



The Office of Study Abroad (OSA) reports to the Senior International Officer at Florida International University. The office is responsible for the development of study abroad programs for FIU students and for the development and implementation of student exchange agreements with foreign institutions. The office's role is to help facilitate new exchange partnerships abroad, to coordinate the development of new programs, to assist faculty members in bringing programming ideas to fruition, and to oversee the administration of the programs on an ongoing basis, while conforming to FIU and State of Florida requirements, while providing students with the best experience possible.

International Student Exchange / FIU Approved	FIU Study Abroad Programs
<ul style="list-style-type: none"> <li>• Work with Schools and Colleges to develop and establish student exchange agreements with foreign institutions in compliance with FIU's policies and SACS requirements</li> <li>• Serve as liaison between FIU Academic Units, Partner Institutions, the General Counsel's Office, and the office of Academic Planning and Accountability</li> <li>• Review and renew agreements every five years in accordance with FIU and foreign institution</li> <li>• Maintain credit balance between institutions</li> <li>• Maintain communication with overseas partners regarding student-related matters that may arise (incoming and outgoing students)</li> <li>• Interview and select FIU students participating in the International Student Exchange (ISE)</li> <li>• Assist students with identifying FIU approved programs that align with the students' interests and academic needs.</li> <li>• Advise students participating in ISE on FIU application, host application, registration, housing, and visa</li> <li>• Provide predeparture orientations and reentry workshops for all outgoing exchange and FIU approved students.</li> <li>• Work with students and department advisors on course pre-approval for ISE and FIU approved program participants</li> <li>• Maintain a course equivalency database to be used as a guideline in the course approval process.</li> <li>• Monitor the transfer of foreign credits for student that study abroad and ensure that their PDA's are accurately updated.</li> <li>• Administer and facilitate all logistics for J-1 incoming exchange students participating in the international student exchange including application, course registration, housing, visa, and mandatory health insurance</li> <li>• Provide arrival and predeparture orientations and debriefing for incoming students</li> <li>• Provide support to incoming students related to all aspects of their experience at FIU</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve Faculty-led programs</li> <li>• Provide guidance and assistance with program budget, itineraries, emergency contingency plan</li> <li>• Work with faculty directors in creating program study abroad accounts</li> <li>• Create and produce program marketing materials</li> <li>• Process vendor agreements</li> <li>• Host the Fall and Spring Study Abroad Fairs</li> <li>• Attend program specific info and/or pre-departure sessions as required/requested</li> <li>• Receive all study abroad program application documents</li> <li>• Process Panther ID requests and other logistics for non-FIU students participating in the study abroad programs</li> <li>• Facilitate pre-departure orientations for all study abroad participants</li> <li>• Schedule courses in PantherSoft</li> <li>• Register students for all study abroad courses</li> <li>• Enroll students in mandatory study abroad insurance and the US Dept of State registry.</li> <li>• Provide Financial Aid with study abroad program budgets and financial aid recipients</li> <li>• Collect and deposit study abroad program fees into individual study abroad accounts</li> <li>• Communicate with faculty on a weekly basis regarding student payments for their programs</li> <li>• Maintain communication with faculty and their departments regarding vendor payment requirements, Travel Authorizations, and all other matters related to program preparation</li> <li>• Provide guidelines and university policies to program directors and study abroad participants</li> <li>• Respond to program emergencies and issues of student academic/behavior misconduct</li> <li>• Provide faculty with student medical information, emergency procedures, and medical facilities information abroad.</li> <li>• Administer all program logistics and recruitment for the FIU in Italy annual program focusing on Architecture in the Fall, Landscape Architecture and Art History in the Spring, and European Studies and Hospitality in the Summer</li> </ul>

## Other Services and Programs

- Serve as primary advisors for nationally competitive scholarships: Gilman, Boren, Fulbright, Fund for Education Abroad
- Develop and facilitate workshops for all three scholarship competitions
- Administer OSA Scholarship to eligible students
- Collaborate with the Center for Leadership and Service on administrative matters related to alternative break programs abroad (insurance enrollment, enrollment with the US Embassies abroad)
- Provide administrative support for students who are approved to participate in internships abroad
- Monitor and enforce university policies with regards to student travel abroad (Travel Warning Committee)
- Serve on the university QEP Implementation Team
- Facilitate the Global Learning Initiative as it relates to ISE and FIU study abroad programs—GL Designation
- Serve as advisors for the Study Abroad Club at FIU (establish Buddy and Ambassador program within the club)
- Provide support for incoming student short-term summer programs
- Implement and assess grant-related initiatives for FIU STEM students going to Brazil
- Monitor and administer the IIE /Brazilian Government Scientific Mobility grant program

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