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 they need 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, fluency, and delivery style and to increase their confidence using English in both professional and social settings.

Course offering for Spring 2019:
VS 501: Introduction to Communications in Academia. Tuesdays and Thursdays, 3:00pm – 4:50 pm, May 21 – June 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 (5/23/19). 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 and submit with payment by May 23, 2019.

Participant’s Name: ____________________________________  Dept.: __________________________
Email: ___________________________________________________________________________________

For Self-Funding Participants:

☐ Full Personal Payment: $900. Check No.________

For Participants Receiving Departmental Support:

☐ Payment by Department: Departments may pay for course fee either via P-Card online 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 vimoore@umich.edu with questions

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

Department Administrator: ___________________________  E-mail: ___________________________
Signature of Department Administrator: ___________________________________________________________