

1

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



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## FSUID Registration

The FSUID registration process consists of two steps. First, complete and submit the form below.

An email will be sent to the email address you have provided. The email will contain a link to a page that will allow you to complete the registration process. In most cases, you will receive this email immediately; however, please allow up to one hour for receipt.

Next, follow the email link and complete the on-screen instructions to activate an FSUID and set your password.

To prevent the email from being blocked or flagged as spam, please add [profilessetup@apps.oti.fsu.edu](mailto:profilessetup@apps.oti.fsu.edu) to your anti-spam or contact list.

Please note: red \* indicates a required field

Name \* (case-sensitive):

George Smith Jr

First Name\*

Middle Name

Last (Family) Name\*

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.

Citizenship\* Costa Rica

Gender\*

☐ Female

☒ Male

Date of Birth\*

July

19

1990

Re-enter Date of Birth\*

July

19

1990

Email Address\*

gsmith@mymail.com

Re-enter Email Address\*

gsmith@mymail.com

Submit

Check [here](#) if you do not have a U.S. Social Security Number

Enter [your](#) personal email address. You must be able to read email at this account.

Click Submit when complete

2

The confirmation message will direct you to check your email:



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## FSUID Registration

### Registration Successful

You have successfully registered for an FSUID. Please check your email [gsmith@mymail.com](mailto:gsmith@mymail.com) for a link to activate your FSUID.

3

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.

☐ ☆ profilesetup

Register for an FSUID -

Register for an FSUID

Inbox x



profilesetup@apps.oti.fsu.edu

10:37 AM (0 minutes ago) ☆



to me ▾

Dear TEST STUDENT,

Thank you for registering for a guest account. Please activate your guest FSUID.

Follow the link to activate your FSUID



<https://apps.oti.fsu.edu/CreateFSUID/Activation.html?sponsor=CIES&emplid=200185638>

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

Instructions:

1. Follow the link to the activation application.
2. Fill in the requested information.

(Your FSU-assigned temporary student ID number is 999276067. 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. )

3. Create a password.

4

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



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## FSUID Activation

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

You have successfully registered to complete an application. Please activate your FSUID by verifying your personal information, then create a password.

All fields are required.

EMPLID 200185638

First Name: George

Last Name: Smith

Last 5 digits of SSN: 76067

Date of Birth: July 19 1990

Last 5 digits of your temporary student ID number



Submit

5

Read and Accept the University Technology Resources Policies.



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## 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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1. 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.

2. Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and

☒ Accept

☐ Decline



Submit

6

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



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## 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

Submit

7

A page will be displayed with your FSUID and a link back to the CIES Online Application.



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## FSUID Activation

**Remember your FSUID  
and password!**

### Reset Password Result for FSUID: ts14r

Account Type	User ID	Password Change Result
FSUID	ts14r	Successful reset of password.
Windows Live ID (myFSU)	ts14r@my.fsu.edu	Successful scheduling of password change
FSU AD	ts14r	Successful reset of password

To go back to CIES application page, click link <https://my.cies.fsu.edu/index.cfm?fuseaction=apply.cies>

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.

**Click the link to go  
to the CIES Online  
Application!**

8

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.

## Returning Users

FSUID	<input type="text" value="ts14r"/>
Password	<input type="password" value="••••••••"/>
<input type="button" value="login"/>	



Don't have an FSUID?  
FSUID Help  
Forgot your password?



Center for Intensive  
English Studies

## CIES Student Application

To Study at CIES

### Application Type

**This Section 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.

I am applying as a:

F1

F1 is the student visa. Select F1 if you will apply for a student visa to come to the USA.

Last/Family Name

Smith

First/Given Name

George

Enter your name exactly as it appears on your passport.

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

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

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

If you said "yes", then please scan and e-mail your conditional admission letter to us.

Name of graduate department that you have been accepted to:

Only enter information if you have a spouse or child who will come with you to the USA. The information must match their passports.

### Family Information

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) ▼

Other Sponsor: Juan David Smith

Relationship to Student (Parent, Friend, Government, Employer, etc.):

Father

Sponsor Email Address:

jdsmithsr@mymail.com

### Admission Papers

CIES should send admission papers to:

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

☒ 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 sessions:

**This Section Required**

Select the session you want to begin at CIES.

**2015**

☐ Spring I (January 05 - February 20)

☒ Spring II (February 23 - April 17)

☐ Summer I (April 23 - June 12)

☐ Summer II (June 15 - July 31)

☐ Fall I (August 20 - October 09)

☐ Fall II (October 12 - December 04)

**Fees:** Full-time students will pay the following tuition and fees, plus health insurance:

Tuition Fee includes all books, photocopies. FSU ID Cards and student Activities

Application Fee.....\$120.00 (includes express shipping)

(Send in with this application)

CIES Tuition per session ..... \$1,950.00

The application fee may be paid by credit card, an international bank money order in US Currency or U.S. bank check for \$120.00 U.S. made payable to Florida State University.

Health Insurance is mandatory. You will not be allowed to begin classes without proof of health insurance. If you need to purchase health insurance, the insurance plans available at the following two links are acceptable:





10

Submit the Application.

**Application Submission**

**Required**

*\*You must enter the two words in the box to the right, separated by a space, to submit your form to CIES. This helps us prevent spam and proves that a real person is entering the information required in this form. If you cannot read the words, refresh them by clicking the REFRESH (REPLACE THIS) icon.*

Enter the text from the image in the box. If there is a space in the text, type a space between the words here.

38 54

Privacy & Terms

Submit CIES Application

Click here for a different image if this one is not clear.

Click Submit when complete

11

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).



**myCIES** Center for Intensive English Studies

*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 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.
5. **Transfer Students:** Must also have the Transfer Form filled out and submitted.  
[Click Here to Download Transfer Form](#)

You may also e-mail you 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>. 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 do not hesitate to contact our office at [cies@admin.fsu.edu](mailto:cies@admin.fsu.edu) or **850-644-4797**.