

Community Course at UM Application

Please print neatly or type the following information:

Name of Course _____ Course Dates _____

Family Name _____ First Name _____

Local Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email _____

Date of Birth: (month) _____ / (day) _____ / (year) _____ Sex: Male _____ Female _____

Home Country _____ First Language _____

Type of Visa _____ Visa Expiration Date _____

Current Institution _____ Are you an Au Pair? Yes _____ No _____

Highest Level of Education Completed: High School _____ University Undergraduate _____ University Graduate _____ Other _____

Primary Contact

(By including this information, you are giving IEI permission to communicate with the person(s) listed regarding all issues surrounding your IEI experience, including, but not limited to, account, academic, immigration, conduct, health, and safety information.)

Name _____ Relationship to you (parent, etc.) _____

Telephone Number _____ Email _____

Address _____

Au Pair Organization _____ Telephone Number _____

Do we have permission to talk to a representative from this organization about you and your classes? Yes _____ No _____

Certification Statement

I hereby certify that the above information is correct and that I will abide by the regulations for students in the Intensive English for Internationals program at The University of Memphis.

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

(Parent signature is required if student is less than 18 years of age.)

Instructions for Community Course Students

Information for applicants already in Memphis - NOT for F1 (student) visa applicants

The following materials must be brought to the IEI office when applying:

- Completed, signed Special Course Application Form
- Application fee (**\$25**)

All fees must be paid by the application deadline.

Please be aware that classes will be cancelled the Friday before the class if there have not been enough students to register. You will be informed by phone if this happens.

The IEI Office

The IEI office is located on the first floor of Newport Hall on the University of Memphis Main Campus. The street address is 610 Goodman Street, Memphis, TN 38152.

Parking

Students driving to the university should get a general parking tag from the University Parking Office. The cost is \$14 for a semester (2 sessions). This tag allows students to park in the General Parking lots on Central Ave. and on Southern Ave. Ask for a letter from the IEI office if you need to purchase a parking tag.

Certificates

Students with regular participation (attending at least 75% of the classes) will receive a certificate at the end of the session.

Community Courses at UM

Business English

6 Classes, June 11 – July 23

Saturdays, 9:30 – 11:30 am

\$120

The Business English for Internationals course is a 12-hour course designed to give international students the opportunity to practice oral forms of business communication needed for socializing, communicating by telephone, making presentations and conducting meetings. Some time will also be spent working on various written forms of business communication.