

IEI Online Writing Course Application

Please print neatly or type the following information:

Family Name _____ First Name _____

Local Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ UM Email _____

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

Home Country _____ First Language _____

Type of Visa _____ Visa Expiration Date _____

Are you a UM Graduate Student? Yes _____ No _____ If Yes, Which Department? _____

Department Contact _____ Contact Email _____

Are you required by your department to take this course? Yes _____ No _____

Do you have an assistantship? Yes _____ No _____ Will your employing department pay for this course? Yes _____ No _____

Employing Department _____ Contact Email _____

It is the student's responsibility to contact the employing department regarding the possibility of tuition payment.

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 _____

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 Online Writing Course Students

Information for applicants living in Memphis

NOT for new F1 (student) visa applicants or students living outside of Memphis

Course Description

This 16-week (8-week in summer), non-credit hybrid online course prepares students for writing at the graduate level. Students will practice different rhetorical techniques through a process approach, while enhancing their knowledge of grammar, vocabulary usage, style, and formatting. Course work will be submitted online, via the course website. Students are required to attend scheduled meetings in person with the instructor to discuss progress and feedback. Class size is limited to ten (10).

Course Requirements

This course requires that students have active UUIDs, consistent and reliable access to a computer (including internet access), and a US version of Microsoft Word.

Application and Fee Payment

Note that the IEI application and fee-paying process is different from the university process. Please follow these directions:

- Bring or email a completed, signed Online Writing Course Application Form to the IEI office.
- If you are paying the fees yourself, an invoice will be created for you in the IEI office. You can pick this up from the IEI office or we can email it to you if requested.
- Take the invoice (2 copies) and your payment to the bursar's office. **There is NO online payment process for IEI fees.** The cashier will keep one of the invoice copies.
- Bring the remaining invoice and receipt to the IEI office.

All fees must be paid and receipts delivered to the IEI office no later than 12:00 pm on the Friday before the first class. If your employing department is paying your fees, a confirmation from your department that a transfer voucher will be completed is required by the payment deadline.

Please be aware that the class will be cancelled if there have not been enough students to register by 12:00 pm on the Friday before the first class. You will be informed and your tuition fee will be refunded if this happens.

IEI Fees

- Application Fee: \$25 (one time; non-refundable)
- Tuition Fee: \$287 (Summer 2016; 8-week course) \$620 (Fall 2016; 16-week course)