



### ADMISSIONS

**Wilder Tower • Room 101**  
(901) 678-2111  
<http://admissions.memphis.edu>

- Submit your application for admission early. The deadlines for submitting an application are May 1 for fall, September 15 for spring, and February 1 for summer.
- You will receive an acknowledgement that we have received your application and fee.
- You will then be notified of required documents needed to process your application.
- After all documents are received and the application has been processed, you will be notified of the admission decision.

### INTERNATIONAL STUDENT SERVICES

**PanHellenic Building • Room 110**  
(901) 678-4271  
<http://www.memphis.edu/iss>

- Provides advice on immigration, employment, taxation, cultural adjustment, and other practical issues effecting international students.
- Responsible for maintaining University compliance with the United States Student and Exchange Visitor System (SEVIS).
- The ISS coordinates insurance information required of all international students.
- As an international student you will be required to attend a half day orientation hosted by the International Student Services.

### PLACEMENT TESTING

**Brister Hall • Room 112**  
(901) 678-2062  
<http://memphis.edu/testing>

- After admission, some students will need to take a placement examination before choosing classes. All students will be required to take the ALEKS Math Placement Test. The appropriate office will contact you if the test is required.

### ADVISING & REGISTRATION

- Advising will be determined based on which program you're being admitted into. Students will meet with the advisor in the department of their major. Students should refer to their acceptance letter for the most current information regarding who they should contact for advising.
- Registration should take place as soon after advising as possible. You will register for your classes by using myMemphis, the U of M online registration system. Students who register early get the best schedules, so you should complete all admission requirements as early as possible.

### FEE PAYMENT

**Bursar's Office**  
**Wilder Tower • Room 115**  
(901) 678-5579  
<http://www.memphis.edu/bursar>

- You will be notified via your UofM email account when your electronic invoice is available online. Check the Bursar's web site for additional information.