



UNIVERSITY OF
OREGON

American English Institute

Intensive English Program Student Handbook 2020-2021



American English Institute
1787 Agate Street
Eugene, Oregon 97403-5212

541-346-3945

Office Hours:

Monday to Thursday

9:00 AM to 4:00 PM

Zoom sessions for remote

<https://aei.uoregon.edu>

Important Contacts

Phone Number	Contact	Type of Help
911	Emergency: Police and Fire	24-hour help for dangerous and life-threatening situations
541-346-2919	NON-Emergency: UO Police	24-hour help for any situation needing police help
541-346-7433	UO Safe Ride https://pages.uoregon.edu/saferide/	Ride home at night if you are traveling alone. See the website for hours
541-346-7433	Designated Driver Shuttle (DDS)	Rides home if you have been drinking alcohol. Available 10pm-2:30am.
541-343-7277	Off Campus Sexual Assault Support Services http://sass-lane.org/	Support and resources
541-346-SAFE	Help for Victims and Survivors https://safe.uoregon.edu/university	Support and resources
541-346-3206	International Student and Scholar Services https://iss.uoregon.edu/	Information for students transferring to UO
541-346-2770	UO Health Center healthcenter.uoregon.edu	Help with physical health-related problems and concerns.
541-346-3227	CRISIS Line UO Counseling Center, Student Health Center counseling.uoregon.edu	Help with mental health-related problems. Speak with a trained counselor.
541-346-1155	UO Accessible Education uoaec@uoregon.edu	Help with disability services and accommodation

Family Emergency Situations:

If your parents or family members are not able to contact you in an emergency, they should contact AEI Main Desk 541-346-3945. If it is after hours, they should contact the UO Police Department at 541-346-2919.

Table of Contents

Overview

- 4 Welcome Letter
- 5-6 AEI – Our Goals
- 7 IEP Calendar of Important Dates and Deadlines
- 8-9 IEP Support Team and Contact Information

Academics and Advising

- 10-11 Curriculum
- 12 Course Level Placement
- 13 Levels - Proficiency Descriptions
- 14 Grading and Promotion
- 15 Classroom Student Expectations
- 16-17 Attendance Policy
- 18-19 Academic Standing Policy and Definitions

IEP Resources

- 20 Transcripts and Documents Requests
- 21 Tuition and Fees: Payment Guidelines
- 22 Problem Solving and Complaint Process

Student Engagement (Learning Outside of Class)

- 23-24 Tutoring Services Programs
- 24 Activities
- 25 Volunteering and Community Service
- 26 Get Involved! Other UO Student Engagement Resources

VISA Advising

- 27 VISA & I-20 Information
- 28 Student / Exchange Visitor Visa Types
- 29-30 Maintaining F-1 or J1 Visa Status
- 31 Leaving the AEI Before the End of the Term
- 32 Yearly forms for the U.S. and Oregon Governments

UO Policies and Resources

- 33 UO Student Code of Conduct
- 34 UO Health Requirements
- 35 UO Students Records and Privacy Rights in the U.S.
- 36 UO Admissions
- 37 Accessible Education
- 37 Religious Observances
- 38-39 ASUO Legal Services, Driving Legally
- 40-41 DuckWeb, UO Email, Canvas, Zoom, Technology Troubleshooting

Homestay Program

- 42-45 AEI Host Student Handbook

Dear AEI Students,

WELCOME to the University of Oregon’s American English Institute. We are excited that you will be studying in the Intensive English Program (IEP) with us – either in person or remotely. If you are preparing to study at the UO or are in the AEI on an exchange, it is our pleasure to help you meet your English language goals.

The AEI enrolls students from around the world in face-2-face and online classes. You may study with someone in the same city as you or in a city on the other side of the world. You will meet classmates who are very different from you and others who are the same. One may be from a country you do not know about! The relationships you build in the AEI will help you become a global citizen. You have already taken the first step.

In our program, you are not only a student, you are also a teacher. You will share information about your country, your culture, and even your family and friends with people from the US or other countries. When you share, you learn more about yourself and others.

If you are studying with us in person, because AEI is located on the University of Oregon campus, you will experience life as a UO student – as a Duck. You pay the university fees so you can do the same activities as all other UO students - visit the Recreation Center, go to a basketball or volleyball game, or join a student club. AEI has activities, too, that will help you to explore the campus and the community. If you are joining us online, please participate in our Conversation Partner Program, our remote activities, or even consider our Remote Homestay Program.

In this unusual time of the Coronavirus, please know that some of our usual activities and events will need to be adapted to meet safety guidelines. The safety of you, our student, and our faculty and staff is most important to us.

This handbook will help you better understand the IEP and UO. It has many details and we are happy to help you understand it. If you have any questions, please ask. We want you to have a rich academic and cultural experience. In the IEP, our caring faculty and staff are here to support you. Most of us have studied, worked, and/or lived overseas, so we understand the joys and difficulties of studying in another culture. Please let us know how we can support you.

Thank you for choosing AEI and we are glad you are here. Go Ducks!

Sincerely,



Dr. Cheryl Ernst, Executive Director, and the AEI Faculty and Staff

AEI - Our Goals

Mission Statement

Since 1978, The American English Institute (AEI) has served the educational mission of the University of Oregon through scholarship, English language instruction, and English language professional training.

Purpose:

The AEI champions the University's mission of internationalization by contributing to global/cultural understanding and language development through effective and innovative instruction in a welcoming environment. We support the integration of international students into campus life and work to create a successful academic experience for all learners.

Vision:

The AEI aspires to be recognized as a center of English language expertise by the University of Oregon community and global partners. We seek to develop rich intercultural experiences and innovative programming for a diverse population of learners.

Values:

At the AEI, we affirm the UO values. We respect the international and intercultural perspectives of our faculty, staff, and students with emphasis on cultural exchange and sensitivity.

AEI Diversity Action Plan

In support of the University of Oregon's Diversity Action Plan, the American English Institute is committed to identifying strategies and tactics to support all four goals established by the UO:

Goal 1: Create an inclusive and welcoming environment for all.

Goal 2: Increase the representation of diverse students, faculty, staff, and community partners at all levels of the university.

Goal 3: Facilitate access to achievement, success, and recognition for underrepresented students, faculty, staff, and alumni.

Goal 4: Leadership will prioritize and incorporate diversity, equity, and inclusion in plans and actions.

Being an organization that focuses exclusively on an international population, the AEI brings diversity to the UO campus. As the largest hub of international representation, we must meet the needs of each of our students, faculty and staff to ensure a positive and collaborative learning environment.

Academic Standards

The AEI's Intensive English Program (IEP) is fully accredited by the Commission on English Language Program Accreditation (CEA) for the period 2006 - 2026 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US Secretary of Education as a reliable authority agency concerning the quality of education or training offered by the English language institutions and programs it accredits.

The AEI is also an active member of the EnglishUSA, StudyOregon, and the prestigious College Intensive English Programs (UCIEP).



IEP Calendar of Important Dates and Deadlines

Fall 2020

September 25	Tuition and Fees due
September 30	Registration Day
October 1	Classes Start
November 26-27	No School: Thanksgiving Holiday
December 4	Last day of classes

Winter 2021

January 4	Tuition and Fees due
January 6	Registration Day
January 7	Classes Start
January 18	No School: MLK Jr. Holiday
March 12	Last day of classes

Spring 2021

March 25	Tuition and Fees due
March 31	Registration Day
April 1	Classes Start
May 31	No School: Memorial Day
June 4	Last day of classes

Summer 2021

June 17	Tuition and Fees due
June 23	Registration Day
June 24	Classes Start
July 5	No School: Independence Day
August 27	Last day of classes

Fall 2021

September 23	Tuition and Fees due
September 29	Registration Day
September 30	Classes Start
November 25-26	No School: Thanksgiving Holiday
December 3	Last day of classes

IEP Support Team and Contact Information

Office	Services
<p>International SEVIS Advising Office Agate Hall 106 aei@uoregon.edu</p> <p>Krista Farris Admissions Coordinator</p>	<ul style="list-style-type: none"> • Lost documents • Change of address • International travel signature request • IEP/JO admissions • Transfer questions • Driver’s license document request • Certificate of enrollment request • I-20 and immigration documents • Visa status questions • Financial scholarships • Health Center questions • Student concerns • Withdrawal questions • Formal complaints
<p>Academic Advising Office Agate Hall 106 aeiadvicing@uoregon.edu</p> <p>Alicia Going Academic Advisor, IEP Coordinator</p> <p>Dr. Tom Tasker Academic Advisor, AEIS Coordinator</p>	<ul style="list-style-type: none"> • Class schedule • Level placement • Academic policies • Registering for JO classes • JO matriculation • Scholarship extension requests • Instructor/class complaints • IEP Curriculum • Student concerns
<p>Student Records Agate Hall 221 aeitrans@uoregon.edu</p> <p>Glenda Stewart Student Records Specialist</p>	<ul style="list-style-type: none"> • Final Grade Reports and certificates • Student records requests • Student transcripts
<p>Housing and Homestay Office Agate Hall 106 aeihomestay@uoregon.edu</p> <p>Suzie Heilman Housing and Homestay Coordinator</p>	<ul style="list-style-type: none"> • Homestay Program • Housing • Airport pick-ups • Student concerns

<p>Student Engagement Office: Tutoring, Activities and Volunteer Agate Hall 127 aeitutoroffice@uoregon.edu</p> <p>Jessica Lynch Student Engagement Coordinator</p>	<ul style="list-style-type: none"> • Conversation Partners • Tutor issues • Homework help • Printing/Computer Lab • Student concerns Activities sign up • Volunteering • Student groups & clubs • Campus & community events • Student concerns
<p>AEI Finance Agate Hall 202D aeibilling@uoregon.edu</p> <p>Jessica Carlson Assistant Director of Finance, HR and Operations</p>	<ul style="list-style-type: none"> • Billing • Scholarships • Student concerns
<p>AEI Executive Director Agate Hall 202B aeidirector@uoregon.edu</p> <p>Dr. Cheryl Ernst Executive Director</p>	<ul style="list-style-type: none"> • Faculty Supervisor • Formal Complaints • Title IX Complaints
<p>AEI Faculty Agate Hall</p> <p>Please see your course syllabus for your instructor’s office location, office hours and email address.</p>	<ul style="list-style-type: none"> • Grades and attendance • Homework and assignments

Please note: A formal complaint about an employee can be made in many offices, but after that will be handled by the employee’s supervisor.

Academics and Advising

Curriculum

The IEP curriculum is a mix of Core classes (18 hours), “Choice” elective classes (2 hours), and extracurricular activities. These are carefully designed to create a positive and challenging learning environment. You will not only practice English but also develop the academic and intercultural skills that will help you become comfortable in US-style classes.

Core Classes - Required

All full-time IEP students must take 18 hours of Core classes.

Levels ePrep to 6

- Speaking/Listening – 6 hours
- Reading/Writing – 6 hours
- Grammar – 6 hours
- Student Success – 2 hours a week, required for all NEW students (in person, only)

Choice Classes

Returning students can choose elective Choice classes each term. You can register for elective Choice classes at Registration Day.

Sample Courses

A limited number of courses will be offered each term.

- Pronunciation and Phonics - 2 hours
- Reading Fluency – 2 hours
- Test Prep - 2 hours
- Rotating Choices – these 2-hour classes include Vocabulary, Cooking, Movies, etc.

IEP Sample Schedule (examples only)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:50		Elective: Reading Fluency	Help desk	Elective: Reading Fluency	
10:00-11:20	Class #1: GR	Class #1: GR	Class #1: GR	Class #1: GR	
11:20-12:00	Break	Break	Break	Break	Volunteering: Grassroots Garden
12:00-1:20	Class #2: SL	Class #2: SL	Class #2: SL	Class #2: SL	
1:20-2:00	Break	Break	Break	Break	
2:00-3:20	Class #3: RW	Class #3: RW	Class #3: RW	Class #3: RW	
3:30-4:20	Conversation Partner		AEI Activity		

Typical Hours per Week of an IEP Student

Core Classes	Hours per week
Reading/ Writing (RW)	6
Speaking/Listening (SL)	6
Grammar (GR)	6
Student Success (new students)	2
Electives, Extracurricular Activities and Study	Hours per week
Elective/CEP Courses	2-4
Conversation Partner	1
Individual and/or group study	10
AEI and Campus activities	1-4
Recreation	4

Graduate Level Core Courses

These courses are offered during terms of high demand to students with a bachelor’s degree or higher who have completed level 6 in the IEP.

Example courses include:

- Oral Communication (6 hours)
- English Style and Structure (6 hours)
- Research Reading and Writing (6 hours)
- Academic Reading and Discussion (6 hours)
- Presentation Skills (6 hours)
- Individual Project: Research and Writing (6 hours)

Graduate Level Choice electives

Example courses include:

- Preparing for Graduate School (2 hours)
- Vocabulary Building for Specializations (2 hours)

University Undergraduate Courses – Optional

Full time students “in good standing” can take a 4-credit UO undergraduate class. These classes cannot be at the same time as required IEP classes. You can take classes in one of these areas: Math, Music Performance, or Foreign Languages.

You may also take a non-credit Physical Education (PE) or Dance Activity class.

- You must complete one term at the IEP before you can take a UO class.
- You must get approval from an IEP Academic Advisor.
- You must be able to start UO classes on time. UO classes start the same week as IEP orientation and go one week longer than IEP. UO classes are 11 weeks long, including final exams.

Course Level Placement

New Students

During orientation week, you will take a placement test. The test has three parts: Writing, Listening, and Sentence Meaning. This test shows us which level is best for you. Your teachers will also give tests during the first week of class. This ensures you have been placed in the correct level. You may move to another level if:

- Your instructor and an instructor from the next level agree that you should move.
- The change happens during the first week of the term.

Returning Students

You will move through levels by showing mastery of the Student Learning Outcomes for each level. If you think your level is wrong:

- You may retake the placement test during orientation week, but you must register with Academic Advising.
 - You must take the test Monday of orientation week.
 - You will be placed in the correct level.

General Placement Policies

- 1) Students in levels ePrep to level 2 cannot be in courses two levels apart. For example, a student in GR 1 cannot be in SL 3.
- 2) A student cannot request to change sections (example SL 4A to SL 4B) without a valid reason. For example, a student with a family member in the same section can request to move to another section.
- 3) A student can only be changed to a new class until Wednesday of week 2.

IEP Course Books and Materials

You should buy your books and materials after the first day of class, but no later than Friday of Week 2. You can buy books at the Duck Store in the AEI section on the 2nd Floor. Used books are often available at the bookstore, but you should ask your teacher first.

If you think you might change levels or want to return your books at the end of the term, save your book receipt and do not write in your textbook. Depending on how long you have used the books, the bookstore may give you full or partial refund for the books.

Levels – Proficiency Descriptions

Level	You can do the following with some errors after this level:
EPrep	You have the listening and speaking skills needed in daily life. You can have simple conversations. You can read and write simple sentences. You understand some sound and spelling connections. You can write letters clearly. You can use basic grammar for questions and statements. You know some of the most common English words. You can follow good in- and out-of-classroom study practices.
1	You have more developed everyday listening and speaking skills. You can have longer conversations about simple everyday topics. You can give a short, memorized presentation. You can read a variety of short texts and use a few reading strategies to help you understand. You can use several sentence types in answering simple guided writing tasks. You can identify basic parts of speech and sentence types. You know frequently used English words.
2	You can understand and explain short adapted academic listenings. You can use basic discussion skills such as agreeing and disagreeing to speak about class topics. You can give short presentations about class topics. You can read and identify main ideas and important details in level-appropriate texts. You can write a basic descriptive or opinion paragraph and can revise it for content and simple errors. You can identify parts of speech and understand how words are used in context. Your vocabulary includes everyday words and some academic words.
3	You can understand and discuss modified academic lectures. You can support your opinions, agree, disagree and use follow up questions in longer group discussions. You can give an informative presentation that includes research. You can read longer and more complex academic texts and think critically about the content. You can write compare, contrast and opinion paragraphs, using a variety of sentence types. You have greater written fluency and the ability to revise your writing for content and grammar with greater accuracy. Your vocabulary includes more academic vocabulary and you can use some of the vocabulary in your speaking.
4	You can listen to longer modified academic lectures and summarize and respond to the content. You can contribute to small group discussions by creating discussion questions, sharing and supporting opinions, and asking follow-up questions. You can give a short, analytical research-based presentation. You can use a variety of strategies to read and understand the main ideas and important details in longer articles or essays. You can write a short summary of a reading and also use information from readings to support your ideas in short source-based paragraph, utilizing target grammar structures and more complex sentences. You have a larger academic vocabulary that you can understand and use in speaking and writing.
5	Your academic listening, speaking, discussion, note-taking, vocabulary, critical thinking and problem-solving skills are more developed and sophisticated than in the previous level. You can give a presentation in which you explain graphs and charts to support your conclusions. You can read, understand, summarize and respond to a variety of themes and topics found in academic readings, journalistic articles and/or longer works of fiction. You can write an academic summary-response, paragraph, utilizing accurate paraphrasing and citation. You use a variety of sentence structures and grammar in your writing and can edit with greater accuracy. You have a larger academic vocabulary, which you can understand and use in speaking and writing.
6	Your academic listening, speaking, discussion, note-taking, vocabulary, critical thinking and problem-solving skills help you navigate authentic listening and reading tasks. You can lead discussions, conduct original research and give extemporaneous presentations. You can read and understand authentic texts from a variety of academic disciplines and complete more sophisticated tasks. You can write a clear and accurate academic summary. Under a time limit, you can write a well organized and supported argumentative essay that synthesizes information and appropriately cites sources. You can utilize more sophisticated grammar and sentence structures. Your vocabulary is more academic and you can understand and use targeted words in your writing and speaking.

Grading and Promotion

Your grade report will show two different types of scores: Proficiency and Performance.

Grading

This grade shows how well you mastered the Student Learning Outcomes of the level. You must achieve B- (80%) or higher in your class to move to the next level.

B- to A+	You demonstrated mastery of the all of the required learning outcomes. You have shown readiness to enter the next level.
D- to C+	You demonstrated partial mastery of the required learning outcomes. You have not shown readiness to enter the next level.
F	You were unable to show mastery of required learning outcomes. You have not shown readiness to enter the next level.

Grade Chart

97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D+
		0-59	F

Performance Descriptors

These scores rate your effort, homework, participation and improvement. These scores do not decide if you move up or not, but they can affect how well you master course objectives.

1= Excellent 2= Very Good 3= Good 4= Fair 5= Poor

Elective Course Grades

2-hour elective grades are Pass (P)/No Pass (NP)

4-hour elective grades are percentages (%)

Final Grade Reports

After the term ends, you will receive a grade report. This report shows only the grades you received for the term. Final Grades can be seen on Canvas. Any student can ask for a grade report from the Advising Office in Agate 106. Grade reports cannot be emailed to you.

Classroom Student Expectations

We want to create classrooms that are positive spaces for learning. You are an important part of creating a learning space that is respectful, safe, and fun for everyone. In order to do this, please remember the following rules:

1) **Be Respectful:**

- Listen to your teacher and to your classmates. Do not interrupt others or talk when you should be listening.
- Put away cell phones during class.
- Use class time wisely. Do not ask your teacher during class about personal issues or grades.
- Encourage your classmates. Do not say bad comments to your classmates.
- Use clean language. Do not use curse words in English or in your language.
- Speak and act in a calm way. Do not speak too loudly or behave in an aggressive/angry way.

2) Enjoy learning with different teachers: All of the AEI teachers have unique ways to teach you. We cannot change your teacher because of a personal preference, including teaching style, personality, ethnicity, gender, or accent.

3) Enjoy learning with different classmates: You will have students in your class with very different nationalities, ages, personalities and genders. You must talk and work with everyone in your class.

4) Do your own work: Cheating or copying another student's work is not allowed in the AEI. Any form of cheating or academic dishonesty will be reported to the Academic Advising Office.

5) Learn the Culture of Instructor Office Hours: IEP instructors have office hours. Office hours are times when instructors answer students' questions about class or homework. Meeting instructors during office hours is a good way to get to know your instructors and receive extra help. Be proactive and do not wait until the end of the term to get help.

How to start the conversation:

- I do not understand the homework assignment. Can you please explain...
- I do not understand what you said in class about...
- Can you help me to understand it more?
- I would like extra work to move ahead. Can you give me extra homework about...

When visiting instructors, it is good to:

- Send an email to the instructor before visiting the office.
- Think about questions to ask before you arrive.

6) Follow all test rules: Use of any materials or devices not specifically approved by the instructor or engagement in unapproved behavior during assessments could result in receiving a zero for the test.

This includes but is not limited to the following:

- looking at a cell phone for any reason
- communication with classmates
- looking at others' work
- showing your work to others
- consulting notes
- recording information

7) Follow all necessary safety and health rules. You are required by UO and the State of Oregon to follow all rules to keep yourself, your classmates and AEI teachers and staff safe.

Attendance Policy

The U.S. Immigration and Naturalization Service requires that the AEI Intensive English Program keep careful records of student attendance. Your success at AEI will depend on your academic progress and regular class attendance.

You are expected to:

- Attend all of your classes on time.
- Do all class work and homework assignments.
- Take all required examinations.

There may be times when you will need to be out of class because of illness or other emergency circumstances. If you will be out of class for several days, please notify your teachers and the IEP Academic Advising Office. You should make arrangements with your teachers to make up the class work you miss if you want to satisfactorily complete your classes.

Tardiness = Late for Class

You must be in class on time and return from all breaks on time. If you are late to class or returning from a break, you will get a T (“tardy”). Three Ts= 1 hour of absence.

Absences

You may need to be absent from class. All absences are recorded, and most absences are not excused, including absences for medical reasons.

Illness or Medical Absences

We do not want you to come to class if you will put other students or your teachers in danger. Please stay home and see the doctor if you are seriously ill.

iBT TOEFL or IELTS Absences

You will be excused from class if you are approved to miss class to take one of these tests, but you are not allowed to miss a test in your IEP class because of a TOEFL or IELTS test.

Absences due to Religious Observance

Any student who misses class due to a sincerely held religious belief is allowed to make up examinations and other assignments missed because of the absence. Please read “Religious Observances” on page 34 of the handbook for the complete policy. Classes missed due to sincerely held religious beliefs **are** recorded as absences.

Type of Absence	Test makeup	What to do
Illness, Medical	No	Email your instructor immediately or as soon as possible.
TOEFL/IELTS	No	Show Academic Advising and instructors your receipt 2 weeks before the test. You will not be excused from IEP test or finals week.
Religious Observances	Yes	Tell your teachers in writing before Week 2 . See page 34 of the handbook for the complete policy.

Attendance Policy, Continued

What to do if you miss class

You are expected to turn in work on time. All class assignments, including quizzes, exams, graded discussions, projects, presentations, and other assignments must be done on time.

- Contact your instructor by email and ask for homework assignments.
- Give your full name and dates that you are going to be gone.
- Check the course syllabus to find out when major test and assignments dates are scheduled.
- Give your homework to a classmate or email it to your instructors.
- Find out and complete assignments so you are prepared for the next class.

Assignments and Homework:

- You may expect at least one hour of homework for each hour you are in class.
- You must turn in all class assignments on time.
- Late work will not be accepted and will affect your grade.
- All work must be your own. Do not ask friends, tutors, homestay families, or any other person to do work for you.

Dismissal from the AEI

End of the term:

- Over 40 hours of absence in a single term.

Immediate:

- 10 or more continuous days of absence;
- Failure to meet with International SEVIS advisor.

A student who is dismissed from the AEI will lose conditional admission to UO and must leave the country or transfer to a new school. The student must meet with an International SEVIS advisor in Agate 106.

All AEI students are responsible for knowing and following the AEI Attendance Policy explained above.

Academic Standing Policy and Definitions

Standing Categories

Good Standing (recorded but not printed on official transcript)

- Passed all core classes with B- or better.

Academic Warning (recorded but not printed on official transcript)

- Most recent AEI standing is Good Standing and received a C-, C or C+ in one or more core class.

Probation (printed on transcript)

- Most recent AEI standing is Academic Warning and received a C-, C or C+ (or lower) in one or more repeated core class;
- Most recent AEI standing is Good Standing and Received a D+ or below in one or more core class.

Disqualification (printed on transcript; prevents a student from continuing at AEI or as a UO admitted student)

- Most recent AEI standing is Probation and received a C-, C or C+ (or lower) in one or more repeated core class;

Processes

Disqualification: Conditionally Admitted Students

When a student with an offer of conditional admission to UO earns an AEI academic standing of Disqualification, AEI will contact UO Admissions, who will rescind the offer.

- If AEI cancels the disqualification or reinstates the student (see below), the offer of admission may be reinstated. AEI will inform UO Admissions.
- If the student later completes an alternative program at another institution and meets the English language requirement for UO undergraduate admission, UO Admissions will ask AEI whether they support offering admission to the student.

Cancellation of Disqualification

At the end of each term, the AEI Academic Review Committee reviews the academic records of students disqualified from the AEI that term.

- The committee may adjust a disqualified student's earned standing for that term to probation. To be eligible for consideration, the student must:
 - Complete a petition form, available from the AEI advising office.
 - Show progress and effort in the course.
- AEI Academic Advising will inform a student of whether their petition was successful.
- If the committee returns a student to probation and that student earns another C+ or lower in the same course(s) that previously caused them to be disqualified, the committee will not consider extending probation a second time. The student will remain disqualified.

Reinstatement to the AEI after Disqualification

- If a student was disqualified from AEI in a prior term, they may petition the AEI Academic Review Committee for reinstatement. To be eligible for consideration, the student must:
 - Complete a petition form, available from the AEI advising office.
 - Demonstrate two or more terms of good standing at another school.
- AEI Academic Advising will inform a student of whether their petition was successful.
- If the committee approves the petition, the student's previous recorded standing will not change. For calculation of the student's next standing at the end of their first term back (only), AEI will treat their most recent standing as Good Standing.

Other Considerations

AEI academic standing calculations

- When calculating AEI academic standing for students who are new to AEI (no previous terms as an AEI student), the "most recent AEI standing" is Good Standing.
- AEI calculates academic standings shortly after the end of the term, and does not subsequently revise them, with the exception of the AEI Academic Review Committee process. This applies even when student grades change after calculation of standing.

Academic Excellence

- A student who passes all core classes for the term with an A or above is eligible to request a certificate of Academic Excellence for that term.

University of Oregon Academic Standing

- AEI may authorize students to take University of Oregon classes for credit, while they are still an AEI student.
- Students who choose to take for-credit UO classes will earn a separate UO academic standing based on their grades in those classes.
- UO academic standing is independent from the AEI academic standing. It has different rules and does not consider AEI grades or AEI academic standing. For information about UO academic standing, review the website of the Office of the Registrar.
- AEI students who take both AEI and UO for-credit classes in the same term will have both an AEI academic standing and a UO academic standing.
- A student who earns a UO academic standing of Disqualification and is ineligible to enroll in for-credit classes at UO is also ineligible to enroll at AEI. In order to return to AEI, these students must complete the University of Oregon processes for Cancellation of Disqualification or Reinstatement.

IEP Resources

Transcripts and Document Requests

IEP Transcripts (Allow 7-10 business days for processing)

An IEP transcript shows all the end-of-term grades you have received in the IEP. Your transcript will also show your academic standing for each term. To receive an official transcript:

- You must not owe money to the AEI or UO. You can pay any bills at Oregon Hall.
- You should make a request through <https://aei.uoregon.edu/request-transcript/>.
- You must bring photo ID to pick up your transcript. A friend cannot pick up your transcript.
- You must pay \$45 for international mail or US Express mail delivery.

To request an AEI Transcript, please download and complete the transcript request form available on the AEI website. You must print and sign this form. No electronic signatures allowed. **DO NOT EMAIL FORM.**

You can return the completed form to AEI in three ways:

- Deliver the form in person to the AEI front desk. You must also bring and show your UO ID Card
- Send by Mail (postal service) to: AEI Transcript Requests 5212 University of Oregon Eugene, OR 97403
- Send by Fax to: 541-346-3917

NOTE:

You cannot request a transcript by email.

- You must mail, fax, or deliver the form in person to AEI.
- AEI cannot send transcripts by email.
- No one can request a transcript for another person.

Please see the request form for additional instructions. There is no cost (\$0) for transcripts if they are picked up at the AEI, or if they are mailed using regular, non-express mail. There is a \$45 charge for Express Mail delivery.

To receive an official transcript:

- You must not owe money to the AEI or UO. You can pay any bills at Oregon Hall.
- You must bring photo ID to pick up your transcript. A friend cannot pick up your transcript.
- You must pay \$45 for international mail or US Express mail delivery.

Payment options for Express Mail

- Mail or Fax your credit card information with your completed request form.
- Send a check or money order with your completed form. Make checks out to: University of Oregon
- Pay online using Flywire: <https://www.flywire.com/pay/uoregon>
- Pay online using AEI's link to UO Quikpay: <https://aeiweb.uoregon.edu/transcripts/pay>

UO Final Grades and Transcripts

If you take a UO class, the grade you receive will not show on your IEP final grade report or transcript. You will be able to see your final grades in your DuckWeb account. If you need an official UO transcript you must request one through the UO Registrar's office.

Letter of Recommendation Requests (Allow 7-10 business days)

If you need a letter of recommendation for employment or education purposes, please request one from your instructor.

Scholarship Extension Requests (2 months before your current scholarship expires) If you need a scholarship extension, request it from the Academic Advising Office.

Tuition & Fees: Payment Guidelines

IEP tuition and fees are due before the start of each term, on Registration Day. Students cannot register for classes until all tuition and fees are paid in full. To view the current estimated cost of attendance, go to: <http://aei.uoregon.edu/programs/intensive/costs>.

How to Pay

For information on how to make a payment, go to: <http://ba.uoregon.edu/content/make-payment>.

International Payments

The University of Oregon has partnered with Flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with Flywire you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, click or go to <https://www.flywire.com/pay/uoregon> to begin the payment process.

If you have questions about making an international payment, visit: <https://www.flywire.com/help>.

For additional payment information and instructions, please go to: <ba.uoregon.edu/make-a-payment>.

NEED TO ADD DUCKWEB payment

In Person

Payments can be made in person at the Cashiers Office located on the first floor of Thompson University Center:

720 East 13th Avenue Eugene, Oregon 97401
Monday-Friday, 8am-5pm

Problem Solving and Concerns Process

We hope your experience at the AEI and in the US is positive. However, sometimes problems arise. If you have a problem, we will listen and try to help you. For IEP-related concerns, please follow these steps to solve the problem.

1. Talk to the individual, instructor, or classmate directly. Try to solve the problem with this person.
2. Meet with the appropriate AEI contact person (see below) if step 1 is not successful.
3. Write a formal petition to the AEI Executive Director if you are unhappy with step 2.

AEI related issues / concerns	Contact	Location
Academic issues and personal concerns	Academic Advising aeiadvicing@uoregon.edu	Agate Hall 106
Employee behavior (instructor, tutor, classmate, office worker) [For concerns, you can speak with any of the people/offices listed at right, and decide if you want to submit a formal complaint.]	Academic Advising aeiadvicing@uoregon.edu AEI Admissions/SEVIS aei@uoregon.edu Housing Coordinator aeihomestay@uoregon.edu Student Engagement Coordinator aeitutoroffice@uoregon.edu UO course or AEIS Advising aeisinfo@uoregon.edu	Agate Hall 106 Agate Hall 106 Agate Hall 106 Agate Hall 104 Agate Hall 127 Agate Hall 219
A tutor or conversation partner	Student Engagement Coordinator aeitutoroffice@uoregon.edu	Agate Hall 127
IEP admissions	Admissions Coordinator aei@uoregon.edu	Agate Hall 106
Immigration or transfers (UO or other school)	AEI International SEVIS Advisor aei@uoregon.edu	Agate Hall 106
A host family situation A housing issue	Housing Coordinator aeihomestay@uoregon.edu	Agate Hall 106
Activities and volunteering	Student Engagement Coordinator aeiactivities@uoregon.edu	Agate Hall 104

If you have posted an official complaint, and are not satisfied with the resolution, you can appeal by requesting an appointment with the AEI Executive Director. Email aeidirector@uoregon.edu. The Executive Director will investigate your complaint and respond within 10 business days. An administrative group will review it within 20 business days to evaluate whether any change in policy or procedure is required.

Student Engagement (Learning Outside of Class)

Your IEP classes are only one way to improve your English and should not be the only way you try to learn. Research shows that students who are involved in language and culture activities outside of class reach their language goals more quickly. The AEI and UO offer you many free opportunities to practice English outside of class.

Tutoring Services Programs

IEP Help Desk

The Help Desk is the place to get homework help and talk with University of Oregon students. The trained tutors can help you with speaking and listening skills, writing and grammar support, and TOEFL / IELTS preparation.

Email aitutoroffice@uoregon.edu to sign up for a remote Help Desk session over Zoom or come to Agate 127 for an in-person session.

Help Desk Hours: (Week 2-Week 10) Monday – Thursday, 10am - 4pm

Tutors in the Classroom

Conversation Partners also work as tutors in Speaking & Listening and Student Success classes. Tutors help students to practice discussions and conversations in pairs or small groups. Tutors attend class once a week, and they participate in activities designed by the teacher.

Conversation Partner Program

All IEP students will be assigned a Conversation Partner. Conversation Partners are University of Oregon students who meet with a student for 1 hour a week to practice conversation skills and provide information about student life at the UO.

Top 5 Benefits of having a conversation partner:

1. You will learn to speak freely and fluently with a peer.
2. You can make a friend!
3. Your extra English practice will make you a competitive job candidate.
4. You will learn about US culture and share yours in return.
5. Your tuition covers the cost!

Working with a Conversation Partner

1. All IEP students will automatically be signed up for a Conversation Partner. Please email aitutoroffice@uoregon.edu as soon as possible during Week 1 if you do not want a Conversation Partner.
2. A Conversation Partner will write to you at your UO email address to set up a date and time for your first meeting. Plan to talk with your Conversation Partner for one 50-minute session each week.
3. Conversation Partners meetings can be held remotely over Zoom. In person meetings can only occur in the common area of Agate while maintaining social distancing.
4. After you have confirmed a time, your Conversation Partner will send you a Zoom link for your upcoming meeting.

5. Come prepared to each session with questions and/or ideas for how you want to spend your time. Conversation Partners do not prepare a lesson plan. Their goal is to help students develop conversational skills.

If things aren't going well or you are having problems, please report this to the Student Engagement Office by emailing aeitutoroffice@uoregon.edu or going to Agate 127 right away. We will work with you to try to resolve issues.

Activities

The AEI Student Engagement Office (127 Agate Hall) is here to help you better understand our community, adjust to campus life, and enhance your experience as a student and individual. Stop by our office or email us at aeitutoroffice@uoregon.edu to share your ideas and learn more how you can get involved.

Come have fun with AEI:

Join us for activities outside your classroom, all with social, cultural, and recreational themes.

Connect with us:

Join us for game nights, movie nights, tours of Eugene, and many more remote activities to help you connect with fellow University of Oregon students.

Make new friends:

Through our activities, you will meet new people and get involved with the local community and culture.

Share your culture, ideas, and creativity:

You will have the chance to work in teams to create programs you care about. Help make videos and podcasts to share with your friends and family.

Gain work experience:

Build experiences that connect you with your academic and career interests.

Be sure to sign up for activities on our website:

Cooking together!



Visiting the Tulip Festival

Remote Activities!



Follow us on Facebook and Instagram! Stay connect to hear about our events!

<https://aei.uoregon.edu/activities>

IEP Volunteering and Community Service

Volunteering and community service are popular in U.S. culture. At the AEI, you can volunteer at different organizations to experience this important cultural value, have fun and make a difference in the community.

Student Volunteers:

Join us to:

1. Get involved
2. Plan events and activities for AEI students
3. Share your skills and ideas
4. Create videos and program materials
5. Gain real-world experiences!
6. Both in-person and remote opportunities are available

Community Service:

We work side-by-side with others in the community. We help, learn and make a difference! Some of the organizations we work with are:

- Boys and Girls Club
- Senior Centers
- Grassroots Garden
- Habitat for Humanity
- Food for Lane County

Certificate

Volunteer and community service hours are recorded by the AEI and at the end you can get a certificate to show your involvement in the AEI and the community. This certificate is great for your resume!



Grassroots Garden



Boys and Girls Club



The Raptor Center

Get Involved! Other Student Engagement Resources

There many ways to get involved on campus. Here are just a few:

Mills International Center: Located in the EMU, this is a gathering place for various weekly student activities.

- Language Circles (English, Japanese, Arabic, Chinese, Spanish, etc.)

Go to <https://mills.uoregon.edu/events>, email mills@uoregon.edu, or follow them on Instagram and Facebook for more information about upcoming events!

UO Student Organizations: As a UO student you can join any organization on campus! Here are just a few:

- African Student Association
- Arab Student Union
- Chinese Students & Scholars Association
- International Student Association
- JSO Japanese Student Organization
- Muslim Student Association
- Multicultural Center
- Taiwanese Student Association
- Women's Center
- ...and many more

Many of these organizations are also offering opportunities to connect remotely. Go to <https://uoregon.orgsync.com> for a complete list!

Yamada Language Center's Language Exchange: Sign up to meet someone who wants to learn your language and who wants to help you with your English

Go to <http://babel.uoregon.edu/> for more information about conversation exchanges.

The Rec Center: The Rec center helps you keep your body in good condition so that you can stay healthy and mentally prepared for classes. It's also a great way to meet new people.

- Take an exercise class remotely or in person
- Join an intramural sports team like soccer or ultimate frisbee
- Swim
- Play pick up badminton or basketball

Go to <https://rec.uoregon.edu/> for information about activities at the Rec Center.

Outdoor Program: The UO Outdoor Program helps you get outside into nature! You can

- Rent equipment for camping, hiking, rafting and more

Go to <https://outdoorprogram.uoregon.edu/> for more information about rentals and events.

Visa Advising

Visa and I-20 Information

SEVIS Immigration Advising

It is important that you know and follow the US rules and regulations for studying at the AEI. If you have any questions about your visa status, make an appointment with an AEI International SEVIS Advisor, Agate Hall 106, especially if you are planning to:

- Extend your stay beyond the time indicated on your I-20.
- Have dependent family members join you in the US.
- Leave the US.

Important Documents:

Passport

Your passport is one of your most important documents. You should protect it and make sure it is up- to-date. Contact your country's embassy or consulate in the US for instructions on how to renew your passport at least 6 months before it expires.

If you lose your passport or it expires during your stay in the United States, you can apply for a new one through the embassy or consulate general of your nation of citizenship.

I-20 or DS-2019 Form

The I-20 or DS-2019 form is a document issued by the school you plan to attend. Never let your I-20 or DS-2019 expire.

The I-20 or DS-2019 gives legal status in the US and must be updated if your status changes. Changes to the I-20 or DS-2019 can only be made by official university SEVIS advisors.

Department of Homeland Security U.S. Immigration and Customs Enforcement		F-1, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1545-0048	
SEVIS ID: NO0 [REDACTED]		CLASSIFICATION: F-1	
SEMI-PRIMARY NAME [REDACTED]	OTHER NAME [REDACTED]	Class of Admission ACADEMIC AND LANGUAGE	
UNIVERSITY OF OREGON [REDACTED]	UNIVERSITY OF OREGON [REDACTED]	ACADEMIC AND LANGUAGE	
SCHOOL INFORMATION		SCHOOL ADDRESS	
SCHOOL NAME University of Oregon		3100 University of Oregon, Eugene, OR 97403	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL [REDACTED]		SCHOOL CODE AND APPROVAL DATE [REDACTED]	
PROGRAM OF STUDY		SCHOOL OFFICIAL SIGNATURE [REDACTED]	
MAJOR I [REDACTED]	MAJOR II [REDACTED]	ACADEMIC AND LANGUAGE	
MINOR I [REDACTED]	MINOR II [REDACTED]	ACADEMIC AND LANGUAGE	
PROGRAM PROGRESS PROMPTLY [REDACTED]	PROGRAM PROGRESS PROMPTLY [REDACTED]	ACADEMIC AND LANGUAGE	
STATUS OF CLASSES		ACADEMIC AND LANGUAGE	
ESTIMATED AVERAGE COSTS FOR 1 SEMESTER		ESTIMATED AVERAGE COSTS FOR 1 SEMESTER	
Duition and Fees	\$ 5,410	Personal Funds	\$ 0
Living Expenses	\$ 3,410	Family Trust This School	\$ 0
Expenses on Documents (O)	\$ 0	Family Member of Education	\$ 5,250
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 8,820	Other	\$ 5,250
REMARKS No unusual delay. Insufficient amount of time originally given for the completion of the program.			
SCHOOL ATTESTATION I, the undersigned, certify that all information furnished hereon is true and correct. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including fines and imprisonment).			
SIGNATURE OF SCHOOL OFFICIAL [REDACTED]		DATE [REDACTED]	
SIGNATURE OF STUDENT [REDACTED]		DATE [REDACTED]	
NAME OF POINT OF CONTACT [REDACTED]		ADDRESS (if different from above) [REDACTED]	

Front page of an I-20

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1545-0048	
SEVIS ID: NO0 [REDACTED] (F-1)		NAME: [REDACTED]	
EMPLOYMENT AUTHORIZATIONS			
CHANGE OF STATUS/CAP-GAP EXTENSION			
AUTHORIZED REDUCED COURSE LOAD			
CURRENT SESSION DATES		CURRENT SESSION END DATE	
04 APRIL 2019		07 JUNE 2019	
TRAVEL ENDORSEMENT			
This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.			
Designated School Official	TITLE	SIGNATURE	DATE ISSUED
Krista Davis	ACE Admissions Coord.	[Signature]	05/24/2019
		X	Eugene, OR
		X	
		X	

Page 2 of an I-20 Form: Travel Signature

Student / Exchange Visitor Visa Type

F-1 vs. J-1 Visas

F-1 student visas are issued through the US Citizenship and Immigration Services (USCIS), while J-1 student visas are regulated through the Department of State (DOS).

Each visa type has different rules to maintain visa status. The AEI is your on-campus resource for non-immigrant F-1 or J-1 visa issues. AEI has SEVIS officials on staff who can help you. However, it is your responsibility to know and follow the regulations.



Valid Entry

- The US visa stamp in your passport allows you to enter the US.
- Visas must be valid to enter/re-enter the US.
- Visas can only be obtained or renewed outside the US.

Remember: As long as you stay in the US, maintain your F-1 status, and have a valid I-20 or DS-2019, it does not matter if your student visa has expired.

Steps for dealing with LOST Immigration Documents

1. If stolen, call campus police (541) 346-3232 to file a police report and/or email found@uopd.org
2. Check UO Lost & Found in the area the documents were lost. For the EMU, for example, call 541-346- 4163.
3. Contact your local consulate immediately to get a new passport: <http://www.state.gov/s/cpr/rls/fco/>
4. Alert an AEI SEVIS advisor as soon as possible. The SEVIS advisor can make a new copy of the I-20 or DS-2019 and help you to apply for a replacement visa.

Keep Copies of your Documents!

Keep extra, safe copies of your immigration documents and take them while traveling outside of Eugene. US rules require all visitors to carry proof of identification and immigration status with them when traveling; this includes a valid passport and valid I-20 or DS 2019.

I-94 Arrival / Departure Record

When you entered the US, the US Custom and Border Protection (CBP) issued you an I-94. The I-94 “Admission Number” is proof of your immigration status and your date of entry. The CBP stamps your passport, noting port of entry, arrival date, and duration of status.

To get your electronic I-94 go to www.cbp.gov/I-94



Maintaining F-1 or J-1 Visa Status

As an IEP student, you are required by the US government to comply with the following F-1 and J-1 Visa regulations:

1. Study full time in the IEP and/or advisor-approved UO courses.
2. Be in good academic standing.
3. Attend classes daily.

Issues / concerns	Detail
Need to register less than 18 contact hours in the IEP	The Department of Homeland Security (DHS) allows for specific exceptions to the full-time study requirements. Exceptions called “reduced course load (RCL) authorization” must be pre-approved through an AEI SEVIS advisor.
Request a vacation term	Students are required to enroll in 3 consecutive terms before being eligible for a “vacation term.” Any break in study must be requested through an AEI SEVIS advisor. Summer term at AEI is not an automatic vacation term. Completion of a departure form may be required.
Have Health Insurance	International students at the University of Oregon are required to maintain health insurance coverage throughout their stay in the US. AEI works with the University Health Center to make sure you meet the requirements.
Moved to a <u>new</u> local address	US immigration law requires that any change of address be reported within <u>10 days</u> of a move and entered into the government SEVIS database. To remain in compliance, stop by the AEI Admissions Office (Agate Hall 106) to complete a “Change of Address” form.
Change of financial status	Any scholarship award or change to your financial support (funding source for US education) must be submitted so that your I-20 or DS 2019 is updated.
Get a job to work on campus	F-1 Visa students can work on campus up to 20 hours per week but will need to apply for a Social Security Card. Off-Campus Employment for F-visa students is not allowed by (DHS). Unauthorized employment may result in deportation. J-1 visa students must meet with their J-1 visa advisor.
Travel outside the US	You will need to obtain a travel signature on your I-20 or DS 2019 from an AEI designated school official. Please check with your AEI SEVIS advisor before you travel so they can check your status and help you get a signature.
Transfer to a new school	You will need an AEI SEVIS advisor to help you transfer to another educational institution other than the University of Oregon.
Stay after end of I-20	Students cannot stay in the U.S. more than 60 days following the completion of their I-20 approved date of stay. J-1 visa students must consult with their advisor for how long they can stay in the U.S after studies.
Withdraw	See an AEI SEVIS Advisor. Departure form and documentation will be required.

Maintaining F-1 or J-1 Visa Status, continued

Compliance-Related FAQs:

Can I extend my studies at AEI beyond original I-20 or DS-2019 end date?

Yes, if you wish to study in the IEP beyond the original ending date listed under section Program of Study on your I-20 Or section #3 on your DS-2019, you need to work with a SEVIS advisor to apply for a program extension. Requests must be submitted before your current I-20 ending date. You may be required to provide updated financial documents.

How do I transfer to another school?

Students transferring to another school in the US need to process their immigration transfer paperwork with the AEI.

Transfer Steps:

1. Apply to the school of your choice.
2. Remain in good academic standing during the transfer period and have no account balance.
3. When accepted, provide admission letter and transfer form from new school to the AEI Admissions office.
4. Wait for the AEI to process the I-20 transfer.
5. Request the new I-20 from the new school.

Important! If you plan to leave the US during a break between schools, you must be accepted by the new school and receive an I-20 from that school before re-entering into the US. You will re-enter the US with the new school's I-20 form.

Can I be an IEP student and Conditionally Admitted to the UO?

All undergraduate IEP students are able to apply to the UO for conditional admission. UO Admissions typically sends the letter of conditional admission to the AEI who will contact you to let you know.

Why was my I-20 terminated?

Failure to follow immigration regulations and AEI policy can result in termination of your I-20, which can jeopardize your visa status. Depending on the situation, a student's I-20 may be terminated. In such a case, the student needs to take the following steps:

1. Immediately purchase a plane ticket to depart from the US as soon as possible.
2. Once in your home country, request a new I-20 for a new visa to re-enter the US.

Important! These situations are stressful and costly. In the end, it is **YOUR** responsibility as an F-1 or J-1 visa student to maintain your status. AEI SEVIS advisors are here to help answer your questions and support you.

Leaving the AEI before the end of the term

If you leave the AEI before completing the program, you are required to meet with an AEI International SEVIS Advisor to discuss your departure. This meeting will help determine what to do with your I-20 record.

Steps to Withdraw from the IEP:

1. See an AEI Academic Advisor and International SEVIS Advisor. After Week 1, approved
2. authorization is granted only in clear cases of emergency (such as a documented death in the family or a documented serious illness).
3. Complete IEP Departure Form and document requirements.
4. Tell your instructors.
5. Check your student account and pay your balance.
6. Inform either your landlord, the Homestay Program Coordinator, or the Resident Hall’s area desk.

If you withdraw, you must return to your home countries immediately. You will lose your legal status when you are no longer enrolled in the AEI.

Academic Policy for Withdrawing

- | | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved Withdrawal (Authorized) | <ul style="list-style-type: none"> A. Student will receive a “W” (withdrawn) grade for classes for the entire term. B. Student will receive an “E” (excused) for absences for the entire term. |
| Not Approved (Unauthorized) | <ul style="list-style-type: none"> A. If requested before the end of Week 4, student will receive a “W” (withdrawn) grade for classes and will receive an “E” (excused) for entire term. B. If requested after Week 4 or AEI is not informed at all, student will be disqualified from the program. |

Cancellation and Refunds

You may receive a full refund if you cancel with an AEI International SEVIS Advisor before the first day of classes. All other refunds are calculated from the date you officially withdraw, not the date of your last class attendance.

Tuition Refund Policy Chart

Date of Withdrawal	AEI Tuition	UO Fees	International Fees
Before first day of classes	100%	100%	100%
Before the end of week 1	90%	90%	90%
Before the end of week 2	75%	75%	75%
Before the end of week 3	50%	50%	50%
Before the end of week 4	25%	25%	25%
After week 4	No refund	No refund	No refund

Yearly Forms for the U.S. and Oregon Governments

Each year, the US government requires everyone living in the US for most of the year to file a tax return.

What if I didn't work in the U.S.?

If you did not work in the US, you are exempt (do not pay taxes). However you need to fill out a form to show you are exempt. This form can be found at www.irs.gov/Form8843.

How do I know if I need to pay taxes?

If you worked while an AEI student, you may need to file a tax return 1040NR-EZ. You may also need to fill out an Oregon tax form: Oregon 40N.

I need help with these forms!

UO's Division of Global Engagement (DGE) has a helpful video helps you understand what you need to do and how to do it: <https://blogs.uoregon.edu/itax/>

8843 Statement for Exempt Individuals and Individuals with a Medical Condition For use by alien individuals only. **2019**

Department of the Treasury Internal Revenue Service Form 8843-0101 10/18/18

* Go to www.irs.gov/Form8843 for the latest information.

For the year beginning 10/1/2019 and ending 9/30/2019

Address in country of residence: **China**

Address in the United States: **2434 High Street Eugene, Oregon 97405**

Part I General Information

1a Type of U.S. visa (for example, F, J, M, Q, etc.) and date you entered the United States: **F-1 March 15, 2019**

2a What country or countries were you a resident during the tax year? **China**

2b What country or countries issued you a passport? **China**

3a Enter your passport number(s): **261224887**

4a Enter the actual number of days you were present in the United States during:

2019	303	2018	291	2017	
------	-----	------	-----	------	--

4b Enter the number of days in 2019 you claim you can exclude for purposes of the substantial presence test:

Part II Teachers and Trainees

5 For teachers, enter the name, address, and telephone number of the academic institution where you taught in 2019:

6 For trainees, enter the name, address, and telephone number of the employer of the academic or other specialized program you participated in during 2019:

7 Enter the type of U.S. visa (for example, F, J, M, Q, etc.) and date you entered the United States for each of the years 2015, 2016, 2017, 2018, and 2019 if the type of visa you held during any of these years changed, attach a statement showing the new visa type and the date it was acquired.

8 Were you present in the United States as a teacher, trainee, or student for any part of 2 of the 6 prior calendar years (2013 through 2018)? Yes No

9 If you checked the "Yes" box on line 8, you must provide sufficient facts on an attached statement to establish that you do not intend to reside permanently in the United States.

Part III Students

10 Enter the name, address, and telephone number of the academic institution you attended during 2019:

11 Enter the name, address, and telephone number of the director of the academic or other specialized program you participated in during 2019:

12 Were you present in the United States as a teacher, trainee, or student for any part of more than 5 calendar years? Yes No

13 During 2019, did you apply for, or take other alternative steps to apply for, lawful permanent resident status in the United States or have an application pending to change your status to that of a lawful permanent resident of the United States? Yes No

Most students will fill out this form 8843.

UO Policies

As an AEI student, you have the same rights and expectations as UO students. The AEI is an excellent resource for you. Our instructors, advisors and staff do their best to make sure you get the help you need to understand and succeed in the US educational system.

UO Student Code of Conduct

UO Policy: All AEI Intensive English Program (IEP) students must follow all UO rules. Any IEP student who does not follow UO rules may be disqualified from the UO. See <https://dos.uoregon.edu/conduct>.

Community Standards of Behavior

You may be punished by the university for breaking the rules of the university or helping someone else break the rules of the university. Any behavior that is considered harmful to you or another person breaks the rule of the UO community. This behavior includes:

- Disrupting classes, activities, or research.
- Acting in a way [including those resulting from alcohol or drug use] that causes unreasonable noise or annoyance.
- Endangering the safety of any person or causing fear.
- Harassing another person because of race, ethnicity, gender, religion, identity, or status.

Academic Honesty

Academic Honesty is an important part of being a university student. Breaking this rule includes cheating, plagiarism, or giving false information.

Plagiarism is “using another person’s idea and presenting it as your own.” If you submit a paper and use ideas or words from an outside source [website, article, book, other student’s paper, or other source] without quoting or giving the source’s name, you are stealing. Plagiarism will be reported to the university. For more information see <https://researchguides.uoregon.edu/citing-plagiarism>

Work submitted in IEP courses must be your own (except for group assignments). Violations of any form of academic dishonesty (cheating, plagiarism, fabrication, etc.) are taken seriously and are noted on IEP student disciplinary records. Second offenses of academic dishonesty will be reported directly to the UO Office of Student Conduct and Community Standards.

Equity and Inclusion

UO is committed to Equity and Inclusion. This means it will:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the university community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds that are the lifeblood of the university.

Students are also expected to respect and follow these values.

University of Oregon Health Requirements

UO Policy: IEP students are required to have UO-Health-Center-Approved insurance, show proof of vaccinations and respect the Smoke-and-Tobacco-Free campus.

Health Insurance Requirements

To protect your health and financial stability, the state of Oregon requires all international students and their dependents have health and accident insurance. The UO insurance plan provides health, vision, and dental insurance coverage for treatment at the UO Health Center as well as anywhere in the US.

Enrollment - All students must enroll in UO health insurance or apply for a waiver by submitting their own health insurance policy through myUOhealth patient portal.

Insurance Claims - The Health Center bills students when they visit the UO Health Center. If you go to a doctor or hospital off campus, show them your insurance card. If you are on your own health insurance, you are responsible for filing your own claims

UO Health Insurance Office

Email: uostudentinsure@uoregon.edu

Phone: 541-346-2832

Fax: 541-346-6579

UO Insurance: see <https://health.uoregon.edu/international-student-plan>

Immunization Requirements (non-US Citizens)

Oregon requires that all students show proof of the following vaccines:

- Measles, Mumps and Rubella (MMR)
- Varicella (chickenpox)
- Tetanus, Diphtheria and Pertussis (Tdap)
- Meningococcal Quadrivalent (Serogroups A, C)

Healthy Campus/Community: Our Smoke-Free Campus

Smoking is not allowed anywhere on this campus. This includes cigarettes, E-cigarettes (vaping) and tobacco. If you choose to smoke on the sidewalk outside of the campus, please be sure that all cigarette butts are completely extinguished and picked up so there is no trash left in any location.

See <https://health.uoregon.edu/quitnow>



Health Center Services

The UO Health center offers many low-cost services including medical care, mental health care, dental care, massage, acupuncture, pharmacy services and more. You can make an appointment using the "myUOHealth Student Portal" <https://health.uoregon.edu/myUOHealth>

University Health Center

13th and Agate

Hours: Monday through Friday, 9 am – 5 pm

Saturday, 10 am – 2 pm

541-346-2770

UO Student Records and Privacy Rights in the US

UO Policy: IEP students have the right to keep their records and information private.

UO is committed to the privacy and security of our students. The UO Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes students' rights and institutions' responsibilities regarding the privacy of education records. See FERPA http://registrar.uoregon.edu/records_privacy/.

Student Records

Access to student educational records is restricted through FERPA. If parents, sponsor universities, or scholarship organizations require grade or progress reports, students must complete a release waiver. Waivers are provided during orientation and are available at the AEI Admissions Office.

AEI student records are released to the UO Admissions office during the conditional admission application and matriculation approval process.

Educational Records

Education records are those records directly related to a student and maintained by the university or by a party acting for the university. Some examples are records of grades, coursework, records indicating progress toward a degree, and student financial account records.

Midterm & Final Grades

IEP students receive midterm grade reports directly from their instructors. Final Grades can be seen on Canvas. Any student can ask for a grade report from the Advising Office in Agate 106.

Parents' Rights

Once a student has reached age eighteen or is attending the university, all privacy rights belong to the student. Parent access to education records is limited to information classified as directory information under the University Student Records Policy.

Public Directory Information

The following information is public information unless you request it to be private:

- Student's full name
- Major or minor
- E-mail address(es)
- Dates of attendance
- Class level
- Cumulative credit hours
- Degrees, honors, or awards received
- Mailing and permanent address(es) and telephone number(s)
- The fact that the student is or has ever been enrolled
- Participation in officially recognized activities
- For graduate teaching fellows, status as a graduate teaching fellow and teaching assignment
- Enrollment status (e.g., full-time, half-time or less than half-time)

UO Admissions

UO Policy: International students admitted to UO must meet the English language proficiency requirements.

University English Language Proficiency Requirements

Most American universities require a TOEFL or IELTS test score for admission. The UO accepts the paper-based institutional TOEFL (PBT), the Internet-based international TOEFL (iBT) and the IELTS test scores for admission. Information about registering for these tests is included in your registration folder.

UO Admission Requirements:

1. Apply to the UO as an international student at <https://admissions.uoregon.edu/international/admissions>.
2. Be in good academic standing in the IEP.
3. Complete level 6 in the IEP.

OR

3. *Submit verified score of PBT 500, iBT 61, or IELTS 6. The UO will not admit conditionally admitted IEP students who do not pass their IEP classes. Students who are disqualified from the AEI for academic and/or attendance reasons will also lose their conditional admission to the UO.

What to do if you are conditionally admitted and you pass the TOEFL or IELTS

Conditionally admitted IEP students who receive a passing TOEFL or IELTS score must:

1. Submit your score report directly to the AEI Academic Advising office, Agate Hall 106.
2. An Academic Advisor will forward the report onto the UO Office of Admissions.
3. The UO Office of Admissions will verify your English proficiency score, which can take 12 weeks or longer.
4. The UO Office of Admissions will verify that you have passed your IEP core classes at the end of the term prior to admission.
5. If your score is verified AND you passed your IEP classes, the UO Office of Admissions will contact you about your admission status.

If you have questions about conditional admission, please see the AEI Admissions Office, Agate Hall 106 or email aei@uoregon.edu.

Academic English for International Students (AEIS) Classes

Undergraduate students who do not have the equivalent of 88 on the iBT or 7 on IELTS or who have been admitted based on completing level 6 in the Intensive English Program, must take the AEIS Placement test to determine if they need additional English support classes (AEIS courses) while they are taking other UO classes. Students testing into AEIS, have one year to complete the additional English language support classes (AEIS). See <https://admissions.uoregon.edu/international/english-proficiency>

Accessible Education

Policy: IEP students have the right to ask for support for any disability.

Accommodation is available for students with disabilities

The UO is dedicated to the principles of equal opportunity in education and accepts diversity as an affirmation of individual identity within a welcoming community. Disability is recognized as an aspect of diversity integral to the university and to society.

The AEI recognizes that people learn in different ways and may have learning challenges. We want to make it possible for every student to be successful in classes. If there are ways we can help you succeed, please feel free to meet with an Academic Advisor.

The AEI also works closely with the UO's Accessible Education Center to provide comprehensive assistance for students with disabilities. Some examples of reasonable accommodation are special seating in the classroom, additional time to complete tests and/or other course work, or handouts with large print.

Accessible Education Center
 360 Oregon Hall
<http://aec.uoregon.edu>

Important! If you need support, please visit an Academic Advisor, Agate Hall 106.

Religious Observances

Policy: UO supports the rights IEP students who hold sincerely held religious beliefs to miss class in order to observe the holiday.

Accommodation is available for students with sincere religious beliefs.

The University of Oregon respects the right of all students to observe their religious holidays, and will make reasonable accommodations, upon request, for such observances. Read the complete policy at registrar.uoregon.edu/calendars/religious-observances

This means:

- You may miss class in order to observe a religious holiday.
- You are required to notify all instructors in writing during Week 2 of the term.
- You will be marked absent but, you may make up any missed work or tests.
- If you do not inform your teachers, you will not be able to make up work you miss.

The form shown can be picked up in the Admissions and Advising Office in Agate 106.

Statement of Planned Absence Due to Religious Observance

The University of Oregon respects the right of all students to observe their religious holidays, and will make reasonable accommodations, upon request, for such observances.

- You must tell all of your instructors in writing no later than Week 2 of the term.
- You will be recorded as absent.
- You may make up any missed work or tests.

Please use this form to inform your instructor of a planned absence for a religious holiday. You should give one to each instructor.

Dear Instructor:

I plan to be absent from (class/section) _____ on _____ / _____ /20____ because of a religious holiday that I observe.

I understand that I will be counted as ABSENT on the day stated above.

I will make an appointment with you to discuss how I can complete missed work or tests on the day stated above.

Thank you,

Sign your name: _____

Print your name: _____

Student ID #: _____

Date given to instructor: _____

ASUO Legal Services

UO Policy: IEP students are expected to follow all U.S. and Oregon laws and have the right to UO legal services if they need help.

ASUO Legal Services provides professional legal assistance to UO students on a variety of legal topics.

- Landlord and tenant disputes
- Uncontested family law issues including divorce, separation, annulment, child support, and parenting time
- Criminal and non-criminal offenses
- Traffic accidents resulting in personal injury and property damage
- Driver license and insurance problems
- Expungement of qualified arrest and conviction records
- Non-bankruptcy credit and debt issues
- Consumer issues
- Wills and power of attorney
- Employment including wage and hour issues
- Name changes

Advice or office visits are free for students currently registered at the University of Oregon. However, a student may be responsible for any costs of court filing fees, process service, incident reports, medical records, express mailings, or nominal document preparation or representation fees depending on the nature of the case.

Anticipated costs will be reviewed with you before any action. A \$5.00 fee will be charged if you do not cancel your appointment 24 hours in advance or if you miss an appointment.

ASUO Legal Services - Driving Legally

The three most common traffic tickets for international students driving in Oregon are:

- No valid license - you must acquire an Oregon driving license
- Speeding - you must know and follow all traffic laws
- No insurance - you must have auto insurance

Oregon Driver's License

You should get an Oregon driver license because:

1. You will learn the driving rules in this state that may be different from your home country or other states;
2. You will be less likely to make driving errors, get fewer tickets and avoid accidents;
3. You will learn about liability insurance requirements; and
4. You will not have to worry about getting tickets for driving without a valid license.

Driving Legally, continued

Getting a Traffic Ticket

If you get a traffic ticket, call (541) 346-4273 to make an appointment with ASUO Legal Services.

Tickets for driving without a valid license

Bring proof of valid home country / international or temporary visitor’s license to your appointment. An attorney will help you determine if your license is valid in Oregon.

Speeding tickets

International students sometimes violate the posted speed limits because of confusion over miles per hour (MPH) versus kilometers per hour (KM/H).

Not understanding the difference between miles and kilometers is not an excuse. You will still get a ticket but UO Legal Services may be able to help you get a smaller fine.

Table of conversions for common speed zones in Oregon:

Miles per hour	Kilometers per hour	Places
10	16	
15	24	UO Campus streets
20	32	School zones and downtown streets
25	40	Neighborhoods
30	48	Residential Streets
35	56	Rural town centers
40	64	
45	72	Rural towns outside
50	80	
55	88	Smaller highways
60	95	
65	104	Interstates (I-5) Oregon
70	112	Interstates (1-5) Washington

Rules to follow
<ul style="list-style-type: none"> • Get an Oregon Driver’s License • Buy car insurance • Drive safely • Drive slowly • Drive Respectfully • Know all the laws • Use a seatbelt • Do not use a mobile devices while driving • Never drive after drinking alcohol

DuckWeb, UO Email, Canvas, Zoom

UO Policy: IEP students are expected to check their email and Canvas sites daily.

UO ID # (Your 95 Number)

Your UO ID is a 9-digit number you will use to log into Duckweb. It is often called your 95 number (95*****). You will keep this number the entire time you are a student at the UO. If you lose your ID, get a replacement ID card at the EMU Card Office.

DuckWeb

Duckweb is the student account information system for UO students.

Use your UO ID # and your 6-digit Personal Access Code (see below) to access your DuckWeb account.

- Sign the revolving charge agreement
- Change your preferred name (nick name)
- Sign up for UO alerts
- Apply for residence halls (dorms)
- Register for UO classes after AEI
- View and pay tuition, fees, and UO charges.

Access your DuckWeb account at duckweb.uoregon.edu

Personal Access Code (PAC)

Your PAC is a 6-digit password that you use only to access DuckWeb.

UO email

UO e-mail is your official e-mail for communicating with instructors, advisors, and campus programs. Check your UO Email every day.

Access your email at uomail.uoregon.edu.

Canvas

Canvas is the online learning management system at the University of Oregon. Your instructors use Canvas to give you homework, readings, videos, class notes, and feedback. Make sure to check Canvas every day.

To access Canvas, go to canvas.uoregon.edu/ and enter your DuckID and your password.

DuckID

Your DuckID is the first part of your email address, DuckID@uoregon.edu. Your DuckID is your username for UO webmail and the campus Wi-Fi network "UO Secure." Use your Duck ID to log into email and Canvas.

Claim your DuckID at duckid.uoregon.edu

Password

Use the password of your DuckID when you log into campus Wi-Fi called "UO Secure", webmail, and Canvas. You must change your password every 6 months.

Reset your password at duckid.uoregon.edu

Wifi

Use the Wifi network called "UO Secure." To access the secure Wifi system, enter your DuckID and your password.

Zoom

Zoom is used for most remote meetings and classes. Teachers and Conversation Partners will send you links for meetings. To join, click on the link and log in with your Duck ID and password.

Technology Troubleshooting

DuckWeb and PAC problems

If you forgot your PAC or you get error messages when you try to log into DuckWeb, please contact the Registrar's Office. You must visit or call the office. They will not give help by email.

Office of the Registrar
2nd floor Oregon Hall
541-346-2935.

Email and Canvas problems

If you have difficulty with your email or with Canvas, you can get help at the Technology Help Desk through UO Libraries.

Knight Technology Help Desk
1st Floor South, Knight Library
541-346-1807
<https://library.uoregon.edu/library-technology-services/help>

Technology and Computer problems

If you are having technology problems, you can visit, call or message the Technology Service Desk.

068 Prince Lucien Campbell Hall (PLC) basement
(541) 346-HELP (4357)
<https://service.uoregon.edu/TDClient/Home/>

AEI Host Student Handbook

Welcome to the AEI Homestay Program!

Living with a family gives you the chance to learn about American culture and to share your country's culture with your family. It also gives you an excellent opportunity to practice listening and speaking the English language.

About your host family

Cultural differences

You will notice many cultural differences between your country and the United States. These differences will make your homestay experience interesting, sometimes confusing, but frequently enjoyable.

Since you have chosen a homestay placement because you want to experience the U.S. family lifestyle, you need to expect a different way of doing things. It is easy to misinterpret a situation and think that it is bad or insulting when it is merely different than what you are used to.

If you don't understand what you see or hear or feel, ask your host family or the Homestay Program coordinator.

How American host families are different from each other

There is no typical American family. They are very diverse. They have different family traditions and customs. They are from many different racial and ethnic groups. Their religious beliefs are not all the same. Some students are surprised because American families are so different from each other.

- Some live in houses; some live in apartments;
- Some speak two languages at home;
- Some have children; some don't;
- Some are married; some are single;
- Some are old; some are young; some are middle-aged;
- Some are two-parent families; some are one-parent families;
- Sometimes a grandparent or other relative lives in the home;
- Often both the mother and the father work outside the home.

How American host families are alike

Everyone in your host family is very interested in you and wants to become your friend. They want to get to know you and your culture. They like you to ask them questions about the United States, their family, politics, and the English language.

Your host family might seem quite informal to you. This does not indicate a lack of respect for you. They want you to be comfortable in their home, just as you are comfortable in your own home. Generally, they will treat you like a member of the family and not a special guest.

Most U.S. families are very busy with work, school, church, and social activities. They will often invite you to join them, which you can if you like. Their being busy doesn't mean that they don't care about you.

Costs

Frequently asked Questions

How much does homestay cost?

Your homestay costs \$700 month. When you live with a host family, it is similar to renting an apartment. You are still expected to pay when you go away for the weekend or a vacation.

For a part of a month, you should pay \$25 a day. For example, if you arrive on January 10, you will pay \$525 for January.

When and how should I pay?

You pay on the first of each month directly to your host family. You may pay with a personal check, traveler's check or cash. Do not pay for the whole term at the beginning of the term.

Can I change my family or move out?

You have agreed to live with your host family for one term. If there are problems, the Homestay Program coordinator can help you find a solution.

If you decide to move out before the end of the term, you may be required to pay a cancellation fee of \$300.

What does my payment cover and what am I responsible for?

Your payment covers:

- Your room
- Breakfast
- Dinner six nights per week
- Weekend lunches

You are responsible for:

- Lunch
- Dinner one night a week
- Personal items: shampoo, toothpaste, special snacks/drinks, etc.
- School supplies
- Spending money

Some General Host Family Rules

Communication when you will be late

Always let your host family know where you are. If you are going to be late, call or text and tell them when you will be home.

Make a practice telephone call to your host family and leave a message. Play the message together. Can they understand it? Can you?

Smoking

Do not smoke in your host family's house. Most Americans do not allow people to smoke in their homes. This includes your bedroom.

Drinking alcohol

You must be at least twenty-one years old to drink alcoholic beverages in Oregon. Please do not ask your host family to serve you alcoholic beverages or buy them for you if you are not twenty-one years of age.

Host family's car

Do not ask to drive your host family's car. Driving rules are different here, and there are also insurance laws that restrict who can drive the family automobile.

Cleaning

Keep your own bedroom clean. Clean up after yourself in the bathroom. For example, if you splash water, wipe it up.

In most homes you will be expected to do your own laundry. Ask your family how to operate the washer and dryer. If your family goes to the laundromat, they will show you how to use the machines.

Paying for entertainment

There will be times when your family may invite you to go to a restaurant, the movies, a concert, or skiing. These activities cost money, so do not assume that your host family will pay for these.

In American culture, people usually pay for their own entertainment even when one person invites another. If your host does offer to pay, it is polite to pay for some part of the entertainment. For example, if your family pays for your meal in a restaurant, you might want to leave the tip.

Being hot or cold in the house

In the winter, American families sometimes keep their homes cooler than you might be used to. If you are cold, ask your host family to turn up the heat in your room, or ask for more blankets for your bed.

If you get hot during the summer, ask your host family for a fan, or how to open window in your room.

Food

Your host family will provide food for breakfast daily which you can prepare, food for lunch on weekends, and a home-cooked dinner six nights a week.

If you are still hungry after a meal, ask your host family for more food. If your host family offers you more food and you decline, they will probably put the food away.

It is also very common for American families to serve and eat food that was not eaten at a previous meal. This food is called “leftovers.”

Showers and Hot Water

Water-heating tanks in most homes are small, and the water can be used up quickly. Limit the time you spend in the shower so that the next person doesn't have a cold shower.

Your friends and your host family

Most families want to meet your friends and are happy if they come to visit. Always ask two or three days in advance if you want to invite a friend to eat dinner or take part in a family activity.

Do not invite a person of the opposite sex to stay overnight with you in your host family's home.

Things your host family would appreciate

To learn more about you and your culture, your host family would like you to:

- show them pictures and a map of your country
- show them photographs of your family and tell them about your family if you are comfortable doing that.
- play music from your country or teach them a song in your language
- tell them what you like and don't like to eat
- discuss similarities and differences between U.S. culture and your culture
- prepare, or help them prepare, a meal that is usually served in your country
- ask questions about things you find curious, puzzling, or fascinating; Americans really like questions from international students
- ask them to repeat what they said, or help you when you don't understand something

Join in your host family's activities as often as you can when they invite you to join them.