Welcome to the University of Northern Iowa (UNI) and to the Culture and Intensive English Program (CIEP)! As you prepare for your departure, we invite you to read this pre-arrival orientation booklet, view the links provided and complete the arrival information form to help the CIEP staff prepare for your arrival.

In this pre-arrival guide, you will find information about studying in the CIEP, how to pay for your classes, what to expect during the New Student Orientation, what health forms you will need, and information about the activities and programs available at CIEP.
Arrival Information

1. **Make Travel Plans**
   Once you have your student visa, you will need to begin making travel plans. When you schedule your flight, be sure to arrive before the mandatory orientation begins. We recommend you arrive on the following days for each session:

   - **Summer 2013 (June 10 - August 2):** Arrive on June 3, 2013
   - **Fall 2013 (August 27 - October 18):** Arrive on August 20, 2013

2. **Book Your Airfare**
   Book your airfare to either the Waterloo Municipal Airport (ALO) or the Eastern Iowa Airport (CID). CIEP offers an airport pickup service to only these two airports for a small fee. If you choose to use this service, a CIEP staff member will pick you up at the airport, help you get basic essentials and bring you to your residence hall.

   - **Waterloo Municipal Airport (ALO):**
     This airport is located just 15 minutes away from the UNI campus. The airport pickup fee for ALO is $35.00.

   - **Eastern Iowa Airport (CID):**
     This airport is located approximately 60 minutes away from the UNI campus. The airport pickup fee for CID is $120.00.

3. **Complete the Student Arrival Form**
   When you have finalized your travel plans, you must complete the online Student Arrival Form. This form allows the CIEP staff to prepare for your arrival and arrange for your airport pickup service, if needed. The form can be found online at: [www.uni.edu/ciep/prospective-students/arrival](http://www.uni.edu/ciep/prospective-students/arrival)

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**Travel Checklist**

**Documents**
- I-20 or DS-2019 for the University of Northern Iowa
- Passport & Visa
- Admission letter
- Immunization/Vaccination documentation

**Clothing**
- Comfortable walking shoes
- Business and casual clothes/shoes
- Clothing appropriate for the season of your arrival:
  - **Spring (March, April, May):**
    Average temperatures: 40-75°F (4-23°C)
    Suggested clothing: short and long sleeved shirts, sweaters, lightweight jackets, raincoat
  - **Summer (June, July, August):**
    Average temperatures: 65-90°F (18-32°C)
    Suggested clothing: short sleeved shirts and shorts, sandals, lightweight jacket
  - **Fall (September, October, November):**
    Average temperatures: 50-80°F (10-26°C)
    Suggested clothing: Medium-weight jackets, sweaters, long-sleeved clothing
  - **Winter (December, January, February):**
    Average temperatures: 0-35°F (-17-2°C)
    Suggested clothing: heavy sweaters, heavy weight coat, warm hat, gloves, scarf, boots

**Personal Items**
- Medications and copies of prescriptions
- Toothbrush, shampoo, soap, deodorant, etc.
- Glasses or contact lenses

**Other Items**
- Umbrella
- Camera
- Sunglasses
- Sun block
- Watch or alarm clock
- Adapters for electrical appliances (U.S. Standard outlets use 110 volts)

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**Emergency Contact Information:** If you have an emergency or arrive to campus after the CIEP office has closed, please contact UNI Public Safety at: 319-273-4000 for help.
Billing & Money

Traveling with Money
As you prepare for your departure, you will need to decide how much money you will need to have during your travels. For safety reasons, it is important not to travel with large amounts of cash. Instead, consider using travelers cheques, money orders, bank wires, or you may also choose to withdraw money from an ATM.

Paying your University Bill
All tuition, insurance, and housing fees will be billed directly to your student ‘U-bill.’ You will access this bill through your ‘MyUNIverse’ account online. During the CIEP orientation program, a staff member will help you access this account for the first time. Once you access your U-bill you will need to pay using cash, check or electronic bank transfer. You will be billed per session. Your bill will be due at the end of each session and you must pay before starting your second session at CIEP.

University Fees
Each session, all university students are required to pay the UNI Mandatory Fees. These fees provide access to activities and services. The benefits of these fees include access to computers and technology on campus, access to health care and programs such as student counseling, free admission to arts and athletic events, and the ability to participate in clubs and recreational programs. For a complete description of the mandatory University fees, please visit: [http://uni.edu/tuition/explanation-mandatory-fees](http://uni.edu/tuition/explanation-mandatory-fees).

<table>
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<th>Tuition &amp; Fees 2015-2016</th>
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<tr>
<td>CIEP Tuition (per session)</td>
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<td>Campus Housing (per semester)*</td>
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<td>Health Insurance (per month)*</td>
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<td>Books &amp; Supplies (per session)*</td>
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<td>University Fees (per session)</td>
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Immunization Requirements

| Tuberculosis (TB) | $108.00 |
| Measles, Mumps & Rubella (MMR) | $190.00 |

* Approximate Amount. Please note that all fees are tentative and subject to change. Tuition fees generally increase starting in August.
CIEP Orientation Program
The orientation program is a three-day event that helps new students to become familiar with the CIEP program and the UNI campus. This orientation program is mandatory for all new students. If a student does not complete the orientation program, he or she will not be able to go to class. It is important that students arrive on time to complete the entire orientation program. During the orientation, students will participate in the following sessions:

- Campus Tour
- Placement Test
- Student Handbook Review
- Informational Session with the CIEP Director
- Health Information Session
- Culture Session
- Internet Resources & Services Session
- Safe Behavior Management Session

English Placement Exam
Newly admitted CIEP students must take the English Placement Exam before registration. This exam helps us evaluate a student’s English language ability in order to place him or her in the correct classes for Reading, Grammar, Writing, and Listening/Speaking. The English Placement Exam is a proficiency evaluation. It is a 3-hour test that consists of five parts:

- 45-minute writing test
- 30-minute grammar test
- 45-minute listening test
- 30-minute reading test
- 5-7-minute interview

University ID Card
During the CIEP orientation program, all new students will receive a University of Northern Iowa ID card. This is a photo ID card used by students throughout campus. You can use your ID card to access health and recreation facilities, attend athletic and theatrical events, checkout library books and purchase food and supplies at the on-campus markets and dining facilities.
In order to enroll in and take any classes at the University of Northern Iowa and through CIEP, you must meet certain health requirements. All students must provide proof of two Measles, Mumps, and Rubella (MMR) vaccinations. UNI also requires Tuberculosis (TB) screening of all international students. The tuberculosis screening will be done on campus during your orientation or within your first couple of weeks on campus.

The health forms must be completed prior to your arrival and all documentation must be in English. Students are required to purchase the University of Northern Iowa’s Student Health Insurance (SHIP). If you have questions regarding the health forms or insurance, please email: ship@uni.edu

Resources:

Student Health Clinic:
www.uni.edu/health

Translated Vaccine information
http://www.immunize.org/vis/

Tuberculosis & MMR Information
http://www.uni.edu/ciep/prospective-students/health/tb

Before you arrive at UNI:

1. Download the required health forms
   http://www.uni.edu/ciep/pre-arrival

2. View information about Health Insurance
   https://uni.edu/health/insurance/international

3. Contact the Student Health Clinic if you have any questions.
   Email: ship@uni.edu

Health Requirements
Studying in CIEP

CIEP Classes & Levels

The CIEP offers classes in three skill areas: Listening/Speaking, Writing, and Reading. Classroom instruction combines instructor presentations, group work, and individual projects. Every eight weeks, each full-time CIEP student receives 4 hours of classroom work daily (Monday through Friday) in one of 7 levels of instruction:

- **Bridge** - Beginner
- **Level 2** - High Beginner
- **Level 3** - Low Intermediate
- **Level 4** - Intermediate
- **Level 5** - High Intermediate
- **Level 6** - Advanced
- **Level 7** - Academic

Listening/Speaking

These courses prepare students to use every-day English as well as academic English so that they are comfortable in both the community and university classrooms.

Writing

These courses use a communicative approach to help students practice, study, and review grammatical structures by offering opportunities for use both inside and outside of class. Moreover, instruction focuses on practicing recognition and production of structures by using those learned in class and applying them to writing class assignments. These courses prepare students to plan, write and revise their own compositions following the standards of academic English.

Reading

These courses prepare students to understand and interact with a variety of writing styles and texts which increase in complexity and length as students advance through the program. Students in all levels work to increase vocabulary and learn strategies and skills for understanding word meanings, understanding construction of sentences, and processing and analyzing texts for better comprehension. As students progress through the levels and work with more challenging texts, the goal remains to increase comprehension and reading speed.

Elective Courses

<table>
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<tr>
<th>Tutorial Classes</th>
<th>Tutorial classes focus on specific English skills such as Pronunciation or Spelling. These classes also give students an opportunity to work one-on-one with CIEP instructors.</th>
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<tr>
<td>Book Safari</td>
<td>Book Safari meets each week in the UNI library and focuses on improving Reading skills.</td>
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<td>Video Conferences</td>
<td>Video conferences give students the opportunity to practice their English speaking skills with students from all over the globe. In the past, CIEP students have had the opportunity to participate in cultural exchanges with students at universities in Brazil and Turkey.</td>
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*CIEP may offer elective courses to help students practice their English skills outside of the classroom. Elective courses vary by session and each course may not be available each session.

For more information on courses, visit: www.uni.edu/ciep/courses
Activities

Social & Cultural Activities
The CIEP offers activities allowing opportunities for international students to meet other international and American students, while learning about American culture and celebrations. Activities often include: bowling, golfing, watching movies, attending festivals, cooking, canoeing, swimming, or skiing. CIEP students may also have the opportunity to attend weekend trips to cities such as: Dubuque, Chicago, Minneapolis, Iowa City, Cedar Rapids, and Des Moines. For more information visit: http://www.uni.edu/ciep/social-cultural-activities

Class Exchanges & Culture Hours
Class exchanges allow CIEP students to spend an hour speaking to UNI students to discuss differences and similarities in their cultures. CIEP students also participate in Culture Hours, where UNI staff and community members discuss an element of American culture. For more information visit: http://www.uni.edu/ciep/social-cultural-activities/class-exchange

Conversation Partner Program
The CIEP Conversation Partner Program pairs American students, staff, and professors at UNI with students in the CIEP. Partners meet a minimum of one hour each week throughout the academic year, providing a cultural exchange and an opportunity to learn English in a conversational setting. For more information visit: http://www.uni.edu/ciep/social-cultural-activities/conversation-partner-program

International Friendship Program
The CIEP International Friendship Program is a way for students to learn American culture and conversation skills in the community. Local families meet with students once a month to share a meal in the family’s home. Students do not live with the families but will visit them and participate in family activities together. For more information visit: http://www.uni.edu/ciep/social-cultural-activities/friendship-program

Retired Seniors Volunteer Program
The Retired Seniors Volunteer Program (RSVP) is guided by seniors (age 65+) from the community who volunteer their time one hour a week to meet international students from the CIEP. This program also provides an opportunity for students to speak one-on-one or in small groups with a native speaker. For more information visit: http://www.uni.edu/ciep/social-cultural-activities/rsvp

CIEP Activities Calendar:
http://www.uni.edu/ciep/calendar_activities

Apply for the CIEP Conversation Partner Program
http://www.uni.edu/ciep/activities/cp

Apply for the CIEP International Friendship Program
http://www.uni.edu/ciep/activities/ifp

Retain Seniors Volunteer Program
http://www.uni.edu/ciep/activities/rsvp
Academics

How long will it take me to finish CIEP?
In order to graduate from CIEP, you must pass level 7 of every class. You can only move up one level per session. If you enter the program at level B, this will take you one and a half years, if you pass every class. If you enter the program at level 3, it will take you one year, if you pass every class in every level.

What if I am not satisfied with my placement in CIEP after the placement exam?
Students may complete a “Formal Student Grievance Form” and give it to a staff member in the office. The director and the student’s instructors will decide if a level change is appropriate and make an answer in writing.

Does CIEP offer a TOEFL test?
CIEP offers the Institutional TOEFL every 8 weeks. We offer only the paper version of the test. The results of the test are used for UNI admission only. The Academic Learning Center on UNI's campus offers the iBT (internet-based) TOEFL test. For more information about the iBT, call (319) 273-6023 or visit http://www.uni.edu/unialc/toefl.html

Employment

Can students work on campus?
Students are allowed to work on campus for up to 20 hours a week.

What is the average wage for a student worker?
Generally, you will make minimum wage ($7.25 per hour) but you may make more or less, depending on your job.

What will my work schedule be like?
In most cases, you will be able to create your own work schedule based around your classes and activities schedules. You may have to work evening and night hours, depending on your job. You will not receive extra pay for working outside of normal University hours.

Tuition & Fees

When do I pay my tuition & fees?
You will pay your tuition before the end of each CIEP session, so you will have seven weeks after you arrive to pay for your tuition, fees and any other charges you may have. For more information on paying your bills, see pages 6-7 in this booklet.

Items to Bring

Do I have to study at CIEP every session to remain a student?
Students are able to take a vacation session after they are a student for four consecutive 8-week sessions. If a student studies in CIEP for four sessions, he or she will be able to skip a session to travel or go back home and then return to CIEP without having to renew immigration status documents.

Housing

How far in advance should I apply for a room in the Residence Halls on campus?
If you have not yet completed your housing contract, you should do so as soon as possible. It is best to submit your housing contract at least one month prior to your arrival date. If you need help completing your contract, please contact: jean.wiesley@uni.edu or call the UNI Department of Residence at 1-866-207-9411.

Arriving on Campus

What do I do when I arrive at the University?
When you arrive to the university, you should come to the CIEP office in Baker Hall, Room 72. If a staff member from CIEP is picking you up at the airport, they will help you to check into your residence hall first. If you are arriving on your own, you may check into your residence hall before visiting the CIEP Office.

How do I get to campus if I am not flying into the ALO or CID airports? What taxi services or other transportation services are available?
If you do not fly into the ALO or CID airports (or if you do not request the CIEP airport service), you may take a taxi to Cedar Falls.

Emergency Information

Who should I call if I have an emergency?
If you are in an emergency situation or arrive on campus after regular business hours, please call the UNI Public Safety at 319-273-4000.