**Outline of Application/Acceptance Process**

**Before Applying to the UFIC**

*Interested students should meet with an advisor/faculty director of the program to learn more about the program.*

**Business** - Visit with one of the WCBA Study Abroad Advisors
- Joe Rojo *joe.rojo@warrington.ufl.edu*
- Lucy DiLeo *lucy.dileo@warrington.ufl.edu*
- Jason Ward *jason.ward@warrington.ufl.edu*

Make an appointment: 352-273-0165

**Apply to the UFIC**

*(dl: mid-late April /mid-late September)*

*Make an appointment with your UFIC study abroad advisor to talk about your application, scholarships, visas, French social security insurance, etc.*

Visit the Study Abroad website and find *Grenoble École de Management.*  
[https://www.ufic.ufl.edu/SAS/index.html](https://www.ufic.ufl.edu/SAS/index.html)  
Complete an application.  
There are 3 components:

1. **Online Questionnaires & Signature Documents**
2. **Academic Advising Form** *(a list of courses you intend to take, granting UF equivalencies and department approval to study abroad)*  
   *This form must be picked up at the UFIC in the Hub.*  
   *WCBA Advisors will help determine UF equivalencies.*
3. **Service Fee $300** - This fee must be paid at the UFIC in the Hub in cash/check/money order.

**Apply to Grenoble**

*(dl: May 1st /October 1st)*

*The coordinator of incoming exchange students at GEM is Andrea Yesilada: Andrea.YESILADA@grenoble-em.com*

This is a useful contact and name you should become familiar with.

After you’ve finished your UFIC application, the UFIC study abroad advisor will nominate you for the exchange. At this time you will receive an email from Grenoble instructing you on how to complete your GEM application online.

You will need to prepare the following documents.

- CV/Resume
- Official UF Transcript
- One passport-style photograph (to be used for student ID)
- 2 Professional/Academic References- there is a specific form you will download from your online application and give to your references to complete
- 3 Short Presentation Documents (short essays, ¾ to 1 page long each)  
  - Your Motivation for Program  
  - Your Intercultural Experience  
  - Your Extracurricular Activities

*If not a native English speaker, proof of proficiency will be required. Specific information concerning this can be found on the Grenoble website.*

*Please note that you will upload some of these to your online application. You will submit ALL of these documents to the UFIC advisor prior to the Grenoble deadline. They will compile and send to the coordinator at Grenoble.*

**Receive Acceptance Letter**

*(mid-June) (mid-November)*

Once you receive your official acceptance, you are officially an exchange student. You MUST pay careful attention to the information and instructions you receive from GEM. From this point on you should be in communication with the GEM staff and make use of student resources.
IMPORTANT THINGS TO REMEMBER ABOUT EXCHANGES IN FRANCE

- Students are responsible for arranging their housing in France. Each host university has some degree of resources to help you with this. You will need to wait until post-acceptance to take full advantage of these resources. A great resource is to get in touch with past UF students who were exchange students at the respected school.

- Once accepted by the host university, students are solely responsible for following through with all requests and procedures that their host university informs them of. This may include, but is not limited to things like course registration, administrative registration, etc.

- All UF students accepted into an exchange program in France are required to pay a French Social Security fee when “registering” with the university. This happens after acceptance, and generally prior to arrival in the host country.
  - This fee is included in the UFIC budget and is around $290 US dollars. Students are responsible for paying this directly to their host institution.
  - Students will also be automatically enrolled and billed for CISI insurance (UFIC study abroad insurance).

- All UF students accepted into an exchange program in France are required to obtain a Student Visa for France. The outline of the process is a signature document in the UFIC online application. After your acceptance into the program, the UFIC study abroad advisor will provide you with all the information you will need for this process.

Helpful links for France:
- Campus France (Service of the French Embassy, also the 1st step for obtaining a visa) http://www.usa.campusfrance.org/en/page/study-abroad-or-exchange-students
- Study in France: 72 Resources (logistics, culture, student groups, discount, etc.) http://www.gooverseas.com/study-abroad-in-france-tips-72-killer-resources