

# **GRADUATE STUDENT GENERAL INFORMATION** **PACKAGE**

## **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. Contact the ISS Director Ana Sippin for more information [ana.sippin@fiu.edu](mailto: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 the following:
  - ❖ **"New Employee Information Form"** – The form can be found online at [www.fiu.edu/personnel/formpacketops.pdf](http://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).

**If the student doesn't have the Employment Form, the student can still see her and get that later.**
5. **If the Student is receiving Assistantship from Applied Research Center (ARC)**, then the student has to go to EC 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 advising, the student will need an advisor from ARC 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. 8<sup>th</sup> Street  
Miami, FL 33199  
Telephone: (305) 348-2000  
Webpage: [www.fiu.edu](http://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](http://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 right onto Flagler Street
- Turn Left on 107<sup>th</sup> Avenue
- Pass S.W. 8<sup>th</sup> Street
- On S.W. 16<sup>th</sup> Street, turn right.

### ***Graduate Admissions Office***

PC 231, University Park Campus  
11200 S.W. 8<sup>th</sup> 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](mailto:gradadm@fiu.edu)

### ***University Graduate School***

PC 230, University Park Campus,

11200 S.W. 8<sup>th</sup> Street  
Miami, FL 33199  
Telephone: (305) 348-2455  
Fax: (305) 348-3433  
Webpage is <http://gradschool.fiu.edu/index.html>  
Email: [ugs@fiu.edu](mailto:ugs@fiu.edu)

***International Students Services Department (ISS)***

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

**TO REGISTER FOR CLASSES:**

- a) Go to the Registrar's Office which is located at the Primera Casa (PC) on the Main Campus on the first floor
- Or
- b) Register online 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. To acquire your username and password go to <https://intra.fiu.edu/irm/sc/studsearch/index2.htm>

## WHERE TO STAY:

- a) **To Live on Campus:** [www.fiu.edu/orgs/housing/](http://www.fiu.edu/orgs/housing/)
- 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.theflyer.com)  
<http://www.miami.com/mid/miai-nifieraid/classifieds/>
- d) **The Nearest Hotels:**
  - Wellesley Inns - (305) 592-4799  
8436 N.W. 36<sup>th</sup> Street, Miami, FL 33166
  - Comfort Suites Miami - (305) 220-390  
3901 S.W. 117<sup>th</sup> Avenue, Miami, FL 33175
- e) **Off-Campus Housing**
  - FIU Classifieds <http://classifieds.fiu.edu/>
  - The Nearest Apartments:
    - **Vista Verde** - (305) 220-7202 Fax #: (305) 220-6243  
10495 S.W. 14<sup>th</sup> 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. 6<sup>th</sup> 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. 97<sup>th</sup> Court, Doral, FL 33178  
(10 minutes from the CEC)
    - **Sunset Gardens** - (305) 279-6611  
7400 S.W. 107<sup>th</sup> Avenue, Miami, FL 33173

*(15 minutes from the CEC)*

- **Park Hill** - (305) 274-6336  
7235 S.W. 94<sup>th</sup> Place, Miami, FL 33173
- **Four Quarters Habitat** - (305) 274-7256  
8337 S.W. 107<sup>th</sup> 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 from 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](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 107<sup>th</sup> Ave and Flagler St. There is no charge for this service.

<b>Bus Stop At Graham Center (GC)</b>	<b>Engineering and Computer Science</b>	<b>College of Engineering and Computing (CEC)</b>
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](mailto:Eva.Belz@fiu.edu) and CC to [agarwala@fiu.edu](mailto:agarwala@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/> or [my.fiu.edu](http://my.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 Diaz (Coordinator of Graduate Affairs), changes will not appear in the PantherSoft system until around mid-September.

## **WHO TO CONTACT IF YOU'RE NOT ABLE TO FIND AN ANSWER?**

Graduate Program Director:

Dr. Arvind Agarwal – Phone: (305) 348-1701 – E-Mail: [agarwala@fiu.edu](mailto:agarwala@fiu.edu)

OR

Assistant to Dr. Agarwal:

David Virzi – E-Mail: [dvirz001@fiu.edu](mailto:dvirz001@fiu.edu)