



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



FSUID REGISTRATION

Name*

Home Address*

Country:

Address1:

Address2:

City Postal:

County:

Enter your personal email address 2 times. You must be able to read email at this account.

Email Address* ⁱ

Re-Enter Email Address*

Date of Birth*

Re-Enter Date of Birth*

Gender*

Male
 Female

U.S. Social Security Number (SSN)* ⁱ

- -

Re-Enter U.S. Social Security Number (SSN)*

- -



I am an international student and do not have a Social Security Number or an FSU-assigned temporary student ID number.

- OR -

I am a resident of one of the United States Territories and do not have a Social Security Number.

Check here if you do not have a U.S. Social Security Number

Country of Citizenship*

Click Continue when complete

2

Review your information and click "Yes, this is correct."



FSUID REGISTRATION

FSUID Registration Summary

First Name	George
Middle Name	
Last Name	Smith
Suffix	Jr
Country	CRI
County	Out of State/County

No, need to make an edit

Yes, this is correct

Review your information and click here to continue

3

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

FLORIDA STATE UNIVERSITY



FSUID REGISTRATION

FSUID Registration Complete

Congratulations! You have completed the first step and created your account.

Your EMPLID is: **700001295**

You will receive an email to continue the activation of your FSUID which will become the login for your account. Please be sure to check your junk mail if you do not receive your email in a few minutes.

If you have questions or need assistance, please contact the ITS Service Desk at 850-644-HELP.

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Go to <https://oim.fsu.edu/OIMSelfService/activation?execution=e1s1> and click Proceed.



ACCOUNT ACTIVATION

The following process will guide you through the steps to activate your account. Once you proceed, you will be asked for personal information to verify your identity. You must complete the activation process in order to access your Florida State University account.

Cancel Proceed

5

Fill out the required information to activate your FSUID. Click Continue.



FSUID ACTIVATION

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

Please enter your EMPLID, name and date of birth to activate your FSUID.

All fields are required.

EMPLID What is my EMPLID?

700001295

First Name

George

Last Name

Smith

Date of Birth

JUL ▼

19

1990

Continue

6

Enter your email address and click Continue.

7

The confirmation message will appear. Write down your FSUID. This is your username to log in. Click Continue.



ACCOUNT ACTIVATION

The following FSUID has been assigned to you. This will be your permanent FSUID.

Please make a note of this. You will need it to sign in to any FSU system, and it will be part of your FSU email address (i.e., FSUID@fsu.edu or FSUID@my.fsu.edu).

FSUID: **GS18BU**

Continue

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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.



SECURITY QUESTIONS

FSU uses security questions to provide an extra layer of protection for your account. These questions will be used to verify your identity and reset your password if you ever forget it.

Select three security questions and enter your answers below. It is very important to remember your answers exactly as you type them (i.e., including punctuation, case sensitive).

What was the first movie you saw in theaters? ▼

Shrek

Who was your childhood hero? ▼

Abuela

What was your favorite childhood beverage? ▼

Malta

Continue

9

Create a password. The password must meet all of the listed requirements. **Write down your password!**



ENTER NEW PASSWORD

Enter and confirm your new password. You will need to remember this password to sign in to any FSU system. Follow the requirements listed below when creating your new password.

Password Requirements

- At least eight characters
- One or more alpha characters (a-z, A-Z)
- One or more numeric characters (0-9)
- One or more non-alphanumeric characters (#~!@\$%^&*+_?<>)
- No spaces
- Not your name
- Not easy to guess dictionary words
- Not any of your last ten passwords

New Password

.....

Confirm Password


.....|

Continue

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The confirmation message will appear with your FSUID. Click the link that says Apply for CIES.

FLORIDA STATE UNIVERSITY



ACCOUNT ACTIVATION

Success! Your account activation is complete.

Your FSUID: **GS18BU**

Remember your FSUID and password!


[myFSU Portal](#)

Helpful Links
Apply for Admission
Apply for CIES
Apply for TEFL

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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

FLORIDA STATE UNIVERSITY



SIGN IN

Enter your FSUID and password

[Sign In](#)

[Activate/Manage FSUID](#) | [Sign In Help](#) | [Terms of Use](#)



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.

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

Enter your name exactly as it appears on your passport.

I am applying as a:

F1

Last/Family Name

Smith

First/Given Name

George

Middle Name (optional)

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

Country of Birth

Costa Rica

City of Birth

Puntarenas

Date of Birth (MM-DD-YYYY)

07-19-1990

Please indicate your gender:

Male
 Female

Please indicate your marital status:

Single
 Married

Personal Email

gsmith@mymail.com

Personal Email address must be the email address of the student, not an agent.

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

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



Family Information

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

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

Spouse's Information

* As it appears on passport.

Last/Family Name of Spouse*

Smith

First/Given Name of Spouse*

Maria Cristina

Country of Citizenship of Spouse*

Costa Rica

Country of Birth of Spouse*

Panama

Date of Birth of Spouse (MM-DD-YYYY)*

01-27-1991

Children's Information

* As it appears on passport.

Last/Family Name of Child 1*

Smith

First Name of Child 1*

Juan Junior

Citizenship of Child 1*

Costa Rica

Country of Birth of Child 1*

Costa Rica

Date of Birth of Child 1 (MM-DD-YYYY)*

02-04-2012

Sponsored Students

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

Name of Sponsor:

Other (Please Provide below)

Relationship to Student (Parent, Friend, Government, Employer, etc.):

Father

Sponsor Email Address:

jdsmithsr@mymail.com

Other Sponsor:

Sponsor Student ID:

Juan David Smith

Admission Papers

This Section is Required

We will send your official CIES acceptance letter and immigration form I-20 to this address.

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 06-4362-1234)

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



Sessions

Please enroll me in the following session:

This Section is Required

Select the session you want to begin at CIES.

2018

- Summer I (April 25 - June 15)
- Summer II (June 18 - August 03)
- Fall I (August 23 - October 12)
- Fall II (October 17 - December 14)

2019

- Spring I (January 03 - February 22)
- Spring II (February 25 - April 19)
- Summer I (April 25 - June 14)
- Summer II (June 17 - August 02)
- Fall I (August 22 - October 11)
- Fall II (October 14 - December 06)

Fees: Full-time students must pay the following tuition and fees:
Tuition Fee includes all books, photocopies and student activities

Application Fee.....	\$120.00 (includes express shipping)
Deferment and Shipping Fee.....	\$75.00
Shipping Fee (only).....	\$45.00
CIES Tuition per session	\$2,200.00 (see exceptions below)

Application Submission

Click Submit when complete

[Submit CIES Application](#)

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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

Next Steps Application Document Upload

Click on the Document Upload tab to submit copies of the required documents as PDF files.

NEXT STEPS

UPLOAD REQUIRED DOCUMENTS LISTED BELOW

(Click on green tab above labeled "Document Upload")

1. A copy of your high school diploma (if you are under 18 years old).
2. A copy of your passport information page.
3. A certified 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 (4 months) at CIES.
4. A Certificate of Financial Responsibility (CFR)
[Click Here to Download CFR Form](#) - Works best to open in Adobe Acrobat Reader.

You may also e-mail your documents to cies@admin.fsu.edu

You may also mail the above documents to the following address:

Center for Intensive English Studies
Florida State University
634 West Call Street
Tallahassee, FL 32306-1125
USA

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


PAY APPLICATION FEE

1. Please pay the \$120.00 (USD) application fee at <http://fees.fsu.edu>. The application fee is non-refundable. This fee includes express shipping.
2. Please click here for [Instructions of How to Pay Online](#).

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 web site you are accessing has experienced an unexpected error. Please contact the website administrator.

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: coldfusion.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
Referrer	https://my.cies.fsu.edu/index.cfm?fuseaction=apply.ciesForm
Date/Time	24-Jun-14 10:59 AM

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