



ISO E-NEWS



December 2005 Issue

The Holiday Season

University of Northern Iowa

Immigration Reminder

It is time once again to check your immigration documents to make sure they are in order for travel, continued study, or completion of your studies. If you I-20 or DS-2019 form will expire in December but you will not be finished with your studies, please contact Ross as soon as possible to discuss the process for extending your stay.

Those who will travel home during the holiday break need to make sure they have valid visas to return, and that their I-20 forms have been endorsed on page three less than one year before you plan to return in January. For J-1 people, make sure you have a valid travel authorization on page 1 of your DS-2019 form.

If you have any questions about your student visa and traveling, please come to the ISO.

ISO Announcement

Graduating & Departing Students

Request for all graduating and departing students:

Before you leave UNI, we ask that you complete and turn in the International student Exit Evaluation. It is a chance for you to give us feedback as well as to leave permanent contact information so we can send you our annual Alumni newsletter. Exit Evaluations will be sent to you or can be downloaded off the International Services Website @ <http://www.uni.edu/intladm/iso/documents/exit%20evaluation.pdf>. THANK YOU!

Office Hours for Holiday Break

We would like to announce that the ISO is going to be closed from 12/26 to 12/28/2005. The 29th and 30th we will be open at regular hours. On Jan. 2nd the office will be closed. Do not worry! We will be back on January 3rd.

ISO upcoming Events

Saturday, Dec. 3 — Basketball game/ International Students Night, meet at the WRC Check-in desk @ 6 pm. Come & cheer on the Panthers with fellow international students. Free pizza, popcorn & pop!

Fri, Dec. 9th — Holiday dinner, Maucker Union Ballroom @ 6:30 pm. Tickets needed for Admission, please RSVP at the ISO. Call 319-273-6421 for tickets or e-mail julie.hill@uni.edu.

Join us for an evening filled with fun, laughter, and holiday cheer!

Other coming Events

Friday, Jan. 6, 2006 — Friday Fun Night, WRC, @ 6pm. Everybody is invited. Join returning & new international students for pizza, soda and other. Bring your exercise clothes, court shoes & swimwear.

Friday, Jan. 13, 2006 — International Coffee Hour. ISO wants to celebrate the end of the first week of classes @3:30pm @ ISO.



Are you staying in Cedar Falls over Winter Break?

Send us your name & email address, we can keep in touch about events & activities! Email to ross.schupbach@uni.edu

HAPPY HOLIDAYS!

— from ISO team



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell



Caption describing picture or graphic.

your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed inter-

nally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

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This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thou-

sands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



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University of Northern Iowa

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4
Phone: 555-555-5555
Fax: 555-555-5555
Email: xyz@microsoft.com

Your business tag line here.

We're on the Web!
example.microsoft.com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a

listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a

regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.