Go to: https://apps.oti.fsu.edu/CreateFSUID/?sponsor=CIES. Enter the required information.

The confirmation message will direct you to check your email:
Look for this email from profilesetup@apps.oti.fsu.edu. If you do not see the email in your Inbox, look in your Junk Mail folder for it.

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

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

Last 5 digits of your temporary student ID number

Your EMPLID. It is important that you record this number in a safe place.
Read and Accept the University Technology Resources Policies.

Create a password. The password must meet all of the listed requirements. **Write down your password so you don’t forget it!**
A page will be displayed with your FSUID and a link back to the CIES Online Application.

Log in to the CIES Online Application with your FSUID and password.

When you have your FSUID, return to this page and sign in to continue the application process.
Complete the Application with your information. See helpful reminders below.

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.

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

Click YES only if you are a student at another school in the USA.
These sections are only for students who have already been accepted to FSU.

**Spouse's Information**
- 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**
- 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

Only enter information if you have a spouse or child who will come with you to the USA. The information must match their passports.
Enter your personal email address. You must be able to read email at this account.

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

Select the session you want to begin at CIES.

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

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

Select the session you want to begin at CIES.
Submit the Application.

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.

Thank you for your application to The Center for Intensive English Studies at Florida State University

NEXT STEPS

UPLOAD DOCUMENTS LISTED BELOW

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(s)) 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.
5. Transfer Students: Must also have the Transfer Form filled out and submitted. Click here to Download Transfer Form.

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. 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]

- 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.

![Error Occurred While Processing Request]

If you have any questions or concerns, please do not hesitate to contact our office at cies@admin.fsu.edu or 850-644-4797.