

## 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: \$640