REQUEST TO SUBSTITUTE ENGLISH FOR A FOREIGN LANGUAGE

This form is not to be used for certification of proficiency. It is to be used only for permission to substitute English.

University ID Number: ___________________________  Major Department: _____________________

Full Name: __________________________________________________________________________

Native Country: ___________________________  Native Language: ___________________________

Formal English Training:

1. Age study began: ___________________________

2. Total number of years of study: _____________

Signatures of Approval:

_________________________________________  ___________________________
Applicant  Date

_________________________________________  ___________________________
Director of Graduate Studies  Date

_________________________________________  ___________________________
Dean, College of Arts and Sciences, Graduate Office  Date

Note: The student’s TOEFL score should be sent to the Department of Second Language Studies; Morrison Hall, Room 216. Dr. Beatrix Burghardt, Program Coordinator of English for Academic Purposes, will then send a memorandum certifying proficiency in English to the major department. The major department will forward the memorandum and this form to the College Graduate Office.

FOR COLLEGE USE ONLY (The original form will be returned to the major department.)

Copies:  University Graduate School
        Major Department
        Student

Date Updated: 10-Oct-19