Go to: https://apps.its.fsu.edu/FSUIDRegistration/FSUIDRegistration.html?sponsor=CIES. Enter your information.

1. Enter your information into the fields provided.
2. Enter your personal email address 2 times. You must be able to read email at this account.
3. Check here if you do not have a U.S. Social Security Number.
4. Click Continue when complete.
2. Review your information and click “Yes, this is correct.”

3. The confirmation message will appear. Write down your EMPLID number. You will need it later.

4. Go to https://oim.fsu.edu/OIMSelfService/activation?execution=e1s1 and click Proceed.
Fill out the required information to activate your FSUID. Click Continue.

Enter your email address and click Continue.

The confirmation message will appear. Write down your FSUID. This is your username to log in. Click Continue.
Select 3 security questions and type in your answers. Make sure to pick questions and answers that you can remember and spell correctly in the future.

Create a password. The password must meet all of the listed requirements. Write down your password!
The confirmation message will appear with your FSUID. Click the link that says Apply for CIES.

When you return to the CIES Online Application, log in with your FSUID and password.

Returning Users

Click Here to Login and go to the CIES Application
Complete the Application with your information. See helpful tips below.

**CIES Student Application**

**To Study at CIES**

**Application Type**

This Section is Required

Are you applying as a transfer student from another school in the United States? 
- [ ] YES
- [ ] NO

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

**Personal Information**

This Section is Required

Please enter your personal information as it appears in your passport.

I am applying as a:  
- F1

Last/Family Name: Smith  
First/Given Name: George

Address Line 1: 123 My Street Abroad  
Address Line 2 (optional): Apt #4

City: San Jose  
State: San Jose  
Country: Costa Rica

Zip / Postal Code: 10101

Country of Citizenship: Costa Rica

Date of Birth (MM-DD-YYYY): 07-19-1999

Personal Email: gsmith@mymail.com

Please enter your email address. You must be able to read email at this account.

Please enter your name exactly as it appears on your passport.

City of Birth: Puntarenas

Country of Birth: Costa Rica

Gender:  
- [ ] Male
- [ ] Female

Marital Status:  
- [ ] Single
- [ ] Married

**Fully Admitted Students**

I am fully admitted to Florida State University:  
- [ ] Yes  
- [ ] No

Name of department that you have been admitted to: Select the Department

These sections are only for students who have already been accepted to FSU.

**Conditionally Accepted Students**

I have been conditionally accepted into a graduate program at Florida State University:  
- [ ] Yes  
- [ ] No

Name of graduate department that you have been accepted to: Select the Department
The person or organization that will pay for your study expenses in the USA.

Enter your personal email address. You must be able to read email at this account.

Only enter information if you have a spouse or child who will come with you to the USA. The information must match their passports.

We will send your official CIES acceptance letter and immigration form I-20 to this address.
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 or email the files to cies@fsu.edu.

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

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