

GENERAL STUDENT INFORMATION

PROCEDURES TO FOLLOW UPON THE STUDENT'S ARRIVAL

1. Go to **INTERNATIONAL STUDENTS SERVICES DEPARTMENT (ISS)** (*They help students with Health Insurance, Social Security Card Information, Immigration questions, etc...*). ISS is located in Graham Center (GC 242) on University Park Campus. Ana E-Mail address for Ana (Director of ISS) is: ana.sippin@fiu.edu
 - ❖ **Student has to show the "Offer Letter" that was sent to him from the MME Department to the ISS Department.**
2. Then the ISS Department will Issue the Student an Authorization to Work. (Like a Work Permit).
3. Then the student has to come to the MME Department to fill out:
 - ❖ **"New Employee Information Form"** – The form can be found online at www.fiu.edu/personnel/formpacketops.pdf
4. The student now has to go to Helida (305) 348-2535 at the Engineering Dean's Office on the Second Floor, Room EC 2472.
 - ❖ Make sure you bring:
 - Passport, I-20, and inside the passport (a white card) the I-94
 - Employment Eligibility Form (Authorization to Work Form)
 - Letter (Our Offer Letter).

Per Helida, if the student doesn't have the Employment Form, then the student can still see her and get that later.
5. **If the Student is receiving Assistantship from Hemispheric Center For Environmental Technology (HCET)**, then the student has to go to CEC 2100 (office next to the Dean's Office). You will need to take the New Employee Form and I-94 in order for them to make the contract.
 - ❖ For advisement, the student will need an advisor from HCET and one from the Department of their major course interest. (Example: Mechanical Engineering).
6. If the student has not received their Social Security Number or his Contract has not been processed yet, they can still register for the classes because they are already admitted.

IMPORTANT NOTES:

- Student that has I-20: Still has to go to the ISS Department.
- Student that has Social Security Card: Still has to go to the ISS Department.
- Student that is a Resident of the United States: Still goes to the ISS Department.
- For Immigration Questions: The student has to make an appointment with an ISS Department's Advisor (an expert in Immigration Laws).
- Orientation Meeting: It is a requirement and ISS will give out Immigration Law Sheets.

IMPORTANT ADDRESSES:

Florida International University

University Park Campus
11200 S.W. 8th Street
Miami, FL 33199
Telephone: (305) 348-2000
Webpage: www.fiu.edu

Department of Mechanical & Materials Engineering

10555 West Flagler Street,
College of Engineering and Computing 3400,
Miami, FL 33174
Telephone: (305) 348-2569
Fax: (305) 348-1932
Webpage: www.eng.fiu.edu/mme/MMEdepartment.htm

To go to the Main Campus from the Engineering Center:

- Take the South Exit to Flagler Street
- Turn Left on 107th Avenue and Flagler
- Pass S.W. 8th Street
- On S.W. 16th Street, turn right.

Graduate Admissions Office

PC 231, University Park Campus
11200 S.W. 8th Street
Miami, FL 33199
Telephone: (305) 348-7442
Fax: (305) 348-7441 or (305) 348-2498
Webpage is <http://gradschool.fiu.edu/index.html>
Email: gradadm@fiu.edu

University Graduate School

PC 230, University Park Campus,
11200 S.W. 8th Street
Miami, FL 33199

Telephone: (305) 348-2455
Fax: (305) 348-3433
Webpage is <http://gradschool.fiu.edu/index.html>
Email: ugs@fiu.edu

International Students Services Department (ISS)

11200 S.W. 8th Street
Graham Center 242
Miami, FL 33199
Telephone: (305) 348-2421
Fax: (305) 348-1521
Webpage is www.fiu.edu/~iss

TO REGISTER FOR CLASSES:

- a) Go to the Registrar's Office which is located at the Charles Perry Center on the Main Campus on the first floor
- or
- b) Do it on line at the Student Information Service (SIS) website <http://sis.fiu.edu>.
1. Click on **Login to PantherSoft** and Log in into your account
 2. Click on Academics, then on View Enrollment Appointment to see the date that you will be able to register.
 3. Now, any time after your Appointment Start Date, click on Academics then Enroll in a Class.

Once the student enters in PantherSoft, the student will be able to:

- Enroll in a Class
- View the class schedule
- View exam schedule
- View course catalog
- View the schedule of classes
- View the grades
- Request transcripts
- View unofficial transcripts
- View degree progress
- View transfer credit
- Evaluate transfer
- AND MORE

Webmail information:

Go to <http://webmail.fiu.edu/> to access your FIU email account. Once the student has been admitted to FIU, an E-mail address is assigned to the student by UTS.

WHERE TO STAY:

- a) **To Live on Campus:** www.fiu.edu/orgs/housinig/
- b) **International Studies Office rents studios on Campus for a maximum of two months:** Their Phone # is: (305) 348-1913
- c) **To Check on the Internet:**
www.theflyer.com
<http://www.miatni.com/mid/miai-nifieraid/classifieds/>
- d) **The Nearest Hotels:**
 - Wellesley Inns - (305) 592-4799
8436 N.W. 36th Street, Miami, FL 33166
 - Comfort Suites Miami - (305) 220-390
3901 S.W. 117th Avenue, Miami, FL 33175
- e) **Off-Campus Housing**
 - FIU Classifieds <http://classifieds.fiu.edu/>
 - The Nearest Apartments:
 - **Wellesley Inns** - (305) 592-4799
8436 N.W. 36th Street, Miami, FL 33166
 - **Comfort Suites Miami** - (305) 220-3901
3901 S.W. 117th Avenue, Miami, FL 33175
 - **Vista Verde** - (305) 220-7202 Fax #: (305) 220-6243
10495 S.W. 14th Terrace, Miami, FL 33174
(Across from FIU, 5 minutes from the CEC)
 - **San Marco** - (305) 553-6450
8842 Fontainebleau Blvd., Miami, FL 33172
(5 minutes from the CEC)
 - **Coral Point** - (305) 262-3704
8585 N.W. 6th Lane #110, Miami, FL 33172
(5 minutes from the CEC)
 - **Arbor Lake Club** - (305) 226-1984
9361 Fontainebleau Blvd., Miami, FL 33172
(5 minutes from the CEC)
 - **Fontainebleau Milton** - (305) 225-4400
9517 Fontainebleau Blvd., Miami, FL 33172
 - **Greens Al Doral** - (305) 477-1010
4630 N.W. 97th Court, Doral, FL 33178
(10 minutes from the CEC)

- **Sunset Gardens** - (305) 279-6611
7400 S.W. 107th Avenue, Miami, FL 33173
(15 minutes from the CEC)
- **Park Hill** - (305) 274-6336
7235 S.W. 94th Place, Miami, FL 33173
- **Four Quarters Habitat** - (305) 274-7256
8337 S.W. 107th Avenue, Miami, FL 33173
(15 minutes from the CEC)

PARKING AND TRAFFIC:

- Remember to visit the Department of Parking and Traffic to pick up your decal sticker and/or your housing sticker.

Parking Services

Location: Gold Garage, University Park Campus

Hours of Operation are: Monday through Friday form 8:00 a.m. - 5:00 p.m.

Telephone: (305) 348-3615

Webpage: <http://parking.fiu.edu/>

- ❖ For more information about Rules and Regulations please go to go to: http://parking.fiu.edu/rules_regulations.htm

- CATS Shuttle

The CATS shuttle provides service from University Park Campus to the Engineering and Computing Center located on 107th Ave and Flagler St. There is no charge for this service.

Bus Stop At Graham Center (GC)	Engineering and Computer Science	College of Engineering and Computing (CEC)
8:15 AM	8:20 AM	8:45 AM
9:45 AM	9:50 AM	10:05 AM
11:15 AM	11:20 AM	11:35 AM
12:45 PM	12:50 PM	1:05 PM
2:15 PM	2:20 PM	2:35 PM
3:45 PM	3:50 PM	4:05 PM
5:15 PM	5:20 PM	5:35 PM
6:40 PM	6:45 PM	7:05 PM
8:05 PM	8:10 PM	8:30 PM
9:30 PM	9:35 PM	9:55 PM

NOTE:

- Graham Center and Engineering and Computer Science Building are located at University Park Campus.
- The College of Engineering and Computing just recently changed names from Engineering Center (EC) or also formally known as Engineering and Applied Sciences (EAS)

IF THE STUDENT WANTS TO DEFER ADMISSION

- The student has to write a "Deferral Request" and send it to Ms. Eva Belz. Her fax number is (305) 348-7441. If you rather email the deferral request, please send it to Eva.Belz@fiu.edu and CC to agarwal@fiu.edu.

- In the body of the Fax the student should more or less say:

To: Eva Belz
Admissions Coordinator

From: Name of Student
Panther I.D.: _____
Intended Degree Program: (Degree Program)
Intended Term of Entry: (Semester and Year)

Date: Today's Date

Re: Deferral Request

(Example)

I would like to request a Deferral for (Semester and Year).

- To check the status of the Deferral, please visit the PantherSoft webpage at <http://sis.fiu.edu/>

If not able to see the status on the webpage then call (305) 348-7442, please note that it takes around two to three weeks to process and to be in the system. According to Amy, changes will not appear in the PantherSoft system until around mid-September.

WHO TO CONTACT IF NOT ABLE TO FIND AN ANSWER?

Graduate Program Director:

Dr. Arvind Agarwal (305) 348-1701 E-Mail: agarwal@fiu.edu

OR

Alexandra Rolon (305) 348-2220 - E-Mail: arolon001@fiu.edu