurance

Health Insurance is mandatory for all International students.

All international students (F1 and J1 students) are required to maintain valid health insurance at all times.

- Every semester, students will have a hold placed on their account until they provide proof of their health insurance to the International Services Office.
- **You MUST provide proof of insurance before class registration**

FOR ALL STUDENTS LIVING WITHIN THE UNITED STATES WHILE TAKING COURSES COVERAGE **MUST BE CONTINUOUS**. It cannot lapse during school breaks, even if you return to your country during the break.

Proof of insurance must be submitted to the Office of Global Initiatives & International Services at FGCU

Coverage dates must meet one of the following options:

Term	Effective Date	Termination Date
Fall	August 1 st	December 31 st
Spring 2021 * (Must be graduating)	January 1 st	May 10 th
Spring/Summer 2021	January 1 st	August 1 st

- Look for additional emails regarding health insurance from our office staff member Carey Fells (cfells@fgcu.edu)
- After your first semester at FGCU, you must provide proof of insurance within 2 weeks prior to the first day of class.

Pre-approved Health Insurances Providers

International Student Protection: <http://intlstudentprotection.com/>

Insurance for Students: <https://www.insuranceforstudents.com/>

ISO Insurance: <https://www.isoa.org/>

International Student Insurance: <https://www.InternationalStudentInsurance.com>

If you are choosing an insurance other than the ones listed above, please complete the following form

https://www.fgcu.edu/academics/internationalservices/Insurance_Compliance_Form_2020-2021.pdf

You can upload your proof of Health Insurance [HERE](#)

Orientation

You will complete a two-part orientation experience:

Step one will be completed virtually with Eagle View Orientation.

Step two will be completed via the International Service Canvas page. You will complete the orientation utilizing Zoom for live sessions and meetings, and Canvas, FGCU's online learning management system. Further instructions on how to access and complete your orientation (including your agenda and links to Zoom and Canvas) will be emailed to your Eagle Email a few days before you program.

You will receive an email from Canvas to join the International Services page. On this page, you will find the mandatory online orientation, and quiz. You must view the online orientation and take the quiz before the start of the Fall semester. Please contact Carey Fells at cfells@fgcu.edu if you have any questions regarding the International Services Canvas page.

Your next step is to [register for an orientation session](#).

Orientation Fee

- As an International Student, your orientation fee will be waived.
- Please complete the orientation registration up to the point of payment.
- Next, email orientation@fgcu.edu to let us know you have completed the registration. We will waive the fee and fully submit your orientation registration.
- You must sign up 2 weeks prior to the actual orientation date that you want to register for.

Other information

[Click here to schedule an appointment with International Services](#)

1. Click on “**Select Option**”
2. Click on “**International Student/Scholars**” option
3. Choose either **Carey Fells**, or **Timothy Gjini**
4. Choose the appointment data and time that works for you.
5. All appointment will be virtual unless otherwise approved.

- **Important deadlines**

Requirement	Deadline
Proof of Health Insurance	12/28/2020
Immunization	All students must submit complete immunization records to Student Health Services prior to their first enrollment at FGCU. You cannot register for courses with holds on your account.
Eagle View Orientation	Sign up must be 2 weeks prior to the date of the actual orientation. Students cannot register for classes until they attend orientation.
Document Processing	01/22/2021
Last day to add/drop class without penalty	01/15/2020

- [Academic Calendar](#)
- [Scholarship Opportunities](#)
- [Housing Options](#)

Checklist

This checklist is to be used after you have completed all the steps of International Students Enrollment required by Admissions Office.

If you have any questions regarding your application or enrollment status, please contact Admissions office at admissions@fgcu.edu



	FGCU International Student Admission Process Completed
	SEVIS Fee
	Immunization records
	Check Gulfline account for Holds
	Provide Proof of Health Insurance
	Sign up for Orientation
	Housing