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:

__________________________________________________________________________  Date

Applicant

__________________________________________________________________________  Date

Director of Graduate Studies

__________________________________________________________________________  Date

Dean, College of Arts and Sciences, Graduate Office

Note: The student’s TOEFL score should be sent to Linda S. Abe, Language Coordinator; Department of Second Language Studies; Memorial Hall, Room 312. Linda Abe 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’s Graduate Office.

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

Copies:  ( ) University Graduate School
( ) Major Department
( ) Student