1. Go to: https://apps.oti.fsu.edu/CreateFSUID/?sponsor=CIES. Enter the required information.

2. The confirmation message will direct you to check your email: [Registration Successful message]

   You have successfully registered for an FSUID. Please check your email gsmith@mymail.com for a link to activate your FSUID.
Look for this email from profilesetup@apps.oti.fsu.edu. If you do not see the email in your Inbox, look in your Junk Mail folder for it.

Click on the link in the email and fill out the required information to activate your FSUID.

The email contains your EMPLID and your temporary student ID number.

Your EMPLID. It is important that you record this number in a safe place.

Last 5 digits of your temporary student ID number
Read and Accept the University Technology Resources Policies.

Create a password. The password must meet all of the listed requirements. **Write down your password so you don’t forget it!**
A page will be displayed with your FSUID and a link back to the CIES Online Application.

Log in to the CIES Online Application with your FSUID and password.

When you have your FSUID, return to this page and sign in to continue the application process.
Complete the Application with your information. See helpful reminders below.

**Application Type**

Check YES only if you are a student at another school in the USA.

**Personal Information**

Enter your name exactly as it appears on your passport.

F1 is the student visa. Select F1 if you will apply for a student visa to come to the USA.

Enter your email address. You must be able to read email at this account.
These sections are only for students who have already been accepted to FSU.

Conditionally Accepted Students

<table>
<thead>
<tr>
<th>Name of graduate department that you have been accepted to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

If you said “yes”, then please scan and e-mail your conditional admission letter to us.

Family Information

If you plan to bring your spouse and/or children, please give their full names, as well as dates and places of birth.

<table>
<thead>
<tr>
<th>Spouse's Information</th>
<th>Country of Citizenship of Spouse*</th>
<th>Date of Birth of Spouse (MM-DD-YYYY)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last/Family Name of Spouse*</td>
<td>First/Given Name of Spouse*</td>
<td>Country of Birth of Spouse*</td>
</tr>
<tr>
<td>Smith</td>
<td>Maria Cristina</td>
<td>Costa Rica</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children's Information</th>
<th>Country of Birth of Child 1*</th>
<th>Date of Birth of Child 1 (MM-DD-YYYY)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last/Family Name of Child 1*</td>
<td>First Name of Child 1*</td>
<td>Citizenship of Child 1*</td>
</tr>
<tr>
<td>Smith</td>
<td>Juan Junior</td>
<td>Costa Rica</td>
</tr>
</tbody>
</table>

Only enter information if you have a spouse or child who will come with you to the USA. The information must match their passports.
Enter your personal email address. You must be able to read email at this account.

The person or organization that will pay for your study expenses in the USA.

Name of Sponsor: Other (Please Provide below):
Other Sponsor: Juan David Smith
Relationship to Student (Parent, Friend, Government, Employer, etc.): Father
Sponsor Email Address: xdsmitth@mymail.com

Admission Papers

CIES should send admission papers to:

- Use same address as above.
- First Name: George
- Last Name: Smith
- Address Line 1: 123 My Street Abroad
- Address Line 2: Apt #4
- City: San Jose
- State: San Jose
- Country: Costa Rica
- Zip/Postal Code (Required for Express Mail): 10101

Additional Contact Information

- Telephone Required: +506 0000-0000
- Email Address Required: gsmith@mymail.com
- Fax (optional): 

(Please Include Country Code: Example: +39 06-4392-1234)

Select the session you want to begin at CIES.

Please enroll me in the following sessions:

This Section Required

- [ ] Spring I (January 05 - February 20)
- [ ] Spring II (February 23 - April 17)
- [ ] Summer I (April 23 - June 12)
- [ ] Summer II (June 15 - July 31)
- [ ] Fall I (August 20 - October 09)
- [ ] Fall II (October 12 - December 04)

Fees: Full-time students will pay the following tuition and fees, plus health insurance:

- Tuition Fee includes all books, photocopies, FSU ID Cards and student Activities
- Application Fee: $129.00 (includes express shipping)
- CIES Tuition per session: $1,950.00

The application fee may be paid by credit card, an international bank money order in US Currency or U.S. bank check for $129.00 U.S. made payable to Florida State University.

Health Insurance is mandatory. You will not be allowed to begin classes without proof of health insurance. If you need to purchase health insurance, the insurance plans available at the following two links are acceptable:

- [http://www.studentinsurance.fsu.edu](http://www.studentinsurance.fsu.edu) - You must choose the Internation Plan
- [http://www.trawickinternational.com/Plan/Student](http://www.trawickinternational.com/Plan/Student) - You must choose Collegiate Care Preferred - Plan C
Submit the Application.

The confirmation message tells you the NEXT STEPS to finish the CIES application process. Use the Document Upload tab to submit copies of your documents to CIES.

If you have any questions or concerns, please contact our office at cies@admin.fsu.edu or 850-644-4797.

Thank you for your application to The Center for Intensive English Studies at Florida State University

Please, remember to Scan, Fax or Mail the following to CIES:

1. The $120.00 (USD) application fee. This fee includes express shipping.
2. A copy of your high school or university diploma.
3. A copy of your passport information page.
4. A financial statement from your bank (or the bank of your sponsor/parents) or a Sponsorship/Award Letter showing that there is at least $7,000 available for study and living expenses for your first semester at CIES.

If you need to make changes to your application, please send an email to cies@admin.fsu.edu.
Error Messages:

If you do not receive the confirmation message when you submit your application, there may be an error. See the solutions below!

This message will appear if any information is missing in the application. Enter the needed information and click Submit again.

### Missing or Invalid Answers

One or more of the fields below are required or need certain types of answers. Please review the following list and correct your answers before trying to save your information again:

- You must provide State Code.
- You must provide Zip/Postal Code.
- You must provide a Telephone Number.
- You must select at least one session to be enrolled in.

If you receive the error message below, click the BACK button in your web browser and then click Submit again.

The following information is meant for the website developer for debugging purposes.

Error Occurred While Processing Request

An exception occurred when setting up mail server parameters.

This exception was caused by: califusion-mail-MailSessionException: An exception occurred when setting up mail server parameters.

Resources:
- Enable Robust Exception Information to provide greater detail about the source of errors. In the Administrator, click Debugging & Logging > Debug Output Settings, and select the Robust Exception Information option.
- Check the ColdFusion documentation to verify that you are using the correct syntax.
- Search the Knowledge Base to find a solution to your problem.

Browser: Mozilla/5.0 (Windows NT 6.1; WOW64; rv:24.0) Gecko/20100101 Firefox/24.0
Remote Address: 128.186.75.239
Referer: https://my.cies.fsu.edu/index.cfm?fuseaction=apply.ciesform
Data/Time: 24-Jun-14 10:59 AM

If you have any questions or concerns, please do not hesitate to contact our office at cies@admin.fsu.edu or 850-644-4797.