

# INTERNATIONAL PROGRAMS

## UNDERGRADUATE INDEPENDENT STUDY APPLICATION INSTRUCTIONS

- Complete the entire application. Type or print legibly in ink and do not staple or fold the application.
- Meet with your academic advisor to determine the FSU equivalent of the courses you will take abroad. Indicate courses in space provided on this application. Obtain academic advisor signature.
- Meet with the Chair of your major and obtain signature on this application to confirm their endorsement of your chosen program. (Last page of application.)
- Return application with the non-refundable deposit of \$100 (made payable to FSU) to FSU International Programs, A5500 University Center, Tallahassee, FL 32306-2420. If you choose to pay by credit card, refer to last page of the application.
- You will be assessed, and agree to pay, the fees listed below. These fees include medical insurance coverage while studying overseas, an international student identification card as well as administrative processes associated with the maintenance of our database and sharing of your emergency contact information with the FSU Police Department and FSU Registrar's Office.

Administrative \$300  
Insurance \$50/month for your time studying abroad  
International Student Identification Card \$34\*

\*ISIC benefits: [http://www.isic.org/sisp/index.htm?fx=istc\\_info](http://www.isic.org/sisp/index.htm?fx=istc_info)

- You agree to provide a copy of the receipt showing paid instructional fees at the foreign school (or program) where you will enroll in credits. If this receipt indicates you have paid equal to or more instructional fees than would be charged by Florida State University, no additional assessment will be incurred. If, however, the receipt indicates you have paid less for instructional fees than Florida State University would assess, you agree to pay the difference as calculated by our accountant, Gina Mathis. Fax, email as an attachment, mail, or bring into the International Programs office your receipt to the attention of: Gina Mathis ([gmathis@admin.fsu.edu](mailto:gmathis@admin.fsu.edu)) or fax 850-644-8817 or FSU International Programs, A5500 University Center, 282 Champions Way, Tallahassee, FL 32306-2420. Failure to submit the receipt showing paid instructional fees at the foreign school (or program) will result in your being assessed instructional fees at FSU's current rate for the credits in which you enroll.
- Application and full payment deadlines are the same as the published International Programs deadlines found here: [http://www.international.fsu.edu/Students/Important\\_Dates.aspx](http://www.international.fsu.edu/Students/Important_Dates.aspx)  
Note: A confirmation deposit is not expected, nor required.
- After International Programs has processed your application, you will receive a letter confirming this as well as a number of forms you must complete and return.
- Administrative and processing questions should be addressed to Betty Seymour of the International Programs office: [bseymour@admin.fsu.edu](mailto:bseymour@admin.fsu.edu) or 850-644-3272.

**Note:** If you have chosen to participate in a study abroad program administered by or sponsored by a U.S. college or institution, you should **not** complete this Independent Study program application. In this case, arrangements for registration for classes, financial aid, etc. are the responsibility of you and/or the college or institution in which you have chosen to study. **The Independent Study application is required ONLY if you are a student directly enrolling in a foreign university.**