

Community Courses

Communication Skills for Internationals – (Main Campus)

The Communication Skills for Internationals course will give students the opportunity to study and practice all four language skills: listening, speaking, reading and writing.

Communication Skills for Internationals (Collierville Campus)

The Communication Skills for Internationals course will help students develop writing skills for business, academic, or social purposes and help learners achieve individual communicative goals for formal and informal settings

Business English for Internationals (Collierville Campus – Fall and Spring; Main Campus - Summer)

The Business English for Internationals course will help learners improve their spoken and written business communication skills and give them understanding of American business culture.

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 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 in person by check, money order, or cash. Checks or money orders may be mailed, but please do not mail cash or credit card information. If you wish to pay with credit card or debit card, please contact our office for instructions. Credit or debit card payments will be charged a 2.85% processing fee.

Please be aware that classes will be canceled 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 and you will be refunded for your tuition.

The IEI Office

The IEI office is located on the second floor of the Panhellenic Building on the main UM campus in room 205. The Panhellenic Building located at 384 Patterson St. Memphis, TN 38111

Parking

Main Campus - Students driving to the university should get a general parking tag. The cost is \$14. This tag allows students to park in the General Parking lots on Central Ave. and on Southern Ave. Let the IEI office know that you wish to purchase a parking tag when you register for classes.

Collierville Campus – Parking tags are not required on the Collierville Campus.

Certificates

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