## SKEMA BUSINESS & ENGINEERING EXCHANGE
### Outline of Application/Acceptance Process

**SKEMA Incoming Exchange Student Website** includes academic calendar, course catalogue/descriptions and more  
http://www.skema.edu/international/campus-sophia-bachelor-eai-program

### Before Applying to the UFIC

A good first step for interested students is meeting with an advisors/faculty director of the program to learn more.

#### BUSINESS - Visit with one of the WCBA Study Abroad Advisors
- Joe Rojo [joe.rojo@warrington.ufl.edu](mailto:joe.rojo@warrington.ufl.edu)
- Lucy DiLeo [lucy.dileo@warrington.ufl.edu](mailto:lucy.dileo@warrington.ufl.edu)
- Jason Ward [jason.ward@warrington.ufl.edu](mailto:jason.ward@warrington.ufl.edu)
- Make an appointment: 352-273-0165

#### ENGINEERING - Visit the COE Coordinator of International Programs
- Pingchien Neo; [pneo@eng.ufl.edu](mailto:pneo@eng.ufl.edu); 352-392-1401

### Applying to the UFIC

*(dl: late April-early May /mid-October)*

Visit the Study Abroad website and find the SKEMA Business School.  
There are 3 components:

1. **ONLINE QUESTIONNAIRES & SIGNATURE DOCUMENTS**
2. **ACADEMIC ADVISING FORM** (your list of courses you intend to take)  
   This form must be picked up at the UFIC in the Hub.  
   BUSINESS - WCBA Advisors will help determine UF equivalencies.  
   ENGINEERING - First visit Pingchien, the Int'l Programs Coordinator in COE. She will help you to determine which academic coordinator to visit for equivalencies. [pneo@eng.ufl.edu](mailto:pneo@eng.ufl.edu)
3. **SERVICE FEE $250** - This fee must be paid at the UFIC in the Hub by cash/check/money order.

### Apply to SKEMA

*(dl: mid-May /mid to late October)*

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

You will need to prepare PDF’s of the following:
- CV/Resume  
- Motivation Letter  
- Official UF Transcript  
- Copy of Passport ID page  
- Copy of Birth Certificate translated into French or English  
- One passport-style photograph (to be used for student ID)

### 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 SKEMA. From this point on you should be in communication with the SKEMA staff and student resources.
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](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](http://www.gooverseas.com/study-abroad-in-france-tips-72-killer-resources)