

Welcome to the English Language Institute

About Us

We want to help you to be successful in our program, so we have outlined for you several important topics which you must know about. Please read the following information carefully.

The English Language Institute is located on the University of Utah campus. The university is one of the largest public universities in the state, with over 30,000 students. The facilities and resources of the university are one of the advantages of being a student at the English Language Institute.

The English Language Institute usually has about 100-125 students enrolled from over 20 countries. Students are generally between the ages of 18-30, and many of our students are preparing to enter the university. ELI staff is committed to helping you in your studies while you are in Utah. All instructors and staff have advanced degrees and experience in the teaching of English to speakers of other languages or working with international students. Many have lived and worked in other countries and are experts in their fields.

Mission Statement

The English Language Institute (ELI) is committed to helping further the internationalization goals of the University of Utah by delivering a quality preparatory intensive English language program. ELI provides an academic curriculum and cultural orientation for international students, visitors, and members of the local community.

The Intensive English program at the English Language Institute at the University of Utah is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs. For further information about this accreditation, please contact:

Accreditation

The Commission on English Language Program, Accreditation
801 North Fairfax Street Suite 402 A, Alexandria, VA 22314
Phone: 703-519-2070

Student Rights and Responsibilities

All ELI students are members of the University of Utah student community. Your rights and responsibilities are explained in the Code of Student Rights and Responsibilities ("the Code"). You can find it on the web at:

regulations.utah.edu/academics/6-400.html.

In addition, ELI keeps two hard copies in the office for reference. You are responsible for reading and understanding the Code. Remember that both you and ELI must adhere to the policies and procedures set forth in the Code.

ELI strives to provide a positive learning experience to its students. We want to hear from you. Any time you have a complaint or concern about a course, instructor, or other part of the program, contact the Director, Casey Poe. Complaints and concerns will be handled according to the guidelines provided in the Code and by the U.S. Immigration regulations where applicable. In order to give you the time and attention your concern or complaint deserves, please make an appointment with the director to discuss the matter.

Call the ELI office at **801-581-4600**.

PART 1: PLACEMENT TEST AND GRADING

The English Language Institute offers 8 levels of proficiency from beginning to advanced. ELI program is designed for students with some previous English study, not for zero English beginners.

Skill-Building Levels 1,2,3

Courses that emphasize the development of basic language skills and provide a cultural orientation. Basic vocabulary, conversation, reading, grammar, listening, and pronunciation skills are practiced in interesting topic areas to provide a solid foundation in language ability. Some levels are not necessarily offered each session or each year.

Intermediate Course Levels 4,5,6

Pre-academic courses that emphasize the academic use of language and a college-level atmosphere. They also help develop the skills necessary to be successful in university classes with native speakers.

Academic vocabulary development is an important part of these classes.

Advanced Course Levels 7,8

These courses prepare students for work in an American university classroom.

Required courses such as college preparation, academic writing and oral proficiency are combined with content courses. Successful completion of the entire Advanced Course allows students to enter the University of Utah or IELTS score. Before classes begin, you will be taking placement tests to determine which level will be

Advanced Course Levels 7,8 *continued*

the most helpful for your English study. You will be placed in classes equaling twenty academic hours of instruction per week based on the placement test results. During the first week of classes, you or your teacher may decide that you have been placed in the wrong level (too easy or too difficult).

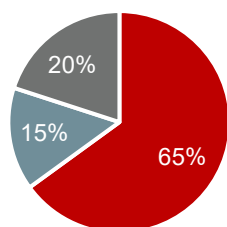
If you feel that you are in the wrong level, first talk to your teacher who may decide to request a class change for you. All changes will need to be verified by ELI office staff. *There will be no class changes after the first week of classes.*

Our first goal is to improve your English skills so that you can be a successful student in the United States. If you are interested in passing the TOEFL exam, you should remember that improving your overall English proficiency is the best way to pass the TOEFL. To do this quickly, you should work hard in all of your classes.

Evaluation

Although this is a non-credit program, all students will be evaluated and assigned a letter grade for each course. Your grades will appear on your official University of Utah transcript. These grades will not be factored into your University of Utah grade point average (GPA) but will be a part of your total university record. ELI keeps records of your grades as well for future recommendations and placement.

- Tests & Quizzes
- Homework
- Final Exam



Grades

Your grades should not be a surprise to you. You should expect to receive frequent feedback from your instructor telling you how you are doing in your class. If you do not understand an assignment or test, you should speak to your instructor.

Proficiency Scale for Students at the English

Language Institute

Instructors will assign letter grades with the following scale:

Letter Grade	Percentage	Grade Point Average	Description
A	100-94	4.0	The student has successfully met all of the objectives to move up to the next level. The student will be able to meet the objectives of the next level with little difficulty.
A-	93-90	3.7	The student has met all of the objectives to move up to the next level or course. The student will be able to meet the objectives of the next level with some difficulty.
B+	89-87	3.3	
B	86-84	3.0	
B-	83-80	2.7	
C+	79-77	2.3	The student has completed only the minimal number of objectives to move up to the next level. The student might have some difficulty in meeting the objectives of the next level.
C	76-74	2.0	The student did not meet enough of the objectives to move up to the next level. The student will have difficulty in meeting the objectives of the next level.
C-	73-70	1.7	
D+	69-67	1.3	
D	66-64	1.0	
D-	63-60	0.7	
E	59-0	0.0	
W	Withdrawn from the class <i>This grade is rarely used</i>		This can only be done through ELI Withdrawn from the class office or you will receive a failing grade. Simply stopping attending or leaving the program does not mean that you have withdrawn from the course.

Achievement Scale for Students at ELI

CEFR Level	ELI Grammar Level	ELI Reading Level	ELI Writing Level	ELI L/S Level
A1-	ELI 110 <ul style="list-style-type: none"> - Present simple - Intro to present continuous - Adverbs of frequency - Subject, object, and possessive pronouns 	ELI 130 <ul style="list-style-type: none"> - Retell a short, simple story - Read/comprehend short news article - Scan to answer y/n questions - Understand/apply course vocab from context/roots/affixes - Build reading fluency 	ELI 120 <ul style="list-style-type: none"> - Produce written simple sentences/questions using SVO sentence order and appropriate punctuation, capitalization, and spelling 	ELI 140 <p>Using course vocabulary and specific vowel sounds:</p> <ul style="list-style-type: none"> - Comprehend short conversations/narrations - Express likes/dislikes - Request/give information
A1	ELI 210 <ul style="list-style-type: none"> - Simple present vs. Present continuous - C/NC noun with articles/quantifiers - Prepositions of time/place; there is/there are - Modals of present ability/possibility 	ELI 230 <ul style="list-style-type: none"> - Recall information - Identify basic parts of speech - Scan for main idea/details - Understand extended/expository texts - Skim for main ideas/inference - Understand/apply course vocab from context/roots/affixes - Build reading fluency 	ELI 220 <ul style="list-style-type: none"> - Write simple, compound, and basic complex sentences using basic writing mechanics and spelling rules. - Write short personal letters 	ELI 240 <p>Using course vocabulary and specific vowel/consonant sounds:</p> <ul style="list-style-type: none"> - Make and confirm predictions - Identify main ideas and specific details - Express opinions, agreement, disagreement
A2	ELI 310 <ul style="list-style-type: none"> - Simple past/past continuous - Basic future forms - Modals (requests/permission/desire/preference) - Intro to participial adjectives 	ELI 330 <ul style="list-style-type: none"> - Skim to draw conclusions - Scan to identify parts of speech/topic sentence/specific details - Comprehend extended narrative/expository texts - Make predictions - Understand/apply course vocab from context/roots/affixes - Develop reading fluency 	ELI 320 <ul style="list-style-type: none"> - Expand simple sentences - Using simple/compound/complex sentences and brainstorming techniques, write <u>narrative</u> and <u>descriptive</u> paragraphs 	ELI 340 <p>Using course vocabulary and specific vowel/consonant sounds:</p> <ul style="list-style-type: none"> - Comprehend organization, content of conversations - Agree/disagree - Make/respond to requests/ invitations - Recognize/produce stress/intonation patterns/syllable stress

CEFR Level	ELI Grammar Level	ELI Reading Level	ELI Writing Level	ELI L/S Level
A2+	ELI 410 <ul style="list-style-type: none"> - Present Perfect/P.P. Continuous - Modals Of Advice, Necessity, Prohibition - Adverbs of Degree/Manner/ Possibility/Opinion - Comparatives and Superlatives 	ELI 430 <ul style="list-style-type: none"> - Identify pronoun referents - Draw conclusions - Preview and predict - Comprehend short passages - Scan for specific information - Understand/apply course vocab from context/roots/affixes - Develop reading fluency 	ELI 420 <ul style="list-style-type: none"> - Use simple, compound, complex sentences and brainstorming techniques; write an opinion paragraph and a 3-paragraph descriptive essay 	ELI 440 <ul style="list-style-type: none"> - Infer meaning from context - Express opinions/hold the floor - Ask follow-up questions - Recognize and produce: -- intonation patterns Past tense endings <ul style="list-style-type: none"> - Recognize/apply grammar - Build key vocabulary
B1	ELI 510 Past Perfect/P.P. Continuous Vs. Simple Past <ul style="list-style-type: none"> - Gerunds and infinitives - More future forms Present/ future modals of possibility/certainty	ELI 530 <ul style="list-style-type: none"> - Make inferences - Summarize - Comprehend expository texts - Predicting - Understand/apply course vocab from context/roots/ affixes - Develop reading fluency 	ELI 520 <ul style="list-style-type: none"> - Outline and write basic 5-paragraph process and comparison/ contrast essays 	ELI 540 <ul style="list-style-type: none"> - Apply idioms - Produce correct sounds - Use word stress rules - Producing native-like and sustained speech - Use blending and linking - Use sentence-level stress, tone, register, and gestures
B1+	ELI 610 <ul style="list-style-type: none"> - Reported speech - Passive voice - Modals of present/past (obligation/possibility) - Real/unreal conditionals 	ELI 630 <ul style="list-style-type: none"> - Comprehend expository texts - Draw conclusions - Identify organizational patterns/supporting details - Understand/apply course vocab from context/roots/affixes - Develop reading fluency 	ELI 620 <ul style="list-style-type: none"> - Paraphrase and quote pre-selected sources to write logically organized cause/effect and categorical definition essays 	ELI 642 <ul style="list-style-type: none"> - Utilize verbal and non-verbal conversational strategies - Develop background knowledge through information gathering - Refine inventory of speech sounds - Present impromptu speeches

CEFR Level	ELI Grammar Level	ELI Reading Level	ELI Writing Level	ELI L/S Level
B2	ELI 710 <ul style="list-style-type: none"> - Use/distinguish advanced count/non-count nouns/irregular plurals/collective nouns - Determiners - Noun phrases (multi-word adjectives/noun) - Modifiers/ appositives) - Adjective clauses/ reduced relative clauses 	ELI 750 <ul style="list-style-type: none"> - Analyze college-level text and lecture content - Gain oral presentation skills - Practice test-taking strategies - Summarize information - Vocabulary (roots/affixes) - Reading fluency 	ELI 720 <ul style="list-style-type: none"> - Use summary and synthesis to write multi-page <u>argumentative</u> essays, selecting and citing sources using MLA format 	ELI 741 <ul style="list-style-type: none"> - Engage in classroom discussions, using discussion strategies - Give timed oral presentations - Listen to academic content - Build vocabulary for academic discourse - Develop/understand discourse signals
C1	ELI 876 (TOEFL prep) <ul style="list-style-type: none"> - Test-taking strategies - Read test passages - Listen to academic lectures/conversations - Provide spoken responses - Provide timed written responses - Develop vocabulary skills 	ELI 850 <ul style="list-style-type: none"> - Analyze/synthesize college-level text/lecture content - Apply test-taking strategies - Vocabulary (roots/affixes) - Reading fluency 	ELI 820 <ul style="list-style-type: none"> - Use analysis and synthesis to evaluate sources and write a multi-page research paper using APA citations 	ELI 840 <ul style="list-style-type: none"> - Identify main ideas/ supporting details in arguments - Prepare/organize oral debates - Clarify meaning - Engage in critical thinking skills - Demonstrate proficiency in grammar/ pronunciation

* *CEFR = Common European Framework of Reference for Languages*

PART 2: TUITION POLICIES

ELI tuition must be paid on or before 4:30 pm on Friday, week one of the session or you will be dropped from your classes. Students are responsible to ensure that their tuition payments are made on time.

Payment Options

- 1** Pay 100% of ELI tuition on or before 4:30 pm on Friday, week one of the session.
- 2** Sign an ELI payment plan (must be registered for four classes to qualify and have already been approved by the office)
 - i. Pay 50% of ELI tuition on or before 4:30 pm on Friday, week one of the session.
 - ii. Pay the remaining 50% before 4:30 pm on Friday, week five of the session.
- 3** Submit a valid financial guarantee on or before 4:30 pm on Friday, week one of the session. The financial guarantee must cover the entire session.
- 4** Scholarship students with late financial guarantees must pay a 50% tuition deposit before the tuition deadline. This deposit will be refunded after payment from the scholarship administrator has been received on J-1 visa must confirm your scholarship status with the office.

Drop Policy To drop an ELI class, a drop request must be submitted both in person and in writing to the office on or before Friday week one of the session. F-1 students will be terminated for failure to enroll after 4:30 pm on Friday, week one if one of the tuition requirements listed above has not been met.

Refund Policy 100% of tuition is refunded if the class is dropped before 4:30 pm on Friday, week one of the session. If you have any questions or problems regarding your tuition payment, it is your responsibility to come to ELI office and speak to ELI office staff. We are happy to help you if there is a problem, but you must let us know if you have any difficulty with meeting these tuition deadlines. No tuition deadline extensions will be made. If you need to withdraw from ELI program, you must meet with the Designated School Official (DSO) to discuss your reasons. F-1 students may only withdraw for serious medical conditions (doctor's note required) or if you are leaving the country because of family emergencies.

ELI reserves the right to change its policies, benefits, deadlines, session dates, schedules, program requirements, all fees and charges without notice if necessary. Please check with the office for current policies.

**NO TUITION REFUND FOR CLASSES DROPPED AFTER 4:30 PM
ON FRIDAY, WEEK ONE OF THE SESSION**

PART 3: STUDENT VISA AND POLICY

It is important to communicate regularly with your DSOs (designated school officials) in order to address any questions or problems involving visas or other official paperwork to ensure you maintain legal status while in the U.S. As an international student holding a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20 form) from the English Language Institute, you have certain responsibilities to make sure that you stay “in status” (in good standing) during your time here. The primary responsibility of an F-1 student visa holder is to remain a full-time student while in the United States. Any other activity must be second to this responsibility. To maintain your student visa “in status,” you must:

1. Register for a full-time course of studies at the English Language Institute. It is your responsibility to register for a full-time schedule and to pay your tuition to ELI before the deadline of each new session.
2. Attend all your classes regularly. ELI Office will monitor your attendance. You always need to notify your instructor on the day of your absence.
3. Maintain good academic progress. If your grades drop below “C” or satisfactory, you will be warned and placed on academic probation. If your grades continue to be poor, you could lose your F-1 visa status.

*If you do not remain in good standing, you will be considered “out of status.”
This could mean that you will not be allowed to remain in an academic program and
that your student immigration benefits will be terminated.*

Session GPA & Overall GPA	ELI Status	SEVIS Status	Explanation
2.0-4.0	Unaffected	Unaffected	You must maintain a 2.0 Session GPA and 2.0 Overall GPA while studying at ELI to keep your SEVIS status in good standing.
0.0-1.9 First & Second Time	Unaffected	Unaffected	If both your Session GPA and Overall GPA fall below 2.0, you will be placed on grade probation. You may choose to continue with ELI or request to be transferred out.
0.0-1.9 Third Time	Suspension You are not allowed to attend ELI classes.	Terminated for “failing to maintain status”	<i>If both your Session GPA and Overall GPA fall below 2.0 for a second time</i> , you must return to your home country or request to be transferred out with a terminated SEVIS I-20.

Attendance, Tardiness, Missed Tests and Assignments

If you miss more than **15 minutes** of any class period **4 times** = **1 absence**

If you are taking fewer than 4 courses, please see the office for the number of absences allowed for your situation

Attendance Policy

Class Periods Missed	Approximate Percentage of Absences	ELI Status	SEVIS Status	Explanation
0-16	0-17%	Unaffected	Unaffected	ELI allows you to miss up to 16 class periods during a session. If you miss fewer than 17 class periods, your ELI Status and SEVIS Status are considered "in status."
17-32 First Time	18-27%	<i>Probation</i>	Unaffected	If you miss 17 or more class periods, you will be placed on attendance probation. You may choose to continue with ELI or request to be transferred out.
17 Second Time	18%	Suspension You are not allowed to attend ELI classes.	Terminated for "failing to maintain status"	<i>If you miss 17 or more class periods for a second time</i> , you must leave the U.S. immediately or request to be transferred out with a terminated SEVIS I-20.
33 or more At any time	28-100%	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status".	<i>If you miss 33 or more class periods in any session</i> , you must leave the U.S. immediately or request to be transferred out with a terminated SEVIS I-20

Class Repeat

*To pass an ELI class, you must receive a grade of **C+ or better**. Here are the consequences if you fail your class.*

Failing an ELI class	ELI Status	SEVIS Status	Explanation
First & Second Time	<i>Probation</i>	Unaffected	You may continue to attend ELI classes
Third Time	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status."	<i>You must leave the U.S. immediately or request to be transferred out with a terminated SEVIS I-20.</i>

Academic Misconduct

Academic misconduct includes cheating, re-using one's work from a different class, getting help from others (unless the project is considered "group work"), plagiarism, and others. It also includes helping another to do one of those activities.

1. **"Cheating"** is the possession or use of information, notes, study aids or other devices (including cellphones, tablets, and computers) during academic work, or communicating with another person during academic work. Common examples of cheating include copying from another student's test/quiz, finding out the answers to a test/quiz in advance, copying from another student's homework, and turning in the same work in more than one class without the teacher's permission.
2. **"Plagiarism"** means turning in someone else's work as your own work without giving credit. Plagiarism includes, but is not limited to: using another person's words, phrasing, ideas, sentence structure, information or any other form of expression and presenting it as one's own work without giving credit to the other person (using a citation).

Use of ChatGPT or other AI (artificial intelligence) programs without permission from your teacher is considered to be plagiarism.

Academic Misconduct	ELI Status	SEVIS Status	Explanation
First Time	First Warning	Unaffected	You may continue to attend ELI classes. Your teachers will decide the score for the assignment.
Second Time	Second Warning	Unaffected	You may continue to attend ELI classes. You will receive a zero for the work. A warning letter will be sent to any sponsor you might have.
Third Time	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status" after 7 days.	<i>You must leave the U.S. immediately or request to be transferred out with a terminated SEVIS I-20.</i>

Smoking (Including E-Cigarettes)

*According to the Utah Indoor Clean Air Act: smoking must be at least **25 feet or 7.62 meters** from the building or in a designated area.*

Citation From ELI	ELI Status	SEVIS Status	Explanation
First Time	First Warning	Unaffected	You may continue to attend ELI classes. Your teachers will decide the score for the assignment.
Second Time		Unaffected	Transfer out or return to your home country in 7 days
	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status" after 7 days.	<i>You must leave the U.S. immediately or request to be transferred out with a terminated SEVIS I-20.</i>

Important Documents

Passport: Your passport must be valid at all times. Report lost or stolen passports to the office and to the police as soon as possible. Your government may require an official report to issue a new passport.

Certificate of Eligibility (I-20 - This document is issued by ELI): It allows you to apply for a visa and enter or re-enter the United States. Keep every I-20 you have been issued for your permanent record.

During your time with ELI, you should keep all your important papers in a safe place.

On-Campus Employment

Your F-1 student status permits you to work on campus at the university that issued your I-20 while you are enrolled in a full course of study. Your ELI, University of Utah I-20 is your proof of work eligibility for on-campus employment at University of Utah only. You must maintain F-1 status to be eligible for this employment benefit; maintaining status means that you are a full-time registered student (except for approved exceptions) in good academic standing with a valid I-20. Your on-campus **work authorization expires on the day you transfer out, when you graduate, or you violate F-1 immigration status.** Please see more information on how to work on campus under Part 5.

PART 4: PROGRAM EXIT

You have a 60-day grace period after you successfully pass four level 8 courses (i.e., graduating from ELI). The 60-day grace period at the end of your permitted stay as an F-1 student is meant to be used for getting ready to leave, enjoying a last few days touring the United States or transferring to another school. No working and no studying are allowed during this time. To do either would be considered a violation of your visa status. During the grace period, if you leave the U.S., you may not re-enter the U.S. in F-1 status.

If you obtain prior ELI authorization for withdrawal, you are given a 15-day grace period that starts on the day you are no longer enrolled. If you withdraw from classes without prior ELI authorization, you are not eligible for a grace period and must depart the U.S. immediately.

The grace period is the amount of time an F-1 student has to leave the U.S. after the following events:

- After successfully **passing four level 8 courses** (i.e., graduating from ELI) = **60 days**
- **Withdrawal** authorization = **15 days**
- **Failure** to maintain status = **None. Must leave immediately.**

If you want to leave the U.S. for a short time

You must first have your I-20 signed by the Designated School Officials (DSO). Otherwise, you cannot return to the U.S. With a signed I-20, you must return to ELI upon re-entering the U.S. You must fill out a SEVIS Action Form, which you can get from the ELI Office.

If You Want to Take an Annual Vacation

You must have already attended four consecutive eight-week to be eligible for an annual vacation from classes. You must have approval from the DSO to take an annual vacation. An eligible F-1 student may have an annual vacation only once per year and must intend to enroll for the term following an annual vacation. You must fill out a SEVIS Action Form, which you can get from the ELI Office.

If You Want to Transfer to Another School

Notify the ELI office and they can assist you. 3 items are needed to transfer: You must fill out a **SEVIS Action Form**, which you can get from the ELI Office. In addition, you need an **acceptance letter** and a **transfer form** from the new school.

Certificate

When you are ready to leave ELI, you can request a certificate by contacting ELI Office.

- If you do not graduate from the program, you will receive a **Certificate of Participation**.
- If you successfully pass four level 8 courses (i.e. graduate from ELI), you will receive a **Certificate of Graduation**.

Official University of Utah Transcripts

You may request an official transcript of your ELI courses from the University of Utah Registrar's Office in the Student Services Building (SSB). You can order your official transcript online or in person. They will need to see your ID, and they must have your signature in order to release your transcript to you. Transcript orders will not be accepted by phone.

If you have any outstanding debt to the University, they will not release your transcript until it is paid. To obtain a copy of your transcript after you have completed the program, please call the Transcripts and Verifications Office at **801-581-5808** or visit registrar.utah.edu/transcripts/

Unofficial transcripts of your grades are available from ELI. Our courses are not for credit, but you may want to have your ELI transcript as proof of your English proficiency.

DO NOT remain in the U.S. after your grace period unless you have found a legal way to stay here. If you stay here without valid status, you are overstaying your F-1 visa, which is illegal and could cause you problems in the future.

PART 5: MISCELLANEOUS INFORMATION

Work Permits

You may work up to 20 hours per week while school is in session. *You may not, under any circumstances, work off campus.*

If you want to work on campus, you must have a work permit. In order to be eligible for a work permit, you must:

- have been a full-time ELI student for at least three weeks with a valid visa
- have excellent attendance records.
- have good grades ("C" or above).

If you meet all of the above requirements, then follow these steps:

1. Apply for an ELI Work Permit

If you are a full-time student in good standing in the English Language Institute, we will issue a work permit stating that you are eligible to work on campus. This usually takes 2-3 business days to process. Once you have received your On-Campus Work Permit from the ELI Office, the next step is to apply for an On-Campus Job.

2. Apply for an On-Campus Job

Visit employment.utah.edu/non-benefited-staff-student/new-jobs/ for part-time employment at the University of Utah.

3. Apply for a Social Security Card

Download and complete an application form for a Social Security Card (SS-5) at: ssa.gov/forms/ss-5.pdf
Bring your following documents to the Social Security Administration office to obtain your social security number.

- ☐ Completed SS-5 form
- ☐ Work permit from ELI
- ☐ Employment offer letter
- ☐ Passport
- ☐ I-94
- ☐ Original I-20
- ☐ Student identification card

Social Security Administration office address:

175 East 400 South Suite 500, Salt Lake City, UT
84111 Phone: 801-524-5047

Office Hours:

secure.ssa.gov/ICON/main.jsp#officeResults

Directions: The office is located across the street (to the north) of city hall, kitty-corner from the downtown SLC public library.

You will need to wait in line to present your documents. Your original documents will be returned to you right away. After your application is accepted, you will receive your Social Security Card in the mail in about two weeks.

PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED.

Activities

Each session, ELI will have group activities, which will give you opportunities to see some special attractions close to Salt Lake City, participate in outdoor activities, or simply socialize with each other and/or with other American students. We plan these events to be both fun and interesting, while still learning outside of the classroom.

If you would like to be involved in planning such activities, or if you have suggestions for future events, please let the ELI office know. We are eager to have our students join in planning these activities.

Awards

At the end of each session, you will be asked to choose one ELI student to be named "Outstanding Student" for the session. The one who is chosen by the most students will become the "Outstanding Student," and receive a certificate at the end-of-session party.

You should choose someone who has helped you and other students, who has been a good example for you, and who has made ELI a good place to learn English. The Outstanding Student does not have to be the student who has the best grades, nor does it have to be the most popular student. Choose someone you admire, appreciate, and has made a difference in your experience at ELI. At the end of each session, teachers are asked to choose two ELI students per level to be named "Student of the Month" for the session. The two students with the most nominations per level will become the "Student of the Month," and receive a certificate at the end-of-session party. Teachers are asked to nominate students who have a spirit that radiates what ELI is all about: motivation, teamwork, cooperation, and excitement.

**University
Resources**

When you have registered and paid tuition at ELI, you will receive a University of Utah student ID card. This card entitles you to use many university facilities including the library, computer labs, and permits you to purchase discounted university gym membership, tickets to movies/theater, and other student sponsored events held on campus. Once you have your student ID, you can use it to ride the UTA (Utah Transit Authority) buses and TRAX from Provo to Ogden. This can be very helpful for students who live off-campus, as parking on campus can be expensive and also difficult to find.

**University
Transfer**

If you are planning to enter the University of Utah, our office can help you with:

- Counseling/advising on entrance requirements and TOEFL waiver Program
- Help in contacting other departments on campus

If your language proficiency falls within levels 7-8, you may qualify to take non- credit courses at the University. For information on taking non-credit courses in addition to your ELI courses, please make an appointment with ELI Director.

**Student
Health
Insurance**

ELI students and their dependents should have health insurance while studying at ELI. Health insurance is NOT included in your tuition. ELI does not endorse a specific health insurance provider. It is the student's responsibility to select a health insurance plan and maintain coverage during their stay in the United States.

**Immunization
Requirements**

All students studying at an American university are required to submit proof of immunization. New students must fulfill immunization requirements before week three of their first session. Required immunizations include two measles, two mumps, and one rubella immunization. You must provide official proof of Immunization (in English) to the Student Health Center, or pay to have the immunization done by the Student Health Center. All qualifying students are also required to take a tuberculosis test at the Student Health Center.

studenthealth.utah.edu/services/immunizations/index.php

Contact the office if you have additional questions.



Maintaining Status

While studying in the United States, it is important to maintain your F or M student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F or M student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose. Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa.
- Following the regulations associated with that purpose.

F-1 and M-1 students share the same primary purpose for coming to the United States, however, F-1 students enroll in more traditional academic programs, while M-1 students enroll in vocational programs. Because these two types of programs are different in nature, the types of benefits an international student may be eligible for and how long they may remain in the country depend on whether they are an F-1 or M-1 student.

Arrival

Both F-1 and M-1 students must:

- Enter the United States no more than 30 days before your program of study begins.
- Immediately contact your designated school official (DSO) when you enter the United States.
- When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Education

Both F and M students must:

- Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.
- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.
- You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.
- Do not drop a class without first speaking with your DSO.

Work

Do not work without authorization. An F-1 student may only work when authorized by a DSO in some cases, and U.S. Citizenship and Immigration Services (USCIS) in others. If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date.

Upon Program Completion

F-1 students must take action to maintain legal status or depart the United States after completing your program of study.

Once you complete your program of study, F-1 students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:

- Transfer to another school.
- Change your education level (e.g. bachelor's to master's).
- Apply to change status to another visa status (e.g. H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).

Talk With Your DSO First

If you are an F-1 student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help. F-1 students should speak with their DSO if you are planning to do any of the following:

- Change your major, program, or degree level.
- Change your education level.
- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

You may contact SEVP by email at sevp@ice.dhs.gov if your DSO is unable to assist you or if you would prefer to ask someone else. In your email, please describe your situation and include any questions you have. SEVP provides responses on a first-come, first-served basis.

Answer times may vary depending on the current number of inquiries.

By phone: **1.800.892.4829** for the SEVIS Help Desk.

The above information was obtained from studyinthestates.dhs.gov/maintaining-status

Student Agreement

Student copy

Visa and University Policies

It is my responsibility to understand and comply with all F-1 visa regulations, school policies, and state and federal laws. Therefore I must: Register in ELI classes and pay tuition on or 4:30 PM on Friday, week one of the session.

-
- 1 Register in ELI classes and pay tuition on or 4:30 PM on Friday, week one of the session
-
- 2 Attend classes regularly. **If you miss more than 15 minutes of any class period = 1 absence**
 - First time missing **17** class periods = *Attendance Probation*
 - Second time missing **17** class periods = *Program Dismissal*
 - Anytime missing **33** class periods = *Program Dismissal*
 - Arriving **5-15** minutes late = *1 Tardy*
 - **4** Tardies = *1 Absence*
 - **16 minutes** or more out of class = *1 Absence*
-
- 3 Maintain a minimum of 2.0 GPA for Session GPA **and** Overall GPA
 - Second time Session GPA **and** Overall GPA fall below 2.0 = *Academic Probation*
 - Third time Session GPA **and** Overall GPA fall below 2.0 = *Program Dismissal*

AND

 - First time failing an ELI class = *Repeat Probation*
 - Second time failing the same class = *Repeat Probation*
 - Third time failing the same class = *Program Dismissal*
-
- 4 Check my uMail regularly
-
- 5 Inform the office before the end of each session of my plans to continue or leave the program
-
- 6 Understand and comply with SEVIS regulations including, but not limited to:
 - Not work off campus
 - Submit an address change form to the office within 10 days of moving
 - Keep my passport and I-20 valid and safe at all times and know their expiration dates
-
- 7 Understand and comply with policies including, but not limited to:
 - Utah Indoor Clean Air Act-smoking must be at least 25 feet or 7.62 meters from the building or in a designated area - see slcohealth.org/programs/tobaccoPrevention/index.html
 - First citation from ELI = First Warning
 - Second citation from ELI = Program Dismissal
 - University of Utah Code of Student Rights and Responsibilities ("the Student Code") -see regulations.utah.edu/academics/6-400.php
 - ELI Attendance Policy - see eli.utah.edu
 - ELI Academic Policy - see eli.utah.edu
 - ELI Academic Misconduct Policy - see class syllabus
 - ELI Classroom Expectations - see class syllabus
 - ELI Repeat Policy - see eli.utah.edu
 - ELI Student Handbook - see eli.utah.edu



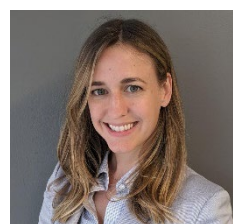
CASEY POE
Director



LISA FULLER
Assistant Director



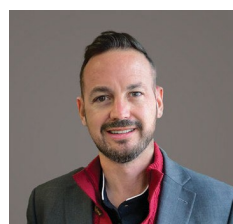
LISA HUMPHREY
Principal Designated School
Official (PDSO)



**KIRSTEN
NIEDERHAUSER**
Designated School
Official (DSO)



SHARON CANTILLANA
Engagement & Retention
Coordinator



BRIAN PARROT
Zion's Bank & General
English Program
Coordinator



AMY DELIS
Grammar Skill Coordinator



MARK BRADY
Listening & Speaking
Skill Coordinator



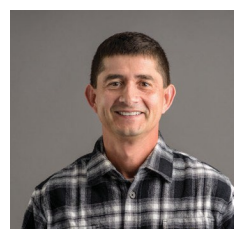
JASON MOWER
Reading Skill Coordinator



RUS WILSON
Academic Technology &
Development
Coordinator



**PAULA CABRERA
CAMPOS**
Reading Skill Coordinator &
DSO



RANDALL DAVIS
Writing Skill Coordinator