



School of Language, Education, and Culture  
English Language Institute

English Language Institute  
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Washington, D.C. 20002-3695

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Web site: <http://www.gallaudet.edu/eli>

**Fourth Step in Becoming an ELI Student**  
**Instructions**  
Academic Year 2022-2023

Dear ELI Student,

Congratulations on completing the financial qualifications step of the ELI application process.

To save you time, we have included all the instructions you will need in this enclosed document for the tasks you need to do as a new ELI student. As you collect and complete the required documents, mail them to:

**Gallaudet University**  
**English Language Institute, HMB E253**  
**800 Florida Avenue NE**  
**Washington, DC 20002-3695 USA**

One exception to using this address is the health history form, which needs to be mailed separately to the following address.

**Gallaudet University**  
**Peter J. Fine Student Health Services (SHS)**  
**800 Florida Avenue NE**  
**Washington DC 20002-3695 USA**

Some tasks require an email submission to [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu).

If you have any questions about the ELI forms, please email us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu), call us at (202) 651-5721, or fax us at (202) 448-6954.

Regards,  
Dr. Helen Thumann, Director  
School of Language, Education, and Culture



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## ➤ ELI Application Process – ELI Admissions

After all academic, screening, and financial approvals have been secured for you, an acceptance package will be mailed out. After you get the acceptance package, please read the ELI acceptance letter to determine when you need to arrive at the ELI for ELI Student Orientation.

## ➤ Checklist of Required Documents

The ELI forms and instructions may be downloaded from the ELI web site:

<http://www.gallaudet.edu/english-language-institute/eli-admissions/apply-to-the-eli>

1. **Housing Affirmation Form:** All ELI students are required to fill out the Housing Affirmation Form. The Housing Application can be completed after he or she has registered for his or her Gallaudet University email account;
2. **Health History Form:** All ELI students are required to fill out the Health History Form. This form needs to be mailed directly to Student Health Services;
3. **Student Health Service Form:** In order to complete the Student Health Service Form, the Health History Form needs to be completed first and mailed to Student Health Services. Please see instructions below;

## ➤ Sending ELI Forms

Mail the completed forms to:

Gallaudet University  
English Language Institute, HMB E253  
800 Florida Avenue NE  
Washington DC 20002-3695 USA

After the ELI receives your ELI documents, they will be reviewed to see if the ELI forms are complete. If there are any missing documents, you will be informed via email.



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## ➤ Academic Calendar 2022-2023

The English Language Institute follows the undergraduate schedule for the academic year with some exceptions, which are listed below.

### **Fall 2022 Semester Events for ELI Students Only**

August 17 Arrival Day for New ELI Students

August 18-26 ELI Student Orientation (Required for all new ELI students)

### **Spring 2023 Semester Events for ELI Students Only**

January 9 Arrival Day for New ELI Students

January 10-13 ELI Student Orientation (Required for new ELI students)

For more information about ELI Student Orientation, please use this link below.

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-student-orientation>

### **Fall 2022 – Spring 2023 Academic Calendar**

The Fall 2022 – Spring 2022 academic calendar that Gallaudet University provides on its website is in this link below.

<https://storage.googleapis.com/gal-uploads/1/2022/01/2022-2023-Undergraduate-Academic-Calendar-1.pdf>

If for any reason the links above do not work, you can search the Gallaudet University academic calendars available in this link below.

<http://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar>



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## ➤ Progress Criterion

Acceptance into the ELI is an opportunity for you to improve English skill, expand your academic knowledge, and have fun with new friends. The program is rigorous, and it is an exciting opportunity for those up to the challenge. Academic content is designed to teach English to domestic students and international students with a solid academic language foundation in their native language and formal schooling experience. However, some students struggle and become frustrated when content exceeds their academic foundation. These students require extensive tutoring, at the expense of assisting more qualified students. Accordingly, each student must demonstrate that he or she can make adequate progress and improvements within two semesters of enrollment. Students without demonstrated progress will be asked to withdraw from the program.

## ➤ Progress Reports and Certification

Each student's progress is assessed throughout the semester. At the end of each semester, teachers provide a written report on the student's progress and performance. Students who do not perform satisfactorily may be dropped from the program. At the end of each academic year, students who are permanently leaving the program without completing it are awarded a Certificate of Attendance. Students who have completed the ELI are awarded a Certificate of Completion. Students performing exceptionally well are also awarded a Certificate of Recognition.

## ➤ Program Length and Courses Information

Most students achieve their goals within two or three years in the ELI, though longer stays may be arranged with permission from the ELI Program Coordinator. The ELI offers courses in a 15-week semester format. The ELI catalog can be accessed from this link below.

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-catalog>

The ELI may also offer summer sessions for an additional cost. For more information, please email us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu).



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## ➤ ELI Tuition and Fee Schedule

Below is a chart of estimated charges for the Fall 2022 semester.

Domestic	Incoming Fall 2022
Tuition/Classes	4585
Student Activities Fee	150
Health Service Fee	250
Technology Fee	200
ELI Student Orientation (ESO) *	400
Health Insurance **	4402
Books and Supplies ***	250
Dorm ****	4469
Meal Plan ****	3480
Total	18186

International	Incoming Fall 2022
Tuition/Classes	9170
Student Activities Fee	150
Health Service Fee	250
Technology Fee	200
ELI Student Orientation (ESO) *	400
Health Insurance **	4402
Books and Supplies ***	250
Dorm ****	4469
Meal Plan ****	3480
Total	22771

\*New students entering for the first time pay the ESO fee only once. Required for all ELI students accepting admission to the University.

\*\*Health insurance is an annual fee and billed one time per academic year. New ELI students entering the Spring semester for the first time pay the fee posted for the Spring semester which is \$2,291.

\*\*\*The estimate for books and materials is an out-of-pocket expense.

\*\*\*\* Dorms and meal plans have various rates and features. The estimate given here is an average. All costs are approximate and can change at any time without notice. This chart above is not a quote.



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An advance payment must be submitted by the respective deadline, otherwise the student cannot register for any classes at Gallaudet University, may lose F-1 or J-1 status, and may be required to return to his or her country immediately. The advance payment deadline for the Fall 2022 semester is August 17, 2022.

During the semester, the student may incur additional charges. When this happens, the balance due must be paid off by the final balance due deadlines listed on the undergraduate academic calendar on the Gallaudet University website.

In the links below, Gallaudet University provides tables, listings, and links of various tuition rates, fees, and other charges.

Tuition and Fees Schedule:

[https://storage.googleapis.com/gal-uploads/1/2022/03/ELI\\_22-23\\_Tuition\\_and\\_Fee.pdf](https://storage.googleapis.com/gal-uploads/1/2022/03/ELI_22-23_Tuition_and_Fee.pdf)

ELI students can ask the ELI administration any questions they have about the tuition and fee structure. If the links above do not work for any reason, you may find the tuition and fee schedules that Gallaudet University provides in this link below.

<https://www.gallaudet.edu/finance/student-financial-services/tuition-and-fees/>

The room rates can be found in this link below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/room-rates/>

**Disclaimer:** This information is provided as a guide only and is not considered a contract or binding on the University. The University reserves the right to change tuition costs, fees, and other charges at any time without notice.



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## ➤ **Advance Deposit via Bank Transfer/Money Wire Option**

You have an option to do a bank transfer/money wire before your arrival on campus. Funds can be deposited into your Gallaudet University account with a bank transfer. Your full name and Gallaudet University Identification Number (ID) must also be given to the bank in order for Gallaudet University to put the funds into your student account.

After you have submitted your ELI forms, please send an email to us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu) to obtain information on how to make an advance payment via a bank transfer. Please note that you are solely responsible for obtaining advance payment information. You will also be responsible for giving your Gallaudet ID number and advance payment information to your financial sponsor (if applicable).

If you are an international ELI student, have made an advance deposit via a bank transfer/money wire, and found that you cannot enroll in the ELI because your visa application was denied, you can request in writing a refund of your advance deposit less any applicable charges.

## ➤ **Health Insurance**

All students are required to have health insurance upon arrival. Gallaudet University provides students with a health plan Care First Blue Cross Blue Shield. The link to the Care First Blue Cross Blue Shield brochure is below. Please note that this brochure is for academic year 2020-2021. The health insurance plan may change for academic year 2022-2023.

<https://www.gallagherstudent.com/brochures/12134.pdf>

If you already have health insurance, you must provide proof of your health insurance policy at registration. Please bring your health insurance card with you.

For more information about Gallaudet University's health insurance, please click on the link below.

<https://www.gallaudet.edu/campus-services/university-student-health-insurance/>

## ➤ **Health History Form**

All Gallaudet students, including ELI students, must complete and mail a health history form by June 1 (for Fall admission) or November 1 (for Spring admission). This health regulation is required of all Gallaudet University students due to federal and local DC laws. Student Health Services will



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put a block on a student account if the form is incomplete. The student will be unable to register for classes until the block is cleared. It costs about \$600 to \$700 to go to an outside clinic in the greater Washington, DC metropolitan area to get immunization shots and/or do other medical procedures necessary to get the form completed. In addition, if an international ELI student is still unable to register for classes more than five days after the semester begins, his or her SEVIS status (i.e. for international student residence in the USA) will be adversely affected and he or she may be required to return to his or her country. The student needs to complete most of the health history form and bring it to a doctor for a signature in the appropriate box on the last page. A medical examination is necessary if the student plans to play sports. ELI students are not allowed to play varsity sports, but can participate in intramural sports. The form is kept on file for use in a medical emergency, even if the student does not purchase Gallaudet University medical insurance.

For more information about Student Health Services, please use this link below:

<http://www.gallaudet.edu/student-health-service>

The website address for the student health form is listed below.

Health History Form (Please print and fill out)   
[https://www.gallaudet.edu/documents/Student-Health-Service/Gallaudet%20University%20Student%20Health%20Service%2002\\_08\\_2019.pdf](https://www.gallaudet.edu/documents/Student-Health-Service/Gallaudet%20University%20Student%20Health%20Service%2002_08_2019.pdf)

## ➤ Step by Step Instructions for the Health History Form

- a. Please click on this website address or type in this website address on your Internet browser (This link needs Adobe Reader).
- b. Please fill out the health history form to the best of your ability.
- c. Then make an appointment to see a doctor near your home in order to get a signature. There should be a doctor's signature on the last page.
- d. Please get any missing immunization shots while at the doctor's office near your home. Make copies of the completed health form and your immunization records. Please bring these copies with you to Gallaudet University.
- e. The original completed health form needs to be mailed to Student Health Services (SHS).
- f. **Please note that if SHS does not get your health history form, you will not be allowed to attend classes for the semester. If there are any missing immunization shots after you arrive on campus, you will be required to get them at a medical clinic here in the USA (in the greater DC/MD/VA metropolitan area) in order to register for classes.**



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If you have any questions about the health history form, please feel free to contact Student Health Service via their email address [SHS@gallaudet.edu](mailto:SHS@gallaudet.edu), phone number (202) 651-5090 (V/TTY), or fax number (202) 651-5743.

### ➤ Sending Medical Forms

Mail the completed health history form to:

Gallaudet University  
Peter J. Fine Student Health Service (SHS)  
800 Florida Avenue NE  
Washington DC 20002-3695 USA

### ➤ Student Health Service Form

The English Language Institute program does not have the proper facilities to receive health history forms, which are under separate patient confidentiality regulations from the Health Insurance Portability and Accountability Act (HIPAA), including highly controlled and secure patient file storage. The completed health history form needs to be submitted to Student Health Service (SHS) at this address listed above under the Sending Medical Forms subheading, which is **different** from the address used to send the rest of the ELI forms. SHS will review your health history form and send you an email if there are any missing immunization shots that you need to get for yourself at a doctor's office near your home. If your health history form is complete, SHS will place a clearance on your student account at Gallaudet University and remove the immunization block. If you do not complete the health history form and get all the necessary immunizations before your arrival on campus, you will still have a SHS hold on your student account. Upon arrival, you must already have your COVID19 vaccination for at least two weeks prior to coming to Gallaudet University even if it is just the first dose. The second dose can be administered at Student Health Service on campus. Please fill out the Student Health Service Form and sign the Affirmation at the bottom of the form after you have completed the Health History Form and mailed it to the correct address. Then the Student Health Service Form needs to be emailed as an attachment to us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu).

### ➤ Living on Campus

Gallaudet University provides students a full program of events, services, and facilities as well as a rich cultural context for student learning. Special arrangements are made for ELI students to live together in the college dormitory nearest our offices and classrooms. When new ELI students live on campus, they will be immersed in a full American Sign Language environment, have more academic and social interaction with their peers, and have an easier time adjusting to American culture. New students who live in the dormitories or other on-campus housing facilities learn



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American Sign Language and English more quickly than those students who live off campus. Also, an English instructor may assign English tutoring sessions to a student and it is more convenient for a student living on campus to attend these sessions in the evening.

Residence Life and Housing has a Frequently Asked Questions (FAQ) webpage that has some answers to questions you may have about living in a dormitory room. The link is below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/housing-faqs>

If you have questions about the room and board plans or residence halls, please feel free to contact the Residence Life office at Gallaudet via telephone at 202-651-5255, via fax at 202-651-5757, or via email at [residence.life@gallaudet.edu](mailto:residence.life@gallaudet.edu).

### ➤ **Housing Affirmation Form**

Please complete the Housing Affirmation Form to indicate your understanding of what you will need to do.

If you have any questions about campus housing, you can contact the Housing Operations Manager, at the Office of Residence Life and Housing via email at [residence.life@gallaudet.edu](mailto:residence.life@gallaudet.edu) or via phone at (202) 250-2894 (voice/vp).

For more information about Residence Life and Housing, you can view its website at this link below.

<http://www.gallaudet.edu/residence-life-and-housing>

### ➤ **Meal Plans and Places to Purchase Food on Campus**

A meal plan is required for all ELI students living on campus. There will be an opportunity during business registration to select a meal plan for the semester.

There is a list of places on campus where you could buy food in this link below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/costs-dorms-and-meals>

Please note that the ability to purchase food through a meal plan via your student identification card is only available in Café Bon Appetit, the Marketplace, and Rathskeller.



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## ➤ **ELI Student Orientation**

All new ELI students are required to arrive on time for the mandatory ELI Student Orientation (ESO), which runs for about a week and a half before the fall semester or one week before the spring semester. During ESO, new ELI students will attend required policy workshops, take placement tests, open a bank account, get a mailbox at the Gallaudet University postal center, and do other activities designed to help new students get familiarized with the ELI, the Gallaudet University campus, and the greater Washington, DC metropolitan area.

## ➤ **Flight Ticket Requirements for International Students Only**

After you have received your student visa, you can then make travel arrangements to come to Gallaudet University. When you purchase a flight ticket, you must ensure that the date of arrival on the flight ticket has the same date as the arrival date indicated in the ELI acceptance letter. You will need to submit the following document via email. The flight document will be reviewed for travel approval.

- **Electronic Flight Ticket Information:** Required information includes the date and time of arrival and airport destination.

Please send the flight document via email to us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu).

If you have received approval for travel from the ELI administration, the following steps need to be completed.

1. On the day of your flight, bring your passport with you on your person, not in your luggage.
2. During your flight, you will fill out an I-94 form that the flight attendant will give you.
3. After you land in the USA, the customs official at the airport will review and stamp your passport and your I-94 form.



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## ➤ Travel Arrangements

In preparation for your travel to the ELI, there are some things you need to do.

- Bring official transcripts of your secondary school and any transcripts you have from tertiary schools (e.g. colleges or universities).
- Bring your health insurance card if you have one.
- If you plan to reside in a dormitory room on campus, you will need to pack bedding for a twin extra-long sized bed or plan to buy it after you arrive at the ELI. You will need a pillow, sheets, and a blanket.
- Please bring your laptop, if you have one.

## ➤ Arrival at the English Language Institute

On Arrival Day, please check in at Hall Memorial Building room E253 at the front desk. Check-in times are from 11:00 a.m. to 5:00 p.m. on Arrival Day. ELI staff will help you get settled into your dorm room if you are staying on campus.

You will be attending business registration in order to officially register for classes. If you have any holds on your student account, you will need to do what is necessary to clear them. When you have completed ELI Student Orientation and business registration and are officially registered for classes, you can begin attending ELI classes for the semester.

## ➤ Any Questions?

If you have any questions about the ELI form instructions, please feel free to send an email to us at [eli.office@gallaudet.edu](mailto:eli.office@gallaudet.edu).

The ELI FAQ webpage may also have some answers to some other questions you may have. The link is below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/eli-faq>