



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\* ⓘ

Re-Enter Email Address\*

Date of Birth\*

Re-Enter Date of Birth\*

Gender\*

Male
  Female

U.S. Social Security Number (SSN)\* ⓘ

-  -

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

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



# FSUID REGISTRATION

## FSUID Registration Summary

<b>First Name</b>	George
<b>Middle Name</b>	
<b>Last Name</b>	Smith
<b>Suffix</b>	Jr
<b>Country</b>	CRI
<b>County</b>	Out of State/County
<b>Email Address</b>	gsmith@mymail.com
<b>Date of Birth</b>	July 19, 1990
<b>Gender</b>	Male
<b>Social Security Number</b>	No Social Security Number.
<b>Citizenship</b>	Costa Rica

No, need to make an edit

Yes, this is correct

Review your information and click here to continue

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The confirmation message will tell you to check your email:

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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Look for this email from **Florida State University** <noreply@fsu.edu>. If you do not see the email in your Inbox, look in your Junk Mail folder for it.

• Thank you for registering for your FSUID ★

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• **Florida State University** <noreply@fsu.edu> Mar 15 at 10:09 AM ★  
 To gsmith@mymail.com

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

Dear George Smith,

Thank you for registering for your FSUID. You have completed the first step and created a student record. Your **EMPLID is 700001296**.

(Your FSU-assigned temporary student ID number is **999820352**. Please remember this number. You will use this number when activating and managing your FSUID account. When asked for the last 5 digits of your SSN in activation, please use the last 5 digits of this number.)

For the second step, follow the link to activate your FSUID: [CIES FSUID Activation](#)

**Instruction:**

1. Follow the link to the activation application.
2. Fill in the requested information.
3. Create a password.

← Reply   ← Reply to All   → Forward   ... More

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



## FSUID Activation

Please activate your FSUID by verifying your personal information and create a password.

All fields are required.

EMPLID	700001296
First Name:	<input type="text" value="George"/>
Last Name:	<input type="text" value="Smith"/>
Last 5 digits of SSN*:	<input type="text" value="20352"/>
Date of Birth:	<input type="text" value="July"/> <input type="text" value="19"/> <input type="text" value="1990"/>

Last 5 digits of your temporary student ID number

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

\* If you are an international student use the last 5 digits of your FSUID generated student number, international employees use the last 5 digits of your assigned temporary SSN, if you are a FAMU student use the last 5 digits of your FAMU student number.

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Read and Accept the University policies.



THE FLORIDA STATE UNIVERSITY

### FSUID Activation

You must read and accept the following guidelines.

FLORIDA STATE UNIVERSITY  
OP-H-6 USE OF UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

**A. OBJECTIVE**  
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This policy statement is intended to support appropriate and effective use of information technology (IT) resources at Florida State University (FSU), while providing guidelines for allowable use.

**B. GENERAL**  
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- FSU provides a wide variety of IT resources, including computers, networks, software, computer accounts, cellular phones, beepers, office telephones and hand-held and wireless devices, for use by University students, faculty, and staff. These resources are administered by the Office of Technology Integration, the Office of Telecommunications, and a number of schools, colleges, departments, and institutes, and are intended for the legitimate business of the University.
- Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and

Accept  Decline



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Create a password. The password must meet all of the listed requirements. **Write down your password so you don't forget it!**



THE FLORIDA STATE UNIVERSITY

### FSUID Activation

Enter a password

Re-enter password

**Password Requirements**

- Must be at least 8 characters in length
- Must not contain any spaces
- Must contain:
  - one alpha character (a-z)
  - one numeric character (0-9)
  - one non-alphanumeric character (~!@#%&\*+\_\*?<>)
- Must not contain any part of your name
- Must not use any obvious, easy-to-guess, dictionary words
- Must not re-use any of your last 7 passwords



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A confirmation page will show with your FSUID. Write down your FSUID and password.



FLORIDA STATE UNIVERSITY

Remember your FSUID and password!

## FSUID Activation

Congratulations! You have successfully activated your FSUID: **gs17f**

Please remember your FSUID and password. You will use them to log on to authorized FSU systems.

Account Type	User ID	Password Setup Result
FSUID	gs17f	Successful reset of password.
Windows Live ID (myFSU)	gs17f@my.fsu.edu	Successful scheduling of password change

After resetting your FSUID password, please allow up to 24 hours for all FSU systems to fully update your password.

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

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Return to the [CIES Online Application](#) and log in with your FSUID and password.

When you have your FSUID, return to this page and sign in to continue the application process.

## Returning Users

FSUID

Password



[Don't have an FSUID?](#)  
[FSUID Help](#)  
[Forgot your password?](#)



### 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.

### 2017

- Spring I (January 05 - February 24)
- Spring II (February 27 - April 21)
- Summer I (April 26 - June 16)
- Summer II (June 21 - August 11)
- Fall I (August 28 - October 13)
- Fall II (October 18 - December 15)

### 2018

- Spring I (January 08 - February 23)
- Spring II (February 28 - April 20)
- Summer I (April 30 - June 15)
- Summer II (June 25 - August 10)
- Fall I (August 27 - October 12)
- Fall II (October 22 - December 14)

**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 .....	\$2,100.00

## 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@admin.fsu.edu](mailto:cies@admin.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](mailto: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](mailto: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@admin.fsu.edu](mailto:cies@admin.fsu.edu) or 850-644-4797.