



**REQUEST TO SUBSTITUTE ENGLISH FOR A FOREIGN LANGUAGE**

*College of Arts & Sciences, Graduate Office*

*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