



**English Language Institute**

4400 University Drive, MS 4C4, Fairfax, Virginia 22030  
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November 9, 2011

Dear ELI Student:

I'd like to invite you to return to the ELI for Spring Semester '12. The schedule for our 15-week Fall Semester is given below.

**SPRING SEMESTER 2012**

<b>Term Begins</b> (Placement Test Date)	Thursday, January 19
<b>Registration for Classes</b>	Monday, January 23
<b>Term Ends</b>	Friday, May 4

**Returning to the ELI:** If you plan to return for Spring Semester 2012, you must fill out the green Student Enrollment Plan form. Your Student Enrollment Plan form will reserve a space for you at the ELI. Without a completed Student Enrollment Plan form, we cannot guarantee that you will be able to register for classes for the next session. Sponsored students also must turn in the Student Enrollment Plan form. **Note: it is mandatory that you return the Student Enrollment Plan form in order to study at the ELI for the Spring 2012 Semester.**

**Placement:** All students (except those who have completed Advanced or High-Advanced classes) are required to take the placement test on Thursday, January 19. Your score on the placement test along with recommendations from your ELI instructors will be used to place you in the correct level for Spring Semester 2012. Be sure to check your Mason email account for the time and location for the test.

**Travel Outside the U.S.:** If you will travel outside the U.S. during the break, please bring your I-20 and your passport to the ELI office. We will help you prepare your documents so that you can return to the U.S. after your vacation. You must turn in your Intent Form before your travel documents can be prepared. Please allow 3 days for your request to be processed.

**Transfer:** If you plan to transfer to another school, please bring your I-20, your acceptance letter and a school transfer form from your new school (if available) to the ELI office. Tell the receptionist you want to transfer to another school. Please allow 3 days for your transfer letter to be processed.

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**More Information:** Students who tell us they intend to return to the ELI will receive an email in August that will give more information about important dates and the beginning of classes. This email will be sent to your Mason email address, so be sure to check your Mason email!

**Late Arrival:** If you are traveling between semesters, please plan to arrive back at George Mason University early enough for the placement test on January 19. Students will not be allowed to register for classes if they arrive late. If you cannot arrive on time for the placement test and registration, you will be required to transfer to another program for the Spring Semester.

**Spring Schedule of Classes:** I've included the Spring class schedule below. Please note that classes meet Monday through Friday. All F1 students must take one core, one OCS, and two elective classes for a total of 4 hours a day, Monday through Friday.

This is a long letter with a lot of information that is important to you. If you have any questions, please talk to one of your instructors, or to someone in the ELI office.

I look forward to seeing you at the Closing Ceremonies on December 9.

Warm regards,

John Pope  
Executive Director

**F1 Student Daily Schedule for Spring 2012:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Core Class 10:30 - 12:20	Core Class 8:50 – 10:20	Core Class 10:30 – 12:20	Core Class 8:50 – 10:20	Core Class 10:30 – 12:20
BREAK	BREAK	BREAK	BREAK	BREAK
Elective 1 1:30 – 2:20 PM  Elective 2 2:30 – 3:20 PM	OCS 2:50 – 4:20 PM	Elective 1 1:30 – 2:20 PM  Elective 2 2:30 – 3:20 PM	OCS 2:50 – 4:20 PM	OCS 1:30 – 3:20 PM