

F1 Student Application

Instructions

Set up your password for the International Portal

- Choose New Student

Security : User Identification Wizard: Step 1

New Students Applying to an IEI Program for the First Time: Choose the last option to set up a profile and start your application. When you complete this, you will be sent an email with a temporary password. ✕
New Students Continuing an IEI application: Choose the middle option to login with your email address and temporary password sent to you in an email.
Current University of Memphis and IEI students: Choose the first option to login with your UM email address and password.

Please indicate how you will be logging in:

- ☐ I have a University of Memphis email account and password.
- ☐ I want to **continue** my IEI application and I have an email with a temporary password.
- ☐ I am a **new student** applying to IEI.

Submit

Set up your password for the International Portal

- Type your first and last names in the boxes
- Type the complete email address that you want to use to log in to the International Portal
- Type your complete birthdate (Month, Day, Year) and gender
- Remember to check the box “I understand...”
- Click **Create Account**

Security : Login (new user)

To create an account, please fill in the form provided below and click "Create Account". **NOTE:** An email will be sent to you with your login and password information. ×

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: ☐ Male ☐ Female

☐ I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

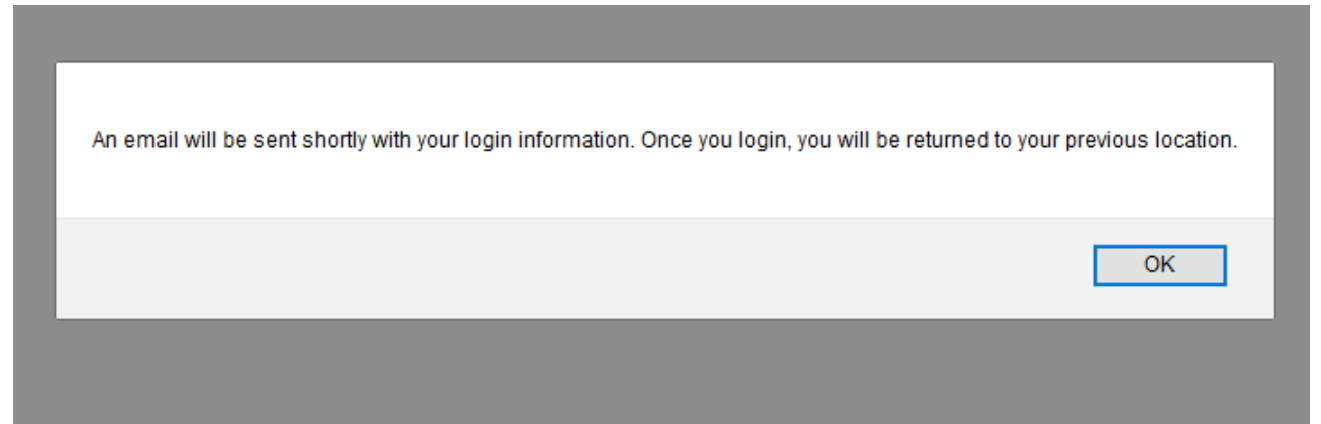
In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.

Create Account

NOTE: An email will be sent to you with your login and password information.

Set up your password for the International Portal

- You will see this message
- Click **OK**



Set up your password for the International Portal

- You will see these instructions
- Open your email account and look for a message from **theworld@memphis.edu**

Security : Login (new user)

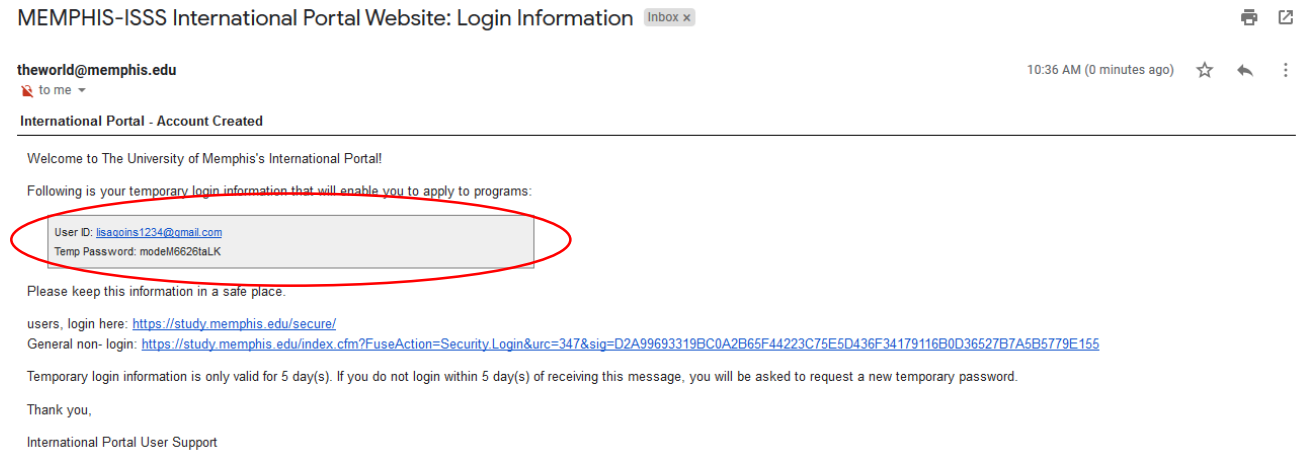
Your new account has been created.



1) Open the email you received from the University of Memphis. 2) You will see a box with your Username and a temporary password.
3) There will be a link under the box. Click the link to bring you back to the login screen where you will selection the second option to continue the application process.

Set up your password for the International Portal

- In the email you will see that your User ID is your personal email address
- You also have a temporary password. In the next steps you will change this password




Set up your password for the International Portal

- Click on the **general non-login**

MEMPHIS-ISSS International Portal Website: Login Information Inbox x

theworld@memphis.edu 10:36 AM (0 minutes ago) ☆ ↶ ⋮

 to me

International Portal - Account Created

Welcome to The University of Memphis's International Portal!

Following is your temporary login information that will enable you to apply to programs:

User ID: lsagqins1234@gmail.com
Temp Password: modelM6626taLK

Please keep this information in a safe place.

users, login here: <https://study.memphis.edu/secure/>

General non- login: <https://study.memphis.edu/index.cfm?FuseAction=Security.Login&urc=347&sig=D2A99693319BC0A2B65F44223C75E5D436F34179116B0D36527B7A5B5779E155>

Temporary login information is only valid for 5 day(s). If you do not login within 5 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

International Portal User Support

Set up your password for the International Portal

- Choose **I want to continue**
- Click **Submit**

Security : User Identification Wizard: Step 1

Please indicate how you will be logging in:

☐ I have a University of Memphis email account and password.

☒ I want to **continue** my IEI application and I have an email with a temporary password

☐ I am a **new student** applying to IEI.

Set up your password for the International Portal

- Type your email address in the **Username** box
- Type the temporary password you received in your email in the **Password** box
- Click **Login**

Security : Login (existing user)

Please log in:

Username:

Password:

[Login](#)

[Forgot your password?](#)

First Time Users:

If you are a first time user of this site, click the link which describes the type of user that you are:

[User](#)

[Recommender](#)

[Reviewer](#)

[Staff](#)


Set up your password for the International Portal

- Choose a question for **Question #1**. Type your answer.
- Choose a question for **Question #2**. Type your answer.
- Choose a question for **Question #3**. Type your answer.
- We recommend that you take a picture of this screen with your cell phone before you choose **Update**. In the future this will help you log in if you forget your password.
- Click **Update**

Choose Security Questions


Select Password Reset Security Questions

Question #1:

Select One: 


Correct Response:

Question #2:

Select One: 

Correct Response:

Question #3:

Select One: 

Correct Response:

Update

Set up your password for the International Portal

- Create a new password. The password must:
 - Be at least 8 characters
 - Contain both upper and lower case letters (Upper case letters: A, B, C, etc. / Lower case letters: a, b, c, etc.)
 - Contain at least one number
- Type the new password in both boxes
- Write your new password in a safe place or keep it in your cell phone
- Click **Change**

Security : Change Temporary Password

You have logged in with a temporary password that can only be used 1 time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters (Upper case letters: A, B, C, etc. / Lower case letters: a, b, c, etc.)
- Contain at least one number

Change Temporary Password

New Password:

(this is the password you would like to use for all future login attempts)

Password does not meet strength criteria

Re-enter New Password:

Change

Choose the session when you would like to begin your study

- Choose a term
- Click **Apply**

User Home Page : Available Program Terms

Available Terms

Terms

☐ Summer, 2019

☐ Fall 1, 2019

☐ Fall 2, 2019

Apply

Cancel

F1 Student Application

There are four main sections:

- Instructions
- Learning Content
- Questionnaires
- Signature Documents

You must open and read each section in the Learning Content, Questionnaires and Signature Documents. Some items are for specific kinds of students. Please open them and mark them as read even if they do not have information that you need. When everything has been completed, click the Submit button at the top of the page to complete your application.

Record Page (Pre-Decision)

- Submit -

Linda Gavin	
Request:	Daytime Intensive Program for F-1 International Students
Term/Year:	Fall 2, 2019

Instructions
<p>The Application Process</p> <ol style="list-style-type: none">1) Read the documents in the Learning Content section2) Complete the questionnaire and signature document sections.3) Upload all required documents.4) Pay the \$100 application fee (non-refundable)5) Click the "Submit" button at the top of this page. <p>After receiving all of your completed documents and your application fee, IEI will create an acceptance packet that includes an acceptance letter, I-20 and other instructions.</p> <p>If you have any questions, please email our office at iei@memphis.edu</p>

Learning Content	
Click and read ALL of the Learning Content pages. Click "Mark as Read" at the bottom of each.	
Title	Completed
F-1 Student Information	<input type="checkbox"/>
Financial Information Requirements	<input type="checkbox"/>
Housing Information	<input type="checkbox"/>
How to Pay Your Application Fee	<input type="checkbox"/>
How to Receive Your I-20	<input type="checkbox"/>
Medical Insurance Requirement	<input type="checkbox"/>
Saudi Arabian Cultural Mission (SACM) Sponsored Students	<input type="checkbox"/>
SEVIS Fee Requirement	<input type="checkbox"/>
Upload a Photo	<input type="checkbox"/>

Questionnaire(s)	
Complete the following questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Completed
Additional Personal Information for F-1 Students	<input type="checkbox"/>
Dependent Information	<input type="checkbox"/>
Immigration Documents	<input type="checkbox"/>
Medical Forms: Health History and Immunization	<input type="checkbox"/>
Primary Contact	<input type="checkbox"/>
Proof of Funding	<input type="checkbox"/>
Referral Information	<input type="checkbox"/>
SEVIS Transfer Information	<input type="checkbox"/>
Transcript	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Completed
IEI Attendance Policy	<input type="checkbox"/>
IEI Statement of Understanding	<input type="checkbox"/>

Instructions

- Please read and follow these steps as you complete this application

Instructions

The Application Process

- 1) Read the documents in the Learning Content section
- 2) Complete the questionnaire and signature document sections.
- 3) Upload all required documents.
- 4) Pay the \$100 application fee (non-refundable)
- 5) Click the "Submit" button at the top of this page.

After receiving all of your completed documents and your application fee, IEI will create an acceptance packet that includes an acceptance letter, I-20 and other instructions.

If you have any questions, please email our office at iei@memphis.edu

Learning Content

- Open each section and read the information. After reading each page, remember to click **Mark As Read** at the bottom of each page

Learning Content	
Click and read ALL of the Learning Content pages. Click "Mark as Read" at the bottom of each.	
Title	Completed
F-1 Student Information	<input type="checkbox"/>
Financial Information Requirements	<input type="checkbox"/>
Housing Information	<input type="checkbox"/>
How to Pay Your Application Fee	<input type="checkbox"/>
How to Receive Your I-20	<input type="checkbox"/>
Medical Insurance Requirement	<input type="checkbox"/>
Saudi Arabian Cultural Mission (SACM) Sponsored Students	<input type="checkbox"/>
SEVIS Fee Requirement	<input type="checkbox"/>
Upload a Photo	<input type="checkbox"/>

Learning Content: F1 Student Information

- Please read and choose **Mark as Read**

Learning Content : F-1 Student Information

F-1 Student Information

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

Information about student visas for applicants still in their home country

Any international student who is a graduate of a secondary school and is 18 years of age prior to arrival in the United States may make application to the IEI program.

Because it may take up to several months to obtain the necessary visa to enter the U.S., a prospective student should apply as early as possible. The completed application with all required documents and fees should be received by IEI no later than six weeks before the beginning of the session. Although we can accept and process applications after that date, students should be aware that they may not be able to obtain the necessary visa before the beginning of the session.

Upon acceptance by IEI, the student will be sent a U.S. Immigration Form I-20, a letter of acceptance, and the affidavit of financial support. The student must then request a visa at a U.S. Embassy or Consulate. If the student meets the requirements, an F1 visa will be issued. Those who are issued the F1 visa must enroll as full-time students and are required to attend classes.

The student should arrive in the U.S. no earlier than 30 days before the session begins. **No students will be allowed to enroll after the first Friday of the session.** The student should plan to arrive with at least US\$1000 in traveler's checks for immediate needs and emergencies.

Information for students transferring from another U.S. school

IEI requires the same application material from transfer students as from students coming from their home countries. The only difference is that a transfer student should supply a transcript or grade report from the previous US school instead of from schools in his or her home country. **The completed application with all required documents and fees should be received no later than the deadline posted.** Registration and fee payments must be completed by the posted start date of the session. A new I-20 will be made once the original school has released the student's record in the SEVIS system and the student has completed registration.

[Print](#)[Mark as Read](#)

Learning Content: Financial Information Requirements

- Please read carefully and choose **Mark as Read**
- It would be helpful to print this page as you work on your financial support

Learning Content : Financial Information Requirements

Financial Information Requirements

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

Proof of Funds

Students without dependents must show proof of funds in the amount of US\$6,150.00 for each eight week session. Students with dependents must show proof of additional funds. In the "Questionnaires" section of this application, you will be asked to upload your Proof of Funding for your program at the University of Memphis.

Privately Sponsored Student Requirements:

- financial information may be submitted in the form of official bank statements or official bank letters with the appropriate stamps and/or signatures
- financial information may come from multiple sponsors; each sponsor must sign the Affidavit of Financial Support
- financial information may come from multiple accounts
- financial information should be dated within the past 4 months (older statements will not be accepted)
- financial information should be translated into English (especially names); unofficial translations are accepted
- financial information should show the required amount of money has been in the sponsor's account for a period of at least 90 days
- financial information should show the average balance for the previous 90 days
- financial information should show the financial institution's name
- financial information should show the account holder's name
- financial information should show the type of currency
- financial information should show liquid assets
- CD's should show maturity date (funds must be available before the last registration day)

IMPORTANT: The following types of funding are NOT accepted:

- Documents older than 4 months
- Statements printed from the internet (unless a bank official stamps and signs them)
- Funds that are not immediately accessible
- Assets that are not in liquidated form (house, car, etc.)
- Life insurance policy statements
- Pension funds
- Tax return forms or documents
- Stocks
- Bonds

University or Government Agency Sponsored Students:

Sponsorship Letter Must Include:

- Statement that funds are for English study
- Dates of Coverage
- Statement that sponsor is providing required insurance or will pay insurance through UM
- Statement that sponsor is paying all tuition and fees
- Statement that sponsor is paying for all living expenses

Print

Mark as Read

Learning Content: Housing Information

- Please read carefully
- If you plan to live in on-campus housing, click on the link to complete the online housing application for IEI students
- Choose **Mark as Read**

Learning Content : Housing Information

Housing Information

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)
On-Campus Housing (full time students only)

Application
IEI students seeking to live in university housing should complete the [special online application for IEI students](#). Do not complete any other application for housing on the university website. It is also important to read the university housing [Policy and Procedures](#). By completing the application, you agree to abide by these policies.

Arrival in Memphis
Students living in on-campus housing will receive room assignments at check-in. A \$45.00 non-refundable application fee is due when checking in. F1 students can enter the US up to 30 days before the session begins. However, university housing will not be available until the university semester begins. Students needing housing before the beginning of a semester in April/May or July/August may request conference housing for an additional charge. Students arriving early in December/January must find their own temporary housing outside of the university. Students arriving in September/October or February/March can move into university housing immediately.

Housing Information
Two dormitories are open during breaks and holidays: Carpenter Complex (apartment-style housing) and Centennial Place (traditional dormitory-style). IEI students should choose one of these options.

The online application is for single students. Students who are married and/or have children and want to live in University Family Housing should contact Residence Life directly at reslife@memphis.edu or 901-678-2295. There may be a waiting list for University Family Housing.

Carpenter Apartments and Centennial Place are located on the main UM campus. University Family Housing is located on the UM Park Avenue Campus, 2 miles from the main UM campus. The UM Blue Line shuttle bus provides free transportation to the main UM campus, but students must find their own transportation to go to other places in the city.

- Click here for a [virtual tour of housing at UM](#).
- Click here to see [university housing rates](#). IEI students living in university housing for parts of semesters should talk with Residence Life about pro-rated fees. Contact them at reslife@memphis.edu or 901-678-2295.
- Click here for a [list of recommended items to bring](#)

[Print](#) [Mark as Read](#)

Learning Content: How to pay your application fee

- First time students who need a student (F1) visa should pay the \$100 application fee
- If you are using a bank that is not from the US, follow the instructions for **Flywire**
- If you are using a US-based bank, follow the instructions for the **University of Memphis payment link**
- Both links – Flywire and the University of Memphis payment link - are for application fees only. You will pay tuition and other fees after you arrive in Memphis to start classes.
- Choose **Mark as Read**

Learning Content : How to Pay Your Application Fee

How to Pay Your Application Fee

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

How to pay Your Application Fee

- F1 Students: \$100
- Non-F1 Students: \$25

Using credit/debit cards issued by banks outside of the USA

1. Click on [this Flywire link](#)
2. Type in University of Memphis and click Continue
3. Choose your country
4. Type in your application fee amount in US dollars
5. Continue with the online payment process
6. Email the information Flywire sends you to our office (iei@memphis.edu)

Using cash, check, money order or credit/debit cards issued by US banks

1. Click on [this University of Memphis payment link](#)
2. Choose the appropriate application fee
3. Follow payment instructions

[Print](#)[Mark as Read](#)

Learning Content:

How to receive your I-20

- Follow the instructions to ship through eshipglobal.com
- We are required by Immigration to send the I-20 directly to the student. We cannot give the I-20 to other people helping the student.
- Chose **Mark as Read**

Learning Content : How to Receive Your I-20

How to Receive Your I-20

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

Immigration requires us to send I-20's directly to F1 students or their F2 dependents. We cannot give I-20's to other people helping the students.

We send I-20's by express mail through the eShiplobal company. Please follow these instructions:

- You may request shipment to either a foreign address or a U.S. address.
- Your credit card will be charged when you use the service.
- To request express mailing use the following website: <https://study.eshipglobal.com> (Works best with Internet Explorer & Mozilla Firefox browsers.) Do not go through FedEx or DHL directly.
- Please follow these steps to create a shipment file to receive your immigration documents:
 - Click on "Sign up" under the Students section and register. Please make sure that your full name is typed exactly as it appears on your passport
 - After you login, click on "Receive a package from Universities".
 - In the University search use "University of Memphis" and select the department as "Intensive English for Internationals".
 - To request shipment, you will need your mailing address, e-mail, phone number and credit card information.
 - In the "Reference/Comment" field, type "IEI STUDENT".
 - Make sure the information is correct before you submit it. Incorrect information will delay your I-20.
- Email iei@memphis.edu with your Student ID Number and Order number. Your documents will be shipped after the I-20 has been prepared. Check "Apply Yourself" to see when the I-20 has been processed.
- If you have trouble registering and processing the shipment, please use the "Help" link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com. The IEI office is unable to resolve technical problems associated with the eshipGlobal service.

[Print](#) [Mark as Read](#)

Learning Content: Medical Insurance Requirement

Learning Content : Medical Insurance Requirement

Medical Insurance Requirement

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

All students attending The University of Memphis on F1 visas must purchase university-provided medical, hospitalization, and evacuation/repatriation insurance during registration or provide proof of insurance from an independent carrier or sponsorship. Students must purchase this insurance before beginning classes and must maintain coverage throughout the time of their study in the IEI program, including breaks and holidays. Information about insurance requirements is available on the IEI website and will be included in the acceptance packet.

[Print](#)[Mark as Read](#)

Learning Content: SACM Sponsored Students

- All SACM students should read this carefully and then choose **Mark as Read**
- If you are not a SACM-sponsored student, please choose **Mark as Read**. You do not need to read this information.

Learning Content : Saudi Arabian Cultural Mission (SACM) Sponsored Students

Saudi Arabian Cultural Mission (SACM) Sponsored Students

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

If you will be provided funding from the Saudi Arabian Cultural Mission (SACM), SACM will provide you with a "For Admissions Purposes Only" letter. The "For Admissions Purposes Only" letter must include the following:

- Must be addressed to Intensive English for Internationals-University of Memphis
- Statement that the funds are for English study.
- Statement that the sponsor is paying all tuition and fees.

Upload a copy of your "For Admissions Purposes Only" letter in the "Proof of Funding Questionnaire".

After receipt of the "For Admissions Purposes Only" letter, IEI will provide you with an acceptance letter. You must send the acceptance letter to the Saudi Arabian Cultural Mission. Once SACM approves your study in IEI, SACM will send you a "Financial Guarantee". The "Financial Guarantee" must include the following:

- Must be addressed to Intensive English for Internationals-University of Memphis
- Statement that the funds are for English study.
- Date of Coverage
- Statement that the sponsor is paying all tuition and fees. The "Financial Guarantee" must be received in the IEI office by the last day of registration. If we do not receive the "Financial Guarantee" by the last day of registration, you are responsible for your fees. You will upload the "Financial Guarantee" later in the IEI Student Check In record.

[Print](#) [Mark as Read](#)

Learning Content: SEVIS Fee Requirement

- Read this content carefully
- We recommend paying this fee online
- After paying the fee, print several copies of the receipt. Take one with you to your Visa interview.

Learning Content : SEVIS Fee Requirement

SEVIS Fee Requirement

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

SEVIS Fee Requirement – F1 Students

How Much is the SEVIS Fee?

- US\$350

Who Should Pay the SEVIS Fee?

- Prospective IEI F-1 students who are:
 - applying for an initial F-1 visa at a U.S. consulate
 - visa exempt and applying for entry to the U.S. in F-1 status at a Port of Entry (Canadians, Bermudians)
 - applying for a change of status to F-1 from another visa status
- Current F-1 students who:
 - have fallen out of status and are applying for reinstatement after more than 5 months
 - have been outside the U.S. for more than 5 months and are returning to resume a degree program or begin a new degree program

NOTE: F-2 dependants (children and spouses) do NOT pay the fee.

When Do I Pay the Fee?

- You must receive an I-20 from IEI before you can pay the fee.
- The fee must be paid at least 3 U.S. government business days before your visa interview.
- The fee must also be paid before an application for change of status to F-1 or application for reinstatement to F-1 status is submitted to the Department of Homeland Security.
- You may set up the visa appointment before paying the fee.

How Do I Pay the Fee?

- The fee can be paid online, through Western Union Quick Pay, or by mail.
- A third party, such as a family member or friend, may also pay the fee for you. Online payment is recommended because you will be able to print a receipt immediately, which you can bring to your visa interview.
- You will need two SEVIS numbers to complete the payment process.
 - The University of Memphis - Intensive English for Internationals SEVIS School Code: **NOL214F10185001**
 - Your SEVIS ID Number: This is printed on your acceptance letter and your I-20. It begins **N00xxxxxxx**.

Online Payment (Recommended Method):

- Go to <http://www.fmjfee.com> for the electronic I-901 SEVIS fee application
- Complete the form online and pay with a credit card (Visa, Mastercard or American Express) or debit card (with Visa or Mastercard logo). *Note: Your name should be written EXACTLY as it is on your I-20
- Print a copy of the online receipt
- Make extra copies of your receipt and keep the receipts in a safe place with your other immigration documents. You may need to provide proof of having paid the fee later on.

Learning Content: SEVIS Fee Requirement

- Choose **Mark as Read**

Western Union Quick Pay:

- Go to http://www.ice.gov/sevis/i901/wu_instr.htm for instructions and sample Western Union forms, which you should print out, so you can refer to them while at the Western Union office. Note: make sure you read the instructions for F1 visas.
- Find your local Western Union Quick Pay office by going to: <http://www.payment-solutions.com/agent.asp>. Note: not all Western Union locations have Quick Pay available.
- Request the Blue Form and complete it as shown in the sample form you printed out.
- Pay the \$200 fee in your local currency.
- Make sure you enter the address where you wish to receive the SEVIS fee receipt from the U.S.
- A form I-797 receipt will be airmailed to you. Be sure to make extra copies of your receipt and keep them in a safe place with your other immigration documents. You may need to provide proof of having paid the fee later on.

Mail Payment:

- Go to <http://www.fmjfee.com>, complete the form online and choose the option to pay with a check or money order, and print out a payment coupon, or Go to <http://www.ice.gov/sevis/i901/index.htm> for the PDF version of the I-901 SEVIS fee application, print out the I-901 form and complete it. *Note: Your name should be written EXACTLY as it is on your I-20
- Mail the payment coupon or I-901 form with a check or international money order in U.S.dollars drawn on a U.S. bank. The check or money order should be payable to "I-901 Student/Exchange Visitor Processing Fee" and should have your SEVIS ID # in the memo section.
- A form I-797 receipt will be airmailed to you. Be sure to make extra copies of your receipt and keep the receipts in a safe place with your other immigration documents. You may need to provide proof of having paid the fee later on.

My Visa Application Was Denied – What Now?

- Your fee payment remains valid for 12 months, so you can re-apply for an F-1 visa within the 12-month period without paying a new fee. The fee is not refundable.

Does SEVIS Keep a Record of Fee Payment?

- Yes, an electronic record of your fee payment should be created in your SEVIS record, but it is strongly recommended that you also keep several paper copies of your receipt.

If you have additional questions, please visit the Immigration and Customs Enforcement website at <http://www.ice.gov/sevis/i901/index.htm> or contact IEI admissions at iei@memphis.edu.

Print

Mark as Read

Learning Content: Upload a photo

- You should upload a photo to your profile in the International Portal by following these instructions
- Choose **Mark as Read**

Learning Content : Upload a Photo

Upload a Photo

Daytime Intensive Program for F-1 International Students (Fall 2, 2019)

To assist IEI in identifying you when you visit our office, please upload a photo of yourself to the online portal by following the steps below.

- Navigate to your online portal homepage by clicking [here](#).
- Click the "Edit Profile" button.



- Upload a photo by clicking the "Choose File" button where it states ID Photo.



- Don't forget to click "Update" once you have uploaded your photo.

Print

Mark as Read

Questionnaires

- Open each section. Read and follow the instructions.
- If the information is not for you (dependent information or SEVIS transfer information) open the section and choose **Mark as Read** at the bottom. You do not need to read the information.
- Choose **Mark as Read** as you complete each section.

Questionnaire(s)

Complete the following questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Additional Personal Information for F-1 Students	<input type="checkbox"/>
Dependent Information	<input type="checkbox"/>
Immigration Documents	<input type="checkbox"/>
Medical Forms: Health History and Immunization	<input type="checkbox"/>
Primary Contact	<input type="checkbox"/>
Proof of Funding	<input type="checkbox"/>
Referral Information	<input type="checkbox"/>
SEVIS Transfer Information	<input type="checkbox"/>
Transcript	<input type="checkbox"/>

Questionnaire: Additional Personal Information

- Complete each question as completely as possible
- Questions with an * are required
- If your home address does not have a street number and/or name, please write a description of the area around your house. Describe how to find your house the way you would tell someone coming to visit.

Record : Questionnaire Form

Additional Personal Information for F-1 Students

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Additional Personal Information for F-1 Students:

(*) Indicates the question is required.

1. How many sessions would you like to study? (*)

Please select one ▼

2. Country Code in Home Country (*)

(numeric data only: 0-9 and decimal point)

3. Telephone Number in Home Country (*)

Include city code.

(numeric data only: 0-9 and decimal point)

4. Address in Home Country (*)

5. City (*)

6. Postal Code

7. Country (*)

Please select one ▼

8. Country of Birth (*)

Please select one ▼

9. Country of Citizenship (*)

Please select one ▼

10. First Language (*)

Please select one ▼

Questionnaire: Additional Personal Information

- Continue completing the questions

11. Are you transferring to IEI from another school in the USA? (*)

Please select one

12. If yes, what is the name of the contact person at your current school?

Include their phone number and email.

13. If yes, what is the name and address of your current school?

14. If yes, when will you finish your current classes at that school?

15. Do you plan to attend The University of Memphis after completing your studies at IEI? (*)

Note: To Apply for graduate or undergraduate study, a separate application must be made to The University of Memphis.

Please select one

16. If yes, will you apply for Conditional Admission to The University of Memphis?

Please select one

17. If yes, will you attend as a graduate or undergraduate student?

Please select one

18. If yes, what will be your area of study?

Please select one

19. If no, what are your plans when you finish your studies at IEI?

20. Have you completed the Test of English as a Foreign Language (TOEFL)? (*)

Please select one

21. If yes, when did you take the TOEFL?

22. If yes, what was your TOEFL score?

(numeric data only: 0-9 and decimal point)

23. Have you completed the IELTS English Language Test? (*)

Please select one

24. If yes, when did you take the IELTS?

25. If yes, what was your IELTS score?

Questionnaire: Additional Personal Information

- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have completed all of the necessary information.

25. If yes, what was your IELTS score?

26. Do you plan to live in university housing? (*)

Please select one

27. Race (*)

Please select one

28. Ethnicity (*)

Please select one

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Questionnaire: Dependent Information

- Every person applying should answer Question 1
- If you have a spouse or child(ren) coming with F2 visas, complete the other questions in this questionnaire
- If your file has multiple pages, it will be easier to first scan the documents and create one PDF file to upload

Record : Questionnaire Form

Dependent Information	
User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Dependent Information:

(*) Indicates the question is required.

1. Do you have a spouse and/or child(ren) under 21 who will accompany you in F-2 status? (*)

Please select one

2. Marriage Certificate for dependent spouse

If you will be bringing your legally married spouse with you, upload a copy of the original marriage certificate with an English translation, if needed

Upload a file

Drop file here

3. Dependent 1 Immigration Documents

Upload your dependent's passport information page and if you are currently in the U.S., also upload a copy of the dependent's visa page, entry stamp, I-20 and I-94.

Upload a file

Drop file here

4. Dependent 1: Relationship to you

Please select one

5. Dependent 1: Country of Birth

Please select one

6. Dependent 1: Country of Citizenship

Please select one

Questionnaire: Dependent Information

- There are enough options to upload information for 5 dependents. If you have more than 5 dependents, please complete Question 23
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have uploaded all of the necessary documents.

19. Dependent 5 Immigration Documents

Upload your dependent's passport information page and if you are currently in the U.S., also upload a copy of the dependent's visa page, entry stamp, I-20 and I-94.

Upload a file

Drop file here

20. Dependent 5: Relationship to You

Please select one

21. Dependent 5: Country of Birth

Please select one

22. Dependent 5: Country of Citizenship

Please select one

23. Additional Dependents?

For more dependents, please complete a copy of [this form](#) and upload it with the immigration documents listed on the form.

Upload a file

Drop file here

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Save

Submit

Cancel

Questionnaire: Immigration Documents

- Complete each section and upload all of the requested documents

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

Immigration Documents

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Immigration Documents:

(*) Indicates the question is required.

1. Copy of Passport (*)

Upload a copy of the information page in your passport.

Upload a file

Drop file here

2. Passport Number (*)

3. Passport Expiration Date (*)

mm/dd/yyyy

Questionnaire: Immigration Documents

- If you need to leave this page before you finish, click **Save**.
- When you have completed all of the necessary uploads, click **Submit**.

4. Country Passport Was Issued From (*)

Please select one ▼

5. Copy of Visa

If you are currently in the U.S., please upload a copy of your visa page and entry stamp.

Upload a file

Drop file here

6. Copy of I-94

If you are currently in the U.S., locate your I-94 on the CBP [website](#) and upload a copy.

Upload a file

Drop file here

7. Current I-20

If you are currently in the U.S., please upload a copy of your current I-20.

Upload a file

Drop file here

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save Submit Cancel

Questionnaires: Health History and Immunization

- Print the Health History form linked on this page. Upload it after you have completed the information on the front and back.

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

Medical Forms: Health History and Immunization

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Medical Forms: Health History and Immunization:

(*) Indicates the question is required.

1. Health History Form (*)

Complete The University of Memphis Student Health Services [Health History Form](#) and upload below. You do not need a doctor to complete this form.

This is a confidential record of your medical history and will kept only in their office. Information contained on the form will not be released to any person without your written authorization, except as required by law, subpoena or court order.

Upload a file

Drop file here

Questionnaires: Health History and Immunization

- Print the Immunization form. Take this form to your doctor to complete it. If you have a different official form from your doctor or Health Department that shows the same information, you may upload that form instead. If it is not in English, an official translation is required.
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have uploaded all of the necessary documents.

2. Immunization Form
(REQUIRED for full-time students)

Take the **Immunization Form** to your doctor and upload below.

All full-time IEI students must complete at least the first immunization for MMR and Varicella before the start of the session. The second immunization for MMR and Varicella must be completed within 30 days after the start of the session.

The meningitis immunization is required for students living in university housing only. It must be completed before moving in to university housing.

Upload a file

Drop file here

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save **Submit** Cancel

Questionnaires: Primary Contact

- Complete each section with the information for a primary or emergency contact person. This person may be family member or another person. It is helpful to include two primary contact people, especially if one speaks English.

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

Primary Contact

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Primary Contact:

Instructions:

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.

(*) Indicates the question is required.

1. Primary Contact Name (*)

2. Primary Contact Relationship to You (*)

Parent, other relative, friend, etc.

3. Primary Contact Telephone Number (*)

4. Primary Contact Email (*)

5. Primary Contact Address (*)

4000 characters left

Questionnaires: Primary Contact

- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you completed all of the information.

6. Primary Contact 2 Name

If you have a second person you wish to add as a primary contact, please complete this section.

7. Primary Contact 2 Relationship to You

Parent, other relative, friend, agent, etc.

8. Primary Contact 2 Telephone Number

9. Primary Contact 2 Email

10. Primary Contact 2 Address

4000 characters left

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save

Submit

Cancel

Questionnaires: Proof of Funding

- Print the Affidavit of Financial Support and complete the information. Remember to include the signatures of the student and the sponsor.
- Upload the Affidavit

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. x

Proof of Funding

User Name: Linda Gavin
Program: Daytime Intensive Program for F-1 International Students
Term: Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Proof of Funding:

Instructions:

Students accepted to the Intensive English for Internationals (IEI) program must provide evidence of sufficient funds for their periods of study in the United States. The information below must be submitted to IEI before the I-20 can be sent. Use [this chart](#) to calculate the amount of money needed for the number of sessions you plan to study. Your I-20 will be based on the number of sessions that you indicate and the amount of financial support you show. If later you wish to study longer with us, we can extend your I-20; only an updated bank letter and affidavit will be necessary.

Please complete the and upload it. If you are self supported, please sign the Affidavit of Financial Support form yourself and then upload a copy of your official sponsorship letter in the proof of funding box.

(*) Indicates the question is required.

1. Affidavit of Financial Support (*)

Upload a file

Drop file here

2. Proof of Funding (*)

Questionnaires: Proof of Funding

- Upload copies of the sponsor's original bank documents (letter or statements). If they are not in English, also upload English translations
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have uploaded all of the necessary documents.

2. Proof of Funding (*)

Please upload a copy your original bank documents with an English translation if the documents are in another language.

Upload a file

Drop file here

3. Name of Financial Sponsor (*)

Individual or Sponsor


4. Financial Sponsor Phone Number (*)

5. Financial Sponsor Email Address (*)

6. Financial Sponsor Address (*)

4000 characters left

7. Financial Sponsor Relationship to Student (*)

Please select one 

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save

Submit

Cancel

Questionnaires: Referral Information

- Please tell us how you found out about our English program
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have completed the information.

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. X

Referral Information

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Referral Information:

Instructions:
How did you hear about IEI?

(*) Indicates the question is required.

1. Friend/Family Member Name

2. Agent Name

3. Website Name and URL

4. Educational Placement Service Name

5. International Study Magazine Name

6. Other, please explain

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save

Submit

Cancel

Questionnaires: SEVIS Transfer Information

- Every student should answer Question #1
- If you are transferring from another US school, complete the **SEVIS Transfer In Request** and Question #2
- Upload the completed SEVIS Transfer Release Form
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have uploaded all of the necessary documents.

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

SEVIS Transfer Information

User Name:	Linda Gavin
Program:	Daytime Intensive Program for F-1 International Students
Term:	Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

SEVIS Transfer Information:

(*) Indicates the question is required.

1. Are you currently in the U.S. on F-1 status at another U.S. institution? (*)

If yes, please also complete the **SEVIS Transfer In Request**.

Please select one ▼

2. SEVIS Transfer Release Form

If you will be transferring your F-1 SEVIS record to IEI from another U.S. institution, please have your International Student Advisor complete the **SEVIS Transfer Release Form**. They will return the form to you to be uploaded below.

Upload a file

Drop file here

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save Submit Cancel

Questionnaires: Transcripts

- Upload transcripts as requested. If the transcripts are not in English, also upload an English translation.
- Click **Save** if you need to stop and return to this section at a later time.
- Click **Submit** if you have uploaded all of the necessary documents.

Record : Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

Transcript

User Name: Linda Gavin
Program: Daytime Intensive Program for F-1 International Students
Term: Fall 2, 2019

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Transcript:

Instructions:

Upload a copy of your original transcript showing grades and courses completed from a secondary school, university or English language school (whichever is most recent). Please include an informal translation into English for transcripts in another language.

(*) Indicates the question is required.

1. Highest level of education completed (*)

Please select one ▼

2. Document Upload (*)

Upload a file

Drop file here

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

[Save](#) [Submit](#) [Cancel](#)

Signature Documents

- Open each section. Read and follow the instructions.

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Completed
IEI Attendance Policy	<input type="checkbox"/>
IEI Statement of Understanding	<input type="checkbox"/>

Signature Documents: IEI Attendance Policy

- If you would like a printed copy of the Attendance Policy, Click **Print** first.
- After you have read the information, You will sign the document digitally by clicking **Click Here to Sign Digitally**

IEI Attendance Policy

Gavin, Linda (Daytime Intensive Program for F-1 International Students, Fall 2, 2019)

[Print](#) [Cancel](#)

THE UNIVERSITY OF
MEMPHIS
Intensive English
for International

IEI Attendance Policy

For classes that meet five days per week (Reading/Writing and Grammar):

- Up to four absences are allowed without penalty.
- At five and six absences, your final grade will be reduced by one letter grade for each day missed.
- At seven absences, you will be withdrawn from the class and you will receive a final grade of R.
- Arriving more than 10 minutes late is considered an absence. See your class syllabi for any additional rules your individual teachers may have regarding lateness.

For classes that meet two days per week (Listening/Speaking and Module):

- Up to two absences are allowed without penalty.
- At three absences, your final grade will be reduced by one letter grade.
- At four absences, you will be withdrawn from the class and you will receive a final grade of R.
- Arriving more than 10 minutes late is considered an absence. See your class syllabi for any additional rules your individual teachers may have regarding lateness.

Immigration requires that you maintain a full course load throughout your time of study in the U.S. If you are withdrawn from any of our classes because of absences, you will also be dismissed from the IEI program and your I-20 will be terminated immediately, meaning that you will be required by immigration to leave the US immediately as well. We do not wish this circumstance for any of our students, but it is the student's responsibility to maintain his or her immigration status.

If you are going to be absent, you must inform the IEI office as soon as possible. Please call 678-2167 to let us know which classes you are going to miss. It is your responsibility to make up any work that you have missed. We understand that sometimes illness, injury or other serious circumstances can cause a student to be absent. We will work with students who have these kinds of problems, but it is the student's responsibility to keep the IEI office informed about his or her situation. Doctor or hospital information may be required to document the problem.

All students are required to have books on the first Monday of class. Any student without books will not be allowed to attend class. This will be considered an absence.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

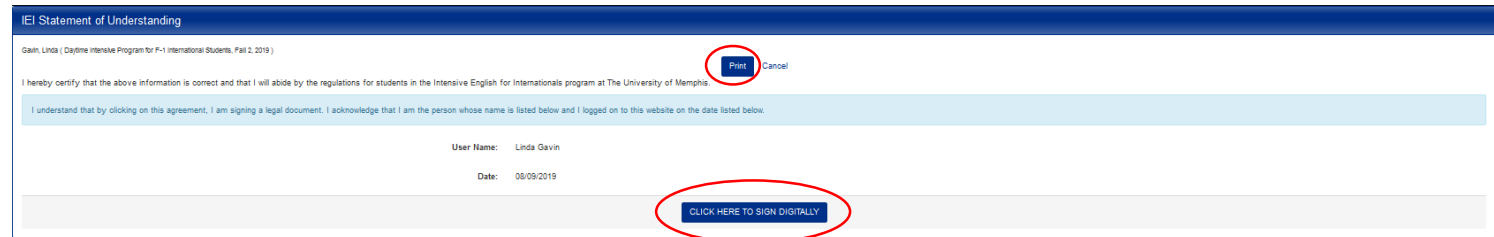
User Name: Linda Gavin

Date: 08/09/2019

[CLICK HERE TO SIGN DIGITALLY](#)

Signature Documents:

- If you would like a printed copy of the Statement, Click **Print** first.
- After you have read the information, You will sign the document digitally by clicking **Click Here to Sign Digitally**



IEI Statement of Understanding

Gavin, Linda (Daytime Intensive Program for F-1 International Students, Fall 2, 2019)

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.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

User Name: Linda Gavin

Date: 08/09/2019

CLICK HERE TO SIGN DIGITALLY

To Complete your Application

- When all of the boxes are checked complete, finish your application by clicking **Submit** at the top of the page.

Record Page (Pre-Decision)

- Submit -

Linda Gavin	
Request:	Daytime Intensive Program for F-1 International Students
Term/Year:	Fall 2, 2019

Instructions
<p>The Application Process</p> <ol style="list-style-type: none">1) Read the documents in the Learning Content section2) Complete the questionnaire and signature document sections.3) Upload all required documents.4) Pay the \$100 application fee (non-refundable)5) Click the "Submit" button at the top of this page. <p>After receiving all of your completed documents and your application fee, IEI will create an acceptance packet that includes an acceptance letter, I-20 and other instructions.</p> <p>If you have any questions, please email our office at iei@memphis.edu</p>

Learning Content	
Click and read ALL of the Learning Content pages. Click "Mark as Read" at the bottom of each.	
Title	Completed
F-1 Student Information	<input type="checkbox"/>
Financial Information Requirements	<input type="checkbox"/>
Housing Information	<input type="checkbox"/>
How to Pay Your Application Fee	<input type="checkbox"/>
How to Receive Your I-20	<input type="checkbox"/>
Medical Insurance Requirement	<input type="checkbox"/>
Saudi Arabian Cultural Mission (SACM) Sponsored Students	<input type="checkbox"/>
SEVIS Fee Requirement	<input type="checkbox"/>
Upload a Photo	<input type="checkbox"/>

Questionnaire(s)	
Complete the following questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Completed
Additional Personal Information for F-1 Students	<input type="checkbox"/>
Dependent Information	<input type="checkbox"/>
Immigration Documents	<input type="checkbox"/>
Medical Forms: Health History and Immunization	<input type="checkbox"/>
Primary Contact	<input type="checkbox"/>
Proof of Funding	<input type="checkbox"/>
Referral Information	<input type="checkbox"/>
SEVIS Transfer Information	<input type="checkbox"/>
Transcript	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Completed
IEI Attendance Policy	<input type="checkbox"/>
IEI Statement of Understanding	<input type="checkbox"/>