

## Community Courses Application

### When would you like to begin?

- ☐ Fall 1 (August – October)  
☐ Fall 2 (October – December)  
☐ Spring 1 (January – March)  
☐ Spring 2 (March – May)  
☐ Summer (June – July)

### What courses would you like to take?

- ☐ Intermediate Comm. Skills (Tue, Thu PM)  
☐ Writing Workshop (Mon PM)  
☐ Pronunciation Skills (Tue PM)  
☐ TOEFL Prep (Wed PM)  
☐ Basic Communication Skills (Sat AM)  
☐ Business English (Sat AM)

### Please print neatly or type the following information:

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 \_\_\_\_\_

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 \_\_\_\_\_

Are you an Au Pair? Yes \_\_\_\_\_ Au Pair Organization Contact Information \_\_\_\_\_

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 submitted to the IEI office when applying:

- Completed, signed Community Courses Application Form
- Application fee (**\$25**)

All fees must be paid by the final day of registration posted on the IEI web site. Applications may be submitted in person, by email, by fax or by mail. Payment may be made by check, money order, credit card or cash. Checks or money orders may be mailed, but please do not mail cash. **Do not send credit card information directly to the IEI office.** If you wish to pay by credit card, come in person to the IEI office or contact us for instructions.

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

### The IEI Office

The IEI office is located on the bottom floor of Patterson Hall in room 125. Patterson Hall is on the southwest corner of the UM campus near the intersection of Patterson St. and Walker Ave.

530 Patterson 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.

### Tuition Fees (8-week session)

Intermediate Communication Skills	\$330	4 class hours/week
Writing Workshop	\$165	2 class hours/week
Pronunciation	\$165	2 class hours/week
TOEFL Prep	\$165	2 class hours/week
Basic Communication Skills (Sat AM)	\$165	2 class hours/week
Business English	\$165	2 class hours/week

# THE UNIVERSITY OF MEMPHIS®

Intensive English  
for Internationals

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Fax: 901.678.2747  
Email: [iei@memphis.edu](mailto:iei@memphis.edu)  
Web: [iei.memphis.edu](http://iei.memphis.edu)

## Community Courses

### **Intermediate Communication Skills**

**6:00 – 8:00 p.m., Tuesdays and Thursdays**

**\$330**

The Communication Skills class is for intermediate learners of English who wish to work on their spoken English communication skills.

### **Writing Workshop**

**6:00 – 8:00 p.m., Mondays**

**\$165**

The Writing Workshop is designed for internationals who need to develop their English writing skills. The course is designed around the specific needs of the students.

### **Pronunciation Skills**

**6:00 – 8:00 p.m., Tuesdays**

**\$165**

The Pronunciation class focuses on the mechanics of Standard English pronunciation. Students will receive both individual and group instruction and practice.

### **TOEFL Preparation**

**6:00 – 8:00 p.m., Wenesdays**

The TOEFL Prep class provides an overview of the TOEFL iBT test to help students prepare more thoroughly. A high-intermediate – advanced level of English is assumed.

### **Basic Communication Skills**

**9:30 – 11:30 a.m., Saturday Mornings**

**\$165**

The Basic English class is designed for people who are beginning to learn English but cannot come to the intensive daytime classes. The class includes grammar, reading, writing, listening and speaking.

### **Business English**

**9:30 – 11:30 a.m., Saturday Mornings**

**\$165**

The Business English for Internationals 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.

7/16/2015