ELI Courses for International Scholars, Researchers, Faculty, Staff, and Post-Docs  
Registration + Payment Form

Overview
The ELI offers courses designed to provide International Scholars, Researchers, Staff and Post-Docs the English language support to maximize their professional contributions during their stay at the University of Michigan. These courses focus on written communication and speaking in both formal and informal academic settings. Extensive individualized feedback enables participants to improve their accuracy and fluency, and to increase their confidence using English in both professional and social settings.

Course offering for Fall 2019:
IS 501: Introduction to Communications in Academia. Wednesdays, 3:00 – 5:00 pm, September 18 to November 20 (10 sessions)

Eligibility:
This course is open to current International Scholars, Researchers, Faculty, Staff and Post-Docs at the University of Michigan.

Payment
The course fee is $900. Space is limited, and a seat in the course is not guaranteed until payment is received. Full payment must be received by the second class meeting (9/25/19). No refunds will be given after this date.

Some departments/sponsors cover all or part of this fee. Payment may be made online via credit card or in person with a personal check or departmental shortcode.

Please complete the information below and submit with payment to the ELI main office at 900 Weiser Hall, 500 Church Street, Ann Arbor, MI 48109-1042. Make your check payable to “University of Michigan.”

Registration and Payment Information – Please complete form and submit with payment by 9/25/19

Participant’s Family Name/Last Name: ______________________Given Name/First Name: ________________________
UMID: ___________________ Email Address: _______________________ Home Dept.: __________________________
UM Status (circle one): VS/Researcher, Faculty, Staff, Postdoc, Other: ______________________________________________________________________

For Self-Funded Participants:  □ Full Personal Payment: $900. Check No._________

For Participants Receiving Departmental Support:
□ Payment by Department: Departments may pay for course fee either via online credit card payment at https://webapps.lsa.umich.edu/eli/fin/vScholar/paymentForm.asp or by Journal Entry:
$ __________ to short code 417161 from shortcode: ________________ *
*PLEASE NOTE:
1. JE Transfer from 40000 (designated) fund preferred
2. ELI Administrator will make transfer request
3. Please contact Veronica Moore vlmoore@umich.edu with questions

□ Partial Personal Payment by Student (remaining balance, if department not paying in full): $ ________. Check No._________

Department Administrator Name: _______________________________ E-mail: _______________________________

Signature of Department Administrator: ______________________________________________________________________ Form VSMP