THE COLLEGE OF
ARTS + SCIENCES

College Graduate Office
Owen Hall
812.856.3687
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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

Date Updated: 10-Oct-19