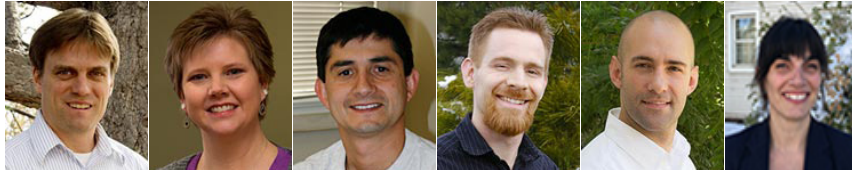


# ENGLISH LANGUAGE INSTITUTE

THE UNIVERSITY OF UTAH



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**English Language Institute University of Utah**

**540 Arapeen Drive (Research Park)  
Salt Lake City, Utah 84108 USA**

**Phone 801-581-4600 • Fax 801-585-9449 • E-mail: [ELI@utah.edu](mailto:ELI@utah.edu)**

STUDENT POLICY LAST UPDATED: 03/28/18



## Welcome to the English Language Institute!

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 campus of the University of Utah. The University is one the largest public university 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. The 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 academically-based curriculum and cultural orientation for international students, visitors, and members of the local community while adding diversity to the educational experience for domestic students.

### Accreditation

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:

The Commission on English Language Program, Accreditation  
801 North Fairfax Street Suite 402 A Alexandria, VA 22314-3457  
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 this document on the web at: <http://www.regulations.utah.edu/academics/6-400.html>. In addition, the ELI keeps two hard copies in the office for reference purposes. You are responsible for reading and understanding the Code of Student Rights and Responsibilities. Remember that both you and the ELI must adhere to the policies and procedures set forth in the Code.

Since 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, Korrin Ebirra. 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.

### WHO CAN HELP YOU?

**Front Office**  
Class schedule, registration, campus maps, uMail, I.D. card, bus pass, housing questions, tuition payment, enrollment letter, address change, health insurance, certificates

**Korrin or Lisa**  
Academic issues, class and level issues, academic planning and advising, personal and health issues, complaints, Visa questions, SEVIS issues, travel, school transfer, adding and dropping classes concerns, etc.

For more details, please go to <http://continue.utah.edu/eli/current>



## English Language Institute University of Utah

540 Arapeen Drive (Research Park)  
Salt Lake City, Utah 84018 USA  
Phone 801-581-4600 • Fax 801-585-9449 • E-mail: [ELI@utah.edu](mailto:ELI@utah.edu)

### Part 1: Placement Test & Grading

**ELI Courses: Levels, Placement and Grading** - The English Language Institute offers 8 levels of proficiency from beginning to advanced. The ELI program is designed for students with some previous English study, not for zero English beginners.

**Skill-building levels** (1, 2, 3) are 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 levels** (4, 5, 6) are 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). This 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 as undergraduates without a TOEFL or IELTS score.

Before classes begin, you will taking a series of placement tests to determine which level will be 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 the 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. The ELI keeps records of your grades as well for future recommendations and placement.

#### Grades

Grades will be determined as follows:

- Exams and quizzes **85%**
- Homework **15%**

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.

**This is your copy.  
PLEASE READ**

#### STUDENT AGREEMENT

#### 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:

1. Register in ELI classes and pay tuition on or 8:20 am on Tuesday, week two of the session
2. Attend classes regularly (3 lates/tardies = 1 absence)
  - a. First time with 16 or more absences = Attendance Probation
  - b. Second time with 16 or more absences = Program Dismissal
  - c. Anytime with 32 or more absences = Program Dismissal
3. Maintain a minimum of 2.0 GPA for Session GPA AND Overall GPA
  - a. First time Session GPA AND Overall GPA fall below 2.0 = Academic Probation
  - b. Second time Session GPA AND Overall GPA fall below 2.0 = Program DismissalAND
  - c. First time failing an ELI class = Repeat Probation
  - d. Second time failing the same class = Repeat Probation
  - e. 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:
  - a. Not work off campus
  - b. Submit an address change form to the office within 10 days of moving
  - c. 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:
  - a. 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 <http://www.slcohealth.org/programs/tobaccoPrevention/index.html>
    - First citation from ELI = First Warning
    - Second citation from ELI = Program Dismissal
  - b. University of Utah Code of Student Rights and Responsibilities ("the Student Code")-see <http://regulations.utah.edu/academics/6-400.php>
  - c. ELI Attendance Policy-see <http://continue.utah.edu/eli/current>
  - d. ELI Academic Policy-see <http://continue.utah.edu/eli/current>
  - e. ELI Academic Misconduct Policy-see class syllabus
  - f. ELI Classroom Expectations-see class syllabus
  - g. ELI Repeat Policy-see <http://continue.utah.edu/eli/current>
  - h. ELI Student Handbook-see <http://continue.utah.edu/eli/current>

ELI reserves the right to change policies, session dates, schedules, program requirements, and all fees and charges without notice if necessary.



Student Signature

Today's Date

If you have any questions or problems regarding your tuition payment, it is your responsibility to come to the 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.

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.

If you need to withdraw from the ELI program, you must meet with the Designated School Officials (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.

### 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.

**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.**

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. Instructors will monitor your attendance. Your attendance will be factored into your grades. You always need to notify both the office and your instructor of your absence before 2 pm.
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 might lose your F-1 visa status.

### Grade Policy

Session GPA and 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 time	Probation	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 Second time	Suspension You are not allowed to attend ELI classes.	Terminated for "failing to maintain status"	If both your Session GPA and Overall GPA fall below 2.0 for a second time, you must return to your home country or request to be transferred out with terminated SEVIS I-20.

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.

**ACTIVITIES:** Each session, the ELI will have group activities, which will provide you with 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, a learning opportunity outside of the classroom. There is no extra charge to participate in these events.

If you would like to be more 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 the planning for these activities.

**AWARDS:** At the end of each semester we will post Honor Roll lists; students who have earned a grade average of 4.0 (all A's) on ELI website. Students who have attended ELI classes with perfect attendance will also have their names on ELI website.

In addition, you will be asked to choose one ELI student to be named "Outstanding Student" for the semester. The one who is chosen by the most students will become the "Outstanding Student," and his or her name will be engraved on the ELI Outstanding Student plaque which hangs permanently on the wall in the ELI office. You should choose someone who has helped you and other students, who has been a good example for you, someone 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 and appreciate, someone who has made a difference in your experience at ELI.

**UNIVERSITY RESOURCES:** When you have registered and paid tuition at the 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 is very expensive and difficult.

**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 the ELI Director.

**STUDENT HEALTH INSURANCE:** ELI students must have health insurance while studying at ELI. New students are required to submit proof of health insurance before attending class. You can choose your own health insurance. If you do not have health insurance, ELI works with Cultural Insurance Services International (CISI) to provide students with a cheap health insurance option. You can sign up here: <https://www.culturalinsurance.com/uueli/>. ELI students must renew their own health insurance every session.

**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.

<http://studenthealth.utah.edu/services/immunizations/index.php>

Contact the office if you have additional questions!





# U.S. Immigration and Customs Enforcement

## SEVIS Fact Sheet

### Maintaining Your Status

While studying in the United States, it is important to maintain your F or M student status. Your visa says that you are coming to the United States to study. You should not consider any action that detracts from that purpose.

### Upon Arrival

- 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 Status"

### Education

- 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 speaking first with your DSO.

### Work

**Do not work without authorization. An F or M student may work only when authorized.**

If you want to work in the United States, talk with your DSO about your options. Your DSO may authorize certain work; other employment may require your DSO's recommendation and authorization from U.S. Citizenship and Immigration Services (USCIS).

For more information, see Working in the United States.

If you choose to work without authorization, you will be forced to leave the United States immediately. You may not be able to re-enter the United States at a later date.

### Upon Program Completion

Take action to maintain legal status after completing your program of study.

Once you complete your program of study and any authorized period of practical training, you may wish to learn 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)

You have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States.

### Talk with your DSO first

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.

Talk with your 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@dhs.gov](mailto:sevp@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 email: [SEVIS.Source@dhs.gov](mailto:SEVIS.Source@dhs.gov)

By phone: 1.800.892.4829 for the SEVIS Help Desk

By mail: ICE/SEVP  
800 K. Street, NW  
Suite 1000  
Washington, D.C. 20536

Last Modified: Monday, March 3, 2014

The above information was obtained from <http://studyinthestates.dhs.gov/students/maintain-your-status>

## Proficiency Scale for Students at the English Language Institut

Instructors will assign letter grades with the following scale:

Letter Grade	Percentage (%)	Grade Point Average (G.P.A.)	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	

**Two other grading options are rarely used. They are:**

**I - Incomplete:** A student may only receive an Incomplete with the instructor's consent and understanding that you will complete the work for this course within one semester. If the course work is not completed within this time, the grade turns into a failing grade (E).

**W - Withdrawn officially from the class :** This can only be done through the ELI 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.

## 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.** Here are your 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)
  - a. pay 50% of ELI tuition on or before 4:30 pm on Friday, week one of the session.
  - b. pay the remaining 50% before 4:30 pm on Friday, week one, week four 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. 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.
4. Sponsored students who are 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.  
**NO TUITION REFUND FOR CLASSES DROPPED AFTER 4:30 PM ON FRIDAY, WEEK ONE OF THE SESSION**

**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 cell phones, 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).

Here are the consequences if you commit academic misconduct.

Academic misconduct	ELI Status	SEVIS Status	Explanation
First time	First Warning	Unaffected	You may continue to attend ELI classes.
Second time	Second Warning	Unaffected	You may continue to attend ELI classes. Any other students involved will receive a zero for the work. A warning letter will be sent to your sponsor.
Third time	Suspension You are not allowed to attend ELI classes.	Unaffected	Transfer out or return to your home country in 7 days.
		Your SEVIS record will be terminated for “failing to maintain status” after 7 days.	You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.

**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.**

**The University of Utah will be a smoke-free campus beginning July 1, 2018.**

Here are the consequences if the ELI staff catches you smoking too close to the building.

Citation from ELI	ELI Status	SEVIS Status	Explanation
First time	First Warning	Unaffected	You may continue to attend ELI classes.
Second time	Suspension You are not allowed to attend ELI classes.	Unaffected	Transfer out or return to your home country in 7 days.
		Your SEVIS record will be terminated for “failing to maintain status” after 7 days.	You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.

**During your time with the English Language Institute, you should keep all your important papers in a safe place. This includes your:**

- **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 the ELI. It allows you to apply for a visa, enter or re-enter the United States. Keep every I-20 you have been issued for your permanent record.

**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 the ELI upon re-entering the U.S.

**If you want to transfer to another school** - Notify the office and a transfer letter will be prepared for you.

**If you want to take an annual vacation** - You must have already attended **four** consecutive eight-week sessions at ELI with average grades of C or above. You must have approval from the Designated School Officials (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.

Session	1	2	3	4	5	6
Enrollment	ELI	ELI	ELI	ELI	Vacation	ELI / Other school

**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 complete the Advanced Course levels (levels 7 and 8). 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 at 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.

**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.**

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

- After completion of Advanced Course levels (levels 7 and 8) = 60 days
- Withdrawal authorization = 15 days
- Failure to maintain status = None. Must leave immediately.

**Certificate**

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

- ▶ If you do not graduate from the program you will receive a **Certificate of Participation**.
  - ▶ If you successfully complete the Advanced Course levels (levels 7 and 8), you will receive a **Certificate of Graduation**.
- To receive a certificate, you will need to fill out a request form in the ELI office.

**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 Office at 581-8965 or visit <http://www.sa.utah.edu/regist/transcripts/transcripts.htm>

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

**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.

**APPLY FOR AN ELI WORK PERMIT**

1. 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.

**APPLY FOR AN ON-CAMPUS JOB**

2. Visit <http://employment.utah.edu/non-benefited-staff-student/university-of-utah/new-jobs/> for part-time employment at the University of Utah.

**APPLY FOR A SOCIAL SECURITY CARD**

- Download and complete an application form for a Social Security Card (SS-5) at: [www.ssa.gov/online/ss-5.html](http://www.ssa.gov/online/ss-5.html)
- Bring the following documents to the Social Security Administration office to obtain your social security number.
  - your completed SS-5 form
  - your work permit from ELI
  - your employment offer letter
  - your passport
  - your I-94 card (you may print a copy of the form at <https://i94.cbp.dhs.gov/I94/request.html>)
  - your original I-20
  - your student identification card

**PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED.**

**The Social Security Administration office is located at:**

175 East 400 South Suite 500 Salt Lake City, Ut 84111 Phone: 801-524-4115

Office Hours: Monday through Friday, 9:00 to 4:30pm.

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

**Attendance, Tardiness, and Missed Tests and Assignments:** Come to class on time –

- if you come to class after the starting time = 1 tardy
- 3 lates/tardies = 1 absence

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

**Attendance Policy**

Class Periods Missed	Approx. Percentage of Absences	ELI Status	SEVIS Status	Explanation
0-15	0-12.5%	Unaffected	Unaffected	ELI allows you to miss up to 15 class periods during a session. If you miss less than 15 class periods, your ELI Status and SEVIS Status are considered “in status.”
16-31 First time	13.2-25%	Probation	Unaffected	If you miss 16 or more class periods, you will be placed on attendance probation. You may choose to continue with ELI or request to be transferred out.
16-31 Second time	13.2 -25%	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for “failing to maintain status”.	If you miss 16 or more class periods for a second time, you must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.
32-128 At any time	25.7-100%	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for “failing to maintain status”.	If you miss 32 class periods, you must leave the U.S. immediately or request to be transferred out with 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 time	Probation	Unaffected	You may continue to attend ELI classes.
Second time	Probation	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”.	You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.