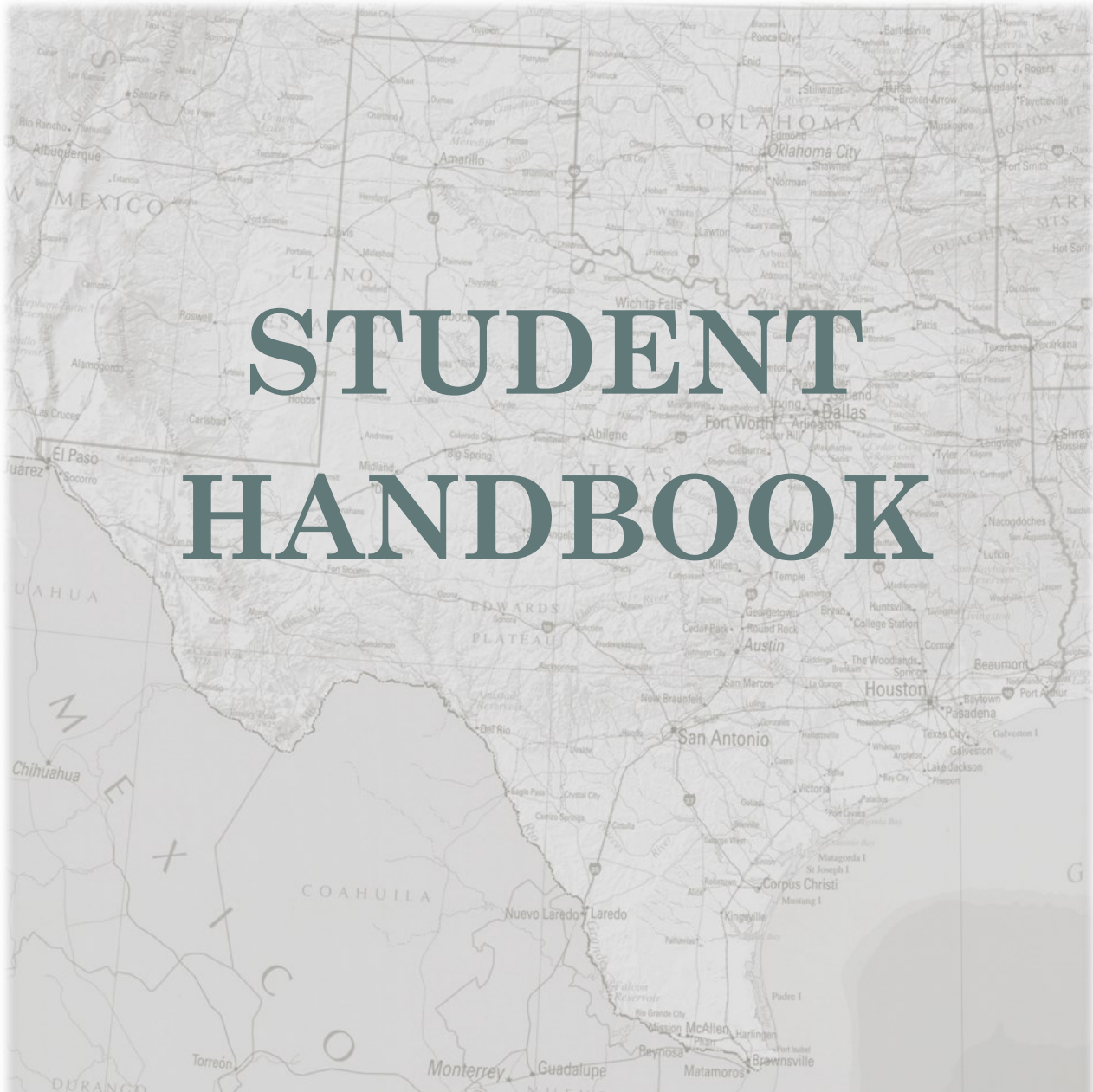




TIEP | TEXAS INTENSIVE ENGLISH PROGRAM



www.tiep.edu

www.facebook.com/TexasIntensiveEnglish

youtube.com/TIEPaustinTX

TIEP

1103 W. 24th Street
Austin, TX 78705

tiiep@tiec.org

Phone: 512.477.4511 / 800.275.1506

Fax: 512.322.0592

There are many ways to stay in touch with us. Find us, follow us!



Facebook: <https://www.facebook.com/TexasIntensiveEnglish/>

For updates, TIEP news and announcements, and networking with friends



Instagram: <https://www.instagram.com/tiepaustin/>

For the latest photos of TIEP, our students, and Austin



Linked-In: <https://www.linkedin.com/company/27162709/>

For networking, resume posting, and job searching- list us as your school or employer, connect with teachers and students

Welcome to TIEP!

ABOUT US

Welcome to the Texas Intensive English Program! We are very pleased to have you as a student in our program and hope that your experiences here are rewarding and enjoyable. We are committed to providing you with superior English language instruction and student services.

The Texas Intensive English Program (TIEP) was established in 1965 to provide international students and professionals with language training and U.S. cultural orientation. TIEP is a nonprofit educational organization and is a division of the Texas International Education Consortium (TIEC), an association of Texas public universities. TIEP has helped more than 30,000 individuals from 131 countries to achieve their goals by strengthening their English skills and improving their communication skills. We are delighted that you are joining this international community of TIEP students.

This Student Handbook provides information that will be useful to you throughout your study at TIEP. Pages 6-12 describe TIEP policies and procedures. All students should read this section or have a friend translate the information contained in this section.

Thank you for choosing to study at TIEP. We are glad to have you with us. If you have any questions or problems during your stay, please ask a member of our staff or faculty to help you. We want to make your stay at TIEP a very positive experience.

OUR MISSION

Mission

The mission of each campus of the Texas Intensive English Program (TIEP) is to provide exemplary English language training and student services to individuals whose native language is not English.

Core Purpose

To prepare English language learners to succeed in a global environment.

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Student Portal

- Check your grades and attendance.
- Download Enrollment Letters.
- Check your Financial Guarantee if you are sponsored.

To log in to your portal:

- Go to mail.tiec.org/estudent/login.asp
- Type in the username and password found on your TIEP Class Assignment Form.

GOALS OF TIEP

1. To develop the English language and study skills of international students in preparation for study at an American college or university, and/or for the use of English in professional and social contexts.
2. To provide initial and ongoing support to international students to foster a successful stay in the United States.
3. To familiarize international students with the people, culture, and customs of the United States.
4. To provide student support and administrative services of the highest quality in an efficient manner.
5. To facilitate intercultural awareness and understanding among students in TIEP classes.
6. To hire, support, and retain a credentialed faculty with demonstrated high standards of professional conduct, abilities, and experience in teaching English as a Second Language.
7. To encourage active faculty and staff participation in the development and evaluation of the program.
8. To foster an intellectual atmosphere in which professional development is valued and pursued by all faculty and staff.
9. To serve as an English-language proficiency testing center.
10. To serve as a resource for the Texas International Education Consortium on projects that involve language and cultural instruction, including the training of international teachers of English.
11. To establish a local, state, national, and international presence for TIEP through the participation of the faculty and professional staff in relevant professional associations and

ACCREDITATION & STANDARDS

TIEP's instruction, services, and practices are in compliance with the Standards of the Commission on English Language Program Accreditation (CEA), the Standards of EnglishUSA (American Association of Intensive English Programs-AAIEP), and the Statement of Ethical Principles of NAESA: Association of International Educators.

TIEP is accredited by CEA for the period December 2015 through December 2025 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information, please contact the Commission on English Language Program Accreditation, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

TIEP is a nonprofit educational organization and is a division of the Texas International Education Consortium (TIEC), an Association of Texas Public Universities for International Education. TIEC's activities are governed by the presidents of its affiliated universities who serve as the Board of Directors.

PROGRAM STAFF



Heather Farmakis
Director of ESL and Global Learning



Dr. John Schmidt
Academic Coordinator
Room 101

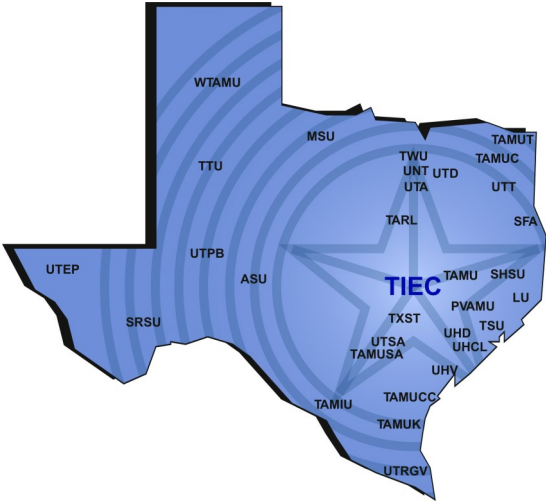


Angelique Pearson
International Engagement Coordinator
Room 101

Other people who will help you during your time at TIEP:

Jim Stelling
Administrative Coordinator
Room 201B

Rachel Koeninger
Accounting Clerk
Room 208A



TEXAS

UNIVERSITY

PATHWAY

INVEST IN YOUR FUTURE WITH TUP

Prepares university-bound international students for admission and academic success at Texas universities



18 hours per week of intensive English learning



Guidance on navigating the university application process

12 hours per week of supplemental learning and guided practicums

Pathway to 20+ colleges and universities through TOEFL waivers and conditional acceptance

Online TOEFL Preparation and opportunities to gain college credit

Social, cultural, and volunteer opportunities

Attractive 4 day instruction schedule

Student Support Services

Texas University Pathway, a 30 hour per week intensive pathway program, prepares university-bound international students for admission and academic success at Texas universities.

Through our partnership with 31 Texas public colleges and universities, the program provides a pathway that offers conditional admission and TOEFL waivers to students completing the highest language level at TIEP.

Our proven pathway program includes:

- 18 hours per week of intensive English learning
- 8 hours per week of supplemental learning
- 4 hours per week of guided practicum
- Online TOEFL Preparation
- Opportunities for university credit in various disciplines
- Guidance on navigating the university application process
- Internship and volunteer opportunities
- Student Support Services
- Advisor guided student action plan
- Four day instruction schedule
- Medical Insurance
- Textbooks and other instructional materials

TUP CLASS SCHEDULE

MONDAY – THURSDAY

Class 1 **8:30–10:45**

15-minute break

Class 2 **11:00–1:15**

AFTERNOON CLASSES

M/W OR T/TH

2:15–4:15

OPTIONS FOR AFTERNOON COURSES INCLUDE:

- A. Small group tutoring (4 hours week)
- B. Customized small group classes, topics vary by level (4 hours week)
 - TOEFL Prep
 - University Admission Workshop
 - Student Success Skills Workshop
- C. TIEP online courses (4 hours week)
- D. Online College Course (4 hours week)
- E. Language Lab (4 hours week)

TOEFL TEST

The Institutional TOEFL exam (paper-based format) is offered to TIEP students five times per year at the end of each semester.

Currently enrolled students may take ONE FREE test per term.

CERTIFICATES

Students who qualify will receive special achievement certificates at the end of the session.

• Certificate of Successful Completion	• 90%-100% attendance, and grades of A, B, or C (no Ds or Fs)
• Certificate of Perfect Attendance	• 100% attendance
• Certificate of Academic Excellence	• Grades of 'A' in all subjects

LEVELED CLASSES

Students at TIEP will take a level test to place them in one of the following levels.

Foundations of English (levels 110, 120) for students with beginning to low-intermediate English proficiency.

Academic English (levels 130, 140, 150, 160) for students with intermediate to advanced English proficiency who are planning to enter an American college or university

These levels are generally taught in three classes:

**110/120 Foundations
130/140 Intermediate
150/160 Advanced**

The actual classes that are offered during a particular semester will depend on student enrollment and interest.

Students study in small classes (fewer than 18 students) for four and a half hours a day, Monday through Thursday.

TIEP offers five semesters throughout the year, each lasting seven weeks. Teachers evaluate each student's performance at the end of the fourth week and the end of each semester.

Students are given the opportunity to take an Institutional TOEFL at the end of the semester.

Texas University Pathway Course Schedule Options

30 hours per week	Class/Time	Monday	Tuesday	Wednesday	Thursday	Friday
18 Hours TIEP Instruction	1: 8:30 – 10:45	Leveled Classes				
	2: 11:00—1:15	Grammar/Listening/Speaking & Reading/Writing				
12 Hours of Supplemental Learning	Afternoon Supplemental Courses 2:15 – 4:15 M/W or T/Th Choose 2 Options A thru E, totaling 8 hours per week	A. Small group tutoring (4 hours week) B. Customized small group classes, topics vary by level (4 hours week) <ul style="list-style-type: none"> • TOEFL Prep • University Admission Workshop • Student Success Skills Workshop C. TIEP online courses (4 hours week) D. Online College Course (4 hours week) E. Language Lab (4 hours week)				+ 4 Hours Practicum



- Classes at Local Universities – Our unique affiliation with 31 Texas Universities allows our advanced students can take transferrable credit courses online through our partnering universities while finishing their ESL requirements, which saves valuable time and could make it easier to get into university.
- University Placement Services - Dedicated help with choosing and applying to universities.
- All-inclusive - Books, airport pick-up, assistance with housing, health insurance, and special excursions are included.
- Practicum – Friday Practicum gives students opportunities to delve deeper into English in real world settings via guest lecturers, school or group activities, field trips, and university visits.

GRADES & EVALUATIONS

Grading System	PASS		NO PASS	
	A	Excellent	D	Insufficient
B	Above Average	F	Poor	
C	Average			

Students must pass tests and meet course requirements as stated on the course syllabus to receive a passing grade. Students may be placed on academic probation for poor grades (failure to maintain a C average) and poor attendance (below 80%). Poor grades or attendance can result in loss of student (F-1) status. Students who have A's in all subjects at the end of the semester will receive a special Certificate of Academic Excellence, and their names will appear on the Honor Roll posted in the lobby.

Students receive an evaluation of their work after the fourth week, at midterm, and at the end of each semester. The evaluation includes grades, attendance, punctuality, completion of homework assignments, and participation. This written evaluation can be an important factor in acceptance by a university or college. Copies of all evaluations are placed in students' files.

LEVEL PLACEMENT & PROGRESSION

New students are placed in classes on the basis of their performance on the TIEP Placement Test. The exam has five sections: English grammar, listening comprehension, reading comprehension, and writing. Students learn the results of their TIEP Placement Test before registering for classes online.

Foreign language fluency does not come quickly without effort!

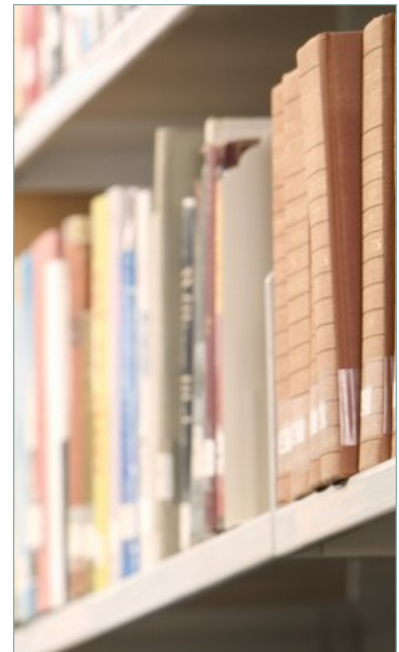
Level progression is based on achievement of course Student Learning Outcomes. Attendance and effort are important factors in the learning process, but grades are based on achievement and meeting course requirements as stated on the course syllabus. Students may progress through the program in the following ways:

Students usually require two 7-week session to advance a level. Some highly motivated, high achieving students who receive A/A grades will progress faster and have two options for accelerated progress: they may be moved up a level after 7 weeks or be allowed to skip a level after 14 weeks. For example, if a 110 student gets A/A- after one 7-week session, they may be promoted to level 120 (without changing class). If they wait until 14 weeks have passed, and have grades of A/A, they may skip a level, instead going to level 130 the following semester.

All levels teach the four language skills (listening, speaking, reading and writing) as well as grammar and vocabulary, although the relative emphasis on each varies according to the level. Initial level placement testing consists of five components: structure, listening, reading and vocabulary, writing, and an oral interview. Level progression is based on the achievement of course objectives, final grades, and teacher recommendations. To accommodate the needs of students of varied language preparation and language-learning abilities, the program is designed so that students may advance one or more levels.

RETURNING STUDENTS:

Students who have not been at TIEP for more than 60 days, must re-take the TIEP Placement Test when they return to TIEP.



SATURDAY COURSES

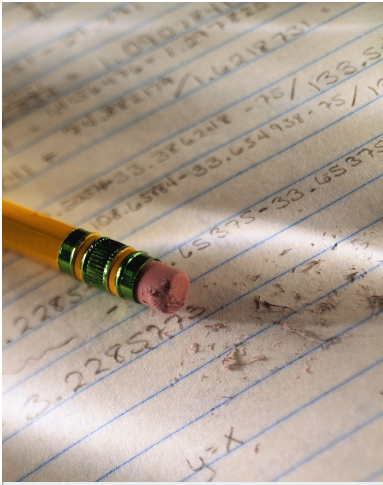
TIEP offers Conversation & Pronunciation Skills on Saturdays. This course is meant for local students and is not eligible for an I-20. This course is a good option for students on a tourist visa. The class meets Saturdays, 9:00 AM to 1:00 PM, and cost is \$700 for 9 weeks.

LEVELS

TIEP offers 6 levels from beginning to advanced:

- 110—High Beginning**
- 120—Low Intermediate**
- 130—Intermediate**
- 140—High Intermediate**
- 150—Low Advanced**
- 160—Advanced**

Students take the TIEP Placement Test online and receive their level placement during registration.



TIEP Placement Test

New students (and returning students who have not attended classes at TIEP for more than 60 days) take the TIEP Placement Test before being placed in courses.

The TIEP Placement Test will be sent to accepted students to take at home, online through our Learning Management System (LMS), Schoology. Students will be tested on writing, reading, vocabulary, grammar, and listening.

Students may also have an interview during registration.

Students receive their level placement during registration.

LEVEL DESCRIPTIONS

Level 110 (Foundations of English)

An elementary course for students with limited English proficiency. Emphasis on the development of oral-aural skills, grammar, writing, reading, and vocabulary for everyday life.

Level 120 (Foundations of English)

A transitional beginning-intermediate course which reviews and refines the foundations of English grammar. Emphasis is on application and practice in all four skill areas: reading, writing, listening, and speaking.

Level 130 (English for Academic Purposes)

An intermediate course with an emphasis on integrative skill development. Instruction in expository writing at the paragraph and short essay level and reading of simplified material. Includes study of all basic grammatical structures and basic listening/note-taking practice. Students prepare for the TOEFL.

Level 140 (English for Academic Purposes)

A transitional intermediate-advanced course with in-depth study of selected complex grammar structures. Reading of both simplified ESL and authentic academic material. Writing of expository compositions and a brief library research paper. Practice in advanced listening, conversation, and use of idioms. Students prepare for standardized English proficiency tests such as TOEFL and IELTS.

Levels 150 & 160 (English for Academic Purposes)

Advanced integrated-skill courses with a focus on academic preparation, designed to help bridge students into college and university work. Emphasis on strengthening university research and study skills, and developing reading, writing, speaking, and listening proficiency through in-depth reading of authentic texts, writing formal essays, reports, and a documented paper, taking lecture notes, and participating in various formal and informal speaking tasks. Attention given to vocabulary expansion, advanced grammar in context, pronunciation, test preparation, and individual students' academic goals. Students prepare for standardized English proficiency tests such as TOEFL and IELTS.

*Levels may be combined. More than one level may be taught together in the same classroom.

ATTENDANCE

REMEMBER:

- Students must attend at least 90% of all classes to be eligible to receive a Certificate of Successful Completion.
- Students who attend 100% of all classes will receive a special Certificate of Attendance.

EARLY WITHDRAWAL

All absences are recorded unless a student officially withdraws from TIEP. To withdraw, complete a *Request to Withdraw* form at least 10 class days before the last class day. This form is available from the TIEP student services staff and the TIEP Director.

Arriving after class has started = L A T E

L A T E 3 times = 1 hour absence

30 or more minutes late = 1 hour absence

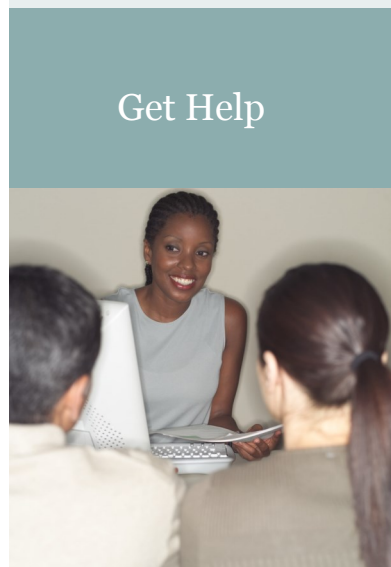
TIEP POLICIES

- **Smoking** is not permitted in the building or anywhere on TIEC property. Students who do not obey this policy will be subject to potential expulsion.
- **Eating and drinking** is permitted only in the Study Hall on the second floor. Vending machines, a microwave oven, and a refrigerator for student use are located in the Study Hall.
- **Possession or use of illegal drugs** on the premises will be prosecuted according to the law. International students convicted of using illegal drugs may be deported to their home country.
- **Students are not permitted to park in the TIEC parking lot without a parking pass.** Vehicles parked in the lot without a permit will be ticketed and/or towed. Reclaiming a towed vehicle is inconvenient and expensive (more than \$200). See Jim for a parking pass. Passes are given as available and are not guaranteed.
- **Cellular Phones** should be turned off during class, or should be set to alert of incoming messages silently, in a way which is not disruptive to classroom activities.

CAUSES FOR PROBATION AND EXPULSION

- Poor grades—Failure to maintain at least a C average
- Poor attendance—Below 80%
- Inappropriate behavior such as
 - Disrupting class
 - Threatening another student or teacher
 - Sexual harassment
- Academic dishonesty, for example
 - Copying answers from another student's test
 - Giving another student an answer during a test
 - Plagiarizing—Handing in work or papers written by someone else

STUDENT SERVICES STAFF (ROOM 101)



- help with immigration matters and regulations (I-20s, transfers, visas, etc.)
- information concerning medical care (doctors, dentists, and health insurance)
- reporting lost personal property
- information on housing
- information about colleges and universities
- information concerning university admissions
- assistance with application to U.S. universities (by appointment)
- information on Conditional Admission and admission without TOEFL or IELTS to accredited universities and colleges in the United States

Who do you ask?

YOUR TEACHERS

- questions about your class (homework, tests, absences, books, grades, etc.)
- questions about your level/class placement
- questions about supplementary study
- personal advising

ACADEMIC COORDINATOR (ROOM 101)

- information about the TOEFL ITP
- questions about level changes or class changes that your teacher cannot answer
- problems with your teacher
- questions about Elective Courses
- information on private tutoring
- questions about afternoon courses or Practicum
- questions about TIEP policies
- making suggestions or complaints about TIEP

ADMINISTRATIVE COORDINATOR (ROOM 201B)

- assistance with student computers and printers
- replacement of lost photo ID

ACCOUNTING CLERK (ROOM 208)

- books for courses
- payment of tuition and fees

FRONT DESK (LOBBY)

- lost and found items
- general housing, transportation, recreation

Student Complaint Procedures

It is the goal of TIEP to resolve problems and complaints promptly. The process for resolving complaints must be initiated by the student with the complaint within two weeks of the occurrence of the event that caused the grievance.

Academic grievances, such as complaints about grades or level placement, should first be discussed with the teacher of the class. If no resolution occurs and the student wants to pursue the matter further, the student should contact the Academic Coordinator of the class. In cases where the Academic Coordinator cannot resolve the issue, the grievance should be submitted to the Director of TIEP, whose decision will be final.



Nonacademic complaints should be discussed with the person involved. If no resolution occurs, the student should contact the Director of TIEP. Students should complete a TIEP Student Complaint/Problem Resolution Form before meeting with the Director. The form is available on page 53 of this Handbook and from the Academic Coordinator.

U.S. IMMIGRATION REQUIREMENTS

It is your responsibility to know the immigration regulations that affect you and to maintain your immigration status. Failing to maintain your status could result in serious consequences and may affect your ability to remain in the U.S. or return to the U.S. TIEP Designated School Officials (DSOs) have the most recent and accurate information available. If you have questions about immigration requirements, they can help you. Up-to-date information is also available on these U.S. government websites:

- <http://studyinthestates.dhs.gov/maintaining-your-status>
- www.ice.gov/sevis/students/index.htm

F-1 (Student) Visa: Important things to remember in order to maintain your student status while enrolled at TIEP follow.

(1) SEVIS: The Student and Exchange Visitor Information System (SEVIS) is the U.S. Government electronic tracking system. SEVIS requires TIEP to report information about international students' academic status to the U.S. government. The information TIEP must report to the government includes:

- when a student enrolls
- when classes begin and end
- when a student's address changes
- if a student is making normal progress in his/her studies
- if a student is maintaining his/her status or is out of status
- when a student transfers to another school
- when a student extends his/her study
- when a student completes his/her study

(2) You must have a valid I-20 at all times. Your I-20 expires on the program end date found in the Program of Study section of the I-20. It is your responsibility to make sure that you always have a current I-20. If your I-20 will expire before you complete your studies, you will need to get a new I-20 **before** your current I-20 expires. You must ask for a program extension or notify us of your intent and eligibility to take vacation before the current session is over.

(3) F-1 Visa. You can stay in the U.S. on an expired F-1 visa as long as your I-20 remains valid and you maintain your status. However, if you leave the U.S., you must get a new F-1 visa to return to the U.S. as an F-1 student.

(4) You must report any change of address, email, or telephone number to a TIEP DSO within 10 days of the change.

(5) Keep your passport and I-20 with you at all times. We recommend keeping a printed copy of your I-94 Arrival Record as well. You can print your I-94 Arrival Record at www.cbp.gov/i94

(6) You must be enrolled as a full-time student (20 hours per week at TIEP).

(7) You must make adequate progress in your studies. At TIEP this means that you must maintain at least a C average in your classes.

(8) You are eligible for a three-month annual vacation if you have completed the equivalent of an academic year (a minimum of 30 weeks of study in consecutive sessions) prior to taking the vacation and if you intend to enroll the following term. You must meet with a DSO before taking vacation, otherwise you may have a problem with your I-20.

- Students who study during both the fall 14-week and spring 14-week semesters may take vacation during the summer if they intend to continue their studies the next fall semester.
- Students who begin their studies in October or January must continue their studies during the 7-week summer session. The only exceptions are (1) if they are accepted to a degree program at a university for the following fall term before the summer session begins, or (2) if they are leaving the U.S. for the summer.

9) If you plan to leave the U.S. at any time and then return to TIEP, you need to check with a TIEP DSO before departing the U.S. A TIEP DSO will need to sign your current I-20 or sign a new I-20 so that you can return to TIEP. The DSO will also check your visa and passport expiration dates.

The following documents are **required for re-entry**:

- A current passport. In most cases, to enter the U.S., you must have a passport that is valid for at least six months after the date you enter or re-enter.
- A valid, current (not expired) F-1 Visa
- A SEVIS I-20 **endorsed** for travel (signed by a TIEP DSO)
- The following documents are recommended:
 - Any old I-20s you may have
 - School transcripts, such as TIEP Midterm and Final Evaluations
 - Letter of enrollment from TIEP
 - Receipts for tuition
 - Financial information showing proof of necessary funds to cover tuition and living expenses

When you re-enter the U.S. with your I-20 signed by a TIEP DSO, you need to reenroll in TIEP for the next available session, unless you are authorized for vacation.

(10) To transfer to another school after completing your studies at TIEP, you need to notify a TIEP DSO of your plan to transfer and complete the transfer procedure **within 60 days of your last day of class at TIEP.** In order to transfer **in status**, you must pass your classes and otherwise maintain your F-1 student status as indicated at <http://studyinthestates.dhs.gov/maintaining-your-status>

(11) Upon completion of your studies in the U.S., you have 60 days from the session's end date to depart the U.S.

Maintain F-1 Status

- You must have a valid I-20 at all times. Do not let your I-20 expire.
- Remember the expiration date on the I-20.
- **If you want to continue your studies, get a new I-20 before it expires.**
- Be a full-time student.
- Make progress in your studies (maintain at least a C average).
- If you want to take a vacation, complete 30 weeks of study in consecutive sessions.

Address Change

- Report any address, email, or phone number change to TIEP staff in Room 101 within 10 days.

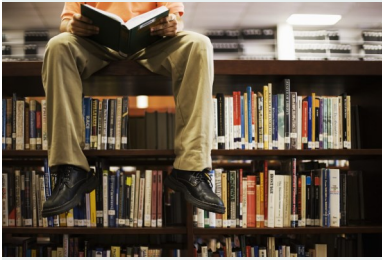
Traveling

- Get Page 2 of your I-20 signed by a TIEP DSO.
- If you finish your studies in the U.S. and return to your country, leave the U.S. within 60 days of your last class day

Transferring

- Students with F-1 visas must have satisfactory grades to transfer in status.
- If you plan to transfer to another school, you must do it within 60 days of your last class day at TIEP.
- TIEP needs a transfer form and acceptance letter from the new school in order to complete the transfer process.
- Sponsored students need approval from their sponsor to transfer.

AUSTIN PUBLIC LIBRARY

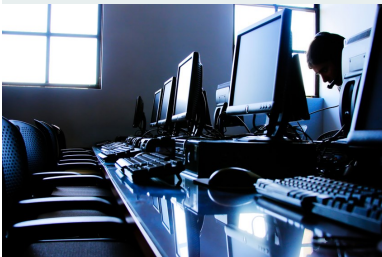


TIEP students are encouraged to explore the excellent Austin Public Library System. Library cards are free for Austin residents. For information about the system and to apply for a free library card visit <http://library.austintexas.gov> and <http://library.austintexas.gov/mylibrarycard>

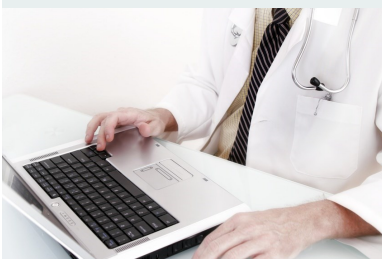
TIEP COMPUTER LAB

Students may use the computer lab (Room 203), scanner, and printer for class-related work. Available hours:

- weekdays, 8:00–8:30 a.m., during class breaks, and 12:30–4:45 p.m.



FREE WI-FI ONSITE AT TIEP



BOOKS

The TIEP Registration Fee includes required books.

EXCHANGE

- Any changes in class assignments are made during the first week of class. In case you change your class and your books, we recommend that you **not write in your textbooks the first week**. All class changes must be approved by the Academic Coordinator.
- If you change your class, bring your original books to the Accounting staff in room 208A.
- Books that are like-new (no visible marks) can be exchanged for new books for your next level.
- Books that are lightly-used (erased pencil marks, no ink, in nearly-new condition) can be exchanged for lightly-used books at your next level, if available. If these are not available, or if you prefer to have brand-new books, you will receive a 75% credit toward these new textbooks.
- Books that are obviously used (ink marks, wrinkled, etc.) cannot be exchanged. You must pay an additional book fee for your next level in this case.

REPLACEMENT

- If you lose a book and need to buy a replacement, see the Accounting staff in room 208.
- If you find your lost book, you may return the unmarked replacement book for a refund.



SATURDAY CLASSES

CONVERSATION AND PRONUNCIATION I & II (36 HOURS–SATURDAYS)

For students who want to improve their pronunciation and conversational English. Approximately half the course is spent on conversation skills and the other half on pronunciation. Course goals are to improve fluency and speaking competence by learning the vocabulary, expressions, and grammatical forms needed for everyday social communication. Pronunciation will be improved by focusing on vowel and consonant sounds and rhythm, stress, and intonation. This class may be multi-level.



CONVERSATION CLUB

TIEP encourages all students to meet native English speakers to practice their language skills and to supplement their experience in Texas. During the fall and spring sessions, TIEP hosts opportunities to meet and talk with English-speaking volunteer partners. These activities are not required but strongly encouraged. Information will be announced in class.

LOCAL VOLUNTEER & CONVERSATION OPPORTUNITIES

Volunteering is a great way to become a part of a community and to practice your language skills.

Here are some of our favorite volunteer opportunities in Austin:

- Habitat for Humanity—They build homes for the poor and need volunteers to help. No experience necessary. www.austinhabitat.org
- Multicultural Refugee Coalition—Help refugees learn about computers, sewing, and other life skills, or help fundraise! www.mrcaustin.org
- Thundering Paws—Donate your time to play with and care for animals in need. Dogs, cats, and other animals who are homeless need your help. www.thunderingpaws.org
- Seton Medical Center Southwest—Volunteers are needed in all areas of the hospital to help patients as well as medical staff. This is a great experience for anyone hoping to study medicine! Email Della Needham at dneedham@seton.org
- AIDS Services of Austin—Help in the food bank, which collects and distributes donated food to AIDS patients in need. www.asaustin.org
- Salvation Army—Help prepare and serve food at the downtown homeless shelter. www.salvationarmyaustin.org
- Austin Public Library—Helpers needed! Be a part of the reading community in Austin. Email volunteer@ci.austin.tex.us

TIEP is a division of the Texas International Education Consortium (TIEC), an association of public universities in Texas. These universities offer more than 1,800 bachelor's degree programs, 1,500 master's degree programs, and 400 doctoral programs. Several of the universities are recognized as leading research institutions in the state and nation. For more information about TIEC and its services, visit www.tiec.org.

TIEC Affiliated Universities

Angelo State University
 Lamar University
 Midwestern State University
 Prairie View A&M University
 Sam Houston State University
 Stephen F. Austin State University
 Sul Ross State University
 Tarleton State University
 Texas A&M International University
 Texas A&M University
 Texas A&M University - Commerce
 Texas A&M University - Corpus Christi
 Texas A&M University - Kingsville
 Texas A&M University - San Antonio
 Texas A&M University - Texarkana
 Texas Southern University
 Texas State University
 Texas Tech University
 Texas Woman's University
 The University of Texas at Arlington
 The University of Texas at Dallas
 The University of Texas at El Paso
 The University of Texas of the Permian Basin
 The University of Texas Rio Grande Valley
 The University of Texas at San Antonio
 The University of Texas at Tyler
 University of Houston - Clear Lake
 University of Houston - Downtown
 University of Houston - Victoria
 University of North Texas
 West Texas A&M University



CONDITIONAL ADMISSION

The **Texas Intensive English Program (TIEP)** has helped many international students to obtain conditional admission to accredited universities, colleges, and community colleges in the United States. We will be pleased to assist you. www.tiep.edu/conditional-admissions/

Conditional admission provides the student with two benefits:

- Admission to an American university or college once he or she has met English-language or other specific requirements that the university may set. Conditional admission letters are valid for 1-3 semesters, depending on the university.
- Documentation that the student can use in applying for an F-1 (student) visa

ELIGIBILITY

To be eligible for Conditional Admission, students must be enrolled or have been accepted to TIEP and study for a **minimum** of eight weeks.

Students applying for undergraduate study should have a minimum GPA of 2.25 (of 4). Applicants for an undergraduate engineering program should have a minimum GPA of 2.5 (of 4).

Students applying for graduate study should have a minimum GPA of 3.0 (of 4). Students applying for a graduate engineering program should have a minimum GPA equivalent of 3.3 (of 4). **Currently, Lamar University is the only university that will consider conditional admission applications for graduate study.**

When the student applies to TIEP, we issue an I-20 certificate of eligibility to study in the U.S. This allows the student to study in TIEP's English for Academic Purposes program. TIEP will request conditional admission for the student from the university or college he or she has selected from the list on our website.

Students who qualify for conditional admission will receive a letter of conditional admission from the university or college that will specify the conditions that he or she must meet before study can begin.

These conditions may include minimum English language proficiency and acceptable scores on entrance exams such as the SAT. After the student has met the requirements specified by the university in its letter, the student can transfer their I-20 from TIEP to the university and begin the university program.

THE FOLLOWING UNIVERSITIES AND COLLEGES HAVE CONDITIONAL ADMISSION AGREEMENTS WITH TIEP:

Angelo State University	Texas A&M University - Kingsville
Austin Community College	Texas State University
Midwestern State University	Texas Health and Science University
St. Edward's University	Texas Wesleyan University
Sam Houston State University	The University of Texas of the Permian Basin
Schreiner University	The University of Texas at San Antonio
Southwestern University	University of Houston-Victoria
Stephen F. Austin University	West Texas A&M University
Sul Ross State University	
Tarleton State University	
Texas A&M University - Commerce	

TOEFL WAIVERS

Many Texas universities and colleges agree to waive the official TOEFL score requirement for TIEP students enrolled in Level 150 or Level 160 who have completed TIEP's Spring 14-week or Fall 14-week session and who are seeking undergraduate admission to their campuses the semester following completion of study at TIEP. TIEP students must meet minimum final grade requirements for levels 150 and 160 to qualify. These minimum grade requirements vary by university.

For more information about qualifying for admission to the following universities and colleges without an official TOEFL or IELTS score, contact TIEP's student advisors or visit <http://www.tiep.edu/toefl-waiver/>.

Angelo State University (scholarships available)

Austin Community College (SAT not required)

Lamar University

Midwestern State University

St. Edward's University (SAT not required)

Sam Houston State University (SAT not required)

Schreiner University (SAT not required)

Southwestern University (SAT not required)

Stephen F. Austin State University (SAT not required)

Sul Ross State University

Tarleton State University

Texas A&M International University

Texas A&M University - Commerce

Texas A&M University - Corpus Christi

Texas A&M University - Kingsville (SAT not required)

Texas Health and Science University (SAT not required)

Texas State University

Texas Wesleyan University

Texas Woman's University (SAT not required)

The University of Texas of the Permian Basin (SAT not required)

The University of Texas at Tyler (scholarships available)

University of Houston-Victoria (SAT not required)

West Texas A&M University (scholarships available) (SAT not required)

* Requirements for graduate admission may vary by department, and a minimum TOEFL score may be required.

What is it?

Conditional Admission

- Gives you the security of knowing where you can study after meeting English proficiency requirements.
- Is a supporting document that you can use when applying for your student (F-1) visa.

TOEFL Waiver

Gives you a chance of acceptance to a university without taking the TOEFL (or IELTS) if:

1. You reach the top 2 levels of study at TIEP (150, 160), and
2. Your final grades meet minimum grade requirements, and
3. You apply to a school that has a TOEFL waiver agreement with TIEP

TOEFL Test

Most colleges and universities require a TOEFL or IELTS score from international students as evidence of English proficiency.

TIEP offers one free paper-based Institutional TOEFL exam to students every semester.

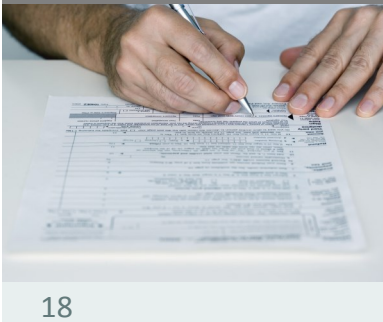
You can take the exam a second time during spring and fall semesters for a fee of \$40.



Living in Texas



EVERYTHING YOU NEED TO KNOW



Pre-Arrival Checklist

- IMMIGRATION DOCUMENTS
- TRAVEL ARRANGEMENTS
- TRANSPORTATION
- HOUSING
- UTILITIES
- BANKING
- HEALTH INSURANCE
- TIEP REGISTRATION DOCUMENTS

IMMIGRATION DOCUMENTS

All students must have a valid form of identification. Here are examples of the IDs students should carry at all times and bring to TIEP registration:

F (student) Visa Holder

- Passport including visa
- Original I-20

B (tourist) Visa Holder

- Passport including visa

US Resident

- Driver's license, green card, and/or passport

We recommend that students carry emergency contact information and their U.S. address with them at all times.

TRAVEL ARRANGEMENTS

Students should make their own travel plans and arrangements. TIEP offers airport pickup for a fee of \$100. Here are some transportation options for students travelling from Austin-Bergstrom International Airport:

TIEP Airport Pick-up service

- complete form (www.tiep.edu/pdf/airportpickup.pdf)
- pay \$100 fee

Taxicab service

- Yellow Cab - 512.452.9999
- Super Shuttle - 512.258.3826 or 1.800.258.3826
- Lone Star Limousine - 512.990.8482 or 1.877.248.9105

TRANSPORTATION

Buses

- City bus routes, schedule, and cost at www.capmetro.org & the CapMetro app.

MetroRail

- There is a light rail line in Austin. For the schedule and fare information, visit www.capmetro.org/metrorail

Train

- There is an Amtrak station in Austin. For schedules and fares visit www.amtrak.com

Rideshare

- Lyft, Uber, Fasten, & Fare are just some of the rideshare options.

Car

- You must have a valid **driver's license** and **liability insurance**.
- To apply for a driver's license, you must have lived in Texas for at least 30 days.
- Do not park at TIEP.
- Always signal a turn or lane-change.
- You must always wear a seatbelt.

Bicycle

- Obey all traffic laws.
- Wear a helmet.
- Do not listen to music or use your cell phone while riding.
- Always signal a turn or lane-change.
- Register your bicycle with the Austin Police Department.

Walking

- Obey all traffic laws.
- Do not cross the street unless it is safe.
- Do not walk by yourself at night.

HOUSING

TIEP does not have any housing on site, nor does it coordinate homestays. The following information is provided as a sample of private housing options available in Austin, Texas.

DORMITORIES (dorms): Dormitories are a popular housing choice for students. Some dormitories provide meals and maid service. You will probably have to share your room with another student unless you pay extra. All dormitories are within walking distance of TIEP. Here are nearby options:

- [The Castilian](#)
- [Dobie Twenty21](#)
- [Goodall Wooten](#)

APARTMENTS: This is the most popular option for TIEP students. Students can choose how many rooms they want and how close to school they need to be. Some apartments include furniture, and some will include some or all utility costs in the rent price. If a student wants to find a roommate, he or she can do so online, through a friend or family member, or through the apartment company. TIEP is not responsible for pairing students with roommates.

Students are encouraged to use an **apartment locator service**. Here are some local options:

- [Simply International](#)
- [Terri Fulton—Apartment Finders Service](#)

COOPERATIVES

Co-ops are non-profit, student managed housing. Residents perform duties in return for reduced rent.

Room rates range from \$565 per month for a shared room to \$720 per month for a private room. Room rates include food and utilities (water, electricity, and gas).

Information about cooperatives may be obtained by contacting the offices below:

The Inter-Cooperative Council has nine houses in Central Austin.

Office address: 2305 Nueces Street

Phone: 512-476-1957

Email: info@iccaustin.coop

Web: www.iccaustin.coop

College House Cooperatives has seven West Campus co-ops.

Office address: 1906 Pearl Street

Phone: 512-476-5678

Email: info@collegehouses.org

Web: www.collegehouses.org

HOMESTAY

The following company may be able to help find a homestay.

Simply International

Address: 600 West 28th Street, Suite #203

Phone: 214-733-3686

Email:

support@simplyinternational.com

Web: www.simplyinternational.com

AT THE POST OFFICE

While sending and receiving standard letters can be done at your house, apartment, or dorm, sometimes you will need to visit the Post Office for any of the following reasons:

- Buy stamps, postcards
- Rent post office boxes
- Mail letters and packages
- Pick up *Change of Address cards*
- Purchase Money Orders
- Pick up packages and registered/certified/insured mail

Visit www.usps.com for more information.

Remember these common abbreviations when addressing your mail:

N = North AVE = Avenue
PL = Place APT = Apartment
S = South ST = Street
CIR = Circle E = East
DR = Drive RM = Room
W = West RD = Road
STE = Suite

You can buy stamps online here:
<https://store.usps.com/store>

You can check the postage of a package here: postcalc.usps.com/

You can search for the nearest Post Office here: usps.com/Locator



UTILITIES

Electricity, Water, and Trash

The City of Austin provides electric, water and trash disposal services. If you rent an apartment, you probably will not have to worry about water and trash collection bills. However, most apartments will not pay for your electrical service. If so, it may be your responsibility to contact the Utility Service Office to make arrangements for electric service. Ask your apartment manager.

To set up your Austin Utility service (if it is not provided by your apartment or dorm), visit the following websites:

- www.austinenergy.com

Gas

Some apartments include the cost of gas service in the rent you pay. However, if you live in a house or an apartment that does not include gas fees, you may need to arrange to have gas service started.

To set up your gas service, visit the following website:

- www.texasgasservice.com
- Click on “**My Account**” -> “**Start Service**”

Cable and Internet

Most people choose to pay for cable television and internet service through the same company. You do not have to do this, but it is more convenient. To set up your account, visit the company website and enter your housing and billing information. Some local cable and internet providers include Spectrum, Google Fiber, AT&T U-Verse, and Grande.

Cell phones

There are many options for cell phone service providers in Austin. Here is a list of the most popular companies:

- [Verizon](#)
- [AT&T](#)
- [T-Mobile](#)
- [Sprint](#)
- [Cricket](#)

BANKING

Students who plan to stay in the United States for more than three months should consider opening a bank account. Students can set up a checking and/or savings account, as well as apply for a credit card with many banks.

Here are some banks near the TIEP building in Austin:

- *University Federal Credit Union*, located at 2244 Guadalupe Street (phone: 467-8080)
- *Chase Manhattan Bank*, located at 1904 Guadalupe Street (phone: 236-3070)

TYPES OF CHECKING ACCOUNTS

Most banks have two basic types of checking accounts. Banks may have different names for these accounts, with different features.

Minimum Balance Accounts

- Good if you usually have a large amount of money in your account
- Minimum amount required. Bank minimum balances vary between banks — usually \$300 to \$500.
- You do not pay a service charge for each check.
- If your balance goes below the minimum, you pay a monthly service fee. This fee is usually about \$5.

Per Check Accounts

- Good if you don't write many checks.
- A minimum balance is not required.
- You must pay a regular monthly service charge (maybe \$5.00).
- You must pay for each check (usually 15¢) you write over your free check allowance (maybe ten free checks per month).

OPENING A CHECKING ACCOUNT

Take your **passport, I-20**, and your **TIEP ID card**. You may also need an **enrollment letter** from TIEP. You should also know your Austin address and phone number. You may need to fill out a W-8 BEN form (available at the bank) to open an account.

Some banks require a **minimum deposit**. Some may also require that you open a savings account. You can deposit cash and any type of check, but foreign and out of state checks usually take longer to clear.

After you open an account you will receive temporary checks to use until you receive your permanent checks (usually in about two weeks). Some merchants will not accept temporary checks.

Debit Cards

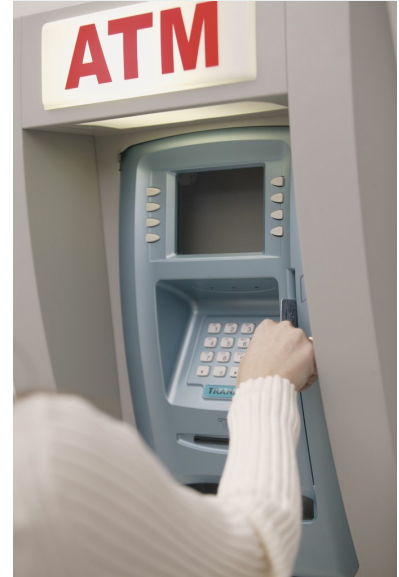
The most common form of payment is now with a debit card. A debit card is like cash in that it withdraws money from your checking account immediately. A debit card is NOT a credit card. Be sure you have enough money in your checking account before using your debit card.

The diagram shows a check with the following fields and labels:

- Top Left:** (YOUR NAME), (YOUR ADDRESS), (YOUR PHONE#), (TEXAS DRIVERS LICENSE)
- Top Right:** (CHECK#), (date) 20__
- Middle:** PAY TO THE ORDER OF (name of store, person), \$ 29.95
- Bottom Left:** Amount, spelled out: twenty-nine and 95/100 DOLLARS
- Bottom Right:** FOR (optional- for your use), your signature

Labels with arrows pointing to the fields:

- "This is printed by your bank" points to the top left fields.
- "Name of the store or person you are paying" points to the "PAY TO THE ORDER OF" field.
- "Amount, spelled out" points to the "twenty-nine and 95/100" field.
- "Use to remind yourself what you bought" points to the "FOR" field.
- "DON'T FORGET TO SIGN!" points to the "your signature" field.



Banking Hours

Regular bank hours are 9:00 a.m. to 5:00 p.m., Monday - Friday. Most banks are open 9:00-1:00 on Saturday and are closed on Sunday and on national holidays. Drive-through tellers usually stay open later.

Exchanging Foreign Currency

Most banks in Austin can convert only some of the world's major currencies. You should call the foreign exchange section of the bank to find out if they can convert your money, and to find out the current rate of exchange. Most banks or credit unions require an account with them in order to exchange foreign currency.

Using an ATM (automated teller machine)

Most people use the ATM when they need to deposit a check or cash in to their checking account, or to withdraw cash.

To withdraw money, use your debit card, enter your PIN (personal identification number), then select the amount of money you want. You can also use the ATM to check your account balance.

WHERE DO I GO?

Not every illness requires a hospital visit. Going to the emergency room means waiting a long time and paying a lot more money. Here is a guide to help you decide where to go when you need medical help.

Minor Emergency Clinic

If you have a cold, rash, headache, flu, allergies, or any other non-life threatening illness, you should go to an urgent care clinic.

Hospital Emergency Room (ER)

If you have experienced major injury or sickness, or you are sick or injured late at night, you should go to an emergency room. ERs are part of larger hospitals. They are more expensive than clinics, and if you are not seriously hurt, require long waiting times.

Family Doctor

If you need to see a doctor regularly, it may be better to establish a relationship with this kind of doctor, known as a primary care physician.

Dentist

If you are having tooth or gum pain, you need to see a dentist.

Eye Doctor

If you need glasses, contacts, or you are having trouble with your eyes or eyesight, see an eye doctor.

There are two types of eye doctor. An optometrist is someone who has basic training, can prescribe glasses and contacts, and can give you a regular exam. An ophthalmologist is a more specialized eye doctor who can perform surgery and may have a specialty in eye-related problems.

Therapist

If you are feeling sad or depressed, having trouble concentrating, or if you feel like you need to talk to someone about anxiety or problems in your life, you can make an appointment with a therapist.

Some therapists may be called “**psychologist**,” which means they are experts at talk therapy and other ways of managing emotions.

Other therapists are called “**psychiatrists**,” which means they can give support by talking and can also prescribe medicine.

HEALTH INSURANCE

Students with F-1, J-1, and J-2 visa status must have health and accident insurance during their period of study at the Texas Intensive English Program. Students who have health insurance that will cover their medical expenses in the United States must bring proof of the insurance, in English, with them to registration. This proof must include the insurance policy number, name of the insurance company, beginning and ending dates of coverage, and the amount of coverage. **Students should carry their health insurance card with them at all times.**

Students who do not have proof of insurance can purchase the comprehensive health and accident insurance offered through TIEP on registration day.

TIEP HEALTH INSURANCE

TIEP offers insurance through LowerMark Student Medical Insurance for approximately \$5 per day. Under this policy, TIEP students may pay a small amount of money at the doctor's office. The insurance company pays the rest of the cost for eligible benefits. **If students go to a doctor in the CIGNA network, the cost will be lower. To find a doctor in the CIGNA network, go to www.lewermark.com/tiep and click on Find a Doctor or Pharmacy. Students can purchase additional coverage for spouses and/or children when they pay for insurance at TIEP. Extra coverage for vision and dental can be purchased on the LowerMark website at www.lewermark.com/tiep**

LowerMark insurance is valid anywhere in the world except in a student's home country. It is valid for any doctor, medically necessary supplies, medical service, or hospital. It is valid beginning 30 days before the TIEP registration day for new students entering the U.S. who purchase the insurance during registration. All benefits are subject to the limitations and exclusions as set forth in the certificate of insurance.

TIEP students can purchase extended insurance for coverage beyond the last day of the session by going to the LowerMark website. It is extremely important for students to have medical insurance during their entire stay in the United States. If students don't have other medical insurance, it is essential that they extend their insurance to cover dates between sessions. They can purchase coverage for between sessions and for after their studies at TIEP end on the LowerMark website.

LowerMark insurance does not cover the following:

- Treatments in a student's home country.
- Treatments for a student's spouse or other members of the student's family, unless the student has purchased insurance for them.
- Illnesses or medical conditions a student had before the effective date of coverage under this policy for the first year of coverage. This applies to any condition which had its origin or symptoms, or for which treatment or medication was recommended during the 12 months prior to the effective date of coverage, including pregnancy.



- Dental care and eye glasses, unless extra coverage is purchased for these.
- After the last day of the TIEP session, unless a student purchases extended insurance.

How to Use the Insurance

You can look up your insurance information anytime and print your insurance card by going to the LewerMark website:

www.lewermark.com/tiep

Click on Student Login, and enter your 9-digit TIEP student ID number and your birthdate to log in.

Please click on Plan Summary on the LewerMark website above to see the medical insurance benefits and the Exclusions and Limitations.

You should carry your health insurance card with you at all times. It is also a good idea to keep a photo of your health insurance card in your phone.

Be sure to take your passport and your LewerMark health insurance card when you go to see a doctor.

If you go to the doctor without your insurance card, try calling the insurance company at 1-800-821-7710. Otherwise, you may have to pay for a doctor's visit or a medical service. In this case, you should keep your receipts in order to request a reimbursement from the insurance company.

Ask a TIEP advisor if you need help contacting the insurance company about a reimbursement. You can check the status of your reimbursement by calling 1-800-821-7710. Have your insurance ID card available when you call as you will need to provide your certificate number which is on your card.

You will have to pay a portion of the cost of prescription drugs.

For more information about going to the doctor or going to the hospital, see page 38.

*If you have a medical **emergency**, dial 911 on your phone immediately.*

If you dial 911, an operator will ask you about your emergency and your location. It is likely that an ambulance, fire truck, and/or police officer will be sent to assist you.

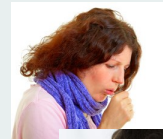
NOTE: Be careful. There is a difference between Urgent Care and an ER Center. These freestanding Emergency Rooms can cost much more than Urgent Care. If it's not an absolute emergency, go to Urgent Care and avoid a center with ER in its name.



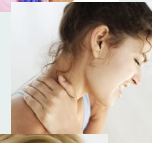
AT THE DOCTOR'S OFFICE

- Take your insurance card.
- Take your TIEP ID and your passport.
- Be prepared to pay for your visit.
- Be prepared to describe your symptoms. Here are some helpful English vocabulary words:

Cough



Cramp



Pain



Sneeze

Headache



Fever



Swelling

Bleeding



Medicine



Prescription



REGISTRATION

TIEP will implement a new simplified registration process for Spring 2019 onward. Registration will be completed online after you receive your acceptance letter. We will send you the information you need to complete the process.

After receiving acceptance to the TUP program, students will take the placement test and pay for their class space online before arrival. Paying for your space in class guarantees we have a spot for you. If you do not pay for your course beforehand, we will place you in a class if space is available. We cannot guarantee you a spot, but if one is available, we will be happy to welcome you.

THE REGISTRATION PROCESS

- 1) Apply and get your acceptance letter and I-20.
 - Use the information in your welcome letter or email to complete the next steps.
- 2) If you are a new student and need a student visa, you must activate your SEVIS account by paying your SEVIS fee.
 - Use the number on your I-20 and follow the instructions we send.
- 3) Make an appointment for an interview to get your student visa.
 - Follow the instructions we send.
- 4) Take the online placement test.
 - You will be sent a personalized link to take our test online.
 - We will calculate your score and assign your level.
 - You will be given access to register for courses in your level
- 5) Pay tuition and register for your class on our website.
 - Paying your tuition reserves your space in the class.
- 6) Prepare for arrival to Austin.
 - Make your flight arrangements and find housing.
- 7) Arrive on your scheduled time for **orientation (see next page)**.
- 8) Begin classes. Enjoy Austin and rapidly improve your English ability!

FREQUENTLY ASKED QUESTIONS

Can I attend TUP without registering in advance?

Students may be able to enroll in TUP classes if we have space available.

Can I request a specific level?

TIEP uses your Placement Test results to determine your level. If you think your level is too easy or too difficult, you should talk to your teacher first.

Why do I have to pay tuition before class begins?

We require payment to reserve your place in class.

What if I cannot pay for the total amount of tuition?

You can talk to the TIEP Director about the possibility of a payment plan.

Where can I park?

TIEP has limited student parking spaces available. Please talk to Jim when you arrive to see if we can give you a pass.

Can I begin TUP classes without going through registration and orientation?

No. All students must take the placement test and register for class online beforehand or in person upon arrival. All students must attend orientation upon arrival before beginning class.

ORIENTATION

The week before your class begins, TIEP will have a mandatory orientation for all new students.

At orientation, you will learn more about TIEP, Austin, and your classes. You will complete any paperwork you have not yet finished. You will sign up for your afternoon supplemental courses, tour the campus, meet your teachers, and learn important information.

BE PREPARED

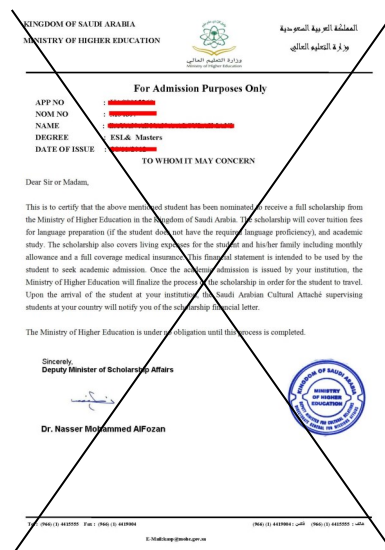
All students should bring the following information with them to orientation:

- Passport or US ID
- Visa
- Method of tuition payment (unless paid in advance)

If a student has a **Financial Guarantee** (scholarship) from a sponsor, the student *must* bring a valid copy to registration.

A **Financial Guarantee** *will not* be accepted if it is expired, for a different school, or if it does not begin on or before the first day of class.

The following letter *is not* a valid Financial Guarantee and *will not* be permitted as proof of payment at registration.



WHAT IS A WEAPON?

Laws regarding what is considered to be a weapon, and regulations regarding possession and use of such weapons, vary from country to country, state to state, city to city, etc. Generally firearms, guns, rifles, explosives, and knives with a blade over 5 1/2 inches are considered to be illegal without a proper permit. If the police find you guilty of possessing an illegal weapon or controlled substance (such as narcotics not prescribed by a physician), you may be arrested and may have to pay a fine and/or go to jail.

WHAT CAN I CARRY FOR SAFETY?

You can carry a number of useful devices to help keep you safe.

- A small flashlight
- A whistle
- A bike lock and key
- A car alarm
- A cell phone (keep your home, TIEP, and emergency contact numbers in your phone)

You should also carry a copy of your address and your TIEP ID card.

Remember to always tell a friend or relative if you are going someplace alone.

If you get lost, call a friend or TIEP for help. Stop at a store or restaurant and ask for directions.

Remember to call 911 in an emergency.

Living in Austin, TX

SAFETY

There are many things you can do to be safe. Below are some tips to help you enjoy your time in Texas .

ON THE STREET

- Do not carry a lot of money (not more than \$50).
- Do not display large amounts of money in public.
- Wherever you are, be alert and aware of your surroundings. Watch the behavior of people around you.
- Act as if you know where you are going, even when you don't know.
- Always act like you are aware and prepared.
- Stay on well-lighted, busy streets. Avoid isolated areas, especially at night.
- Walk on the part of the sidewalk that is farthest away from bushes, dark doorways and alleys.
- At night, walk with a friend whenever possible. There is safety in numbers.
- Always remain within eyesight or shouting distance of someone else.
- Carry a purse close to your body and hold it firmly or wear it under your coat or sweater.
- Carry a wallet in an inside coat pocket or in a front pants pocket.
- Have your keys in your hand as you approach your home or car.
- Trust your instincts. If you feel uncomfortable about a situation or place, leave.
- If you think someone is following you, quickly change directions and walk toward an open store, restaurant or lighted home. If you feel very unsafe, call 911.
- Never get in a car with a stranger even if he has a weapon. Shout "No!" "Stop!" "Call the police!" or "Fire!" loudly and forcefully and run away.
- Be cautious of strangers.

ATM SAFETY (AUTOMATED TELLER MACHINE)

- Always be aware of the total surroundings at or near the ATM.
- Only use ATMs located in well-lighted areas with good general visibility.
- Consider having someone accompany you to the ATM, especially at night.
- Do not use an ATM if you notice questionable activities occurring in the area.
- If the ATM is a walk-up, do not leave your car running or keys in the ignition. If the ATM is a drive-up, keep the engine running and your doors locked.
- Cancel your transaction at the first sign of suspicious activity.
- If you make a withdrawal from an ATM, put your cash away immediately.
- If someone follows you after you've made a transaction, go to a heavily populated, well-lighted area immediately and call the police.
- Report any ATM incident to the police and to your financial institution.

CAR SAFETY

- Always lock the doors when driving.
- Wear your seat belt.
- Park in well-lighted areas.
- Always close the windows, lock your car, and take your keys.
- Keep all valuables and packages out of sight.
- Keep your car in good operating condition.
- Always have enough gas to get where you are going.
- If your car runs out of gas or breaks down, raise the hood to alert passing police cars. Get back in the car, call for help, and keep the doors and windows locked until the police come. Do not open doors or windows for strangers.
- Never pick up strangers and never accept rides from strangers.
- If you think someone is following you, do not go home. Keep your hand near the horn and drive to the nearest police station, fire station, open gas station or other business where you can safely get help.
- Observe speed limits.
- If you are stopped by a police officer, DO NOT get out of the car. The officer will come to you.
- **Never drink alcohol and drive.**

BUS SAFETY

- Don't fall asleep. Stay awake. Watch your belongings.
- Use well-lighted, busy stops.
- If someone bothers you, say loudly and firmly, "Leave me alone!"
- Watch who gets off the bus with you. If you are worried about someone, walk directly to a place where there are other people.
- The safest place to sit is up front, near the driver.

BICYCLE SAFETY

- Always lock your bike.
- Obey all traffic laws.
- Always wear a helmet.
- Don't lock the bike to traffic signs or fences. Use bike racks.
- Do not leave your bike on a patio or balcony.
- **Never drink alcohol and ride a bicycle.**

HOME/CAMPUS SAFETY

- Keep your dorm room or apartment locked whenever you are away, even if you leave for a short time.
- Do not admit strangers into your room/apartment.
- Get to know your neighbors.
- Do not leave your books, backpack, or purse unattended anywhere.

EMERGENCY CONTACT INFORMATION

**Medical, Police, Fire
911**

**Poison Control/
Emergency
1-800-222-1222**

**Non-Emergency (stolen/
lost passport, etc.)
311**

**Austin Police
Department
(for police reports)
974-5000**

**(for missing cars)
974-5096**

**Southside Wrecker
836-0080**

**Texas Gas Service
Emergency:
1-800-959-5325**

**TIEP Office
512-477-4511**

**LewerMark (TIEP
Health Insurance)
1-800-821-7710**

**Dell Seton Medical
Center
512-324-7000**

**Planned Parenthood
(Women's Health)
512-477-5846**

BAD WEATHER PROCEDURE



In case of bad weather or anything that might affect TIEP's normal opening and closing times or class, TIEP will follow the University of Texas at Austin's schedule.

If the University of Texas at Austin is closed, TIEP will be closed.

Refer to local TV and radio stations and the UT Austin website (www.utexas.edu) for updates.

FLASH FLOODS



Many times after heavy rain in Texas, roads and low water areas will become flooded. **NEVER** cross running water or a flooded area. Always find a way around the flood or wait for help or for the water to subside.

TORNADOS



A tornado event is very rare, but if a tornado approaches Austin, you will hear loud sirens. Find shelter in a room without windows or many loose objects (like a closet or bathroom). If you are at TIEP you will be alerted when it is safe to leave your position.

WEATHER

CLIMATE

Austin is very warm and sunny; there are about 300 days of sunshine each year. In the summer it is generally 75-100F (23-36C) and in the winter it is generally 42-62F (5-16C).

SAFETY

Because it is hot and sunny, here are some tips to help you stay safe and comfortable in Texas weather:

- Always wear sunscreen if you will be in the sun.
- Consider wearing a hat if it is sunny.
- Drink lots of water if you are in the heat.
- Drive or bike slowly if it is raining.
- Never leave children or pets in a hot car alone.

ENTERTAINMENT & CULTURE

MUSIC

Austin is the "Live Music Capital of the World"! There are bands and groups playing every kind of music, every night, all over the city. Here are some websites to help you find the perfect music for you:

- www.austin360.com
- www.austinchronicle.com/calendar/music
- www.austinelivemusic.com

MOVIES

Austin is the original location of the famous Alamo Drafthouse Theaters. You can eat, drink, AND enjoy a new or old movie at one of their many locations around town. For schedules and information, visit drafthouse.com/austin.

THEATER

If you like plays, musicals, or classical theater, Austin has many options. Check out these local groups for lists of upcoming shows:

- www.austinplayhouse.com
- www.zachtheater.org
- www.citytheatreAustin.org

MUSEUMS

There are so many [museums](#) in Austin, it is hard for us to pick a favorite! Here are some of the best museums to visit for art, history, and a real look at Texas culture:

- Blanton Museum of Art: www.blantonmuseum.org
- Bob Bullock Texas State History Museum: www.thestoryoftexas.com
- Austin Children's Museum: www.austinkids.org
- Austin Nature and Science Center: www.austintexas.gov/department/austin-nature-and-science-center

FESTIVALS

Austin is famous for hosting many [festivals](#) every year. Here are a few of the most famous:

- Austin City Limits: www.aclfestival.com
- Austin Film Festival: www.austinfilmfestival.com
- South by Southwest: www.sxsw.com

SPORTS & RECREATION

GYMS

The Recreational Sports Department at The University of Texas at Austin (UT) invites current TIEP students to use their facilities.

A RecSports pass costs \$50 a month for TIEP students.

Sports facilities are available throughout the UT campus. You can find more information about the facilities at www.utrecsports.org.

If you are interested, take your current TIEP ID card and purchase a RecSports card at **Gregory Gym, Room 2.200**. Gregory Gym is located **on the corner of Speedway and 21st Street** on the UT campus.

Other area gyms include the following companies. Check their websites for information about memberships, fees, and locations.

- 24 Hour Fitness: www.24hourfitness.com
- Anytime Fitness: www.anytimefitness.com
- Gold's Gym: www.goldsgym.com
- Planet Fitness: www.planetfitness.com
- Black Swan Yoga: www.blackswanyoga.com
- Crossfit: www.crossfitaustin.com

LEAGUES

- Austin Sports and Social Club: www.austinssc.com
- ATX Sports & Adventures: www.atksa.com
- Austin Sports Leagues: austin.sportsvite.com

BE A FAN: WATCH A GAME

- F-1 US Grand Prix, Motocross, X-Games, and other events at the **Circuit of the Americas**: circuitoftheamericas.com
- Cheer on our minor-league hockey team, the **Texas Stars**: www.texasstarshockey.com
- Watch an authentic baseball game at the home of the **Round Rock Express**: www.milb.com/index.jsp?sid=t102
- Catch a real roller derby bout and cheer for the **Texas Roller Girls**: www.txrd.com

PARKS, POOLS, & OTHER ACTIVITIES

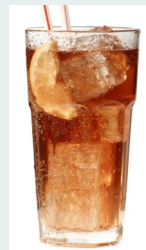
- **Zilker Park and Barton Springs Pool**: Natural spring-fed pool, canoe rentals, baseball diamonds, soccer/football fields, picnic areas, hike & bike trails. Visit zilkerpark.org and www.austintexas.gov/department/barton-springs-pool for more information.
- **Lions Municipal Golf Course**: 18-hole golf course with party house and concession stand. Entry fee required. www.ci.austin.tx.us/parks/lions.htm
- **Austin Recreation Center**: Public tennis courts., volleyball, karate, etc. austintexas.gov/department/Austin-recreation-center
- **Chaparral Ice**: Ice skating and lessons. www.chaparralice.com
- **Spicewood Farms**: Horseback riding and lessons. www.spicewoodfarms.com
- **The Broken Spoke**: Texas two-step dance lessons most nights. Live country music. www.brokenspokeaustintx.com

EAT LIKE A TEXAN

Texas is famous for barbeque, beer, and a combination of Mexican and Texan food called “Tex-Mex.”. Here are some of the most famous foods and drinks in the state!

Drinks

- Iced tea
- Dr. Pepper
- Big Red



Food

- Smoked ribs or brisket
- Sausage
- Chicken fried steak
- Enchiladas
- Tacos



Popular Austin Restaurants

- La Fonda San Miguel
- The Salt Lick
- Home Slice Pizza
- Hula Hut
- Magnolia Café
- Uchi & Uchiko
- South Congress Café
- Maudie's



Austin Food Trucks

- Find one! Eat delicious food!



ON THE PHONE

- **Say**, “Hello, this is _____.”
- **Do not** call people after 7 p.m unless you scheduled the call, are planning a meeting, or it is an emergency.
- **Do not** call to ask if an email has been received. If you sent an email, **WAIT** for a reply for at least one day.

IN AN EMAIL

- Always **include your full name** and contact information.
- Use a **basic format**: greeting, message, closing.
- **Do not** call the person you emailed to check if they received or read your email. Wait for a reply.
- Make the **Subject Line** (the title of your email) short and easy to understand.

ONLINE

- **Use caution** when you participate in social media or purchase an item online.
- **Never share your personal or credit card information** with anyone online unless you are sure it is a secure connection and a trusted site.
- **Do not** use hateful, hurtful, or harsh language online.
- **Beware of scams.** A scam is when someone tries to convince you to share your personal or financial information so they can use it illegally. If you think you received a scam message, report it to a teacher, advisor, or the website administrator.
- **Do not share pictures** of other people unless you know they have given their permission. This is especially true for children.

AMERICAN CUSTOMS

PEOPLE

There are many races, colors, and kinds of people in the United States. Here in Texas, we respect people from around the world with very different backgrounds and beliefs.

Here are some things to remember about what Americans believe:

- All people are allowed to practice their religion.
- All people are allowed to say what they want, as long as it does not hurt or endanger someone else.
- Men and women are equal at home, at work, and in all ways.
- Older people and people who are serving you at a business or restaurant deserve a great amount of respect.

AMERICAN PERSONALITY

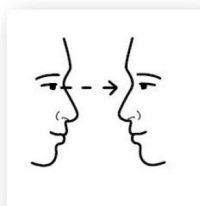
Here are some words that describe a typical American personality:

- Individual
- Direct
- Speed
- Competition
- Equality

PERSONAL SPACE

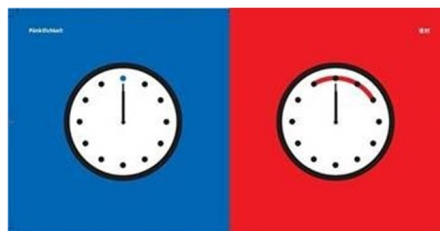
Americans do not like to stand close to one another. We also value eye-contact and a firm handshake.

- A **handshake** and **eye contact** show respect.
- Remember to keep some **distance** (imagine a bubble around each person) when talking to someone.
- Always say “**please**” and “**thank you**”, even to strangers.



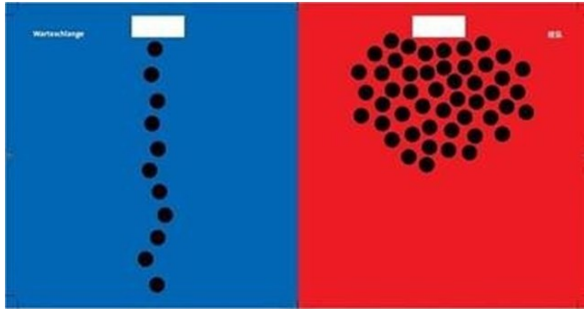
BE ON TIME

In the US, if you are not early or exactly on time, you may be considered rude.



MAKE A LINE

Waiting in line is very normal in America. Do not crowd, skip ahead, or push other people.



TALKING TO PEOPLE

Body Language

- Show you are listening by making **eye contact**.
- Use small **movements** with your head, arms, and hands to demonstrate your thoughts or feelings.

Appearance

- Make sure to wear **clean clothes** every day.
- Wash and brush your hair and teeth regularly.

Smell

- Americans **do not like strong body odor** and often use deodorant and sometimes perfume or cologne.
- **Too much perfume or cologne is possible.** Americans do not like strong body smells, even if it is perfume.

Conversation

Common topics

- The weather
- Your profession/job
- The location
- Sports
- Family

Off-limits topics

- Religion
- Politics
- Money
- Body size/style



AMERICAN FAMILIES

In the U.S., there are many styles of family. Sometimes, both a husband and wife work full-time. A father may stay home with his children while his wife goes to work, and it is common for people to live together when they are not related or married. Many unmarried people have roommates.

Children typically start school at the age of 5 and begin college at age 18. These days, many students leave home when they go to college, but not always.

Grandparents and older people do not often live with their families. Many older people live in nursing homes or at their own house.

Typically, American families enjoy going on vacation together. However, these activities usually involve only the parents and children. Sometimes a family will get together with aunts, uncles, cousins, grandparents, and other relatives, but that happens less frequently. That is called a “family reunion”.

More and more people of different races, religions, and backgrounds are getting married. In America, there are many laws protecting the rights of people to marry. For example, you may see a family where the husband is African-American and the wife is Asian.

Sometimes, a married couple may choose to get a divorce. This is a difficult decision and it can be very hard for the family. However, in America, divorce is normal and legal, and you should never be disrespectful because of it.

Many couples choose to adopt children. If you see a family with a child who looks different than his mother and father, it is rude to make a comment. It is better to treat the family with respect.

There are families of every size, color, and composition in America!

APPENDIX



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PARKING

Parking at this address, 1103 West 24th street, is for permit holders only.

Vehicles without permits will be issued a warning or towed. Reclaiming a towed vehicle is inconvenient and expensive.

TO RECLAIM A TOWED VEHICLE

Contact BIG A TOWING at 873-7899. Their impound lot is located at 11100 North IH 35 and you must take cash to reclaim your vehicle. The fee increases if the vehicle is stored for more than one day.

STREET PARKING

Spaces for legal street parking in the area south of 24th street are extremely limited.

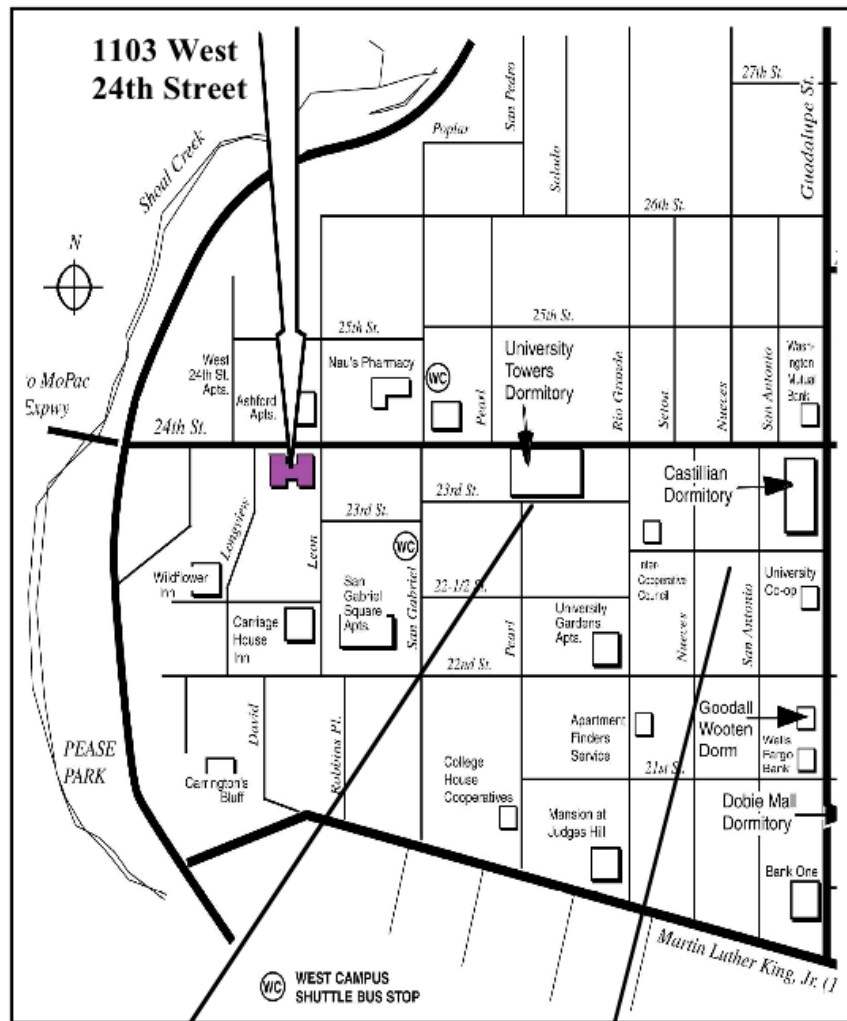
Metered (pay, up to 5 hours) street parking is available in the area north of 24th street.

BUSES

Capital Metro routes have bus stops on 24th street (call 474-1200 for route and schedule information).

PAID PARKING

Most commercial parking lots in the UT/Guadalupe area (west of the University Co-op on San Antonio Street) charge an hourly/daily rate, and are within a 10-minute walk of TIEP. Drive around this area to see their current rates.



University Towers
Parking Garage: 715
W 23rd St. (512-265-
7687) Covered
parking, monthly
rates available.

<http://www.bestparking.com/austin-parking/neighborhoods/university-of-texas-parking>

Money

Cash

Most Americans DO NOT carry large amounts of cash. Many vendors will be unable to give change for bills (paper money) greater than \$20. The most common bills are \$1, \$5, \$10, \$20, \$50, and \$100.

Personal Checks

Personal checks are given to you when you open a bank account. They are usually accepted only in the city that your bank is located in. They are good for paying rent, deposits, utility bills, and buying things. Checks are a safe form of payment to send through the mail. However, most restaurants do not accept checks. You can cash checks at your bank or at some stores for a fee. You need a picture identification card (usually a Driver's License or DPS ID card) to write a check. Call your bank immediately if checks are stolen or missing.

Debit Cards

Debit cards look like credit cards. When you use your card, you may be asked "Debit or Credit?" Debit cards are similar to personal checks. Funds are electronically deducted from your bank account or from the remaining balance on the card.

Credit Cards

Credit cards are usually difficult for a student to obtain, since you must prove some source of income (usually by having a job). It is best for international students to apply for them in their own country. These are good in most stores and restaurants. Occasionally, a driver's license or DPS ID card is requested as a second form of identification.

Report lost or stolen cards to the bank immediately. Never give your card number to someone who telephones you to tell you that you have won a prize. This could result in unauthorized charges to your account.

COMMON U.S. COINS



QUARTER
25¢



DIME
10¢



NICKEL
5¢



PENNY
1¢



Renting An Apartment

As a renter, BE CAREFUL! A lease is a legal agreement between you and your landlord. It is very important that you read the lease carefully before you make a decision. It is always a good idea to pay rent and deposits by check, not cash. If you must pay in cash, get a signed and dated receipt from the landlord.

Inspect the Apartment Before Signing the Lease

- 1) Turn on everything and make sure it works: stove, refrigerator, dishwasher, lights, garbage disposal, hot water, air conditioner, etc.
- 2) If the electricity is not on and the apartment pays for it, tell the manager you expect everything to be in working condition.
- 3) Check the doors and windows to make sure they are secure. Do they have locks? Do they open and close properly?
- 4) Talk to someone living in one of the apartments to learn what the utilities cost, how dependable the manager is, and how fast the manager repairs things.

Use a Checklist When Moving In

If the manager doesn't give you a checklist, make one. Make a list of all the furniture in the apartment. Write down everything that is wrong, including small things. If there are problems, take pictures. If you cannot prove that the furniture was already damaged, the landlord could charge you for repairs.

Things to check for: marks on walls and woodwork, scratches/tears in the furniture, stains on the carpets and floors, cracks/water marks on walls and ceiling, window locks, broken windows, torn screens.

Go over each room this way. Sign and date the list and have the manager sign it. Give a copy to the manager and keep a copy with your important papers.

Read the Lease Carefully

If you can't read or understand English very well, have an English-speaking friend read it and explain the lease to you. Staff members at the Intensive English Program will be glad to help you with this. The minimum information a lease should include is rental rate, required deposit, length of occupancy, apartment rules, and termination requirements. If there is something on the lease that you don't agree with, ask the landlord to cross it out.

Look for the following terms in your lease:

"Tenant waives his rights..."

-This means that you are giving up your rights to whatever follows.

"All personal property is subject to contractual landlord's lien."

-This means that the landlord can remove some of your property (TV set, stereo) if you don't pay your rent.

"Written notice of intent to vacate must be given prior to move-out."

-This means that you must tell your landlord IN WRITING, one month before you leave, or you must pay a full month's rent AFTER the ending date of your lease.

Changing the Lease

Unacceptable clauses in the lease can be changed by drawing a line through them. To make such changes legally binding, both you and the landlord should initial the changes on all copies of the lease.

Liability of Roommates

You can be responsible for your roommate's share of the rent or for damages which they cause. **CHOOSE YOUR ROOMMATES CAREFULLY. Consider purchasing renter's insurance.**

Repairs

The owner of your apartment has a responsibility to make reasonable repairs such as repairing leaks, keeping floors, walls, railings and porches in good, safe condition, and maintaining plumbing and sewage lines. Always write a request for repairs and keep a copy for yourself. Be sure your request is dated. You should allow your landlord a reasonable period of time to make repairs before taking further action. If you are unhappy with the way the landlord makes repairs, call the Austin Tenants' Council (474-1961) and they will tell you what you can do.

YOU MUST PAY YOUR RENT! You can get into very serious trouble if you don't. For example, the landlord may charge you three months rent, take some of your personal property, lock you out of the apartment and/or file a lawsuit against you. A landlord cannot require a non-refundable cleaning or security deposit. A security deposit is often required, but a landlord may keep only those parts of cleaning and security deposits that are needed to repair damage caused by the tenant, to clean the apartment, or to make up for unpaid rent.

Return of Deposit

- 1) When you leave, check the apartment with the landlord. Have him sign and date the list.
- 2) The landlord doesn't have to return your deposit for thirty days. Suggestion: If you are leaving town, try to get someone here to get your deposit or have it mailed to them.
- 3) Ask how much of your deposit you will receive and when you can expect it.
- 4) The amount you receive depends on the condition of the apartment when you moved out, compared to when you moved in. If you leave things dirty, you must pay for cleaning.

Going to the Doctor or Hospital

All TIEP students with an F-1 student visa must have health insurance. If you bought health insurance from TIEP, you can find information about the plan here:

<http://www.lewermark.com/tiep/>

Below are some tips for going to the doctor while you are in the US:

Bring your health insurance card. Keep your health insurance card with you all the time. It is a good idea to keep a picture of your card on your phone. You can also look up your card information with your TIEP student ID number and birthday by going to this website: <https://www.lewermark.com/student-login/>



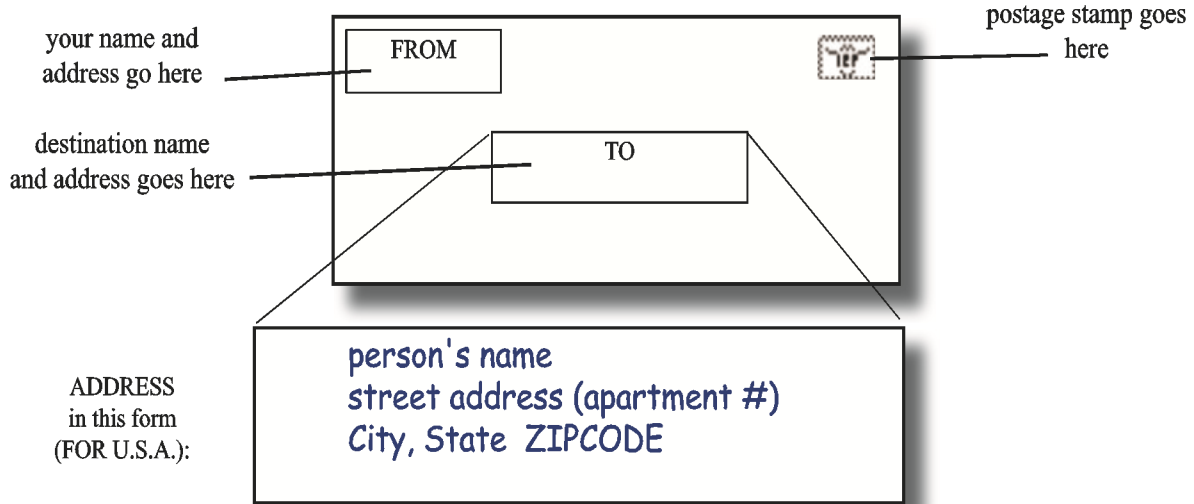
If you go to the doctor without your health insurance card, keep your receipts and ask a TIEP advisor for help applying for a reimbursement from the insurance company.

Find a doctor or hospital. If you are not sure if your condition requires immediate care you can call **1-866-549-5076** and speak with a nurse (they are open all day, every day) or ask a TIEP advisor for help. You should only go to the emergency room for serious problems.

For an Emergency (example: severe bleeding, problems with breathing, severe pain, loss of consciousness)	For Urgent Care (example: cold/flu, minor injury, fever, headache, earache, infections)	For a Routine or Specialist Visit (example: pregnancy, yearly exam, diabetes, skin problems)
Closest Emergency Room to TIEP: Dell Seton Medical Center 1500 Red River St Austin, TX 78701 (512) 324-7000	Closest Clinic to TIEP: FastMed Urgent Care 3311 North Lamar Austin, TX 78705 (512) 975-7791 Open 9:00 AM to 9:00 PM	Find a doctor or specialist here: https://www.geoaccess.com/gwhcigna/po/Begin.asp Or call: 800-821-7715

Writing a Letter

How to Address a Letter



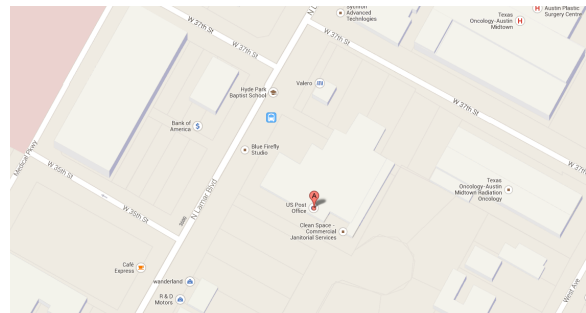
For OVERSEAS MAIL: Put destination CITY and COUNTRY in ENGLISH.

Letters	2016 Postage Rates
First-Class Mail letter (1 oz.)	\$0.47
First-Class Mail letter <i>-each additional ounce</i>	\$0.21
First-Class Mail Flat/Large Envelope (1 oz.)	\$0.94
First-Class Mail Flat/Large Envelope <i>-each additional ounce</i>	\$0.21
Postcard	\$0.34

The closest US Post Office to TIEP is:

3507 North Lamar Blvd.
Austin, TX 78705
512-420-0310

You can buy stamps here or at most grocery stores and pharmacies, as well as ATMs.



Important Phone Numbers

EMERGENCY

Poison Control/Emergency	1-800-222-1222
Non-Emergency (stolen/lost passport, etc.)	311
Austin Police Department (for police reports)	974-5000
(for missing cars)	974-5096
Southside Towing	836-0080
Texas Gas Service Emergency:	1-800-959-5325

Education

Texas Intensive English Program	477-4511
The University of Texas at Austin	
International Admissions Office	475-7391
International Office (advising)	471-2477
Austin Community College	
International Admissions Office	223-6241
St. Edwards University	
Undergraduate Admissions	448-8500
Huston-Tillotson College	505-3028

Medical

LewerMark (TIEP Health Insurance)	1-800-821-7710
Dell Seton Medical Center	324-7000
Seton Medical Center	324-1000
St. David's Community Hospital	476-7111
Planned Parenthood	477-5846

Transportation

Bus Route, Schedule Information	474-1200
Taxi: American Cab Company	452-9999

Recreation

Austin Parks and Recreation Department	974-6700
UT Recreational Sports Update	471-4373
UT Texas Union 24-hour information	475-6636
UT Perry Castañeda Library	495-4300

Services & Information

Directory Information, Telephone	1411
Driver's License & ID Card Office, North	424-2076
Electricity: New Service	494-9400
Natural Gas: New Service	1-800-700-2443
Post Office	1-800-275-8777
Telephone: SWB New Service	1-800-464-7928
Spanish Service Bureau	1-800-559-0050

Consumer Information

Austin Tenants' Council	474-1961
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EMERGENCY = FIRE, POLICE, AMBULANCE

CALL 911

Texas Driver License Information

Texas driver licenses are issued by the [Texas Department of Public Safety \(DPS\)](#). The DPS closest to TIEP is the [Driver License Office at Austin North Lamar](#) (6121 N. Lamar Blvd., Austin, TX 78752; 512-424-2076).

If you are between 18 and 24 years of age, you are required to complete a 6-hour driver education course and present the original certificate of completion at the driver license office. You must take the driving test to get a driver license. A 6-hour driver education course can be taken [online](#) or [in the classroom](#).

Note: A driver education course is not required for students who already have a valid driver license from another U.S. state or U.S. territory, or from [the countries with license reciprocity agreements with Texas](#).

If you are over the age of 24, you can go directly to the DPS. You must pass a written test and a driving test to obtain a Texas driver license. To prepare for the written test, you should study the [Texas Driver License Handbook](#). The Handbook is also [in Spanish](#).

To apply for a Texas driver license, you must bring the following required documents and [fees](#) (\$16 if under 18; \$25 if over 18):

- Unexpired passport
- I-94
- TIEP student ID card
- Valid I-20 (if you are an F-1 student)



Note: You do not need a social security number to obtain a driver's license.

Texas Residency Requirement

When applying for your first Texas driver license, you must prove that [you have lived in Texas for at least 30 days](#) by submitting two of the following documents that have your name and Texas residential address:

- A residential lease agreement
- Electric, water, natural gas, satellite television, cable television, or non-cellular telephone statement/bill dated within 90 days of the application date
- Checking, savings, investment account, or credit card statements/bills dated within 90 days of the application date
- Texas high school, college or university report card or transcript for the current school year
- Current I-20 or a document issued by the United States Citizenship and Immigration Services

If you are unable to provide two documents from the list, you may submit a Texas residency affidavit from someone who resides at the same address.

Revised: 05/19/2014

TIEP Proficiency Descriptors

Proficiency Level	Listening	Speaking	Reading	Writing
High Beginning (110)	<ul style="list-style-type: none"> Understand short, learned utterances as well as some sentence-length utterances and questions not necessarily following a learned model. Understand clearly audible speech and vocabulary in which context is very relevant (e.g., basic personal or family info., shopping, local geography). Understand when speech is at less than normal speed with some need for paraphrasing and repetition. 	<ul style="list-style-type: none"> Communicate using short original phrases, sentences, and questions, not necessarily following a model; may speak with frequent pauses. Use simple present, present continuous, simple past, and future, but without good control. Use a limited range of vocabulary related to familiar, routine matters. Be understood by native English speakers, often with difficulty. Participate in short conversations and give brief speeches. 	<ul style="list-style-type: none"> Read and understand easy texts such as simplified magazine and newspaper articles, short stories, and graded readers. Apply basic reading skills such as previewing, skimming, scanning, and identifying main ideas, to beginning level texts. Begin to read in phrase units rather than word-by-word. Guess at highly contextualized unfamiliar vocabulary. 	<ul style="list-style-type: none"> Write basic paragraphs following a model. Use simple present, past, future and some progressive tenses but without good control. Begin to use basic coordinate and subordinate structures. Begin to use basic writing conventions and mechanics (paragraph form, punctuation, and spelling). Use vocabulary related to familiar, routine matters.

Proficiency Level	Listening	Speaking	Reading	Writing
Low Intermediate (120)	<ul style="list-style-type: none"> • Understand sentence-length utterances and classroom discussions if supported by situational context. • Understand 5-10 minute talks/lectures on specific topics discussed in class. • Understand when speech is at a slightly less than normal speed with some repetition/circumlocution. 	<ul style="list-style-type: none"> • Communicate using longer utterances with circumlocution and some non-native pauses. • Use simple, complex, and compound sentences and a range of verb tenses, with frequent errors. • Use a range of vocabulary beyond familiar, routine matters. • Be understood by native English speakers, with some difficulty. • Participate in extensive conversations and give short (2 minute) impromptu speeches. 	<ul style="list-style-type: none"> • (Read and understand low-intermediate ESL texts such as adapted news and magazine articles, short stories, and graded readers. • Apply low-intermediate reading skills to adapted ESL texts. • Read in phrase units rather than word-by-word. • Begin to use context clues to understand unfamiliar vocabulary. 	<ul style="list-style-type: none"> • Write paragraphs with topic sentences, supporting details, and cohesive devices. • Use a range of verb tenses as well as coordinate and subordinate structures with frequent errors. • Use basic writing conventions and mechanics with some control. • Use a range of vocabulary beyond familiar/routine matters.
Intermediate (130)	<ul style="list-style-type: none"> • Understand main ideas of complex structures, frequently with recombinations of learned utterances, occurring in most conversations and discussions. • Understand lectures and recorded materials with some technical, colloquial and professional vocabulary of 10-15 minutes in length. • Understand when speech is at almost normal speed with little need for repetition/rephrasing. 	<ul style="list-style-type: none"> • Communicate with moderate fluency in most uncomplicated social, professional, and/or academic situations. • Use a range of verb tenses and complex structures such as relative clauses and conditionals, with errors. • Use appropriate vocabulary to discuss diverse topics. • Generally be understood by native speakers, with occasional difficulty. • Participate with ease in extensive conversations and discussions and give speeches of 3-5 minutes. 	<ul style="list-style-type: none"> • Read and understand intermediate ESL texts such as adapted newspaper and magazine articles, short stories, graded readers, and academic texts on diverse topics. • Apply intermediate reading skills, including surveying, predicting, inferring, and distinguishing fact and opinion. • Begin to recognize organizational patterns of multi-paragraph texts. • Use a variety of context clues and begin to use prefixes, suffixes, synonyms and antonyms to understand unfamiliar vocabulary. 	<ul style="list-style-type: none"> • Write short, multi-paragraph essays using simple rhetorical patterns and logical support. • Use a range of verb tenses as well as a variety of coordinate and subordinate structures, with errors. • Write simple summaries of articles and other texts. • Use appropriate vocabulary to write about diverse topics with some circumlocution

Proficiency Level	Listening	Speaking	Reading	Writing
High Intermediate (140)	<ul style="list-style-type: none"> Understand main ideas of longer stretches of complex connected discourse in formal and informal contexts. Understand lectures and recorded materials of 15-20 minutes in length with a wide range of vocabulary that frequently involves descriptions/narrations/interviews. Understand when speech is at normal speed with little or no need for repetition/rephrasing. 	<ul style="list-style-type: none"> Communicate with a good degree of fluency in formal and informal contexts. Use a wide range of grammatical structures, and monitor spoken grammar with some consistency. Use more extensive vocabulary, including idiomatic expressions, to discuss a wide range of topics. Be understood by native speakers with little difficulty. Give organized presentations of at least 5 minutes. 	<ul style="list-style-type: none"> Begin to read and understand authentic texts with the use of English-English dictionary. Apply high-intermediate reading skills to authentic and adapted ESL texts. Compare/contrast multiple texts on a topic. Use a variety of contextual and grammatical clues, prefixes, suffixes, synonyms and antonyms to understand unfamiliar vocabulary. Begin to use library and internet research tools in simple research projects. 	<ul style="list-style-type: none"> Write multi-paragraph essays using a variety of rhetorical patterns and logical support. Use a wide range of grammatical structures and sentence types with some errors. (In level 140 but not 148): write a short, documented essay with bibliographic references from limited library and internet sources. Use more extensive vocabulary to write about a wide range of topics, with little circumlocution.
Low Advanced (150)	<ul style="list-style-type: none"> Understand main ideas of most speech that is linguistically complex and in standard dialect, including extended discourse with implied meanings. Understand live lectures and recorded materials of about 20 minutes in length employing sophisticated technical/professional vocabulary. Understand speech at normal speed with only occasional need for rephrasing. 	<ul style="list-style-type: none"> Communicate with a high degree of fluency in formal and informal contexts. Use a wide range of grammatical structures accurately and consistently. Use sophisticated vocabulary to discuss most topics, with some word choice errors. Be clearly understood by native speakers. Give 5-10 minute presentations on projects or research in a formal context. 	<ul style="list-style-type: none"> Read and understand authentic texts such as newspaper and magazine articles, textbooks, and novels. Apply advanced reading skills such as recognizing points of view and patterns of organization, and evaluating arguments. Begin to approach the reading skill and speed demands of college-level classes. Use a wide variety of contextual and grammatical clues, affixes and roots to understand unfamiliar words. Use library and internet research tools in independent research projects. 	<ul style="list-style-type: none"> Write well-organized, well-developed essays, including argumentative essays, using a variety of appropriate rhetorical patterns. Use a wide range of grammatical structures accurately and consistently. (In 150, but not 158): write a research paper of 3-5 pages with bibliographic references from library and internet sources. Use varied and sophisticated vocabulary with some word choice errors.

Proficiency Level	Listening	Speaking	Reading	Writing
Advanced (160)	<ul style="list-style-type: none"> • Understand main ideas of all speech in standard dialect with awareness of underlying organizational and advanced grammatical structures. • Understand live lectures and recorded materials of 20+ minutes in length with some appreciation of aesthetic nuances, idioms, colloquialisms, register shifting and body language. • Understand all speech at normal speech with only rare misunderstandings; may not understand if speech is excessively rapid. 	<ul style="list-style-type: none"> • Communicate with a near-native degree of fluency in formal and informal contexts. • Use a wide range of grammatical structures with a high degree of accuracy. • Demonstrate mastery of sophisticated vocabulary to discuss any topic, with occasional word choice errors. • Be clearly understood by native speakers. • Give 10-15 minute presentations on major projects or research in a formal context. 	<ul style="list-style-type: none"> • Read and understand a wide variety of college-level authentic texts, including textbooks, newspapers, magazines, novels, and scholarly journals. • Apply advanced reading skills such as understanding tone, purpose, and intended audience. • Approach the reading skill and speed demands of college-level classes. • Understand a sophisticated level of vocabulary, including cultural references and connotation, while using a wide variety of contextual and other clues to understand unfamiliar words. • Use a variety of library and internet research tools in major independent research projects. 	<ul style="list-style-type: none"> • Write extensive, well-organized, and well-developed essays, including argumentative essays, with substantive logical support, on sophisticated topics. • Use a full range of grammatical structures with a high degree of accuracy. • Write a major research paper of 5-10 pages using library and internet sources. • Use varied and sophisticated vocabulary appropriate to any topic, with occasional word choice errors.

Important Documents

IF ANY OF THESE SITUATIONS MATCH
YOUR PLANS OR NEEDS, PLEASE FILL OUT
OR REQUEST A COPY OF THE
FOLLOWING DOCUMENTS.

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TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT LETTER REQUEST FORM

Complete this form and return to the front desk if you need one of the letters listed below.

Allow **two business days** to pick up your letter. Today's date: _____

Last Name: _____ First Name: _____

Student ID: _____ Phone: _____

Address: _____
Street Apt. # City State Zip

Email Address: _____

Choose the type of letter you are requesting:

- Enrollment Verification Letter for Current Semester
- Enrollment Verification Letter for Duration of Study
- TX Driver's / TX ID Letter
- Letter to set up a bank account
- TOEFL Waiver Letter
- Extension Letter
- Reimbursement Letter
- Other: _____

Office Use Only

Enrollment Status: Active No

Address: Current No

Requested Rec'd: _____

Need immigration counseling: Yes No

Counseling: Yes No By: _____ Date: _____

TEXAS INTENSIVE ENGLISH PROGRAM

PROCEDURES FOR TRANSFERRING FROM TIEP TO A SEVP-CERTIFIED SCHOOL

If you plan to transfer to another academic institution and currently have a SEVIS I-20 from TIEP, you must follow U.S. government regulations in order to process the SEVIS transfer correctly, to receive a new SEVIS I-20 from the new institution, and to maintain your F-1 student visa status. If you are an active F-1 student at TIEP, you have to complete transfer procedures 1-3 listed below **within 60 days of the last day of your last semester at TIEP**.

If you are a new student in the U.S. in initial status, you can transfer to another school only if the program start date at the new school is **within 30 days of your arrival in the U.S.** You have to complete transfer procedures 2-3 below **within 30 days of your arrival in the U.S.**

1. You must be in good academic standing at TIEP in order to transfer your SEVIS record in status. This means that:
 - you were enrolled full-time at TIEP, and
 - you maintained at least a C average in your classes.

If you do not meet the above requirements, you will need to apply to U.S. Citizenship and Immigration Services for reinstatement to F-1 student status at the new school. Please discuss the procedures for reinstatement with your new school.

2. Apply to another school which is SEVP-Certified and authorized under U.S. Federal Law to issue SEVIS I-20s. Submit all required admission documents and fees to the new school. You should begin the transfer procedures as soon as possible in order to meet admission application deadlines at the new school and U.S. government regulation deadlines.
3. When you are accepted by the new school, you need to inform TIEP that you intend to transfer to the new school. In order to transfer you to the new school, TIEP must receive the following information:
 - Written confirmation of your acceptance at the new school such as an acceptance letter.
 - Contact information for the new school's Designated School Official (DSO).
 - The SEVIS school code for the new school to ensure that your record is transferred to the correct school.

Please be aware that TIEP cannot transfer your SEVIS record to the new school until we receive a written request from the new school to do so. TIEP will work with you to choose a transfer release date. If classes are in session at TIEP, you must attend classes and otherwise maintain status until the transfer release date. On the transfer release date, the responsibility for your SEVIS record will transfer to the new school and TIEP can no longer have access to the record to make changes or print a new Form I-20 from TIEP.

4. After the transfer release date, you should contact the DSO at your new school as soon as possible. You should ensure that the DSO has all information needed to update your SEVIS record. The new school will be able to create an I-20 showing your status as a continuing student. This I-20 will have your new program start date. It is important that you obtain a new valid Form I-20 as quickly as possible. The I-20 from TIEP will no longer be valid. However, you should keep all the I-20s from TIEP for your record.
5. You must begin classes at the new school at the next available term. You must report to your new school 15 days prior to the program start date and register for classes.

TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT TRANSFER AGREEMENT

Congratulations on your acceptance to a new school! TIEP advisors will transfer your SEVIS record in status to your new school at the end of the term after teachers have reported their final grades if:

You pass your classes.

You have otherwise maintained your F-1 student status.

Please read the following paragraph:

I understand that I must continue to attend and pass my classes at TIEP in order to be transferred in status to my new school. Low attendance could affect my grades and my eligibility to transfer in status. If I do not pass my classes, then TIEP may have to terminate my SEVIS record. My new school may or may not agree to accept my transfer if I am out of status. The only way to ensure my transfer in status is to continue attending class and earning passing grades.

I have read the above paragraph and understand my responsibilities.

Student name: _____

TIEP ID number: _____

Date: _____

Transferring school: _____

Student signature: _____

TIEP advisor signature: _____

TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT REQUEST FOR VACATION

I, _____, have completed _____ weeks of study in consecutive sessions at TIEP. According to TIEP policy, I am eligible to take a vacation up to three months as long as I continue my studies after the vacation period. I plan to take an authorized vacation from _____ to _____.

My current I-20 will expire on _____, the completion of studies date on my current I-20. I understand that to remain in the United States of America and to continue studying in F-1 nonimmigrant status, I need to complete the procedures for a program extension with TIEP before my current I-20 expires or transfer to another institution.

I request that TIEP extend my I-20 until _____. I understand that a **\$350 non-refundable, non-transferable** tuition deposit is required for TIEP to extend my I-20. This tuition deposit is valid for the _____-week session **only** and will be applied toward tuition when I register.

Signature of Student

Date

Signature of TIEP Official

Date

TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT COMPLAINT/PROBLEM RESOLUTION FORM

This form is to be completed by the student filing the complaint. The student should try to resolve the complaint with the appropriate TIEP employee or his/her immediate supervisor before bringing it to the attention of the TIEP Director. See Student Complaint Procedures on page 10 in the TIEP Student Handbook.

STUDENT FILING COMPLAINT

Name: _____ TIEP Level and Class: _____

I declare the information contained in this complaint is true.

Signature: _____ Today's Date: _____

DESCRIPTION OF THE COMPLAINT Explain the problem and include names of people involved, dates, and other important information. Explain the steps you have already taken to try to resolve your complaint. Give as much detail as possible. Explain the resolution or outcome, if any, that you are seeking in filing this complaint. Use and attach additional sheets as needed.

Office Use Only

Responding TIEP Employee: _____ Date of Response: _____

Comment:

TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT REQUEST TO WITHDRAW

Students leaving TIEP early are required to complete this form in order to maintain good academic standing and to receive a certificate of successful completion and a refund, if applicable.

This form must be submitted at least 10 class days before the last class day of the session.

Student's Last Name _____	First Name _____		
TIEP ID # _____	TIEP Level & Class _____	Semester _____	
Immigration Status _____	F-1/F-2 _____	J-1/J-2 _____	Other _____
Local Address _____			
Local Phone _____		Email _____	
Last Date Attending TIEP _____			
Use the space below to describe the reason for your withdrawal from TIEP. Sponsored students must have the approval of their sponsor before we can withdraw them or transfer them to another school.			

Photocopy of airline ticket attached if returning home (F-1 OR J-1 status) _____			
I understand that by withdrawing from TIEP and signing this form I will receive _____ refund.			
Signature of the Student _____		Date _____	
Printed Name & Signature of TIEP Official 1 _____			
Date _____			
Printed Name & Signature of TIEP Official 2 _____			
Date _____			
Comments: _____			

Office Use Only: SEVIS action taken (SSA) _____	Student's status changed in TIEP database (AdC) _____
Copies to Student Services Administrator, Administrator Coordinator, Academic Coordinator, student's teachers, accounting (if refund)	