English Proficiency Confirmation for Scholar or Visiting Student Researchers

For use by:
- A host department, to assess the English proficiency of an incoming international Visiting Student Researcher (F-1 or J-1 student visa)
- A host department, to assess the English proficiency of an incoming international researcher or visiting faculty (J-1 Researcher, Professor, or Short-term scholar visa)

Host departments must confirm that their visitor has sufficient English proficiency before ISS can issue visa documentation; this is best done by the hosting faculty member. Please note, basing an assessment of a visitor's English proficiency on correspondence by email and/or a writing sample is not sufficient. Please contact Megan Kless in ISS with any questions or concerns: mkiss@rit.edu

Visitor first name: _____

Visitor last name: _____

Host faculty member first and last name: _____

Host faculty member email: _____

Host faculty member phone number: _____

First & last name of person submitting form: _____

Email address: _____

Phone: _____

Please choose one assessment format of English language Proficiency:
- **Interview** (go to section A) *RECOMMENDED*
- **Standardized English Language Test** (go to section B)
- **Study at English-speaking Institution** (go to section C)
- **English Language School** (go to section D)
- **Native English Speaker** (proceed to end of form confirmation)

Section A: **Interview Option**

Please note, the interview could have taken place prior to requesting to host this visitor at RIT. For example, the interview could have occurred during a formal interview, meeting, Skype or phone call, or during a conversation at a conference or meeting.

Date interview in English was conducted (mm/dd/yyyy): _____

Interview Method (i.e. phone call, video chat, in-person conversation): _____

Visitor interviewed by (name, RIT position): _____

Duration of interview: _____

Please provide a description of what was discussed:

Section B: Standardized English Language Test Option

When using this assessment option, you must identify the minimum score on the English test type in question, that would equate to sufficient proficiency for the visitor to engage in their prospective program and to function in English on a day-to-day basis in the US. The visitor must meet or exceed the minimum score you require. If you need guidance, you can review your department's minimum test scores for student admission.

Test name (i.e. TOEFL, IELTS): _____

Minimum score you require for visitor's RIT program: _____

Visitor's score: _____

ATTACH results of Standardized English Test (with English Translation, if necessary) with completed form.

Section C: Study at English-speaking Institution Option

When using this assessment option, you are confirming that based on your assessment of the documentation provided, the visitor's English-speaking institution experience adequately indicates sufficient English proficiency. (I.e., a degree completed at an English-speaking institution is appropriate documentation; a transcript listing one or a few English language courses, without completion of an English language program degree, is likely not proof of sufficient English proficiency.)

ATTACH proof of study at the English-speaking institution (transcript/diploma) with completed form.

Section D: English Language School Option

When using this assessment option, you are confirming that based on your assessment of the documentation provided, the visitor's English language school program and level adequately indicates sufficient English proficiency.

ATTACH certificate from English language school with competed form.

Based on your assessment, is the visitor proficient in English, sufficient for the purposes of their program AND to function in the US on a day-to-day basis?

Yes   No

I confirm that the information provided in this form is true, complete, and accurate.

Upon clicking **SUBMIT** you will be asked if you would like to use your default email application or Webmail. Please select "default email." After your default email opens, be sure to add the required attachments before submitting the form to issj1@rit.edu

If you have difficulty submitting this form with these steps, please save it to your desktop and send it, along with attachments, to issj1@rit.edu