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WELCOME MESSAGES

Hello and welcome to the English Language Institute (ELI) at The University of Texas at El Paso (UTEP). The ELI offers an excellent English as a second language program for participants from all over the world.

Learners will experience the highest academic quality and lowest tuition cost in the United States; study English in the unique cultural crossroads of the American Southwest; and engage with rich diversity on the border of Texas and Mexico.

ELI is specifically designed to help learners gain a functional command of English in listening, speaking, reading, and writing. We provide a quality, intensive program for non-native speakers that meets the learning needs of our student population.

Program Highlights:
- ELI is located on-campus
- Small classes with individual student attention
- Classes meet five hours per day
- Instructors have a wide range of teaching experience and knowledge
- Institutional TOEFL offered every month

Our teachers and staff are ready to make your experience a remarkable one.

Appreciatively,
Stephanie Glover
Director
Professional and Public Programs

OVERVIEW

ENGLISH LANGUAGE INSTITUTE

The ELI is a non-credit program specifically designed to help non-native speakers around the world gain functional command of English in listening, speaking, reading and writing.

The Program helps students achieve two primary goals:
1. To have a successful academic experience in an American institution of higher learning
2. To pass the Test of English as a Foreign Language (TOEFL).

Additional, secondary goals include helping students:
1. Use English in vocational pursuits
2. Satisfy linguistic and cultural needs necessary for interaction with English speakers

PROFESSIONAL AND PUBLIC PROGRAMS

The ELI is a unit within Professional and Public Programs (P3). P3 is a unique and varied learning agent within The University of Texas at El Paso. Its mission is to provide high-quality continuing education, non-traditional academic, and lifelong learning opportunities for professional development, personal enrichment, and academic growth. It fosters and supports the larger University mission to serve as a gateway to an improved quality of life for people of the Paso Del Norte Region.

THE UNIVERSITY OF TEXAS AT EL PASO

Founded in 1914, UTEP has become an internationally recognized research University. Campus architecture is beautifully derived from temples in the Himalayan kingdom of Bhutan, the only examples of this ancient architecture in the Western Hemisphere.

UTEP offers bachelor’s and master’s degrees in business administration, education, engineering, liberal arts, health, sciences and computer sciences. Doctoral degrees are offered in geological sciences, computer engineering, civil engineering, environmental science, English rhetoric and composition, educational leadership, history, psychology, materials science, biology, international business, nursing, and pharmacy. An international dimension is brought to the UTEP campus by students from more than 60 countries. Enrollment is over 22,000. For more information visit: www.utep.edu.
INTENSIVE ENGLISH PROGRAM

PROGRAM OVERVIEW
The ELI is designed to help learners gain a functional command of English. Courses during the fall and spring meet for intensive eight-week sessions. Core classes include grammar, listening & speaking, and reading & writing. Students may increase their course load by adding electives, such as conversation or TOEFL preparation. The program is divided into levels from beginning to advanced.

PROGRAM DATES
Enrollment is open during any of the calendar sessions available. Students can register in as many sessions as they wish, depending on their personal learning goals. ELI offers four regular sessions per year. Each session is 8 weeks long. In the spring and fall, core classes run Monday through Thursday from 8:00 am to 1:00pm.

• Fall I (August – October)
• Fall II (October – December)
• Spring I (January – March)
• Spring II (March – May)

During the Summer session (June – August), the English program offers an intensive ten-week session which covers sixteen weeks of material. New students unable to attend the complete summer session might be eligible to join the program for the last six weeks (July-August). This option is only available for new students. In the summer, classes run Monday through Friday from 8:00 am to 1:00pm.

Please note, if a student requires an I-20, the ELI application and registration fee must be received at least 1 month prior to the placement exam to ensure there is enough time to process the I-20.

CLASS CHARACTERISTICS
Classes consist of groups of 5-17 learners ages 16 and over from various countries of origin.

FACULTY
The faculty has a wide range of expertise in teaching English as a Second language, applied linguistics in teaching, and cross-cultural communication. Most of the faculty have taught internationally, and instructors have an average of 17 years of teaching experience.

CLASS DESCRIPTIONS
Grammar: In this course, students will learn the grammatical structure of English. Through structured explanations, grammar-focused exercises and practice using all four skills, students will learn the rules that will help them write and speak English more accurately. This class focuses specifically on the mechanics of language, making it an excellent support for reading & writing and listening & speaking courses.

Listening & Speaking: In this course, students will improve their listening comprehension skills and their ability to speak English. The class is highly interactive, and, as students’ skills improve, they will practice with more challenging listening and speaking tasks. Emphasis is placed on authentic language in order to prepare them for real-world interaction.

Reading & Writing: In this course, students will learn the rules and formats for writing in English. Throughout the levels, they will learn first how to write sentences, then paragraphs, and finally essays. Emphasis is placed on the writing skills necessary for students enrolled in an undergraduate program in the United States.

ELECTIVES
In addition to our core program, we also offer elective courses on a rotating basis. These classes are offered weekday afternoons or evenings and focus on such topics as conversation or business English. Please consult our catalog for current listings: www.ppp.utep.edu

Intermediate Conversation: For many, speaking a foreign language is the most challenging of all language skills. In this course, students will improve their conversational English skills, including pronunciation and listening. Strong emphasis is placed on achieving confidence in the ability to speak English. The course focuses on vocabulary, presentations, and discussions of current affairs.

Advanced Conversation: This course allows students to continue to build their confidence in spoken English. The main emphasis of the course is to improve students’ fluency. The course focuses on presentations and debates.

SATURDAY COURSES
The ELI also offers courses on Saturday mornings. Classes meet for 15 weeks in the spring and the fall and 10 weeks in the summer. Please consult our catalog for current listings: www.ppp.utep.edu

GENERAL

IMMIGRATION INFORMATION
The Office of International Programs (OIP) provides comprehensive services to members of the university community. They facilitate international learning and experiences in an effort to internationalize UTEP. They believe that cultural exploration and engagement are prerequisites to the education of a global citizenry.

OIP office is located in the Union- East Building, room 203. They may be contacted via phone at (915) 747-5664 or email at oip@utep.edu. During school semesters. The OIP office hours are 8 am to 6 pm Monday and Tuesday and from 8am to 5pm Wednesday to Friday. During school breaks, the office closes at 5 p.m. daily.

CONDITIONAL ADMISSION
Being admitted to the ELI is a separate process from being admitted to UTEP. If a student would like to attend UTEP as an undergraduate or graduate student, s/he must apply, through UTEP Admissions Office at: Mike Loya Academic Services Building, Room 102 UTEP resembles the right to issue or offer conditional admission to prospective students.

SCHOLARSHIPS
Every semester ELI hosts scholarship students sponsored by a variety of agencies. Maintenance of a scholarship is a students responsibility. Students must provide ELI with a current “financial guarantee” letter from the agency sponsoring them. Prior to the start of each semester, students must enroll in the appropriate course, ensure their scholarship is up-to-date, and follow-up with the sponsoring agency to ensure their tuition is paid on time.

STUDENT MISCONDUCT
The ELI at P3 is an educational entity that strives to meet the needs and to respect the rights of individuals. In doing so, the ELI recognizes its responsibility to provide an appropriate learning environment for all participants. Toward this end, it supports the principle that all ELI students must be free to participate in class activities without excessive interference. In pursuit of this goal, ELI shall treats students as adults who...
are capable of and responsible for conducting themselves in a manner that respects the rights of others and of the ELI. Students who behave in a manner which is disruptive to the learning process, or which interferes with the well-being of others, or which causes damage to the University or contracted facilities, will be subject to suspension from class and/or the ELI Program.

Examples of misconduct include but are not limited to:

- Discriminatory, aggressive, or rude language
- Inappropriate tone of voice when interacting with others
- Repeated disrespectful behaviors such as eye rolling, laughing, or sleeping during class
- Using one’s cell phone or allowing the phone to ring during class
- Refusing to actively participate in classroom
- Failing to purchase the required textbooks
- Failing to do homework, as homework affects the completion of the next day’s activities
- Reading unassigned material during class
- Engaging in off-topic conversations with other participants
- Repeated off-topic questions that disrupt teaching and learning

LIVING ACCOMMODATIONS
ELI students have many options in terms of housing. One option located on campus is the Miner Village. They are located at

2401 N. Oregon
El Paso, Tx 79902

For information, or to make arrangements, please contact the Department of Residence Life at (915) 747-5352 or e-mail housing@utep.edu.

TEXAS DRIVER’S LICENSE
To apply for a Texas Driver’s License, a student’s I-20 must be valid for at least 3 months from the date of application. It requires two forms of identification that may include the student’s passport, visa, I-94 and/or a UTEP Student ID. A student must pass a written exam and a driving exam. To study for the written exam download the handbook at [http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf](http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf)

The department of Public Safety generally requires a Social Security Number to issue a Texas Driver’s License. However, International Students are not eligible to request a social security number solely for this purpose. In lieu of a number, a student will need to complete the DL-13 form. However, International Students are not eligible to request a social security number solely for this purpose. In lieu of a number, a student will need to complete the DL-13 form. However, International Students are not eligible to request a social security number solely for this purpose. In lieu of a number, a student will need to complete the DL-13 form. However, International Students are not eligible to request a social security number solely for this purpose. In lieu of a number, a student will need to complete the DL-13 form.

The Texas Driver’s License will be marked “Temporary Visitor” and will only be issued for a year, and renewed annually.

PARKING REGULATIONS
To park your car/motorcycle on campus, you need to purchase a permit from Academic Services Building, Rm 122. A student must pay for a parking permit. A student may park only in assigned parking areas. Tickets will be issued if one parks in any other locations.

INCLEMENT WEATHER / EMERGENCIES
If UTEP is closed due to inclement weather or emergency situations, area radio stations will make an announcement. The ELI adheres to the assessment of University officials to close the campus.

COMPLAINTS
Academic and non-academic complaints of policies and procedures of the ELI, such as the application or interpretation of student policies, must be initiated by making an effort to resolve the matter with the individual involved. If the matter is not resolved appropriately, the students then should attempt to resolve the complaint through consultation with the program manager, within three working days. If the matter is not resolved within 10 working days of informing the program manager, the grievances should be submitted to the P3 director.

QUESTIONS AND CONCERNS
Questions regarding the location of classes, instructors, and textbooks can likely be answered by the registration staff on the second floor of Kelly Hall, Suites 212 or 214. Please refer your questions to them, and if necessary they will schedule you for an appointment with the manager.

Questions and concerns regarding I-20’s and immigration should be addressed with the Program Manager. E-mail is the most efficient way to contact him:

Program Manager:
Mr. Govindasamy Parthiban, “Sam”
gparthiban@utep.edu

INCOMING/NEW STUDENTS

PLACEMENT EXAM
Upon enrolling into the ELI program, students take an in-house placement exam to determine their level of proficiency. They are tested in grammar, reading, listening, writing and speaking. The results are used to place students in their correct level of study for each of the three core courses (Grammar, Reading and Writing, Listening and Speaking). Students can be placed in different levels for each of the core courses.

A returning student may not re-take the placement exam in hopes of placing in a higher level the following term. Anyone who has been away from the ELI program for six months is required to re-test in order to be placed in the appropriate course. This may result in repeating a previously completed course.

Miner Gold Card (UTEP ID)
In order to obtain a UTEP Student ID card, students must go to the Miner Gold Card office located in room 116 of the Academic Services Building between the hours of 1:00 pm and 5:00 pm, Monday through Friday. To obtain the card, students must bring a picture ID (passport, driver’s license) and a welcome letter from ELI. The UTEP ID will be issued free of charge, and it is issued only for identification purposes.

TARDINESS
Lateness disrupts classroom instruction and is considered impolite in the United States. If a student is more than 15 minutes late, an instructor has the right to refuse to let the student into the classroom.
MAKE-UP POLICY
Late assignments will not be accepted. Missed exams may be made up if the absence qualifies as an excused absence and all required documentation is provided the day of return. All make-up exams must be completed on the day of return. Make-up exams will not be scheduled under any other circumstances.

BREAKS
Short breaks are included in our program. Smoking is only allowed on campus. Vending machines are available in most buildings. Students must arrive on time to the following class. If students eat or drink in the classroom, they must leave the classroom clean. Food and beverages must not interfere with teaching and learning. If they do interfere, students will be asked to leave the class and will be marked absent.

CELL PHONES
Students should turn off their cell phones during class. If students choose to use their cell phone during class, they will be asked to leave the classroom and will be marked absent.

E-MAIL
Students are expected to provide a current e-mail account on their ELI application. This account will be used by ELI and the Office of International Programs (OIP) to communicate time-sensitive information. If students change their e-mail account, it is their responsibility to inform the ELI office. Neither ELI nor OIP can be held responsible for any information that was unable to be relayed due to faulty e-mail.

CERTIFICATES
A certificate of completion is given to students who are leaving ELI. Students who have satisfactorily completed all required course work will be eligible to receive the certificate. ELI will be eligible to refuse to give a certificate to a student for lateness, or incomplete homework assignments, tests, or activities. A 75 or better is considered a passing grade.

ATTENDANCE
Students are expected to attend all classes and remain in class the entire period. ELI instructors record absences and tardiness daily. Students with five unexcused absences will be dropped from the ELI Program.

If a student misses class, it is his/her responsibility to:
• Contact a fellow classmate to obtain the homework and notes
• Be up to date by the next class
• Provide the instructor with a doctor’s note the day of his/her return. If a note is not provided within this time frame, the absence is marked as “unexcused.

GRADUATION REQUIREMENTS
In order to graduate from the ELI a student must complete all three level 6 courses with a grade of 75 or better.

Students cannot enroll for level 6 courses until they:
• Pass all lower levels with a grade of 75 or better.
• Pass the departmental TOEFL with a score of 500+

ENROLLMENT PROCESS
ELI APPLICATION PROCESS
Enrollment in the ELI is open during any of the available calendar sessions to anyone over 16 years old. Our program serves members of the El Paso community and students from all over the world. International students must have an I-20 and a student Visa in-hand in order to attend the scheduled placement exam. An I-20 must be requested at least two months prior to the date of the placement exam to allow time for processing. Please refer to the “Calendar and Fees” document on our website for current dates. The ELI cannot request an I-20 until the application is complete and the deposit is received.

All required documents mentioned (e.g., application, sponsor letter, calendar and fees) can be found at: http://admin.utep.edu/Default.aspx?tabid=73704

APPLICATION PROCESS
1. ] Application for admission (See the attached document)
2. ] A U.S. $150 registration fee needs to be paid when submitting your application ($75 is non-refundable). You may pay the $150 registration fee through online at www.ppp.utep.edu or by calling (915)747-5142. If you send checks, make it payable to UTEP. Do NOT send cash. Wire transfer information to be added.
3. ] A clear photocopy of your current passport (with your picture, name, and birth date).
4. ] All international student requiring an I-20 must submit a current (not more than 2 months old) financial certification from a bank or sponsoring agency. The statement must be in English. The current balance must show a minimum of USD $13,340. However, if you intend to study for less than a year, please contact the program manager for funding requirements.

Financial certification must include:
• Name, address and telephone number of institution
• Name of Account Holder
• Type of account: Savings or Checking
• Verification that funds are available for withdrawal
• Current balance: USD $13,340

Note: If a citizen and/or resident in the US will provide you with room and board, you will need to show a financial certification from a bank or sponsoring agency. The statement must be in English. The current balance must show a minimum of USD $13,340. However, if you intend to study for less than a year, please contact the program manager for funding requirements.

5. ] If the bank statement mentioned in #4 above is not in your name, the account holder must complete the sponsor letter (See the attached document).

6. ] If you are a transfer student, in addition to the documents listed above, you must also provide:
• A copy of the current Visa
• A copy of the I-94

ENGLISH LANGUAGE INSTITUTE
WWW.PPP.UTEP.EDU
ENGLISH LANGUAGE INSTITUTE
WWW.PPP.UTEP.EDU
• A copy of the current I-20
• A transfer form completed by the previous school
7.] All international students (F-1 visa) on non-immigrant visas living in the U.S. must show a comprehensive health insurance plan. The plan must have certain basic coverage features that meet standards required by the United States Department of State regulations. Please check the ELI webpage for health/medical insurance requirements.
8.] A Bacterial Meningitis vaccination documentation if you are below 22 years old.
9.] Scan and e-mail all application materials to gparthiban@utep.edu. Students must check their e-mail regularly as they will be contacted by e-mail regarding the status of their application.
10.] If a student wants to receive the I-20 via mail—use E-ship Global through University Express Mail Services. S/he must pay the shipping fees upfront.

Creating an Account with University Express Mail Services
1.] Register and activate a student’s account at: https://study.eshipglobal.com/
2.] Click “student sign up.” Fill out the information with the student’s name, address, and e-mail address. The e-mail address will be used for confirmation.
3.] Click “register”
4.] Log into the e-mail account provided. The student should have an e-mail from E-shipping.
5.] Click the link provided in the e-mail.
6.] The student’s account with University Express Mail Services is now active. Log into the website using participants’ email & password.
7.] Click “receive a package”
8.] In the box labeled “University Search” type “El Paso.” And click “University of Texas at El Paso.”
9.] Click “English Language Institute”
10.] Click “continue”
11.] The sender’s address will say, “Mr. Govindasamy Parthiban” Make sure the “receiver’s address” is correct.
12.] A participant will receive shipment information and pricing information. Select the service a student would like. Click continue.
13.] Enter the student’s credit card information & select “confirm payment.”

Customer support is available - Monday to Friday
Between 8:00 AM and 6:00 PM (Central time)
Tel: 1-800-816-1615
Email support: student.support@eshipglobal.com

HOW TO APPLY FOR AN F-1 Visa
If applying to the English Language Institute from your home country:
1.] Submit all the enrollment documents to ELI.
2.] The ELI & OIP will work together to create the I-20.
3.] Check your e-mail for updates regarding your I-20. You will be contacted if additional documents are required and/or when your I-20 is ready for pick up.
4.] Once you have received your I-20 or DS-2019, pay the SEVIS I-901 fee (approximately $200). It can be paid online at: https://www.fmjfee.com/1901fee/

To pay online, you will need the following: passport, SEVIS ID number (e.g. N00…) from the I-20 / DS-2019, a credit or debit card with an accepted logo, and a printer to print the receipt
Please note, you will need to bring a copy of this receipt to the Visa appointment.
5.] Pay the Visa application fee (approximately $160). Details regarding how to pay can be found at: www.ustraveldocs.com.

Please note, you will need to bring a copy of this receipt to the visa appointment.
6.] Make an appointment for a Visa interview with the most convenient United States Embassy or Consulate. Follow their guidelines regarding what documents you need to prepare and bring with you.

THE F1 STUDENT VISA APPOINTMENT
With an I-20, the student may then apply to the American Embassy or consulate for an F-1 student visa. F-1 visas are issued on the basis of full-time study. This means that students are expected to attend all scheduled classes.

Should be after creating an account with University Express Mail Services
If transferring to the English Language Institute from another U.S. College or University:
1.] Complete the ELI application with all supporting documents (see the detailed “ELI Application Process”). Be observant of application deadlines. Refer to the “Calendar and Fees” document on our website for current deadline information.
2.] Let your current school know that you are planning to transfer. Complete their required forms.
3.] Have your school complete a UTEP “Transfer In” form and fax the form to UTEP’s Office of International Programs at (915) 747-5794.
4.] Check your e-mail for updates regarding your I-20. You will be contacted if additional documents are required and/or when your I-20 is ready for pick up.
5.] ELI will inform you of your transfer status.
What to Take to the Visa Appointment

1. Valid passport
2. One recent photograph (taken within the past six months), 2x2 inches (5x5 cm), color. It must show a front view, full face, on plain light (white or off-white) background.
3. Receipt showing proof of payment for the Sevis fee
4. Receipt showing proof of payment for the Visa application fee
5. A completed DS-160 form and supplement DS-157 for anyone between the ages of 16 and 45. The forms are available online at:
   http://travel.state.gov/visa/forms/forms_1342.html
6. Documentation of the student’s financial support, including an original bank statement accompanied by a letter of financial support from parents, bank, or other sponsor if applicable.
7. Proof that a student has permanent residence outside the United States
8. Consult www.ustraveldocs.com for more information regarding what to bring

NEW STUDENTS
A new student can enter the U.S. no more than 30 days before the start date on the I-20. A participant has 15 days from the date of entry into the U.S. to check-in at OIP. OIP takes copies of students’ passport, I-20, and visa and reports their physical address to the government. It takes Customs & Border Protection (CBP) up to 10 days to record their arrival in the SEVIS Database. After arrival has been recorded in the SEVIS Database, it can take up to 2 additional days for students’ SEVIS record to be activated for the Social Security Administration.

The deadline for OIP to report that students are enrolled in classes full (18 hours a week) time is 30 days after classes begin. The following day is the deadline for OIP to terminate the status of any student who failed to report. If a student’s status is terminated, that means s/he has to go home.

WHAT TO PACK
American students usually wear casual clothes, such as blue jeans, shorts, T-shirts and tennis shoes. Bring a suit or nice dress for formal occasions such as a presentation or a conference. El Paso’s climate is warm and dry most of the year. The temperatures will be between 35-40°C during summer, but can occasionally drop as low as 1-2°C during winters. A good jacket is necessary in the winter.

CELLPHONES
Cell phones can be purchased at local vendors. Cricket, T-Mobile, Verizon, and Virgin Mobile are just a few that sell prepaid and month to month plans. These vendors do not usually require a social security number for prepaid plans or month to month plans. However, if a student wishes to sign a contract, usually contracts are made for two years, and require a social security number. To make a long distance call within the U.S. dial 1 and then the three-digit area code (915 for El Paso), and then the seven-digit local phone number. For example, the number to call the OIP is 1-915-747-5664. To make a local call, dial the 7 digit number: 747-5664.

MONEY
Students can set up a bank account upon arrival with their visa, I-20, and a UTEP Identification card. There are multiple ATMs located on campus. Please bring enough money to cover at least two weeks in the U.S. We recommend not carrying large amounts of cash. Traveler’s checks in U.S. dollars are widely accepted as well.

UTEP STUDENT HEALTH CENTER
The UTEP Student Health Center helps the UTEP community get well and remain healthy. All services are confidential. The center is located at:

Union Building East, Suite 100
500 W. University Ave.
El Paso, Texas 79968
Tel: (915) 747 - 5624
Fax: (915) 747 - 5015
Pharmacy: (915) 747 - 6545

Students who choose to use the UTEP student Health center must pay $30 for a doctor’s visit plus any pharmacy charges they may incur.

WHERE TO GO FOR HELP
For questions about classes, textbooks, and homework, contact your teachers.
For questions about I-20s, immigration, and travel, contact OIP.

ELI CONTACT INFORMATION
The University of Texas at El Paso (UTEP)
Professional & Public Programs
Kelly Hall, Suite 214
500 West University Avenue
El Paso, TX 79968-0602
(915) 747-5142
www.ppp.utep.edu

MANAGER’S INFORMATION
(915) 747-8043 Kelly Hall, Suite 107

IMPORTANT NUMBERS
English Language Institute   747-5142
Library                   747-5671
Office of Internation Programs  747-5664
UTEP Department of Residence Life  747-5352
UTEP Health Center         747-5624
UTEP Police                747-5611
UTEP Technology Help Desk On campus   747-4357
Off Campus                747-5257
UTEP Testing Center        747-5009

UTEP Student Health Center
The UTEP Student Health Center helps the UTEP community get well and remain healthy. All services are confidential. The center is located at:

Union Building East, Suite 100
500 W. University Ave.
El Paso, Texas 79968
Tel: (915) 747 - 5624
Fax: (915) 747 - 5015
Pharmacy: (915) 747 - 6545

Students who choose to use the UTEP student Health center must pay $30 for a doctor’s visit plus any pharmacy charges they may incur.

WHERE TO GO FOR HELP
For questions about classes, textbooks, and homework, contact your teachers.
For questions about I-20s, immigration, and travel, contact OIP.

ELI CONTACT INFORMATION
The University of Texas at El Paso (UTEP)
Professional & Public Programs
Kelly Hall, Suite 214
500 West University Avenue
El Paso, TX 79968-0602
(915) 747-5142
www.ppp.utep.edu

MANAGER’S INFORMATION
(915) 747-8043 Kelly Hall, Suite 107

IMPORTANT NUMBERS
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UTEP Department of Residence Life  747-5352
UTEP Health Center         747-5624
UTEP Police                747-5611
UTEP Technology Help Desk On campus   747-4357
Off Campus                747-5257
UTEP Testing Center        747-5009
HEALTH/MEDICAL INSURANCE
Medical services and medicine in the U.S. are very costly. Because of this, participants are required to have medical insurance coverage while they are attending UTEP. Because of our location on the Mexican border, students from Mexico are exempt from this requirement but are highly recommended to have insurance coverage for medical emergencies in the U.S.

It is recommended that students have a thorough medical check-up for their own protection before they leave their home country. If they have personal preferences for medicines that they use for fevers, headaches and colds, they should plan to bring those with them. Otherwise, most common medications are available in U.S. stores. However, some products in the U.S. may require a doctor’s prescription. Therefore, if students take prescription medication, they should ask their doctor or pharmacist for a copy of the prescription to bring with them. We also advise that students update all of their immunizations in their home country and bring proof of said immunizations.

HEALTH CARE
If students need urgent care there are clinics called Urgent Care Centers that will treat emergency illness. The closest one to UTEP is:

Southwest Urgent Care Center
2030 N. Mesa Street
El Paso, TX 79902
(915) 532-7100

For emergencies and serious illness the closest hospital to UTEP is:

Providence Memorial Hospital
2001 N. Oregon Street,
El Paso, TX 79902
(915) 577-6011

If there is an emergency, dial 911 for the fire department, ambulance and police. A student can also contact UTEP campus police anytime at (915) 747-5611.

REFUND AND TRANSFER POLICY
All refund requests must be submitted in writing. Students who cancel the registration will be refunded their deposit less $75 processing fee, provided they notify the ELI of cancellation at least 10 days prior to the course start date. After classes start, no refunds will be issued. However, a student might be eligible to transfer to another session. All refund/transfer request ust be emailed to the Program Manager at gparthiban@utep.edu

LATE REGISTRATION FEE POLICY
Students’ will incur a late fee if they miss the registration or the student tuition fee payment deadlines.

A $25 fee will be charged for returned or cancelled checks.

RETURNING STUDENTS

UPDATE STUDENT INFORMATION DATA
SUBMIT ADULT STUDENT PARTICIPATION FORM