# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Reno– Tahoe Area</td>
<td>4-5</td>
</tr>
<tr>
<td>Intensive English Language Center</td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td>6</td>
</tr>
<tr>
<td>Quick Facts</td>
<td>7</td>
</tr>
<tr>
<td>ESL for Academic Students</td>
<td>8</td>
</tr>
<tr>
<td>2014 Entry Dates</td>
<td>9</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>10</td>
</tr>
<tr>
<td>Demographics</td>
<td>11</td>
</tr>
<tr>
<td>How To Apply</td>
<td>12</td>
</tr>
<tr>
<td>Apply For Conditional Admission</td>
<td>13</td>
</tr>
<tr>
<td>Arrival Checklist</td>
<td>14</td>
</tr>
<tr>
<td>School Policies</td>
<td>15</td>
</tr>
<tr>
<td>Schedule</td>
<td>16</td>
</tr>
<tr>
<td>Activities</td>
<td>17</td>
</tr>
<tr>
<td>Agent Information</td>
<td>18</td>
</tr>
<tr>
<td>University of Nevada, Reno</td>
<td></td>
</tr>
<tr>
<td>University Life</td>
<td>19</td>
</tr>
<tr>
<td>Degrees</td>
<td>20</td>
</tr>
<tr>
<td>Housing and Meals</td>
<td>21</td>
</tr>
<tr>
<td>IELC Staff and Faculty</td>
<td>22</td>
</tr>
<tr>
<td>Contact Information</td>
<td>23</td>
</tr>
</tbody>
</table>
Dear Agent:

We value the interest and efforts of international student recruiters. Many of our students have chosen the services of an agent to assist them in offering advice on choosing a school and the application process. This handbook is designed to introduce you and your company to our program. We will continually provide up-to-date information to you so that you can best assist the students that utilize your services. For more information you can also visit our website: www.unr.edu/ielc.

Established in 1982, The Intensive English Language Center offers unique opportunities both inside and beyond the classroom:

- National Tier 1 University, as reported by U.S. News and World Report’s “Best Colleges”
- 70+ Countries represented on campus
- Live in Reno, Nevada—A beautiful, safe, small city with big city excitement
- Weekly social activities, sightseeing trips and sports arranged by IELC

We look forward to welcoming your students and providing them with an experience they will never forget.

Sincerely,

The Intensive English Language Center Family
The mission of the Intensive English Language Center (IELC) is to provide quality English Language instruction and cultural orientation to international students and other non-native speakers of English in order to prepare them to become successful members of the academic and social community of the University of Nevada, Reno and of the United States.
RENO “The Biggest Little City In The World”

Nestled at the base of the Sierra Nevada mountains, Reno boasts a population of 430,000 and has been named one of the Top 20 Safest Cities in America. Reno is also very affordable and has recently been ranked as One of the Cheapest Livable Cities in the U.S. Reno is the perfect location for students to learn English. From our vibrant downtown Riverwalk District, to our many cultural festivals, our vibrant art scene and exciting nightlife, Reno offers something for everyone.

300 Days of Sunshine—Four Distinct Seasons—Spectacular Mountain Views
Reno-Tahoe Top Activities

- Skiing at 18 world-class ski resorts
- Kayaking on the Truckee River
- Golfing at 50 championship golf courses
- Boating in Lake Tahoe
- Mountain Biking
- International festivals featuring Night of All Nations, Turkish Festival, Basque Festival, Greek Festival and Italian Festival
INTENSIVE ENGLISH LANGUAGE CENTER

About Us
For over 30 years, the Intensive English Language Center at the University of Nevada, Reno has been helping students learn the English language skills needed to enroll in universities all around the United States.

Quick Facts
- Small class size- 12-15 student per class
- Twenty class hours per week
- Six levels of instruction; beginning-advanced
- Classes in Reading/Writing, Listening/Speaking
- Integrated Skills classes: mini courses in a variety of content areas
  - Academic skills emphasized
- Certificate of completion for each level of instruction
  - Orientation and academic advisement
The Intensive English Language Center prepares international students to be successful in undergraduate and graduate level academic programs at American universities.

**Conditional Admission For Undergraduate Students**

Conditional Admission to the University of Nevada, Reno means that the academically qualified student will be admitted to the University at the undergraduate level after they successfully complete the IELC program and receive a recommendation from us OR achieve the required test score.

**Admission Without English Proficiency Test**

Students may enter Nevada universities at the undergraduate level without an English proficiency test score after they successfully complete the IELC program and receive a recommendation from us.

**Academic Classes For Intensive English Students**

Students who are in the advanced level of the program may enroll in one academic class at the University while studying full-time English after getting approval from IELC.

**Graduate Level ESL**

The Graduate Level Intensive English Program helps students gain the advanced academic English skills they need to succeed in master’s or doctoral studies at the University of Nevada, Reno or at another American university. Classes will focus on academic preparation for graduate level students: Academic Writing, Listening Comprehension, Reading and Research, Oral Communication and Pronunciation and Test Preparation Skills for (TOEFL, GRE and GMAT.) Students must have a TOEFL score of 500 or greater or completed the High Advanced IELC class.
2015-2016 Dates – 6 Entry Dates Per Year

**Summer^ 2015**
Summer Semester: June 4 - August 13, 2015^*
Summer Mid-Semester: July 9 - August 13, 2015^*

^Students may attend one or both summer terms
*First 5-week semester: 6/4/15 - 7/10/15

**Fall 2015**
Fall Semester: August 20 - December 11, 2015
Fall Mid-Semester: October 15 - December 11, 2015

**Spring 2016**
Spring Semester: January 14- May 6, 2016
Spring Mid-Semester: March 3 - May 6, 2016
## 2015 Tuition and Fees

<table>
<thead>
<tr>
<th>Semester</th>
<th>Full Semester</th>
<th>Mid-Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,900</td>
<td>$1,950</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>93</td>
<td>93</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>559</td>
<td>559</td>
</tr>
<tr>
<td>Int’l Student Fee</td>
<td>145</td>
<td>145</td>
</tr>
<tr>
<td>Housing</td>
<td>2,725</td>
<td>1,627</td>
</tr>
<tr>
<td>Meals</td>
<td>2,100</td>
<td>1,470</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,722</strong></td>
<td><strong>$6,044</strong></td>
</tr>
<tr>
<td><strong>Spring 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,900</td>
<td>$1,950</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>93</td>
<td>93</td>
</tr>
<tr>
<td>Medical Insurance*</td>
<td>502</td>
<td>502</td>
</tr>
<tr>
<td>Int’l Student Fee</td>
<td>145</td>
<td>145</td>
</tr>
<tr>
<td>Housing</td>
<td>2,475</td>
<td>1,117</td>
</tr>
<tr>
<td>Meals</td>
<td>1,910</td>
<td>1,209</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,225</strong></td>
<td><strong>$5,216</strong></td>
</tr>
<tr>
<td><strong>Summer 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$2,800</td>
<td>$1,400</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>93</td>
<td>93</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>249</td>
<td>249</td>
</tr>
<tr>
<td>Int’l Student Fee</td>
<td>145</td>
<td>145</td>
</tr>
<tr>
<td>Housing</td>
<td>1,132</td>
<td>589</td>
</tr>
<tr>
<td>Meals</td>
<td>971</td>
<td>506</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,590</strong></td>
<td><strong>$3,182</strong></td>
</tr>
</tbody>
</table>

**Important Fee Information:**

- Housing cost is based on double occupancy dormitory room. Dormitory housing, meals, and insurance rates are estimates, pending Board of Regents approval, and are subject to change.
- The Residential Life & Housing website has exact dormitory fees for each semester. Dorms open Fall Semester: August 20, 2015, Spring Semester: January 17, 2016. Early arrivals may be available for an additional cost. Housing contracts are for Fall/Spring or Summer semesters. Students only staying the Fall semester may forfeit their housing deposit. Visit www.unr.edu/housing for details.
- Books and supplies costs are estimates and are not collected by the IELC. Actual cost will depend on class/level placement and requirements. Tuition and fees are due on the day of registration at the Intensive English Language Center.
- Tuition and fees are non-refundable. A portion of the tuition is used for student activities including field trips, coffee hours and parties. Supplies do not include: Student ID card ($10), and Lombardi Fitness Center Membership ($80), etc.
- *Students studying in both Spring and Summer must pay the health insurance for both semesters in Spring.
IELC Demographics 2013-2014

Fall 2013

Spring 2014
If you wish to study English as a Second Language at the University of Nevada, Reno you must meet the following admission criteria and complete steps 1-6:

- 16 years of age (if under the age of 16 please contact our office for special circumstances and/or programs)
- Non-native English speaker

1. Complete the Intensive English application form: www.unr.edu/ielc/admission
2. Enclose the non-refundable $60 application fee. Please make check payable to “Board of Regents”, or you may fill out your credit card information on the application.
3. Please include a copy of the biographical page of your passport.
4. Please read, understand and sign the IELC “Terms of Agreement”
5. F and J VISA APPLICANTS: Complete the IELC Financial Data Form, www.unr.edu/ielc/admission accompanied by an original bank document showing a minimum of $18,947* for your expenses for one academic year. Please see the IELC Financial Data Form for details. (*This amount is subject to change without notice.)
6. Mail the application and all documents to:
   Intensive English Language Center
   University of Nevada, Reno
   Mail Stop 0148
   Reno, Nevada 89557 USA
How To Apply For Conditional Admission

Conditional Admission to the University of Nevada, Reno means that you will be admitted to the University of Nevada, Reno at the undergraduate level after you successfully complete the Intensive English program or achieve the required test score. (A TOEFL Score is not required for undergraduate Conditional Admission.) You do not need to apply for Conditional Admission to attend the Intensive English Language Center.

If you wish to apply for Conditional Admission at the University of Nevada, Reno you must complete steps 1-7:

1. Complete the International Student Application: www.unr.edu/ielc/admission

2. Enclose the non-refundable $155 application fee for IELC and conditional admission. Please make check payable to “Board of Regents”, or you may fill out the credit card information on the application.

3. Please include a copy of the biographical page of your passport.

4. Official transcripts and graduation certificate containing a proper signature, date and the institutional seal must be mailed directly from the school or college issuing the transcripts in an envelope that has been closed and sealed by the school. Please provide official high school (secondary school) transcripts showing all years attended and graduation or equivalent, and college or university transcripts from all institutions if attended. These transcripts are required whether or not credits will be transferred. Transcripts in any language other than English must be accompanied by a certified English translation containing the proper signatures, dates, and institutional seals to be official.

5. Complete the Financial Data Form: www.unr.edu/ielc/admission accompanied by an original bank document showing a minimum of $33,600* for Fall 2015/Spring 2016 semesters. Please see the Financial Data Form for details. (*This amount is subject to change without notice.)

6. Please read, understand and sign the IELC “Terms of Agreement.”

7. Mail the application and all documents to:
   Intensive English Language Center
   University of Nevada, Reno
   Mail Stop 0148
   Reno, Nevada  89557 USA
Students will have a “Terms of Agreement” form to sign and return with their application. By signing the terms of agreement, the student is agreeing to the following items listed below.

- **Orientation**
  
  Attendance of a two day Orientation is required. If any part of the Orientation is missed, the student will be subject to a late Orientation/Testing fee of $150.

<table>
<thead>
<tr>
<th>2016 Spring</th>
<th>January 14-15</th>
<th>2015 Summer</th>
<th>June 4-5</th>
<th>2015 Fall</th>
<th>August 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Spring Mid-semester</td>
<td>March 3-4</td>
<td>2015 Summer Mid-semester</td>
<td>July 9-10</td>
<td>2015 Fall Mid-semester</td>
<td>October 15-16</td>
</tr>
</tbody>
</table>

- **Immunization and Health Screening Forms**
  
  Immunizations and Health Screening forms MUST be returned to the IELC office one month before the student arrives in Reno. If the student arrived in Reno without these items it may delay their enrollment in classes and you cannot participate in orientation. This will result in an additional $150 late orientation/testing fee. You will also be responsible for arranging and paying for your own health screening and immunizations.

- **Health Insurance**
  
  IELC F-1 and J-1 students are required to enroll in the university medical insurance.

- **Housing**
  
  Housing must be arranged before arriving. On-Campus and Off-Campus housing information will be sent in your acceptance packet.

- **Cancellation Fee**
  
  By entering the U.S. on the IELC I-20, the student is confirming that they will be studying at least one session at IELC. If the student transfers without attending IELC, the student will be responsible for a $500 cancelation fee.

- **Airport Pick-up**
  
  Request for an airport pick-up must be submitted to ESL@unr.edu at least two weeks before they arrive. This courtesy is only available to students who have completed their Health Clearance and Immunization Forms.
Refund Policy
Students will need to sign a registration form during orientation. This form explains the tuition and other fees owed for the session they are attending. By signing this form, they agree to pay all tuition and fees for the session and understand that we do not refund any of the money, even if they stop attending classes. If a student fails to pay by the requested date, a 10% late penalty fee will be assessed. In addition, the student will also not be allowed to attend classes, which will result in the student’s record being terminated in SEVIS. A student who is terminated, is considered out of status, which means they cannot continue in our university system or transfer to another school and must leave the US immediately.

Health and Medical
Unlike most countries, the United States has no national health care program. Consequently, medical costs are extremely high. It is very important that students, academic staff, and their dependents be adequately covered by a health insurance plan. At the University of Nevada, Reno, international students are required to pay the university Student Health Center fee and purchase the international student insurance as indicated on the I-20.

Placement Test
All new students in IELC will be given a placement test before entering classes. This placement test has been designed to help the IELC identify the appropriate level of Reading/Writing, Listening/Speaking, and Integrated Skills for new students.

Attendance
F1 students must maintain an average of 85% attendance. Attendance is an important part of everyone’s learning progress and grades. If a student misses a class, they are required to make up the work they missed.

Violation of Policies
Agents representing students who violate the terms of the IELC application may be subject to have future students pre-pay tuition and fees prior to being issued an I-20. The agents contract may also be revoked.
Intensive English Typical Schedule

Orientation Day 1

Thursday
8 a.m.-9:30 a.m. New Student Check-in
(Please bring your passport and all immigration documents)
9:30 a.m.-11:30 a.m. Placement Test
Noon-1 p.m. Lunch on Campus
1 p.m.-2 p.m. Visa Presentation
2 p.m.-2:45 p.m. Student Forms
2:45 p.m.-3 p.m. Counseling Presentation
3 p.m.-4 p.m. Health Center Presentation
4 p.m.-5 p.m. Banking Presentation

Orientation Day 2

Friday
8 a.m.-Noon Health Center Trip
Noon-12:30 p.m. Wolfcard ID
12:30 p.m.-1 p.m. Lunch on Campus
1 p.m.-1:30 p.m. Net ID
1:30 p.m.-2 p.m. Program Information
2 p.m.-2:30 p.m. Campus Safety
2:30 p.m.-3 p.m. Lombardi Fitness Center Tour
3 p.m.-4 p.m. Class Schedules/Review

Class Schedule

(20 hours of class per week. Actual schedule may vary.)

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Skills</td>
<td>8-8:50 a.m.</td>
<td>8-9:15 a.m.</td>
<td>8-8:50 a.m.</td>
<td>8-9:15 a.m.</td>
<td></td>
</tr>
<tr>
<td>Reading/Writing</td>
<td>9-10:50 a.m.</td>
<td>9:30-10:50 a.m.</td>
<td>9-10:50 a.m.</td>
<td>9:30-10:50 a.m.</td>
<td></td>
</tr>
<tr>
<td>Listening/Speaking</td>
<td>11-11:50 a.m.</td>
<td>11 a.m.-12:15 p.m.</td>
<td>11-11:50 a.m.</td>
<td>11 a.m.-12:15 p.m.</td>
<td>9-10:50 a.m.</td>
</tr>
</tbody>
</table>

Weekly activity/trip (Optional activity. Schedule depends on activity offered.) 11:30 a.m.-5 p.m.
Weekly Student Activities and Sports

Activities may include:

- Lake Tahoe Trip
- Virginia City Trip
- Museums
- Planetarium
- Themed Parties
- Western Barbeque
- Movies
- Ice Skating
- Bowling
- Karaoke

Weekly sports may include:

(Summer only)

- Soccer
- Volleyball
- Basketball
The Intensive English Language Center at the University of Nevada, Reno, welcomes new agents. We recognize that many international students are best served through knowledgeable agents, and we encourage agent recruitment and representation.

**Agent Support**

We are quick to respond to student and agent inquiries. We are proud to provide fast and helpful support to agents. We also help keep agents informed about any news or changes at the Intensive English Language Center (IELC) and University of Nevada, Reno (UNR) by issuing Agent e-newsletters throughout the year.

**Commission**

The Intensive English Language Center offers qualified agents a commission on the first semester’s IELC tuition. Qualified agents must send an invoice to the Intensive English Language Center within the current semester the student is attending to receive payment of commission. Commission will not be paid until the student has paid in full. We offer further support to agents by providing timely responses to their inquiries, quick processing of applications, providing promotional materials, agent certificates and e-newsletters. We are also available to assist agents with any other questions and concerns.

**Agreement**

To become an agent, you will need to first fill out an agent application. Once we receive the agent application we will send you an agent agreement. To represent the Intensive English Language Center at the University of Nevada, we require that agents sign an agent agreement. The agreement must also be signed by the Director of the Intensive English Language Center and the Vice Provost of the University of Nevada, Reno. The purpose of the contract is to give both parties a complete understanding of the working relationship.

**Application Procedure**

Once the agent has a student interested in attending, the agent should have the student complete an application form and return it to the Intensive English Language Center at the University of Nevada, Reno. Applications must be filled out completely by the student and all steps need to be taken for the application to be accepted. **Incomplete applications will delay the process of having the student admitted.**

**Student Information Release Form**

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the University is prohibited from providing certain information regarding a student to a third party. To receive information regarding a student, the student will need to complete the **“Student Information Release to Agent Authorization Form.”**
Experience University Life

- Free access to computers and the internet
- Fully equipped recreation center with Olympic-sized swimming pool
- Student union and state-of-the-art library
- Student health center and pharmacy
- Foreign language laboratory
- Art galleries, theaters, concerts and special lectures
- Writing Center available for all students of all levels
- Tutoring and math center
- Over 300 clubs and organization, including an international club
- Conversation Partners Program
Nationally Recognized as a Tier 1 University*

Medium-sized university with 18,000 students

Over 145 Bachelor, Master, Ph.D. & Medical Degrees

- International Business
- Biology
- Computer Science
- Education
- International Affairs
- Biochemistry
- Political Science
- Art and Music
- Engineering
- Journalism
- Nursing
- And many more...

Ranked as one of the top college for undergraduate business and engineering*

*US News & World Report “Best Colleges”
Housing and Meals

- 9 convenient on-campus dormitories
- Opportunity to meet American and International students
- Affordable apartments nearby
- On-campus cafeteria, restaurants and coffee
Susan Valencia: Director (B.A., M.A.)
After 20 years as an English teacher, I firmly believe that people gain their most valuable insights about the world through one-to-one exchange. Our language programs provide ideal sites for this type of learning.

Kelly Hanlon: Marketing and Recruiting Coordinator (B.A., M.A.)
I am fortunate in my job because I am able to travel the world, meet prospective students and citizens of numerous countries. Please let me know if I can assist you with the agent process.

Malia Mitooka, Admissions Coordinator (B.A.)
I grew up in Northern California and after a couple of years living in New York City, I now call Reno home. Reno has all the best things that a city can offer. Let me know if you have any questions on the admission process.

Lana Byrge, Office Manager
I joined the IELC team in May 2011 and am really enjoying the experience of assisting students with achieving their educational goals. I love planning activities that introduce international students to American culture.

Peter Sexton, Assistant Professor (B.A., M.A., M.B.A.)
A great deal of satisfaction is derived from teaching my students, not just the skills of the English language, but also in teaching them the strategies to become independent language learners.

Margret Layton, Assistant Professor (B.A., M.A.)
The excitement of shared learning and my memories of my own foreign language studies in German and French help to bring my students and me together.

Trina Goslin, Assistant Professor (B.A., M.A.)
My adventures traveling around the world speaking English are what led me to teaching English as a Second Language.

Amy Metcalf, Assistant Professor (B.A., M.A.)
I’ve loved the opportunities the IELC has given me to meet wonderful students from around the world.
Intensive English Language Center
at the University of Nevada, Reno

Agent Resources: http://www.unr.edu/ielc/educational-agents

www.unr.edu/ielc          ESL@unr.edu
Phone: 775.784.6075        Fax 775.784.4015