



## INSTRUCTIONS

Per U.S. Department of State regulations governing the Exchange Visitor Program, all J-1 Exchange Visitors must demonstrate sufficient English proficiency to be considered qualified for their appointment. The responsibility for assessing English proficiency falls on the P.I./staff member who will directly supervise this J-1 Exchange Visitor. Please use this form to confirm that you have evaluated your J-1 Exchange Visitor's English.

### 1. P.I./Direct Supervisor Information:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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### 1. J-1 Exchange Visitor Information:

Last Name (Family Name) \_\_\_\_\_ First and Middle Names (Given Names) \_\_\_\_\_  
Title/Position offered at Loyola \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

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### 2. Please indicate how the Exchange Visitor's English Proficiency was assessed:

TOEFL iBT score of 79 or IELTS score of 6.5 (attach copy of score sheet)

Degree from English-speaking country (attach copy of degree)

Written verification from an English instructor/program (attach copy of letter)

EV is a native English speaker from a country where English is the official language  
(see country list [here](#))

NONE OF THE ABOVE: proceed to English Proficiency Interview, next page



### 3. English Proficiency Interview (required only if “None of the Above” was selected in Part 2)

If no other proof of English proficiency is available, you must conduct an interview with your Exchange Visitor.

**Date of Interview (MM/DD/YYYY):** \_\_\_\_\_

**Interview method:**      Video call (Skype, Zoom, etc.)      In person      Phone (not preferred)

**Check the box that best describes the level of English required for the EV’s proposed work:**

**Low Intermediate:** EV’s work will mainly be hands-on and will require only a limited amount of reading and writing in English. However, we both understand that a minimum conversational level of English is essential to communicate with the rest of the Loyola community and throughout Chicago.

**Intermediate:** EV will need to use English as the primary language within my lab/department, but will not be required to do extensive reading or writing as part of assigned duties.

**Advanced/Fluent:** EV will be reading, writing, and/or teaching in English. Advanced English is essential.

**Rate the EV’s English proficiency in the following areas:**

<b>Listening:</b>	Low Intermediate	Intermediate	Advanced	Fluent
<b>Speaking:</b>	Low Intermediate	Intermediate	Advanced	Fluent

**Provide a brief summary of your conversation:**

### 4. Certification of P.I./Direct Supervisor:

I certify that, based on the attached documentation in Part 2 OR my interview assessment in Part 3, this Exchange Visitor holds a level of English proficiency that I believe will allow them to succeed in this program and to function on a day-to-day basis. I fully support this Exchange Visitor’s appointment.

\_\_\_\_\_  
Signature of P.I.

\_\_\_\_\_  
Date (MM/DD/YYYY)