

Foreign Language Proficiency - Verification Form

UCLA College of Letters & Science

[Academic Advancement Program](#) 1205 Campbell Hall
[Honors Programs](#) A311 Murphy Hall
[Athletics](#) Morgan Center, Suite 127
[College Academic Counseling](#) A316 Murphy Hall

PURPOSE: This verification form must be submitted when requesting to waive the Foreign Language requirement based on the proficiency of a language not offered and/or cannot be assessed for proficiency at UCLA. This document is to be completed and signed by a qualified instructor or professional of the specific language-- for example (but not limited to), a High School, College or University instructor or an instructor who teaches this language through a community program or organization.

Once complete, this form should be returned to the student for submission. Please note that a member of the UCLA College may reach out to the qualified instructor/professional for confirmation and/or additional verification. Please note that petitions take a minimum of 10-15 working days to process.

INSTRUCTIONS:

1. Fill out all the requested information in the *Student Information* section of this form.
2. Send this form to a qualified instructor to assess proficiency, who will complete and sign the *Instructor Section*. Once the instructor has filled out the *Instructor Section*, they are to return the form back to you for submission. In addition, the instructor must also provide you with a copy of their official certification for teaching the language.
3. Submit this completed form and the copy of the instructor's certification for teaching the language via the ["Foreign Language Proficiency - Based on a Language Not Offered at UCLA"](#) MyUCLA form to your College advising unit.

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Name UID Degree Expected Term

I am requesting to waive the Foreign Language requirement based on proficiency of the following language, which is not taught or cannot be assessed for proficiency at UCLA

How did you become proficient in this language?

Student Section

Student Signature (required)

Date

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Instructor/Professional Information: to be completed by a certified instructor or professional in the language the student reports proficiency. In addition, please provide a copy of your official certification for teaching this language to the student.

IMPORTANT NOTICE TO STUDENTS: Completing any part of the *Instructor Section* is considered a violation of the *Student Conduct Code* and may result in sanctions, including, but not limited to, suspension or dismissal from the University.

Name Email Address

Phone number What language do you teach/have in depth knowledge of?

Instructor Section

What background and qualifications do you possess for assessing/teaching this language (e.g. educational level, profession, etc.)? In what capacity do you teach this language? Please include detailed information about the course(s) you teach, including where you teach, the methods of teaching as well as information regarding the curriculum.

If you do not formally teach this language, what is your process and pedagogy for evaluating the language?

Student Assessment: Please provide information in relation to the student with which you wish to provide this verification for.

Did you provide formal instruction to this student for the language they are petitioning?

If yes, when and where did you provide this instruction? If not, what did you do to assess this student's proficiency in this language?

Assessment of Language Skills: How would you describe the student's current fluency in this language?

| | Poor | Fair (various difficulties) | Generally fluent (but a few trouble areas) | Near native fluency (mistakes rare) | Native fluency |
|--------------------|------|--------------------------------|---|--|----------------|
| Reading | | | | | |
| Writing | | | | | |
| Speaking | | | | | |
| Oral Comprehension | | | | | |

What literature was taught/discussed when working with this student?

If there is additional information you would like to share regarding this student's proficiency in this language, please include it here.

By signing this document, I certify the above information is correct and true.

Instructor Signature (required)

Date