Intensive English Program (IEP)

Remote Pre-Term Checklist

The remote pre-term checklist provides important information about what you will need to complete before beginning your classes. Please use this checklist to ensure you have no remaining holds on your student account. We encourage you to complete these items on your own time, but we are more than willing to provide personal assistance on any problems you encounter. Please contact aei@uoregon.edu for further questions.

- **Obtain U.S. Visa**
  - We encourage you to contact your home EducationUSA.info center for pre-departure help specific to your country and language.
  - It is important for new F-1 and J-1 students to pay your SEVIS I-901 fee before applying for your visa. Credit card payment is simple through the online process at fmjfee.com.
  - This payment in addition to your I-20 or DS-2019 form are required to apply for a visa at the U.S. embassy or consulate in your home country.
  - Learn more about the visa requirements at aei.uoregon.edu/arrival/visa.

- **Transfer students within the U.S:** Submit the AEI SEVIS transfer form to the international SEVIS adviser at your current institution. Your adviser will complete the form and mail or fax the original to the University of Oregon’s AEI. The AEI will mail you your new I-20, or have you pick it up at Agate Hall.

- **Register for Orientation**
  - All new AEI students are required to participate in the week-long AEI Orientation. Admitted students will receive an email link to the “AEI Orientation Registration” form one month prior to the start of the term. Be sure to reserve your place in the upcoming orientation at aei.uoregon.edu/arrival/orientation.

- **Take English Placement Test**
  - After you register for orientation, the UO Testing Center will send you an email with important information about taking a required English Placement Test before the start of the term. This test will help us put you in the correct classes.
  - It is important that you make an appointment to take the test as soon as possible. The Testing Center can become very busy before the start of the term and appointments may be limited if you wait. Please check your email daily and open the email from the UO Testing Center as soon as you receive it. Then follow the instructions to schedule a test session right away.

- **Immunization and Health Insurance Requirements**
  - All entering students are required to provide documentation of immunization (aei.uoregon.edu/arrival/health). Without this information, you will not be able to register for your classes. Students are encouraged to obtain immunizations before coming to the U.S. For more information, please visit: health.uoregon.edu/immunization-requirements
  - International students are required to purchase University Health Insurance. You will automatically be enrolled in health and dental insurance, unless you submit an approved waiver.

- **Tuition and Application Fee Payment**
  - Payment is due prior to the first day of classes. Students cannot register until tuition and fee payments are made in full. Visit the Payments & Accounts page (aei.uoregon.edu/student-services/payments-accounts) for more information.