



ENGLISH PROFICIENCY CERTIFICATION FOR EXCHANGE VISITORS

NAME OF EXCHANGE VISITOR:

Family Name

Given Name

Middle Name

RESPONSIBLE FACULTY MEMBER:

SPONSORING DEPARTMENT: _____

Name

PHONE: _____

UMC: _____

Title

E-MAIL: _____

MEASURE OF ENGLISH PROFICIENCY USED: Videoconferencing Telephone Interview Face-to-face conversation

DATE OF ASSESSMENT: _____ *This must be an assessment of the exchange visitor's oral English proficiency.*

LEVEL OF PROFICIENCY *(See below for the language proficiency definitions)*

SPEAKING LEVEL *(Circle one)* **1** **2** **3** **4** **5**

READING LEVEL *(Circle one)* **1** **2** **3** **4** **5**

I have determined the oral English ability of _____ to be proficient for the program in which s/he will be working and to engage interactively in daily activities.

FACULTY SPONSOR SIGNATURE: _____

DATE: _____

Language Proficiency Definitions:

Proficiency Code		Speaking Definitions	Reading Definitions
0	No Practical Proficiency	No practical speaking proficiency	No practical reading proficiency
1	Elementary Proficiency	Able to satisfy routine travel needs and minimum courtesy requirements	Able to read some personal and place names, street signs, office and shop designations, numbers and isolated words and phrases
2	Limited Working Proficiency	Able to satisfy routine social demands and limited work requirements	Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context
3	Minimum Professional Proficiency	Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics	Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical material in the individual's specialized field
4	Full Professional Proficiency	Able to use the language fluently and accurately on all levels pertinent to professional needs	Able to read all styles and forms of the language pertinent to professional needs
5	Native or Bilingual Proficiency	Equivalent to that of an educated native speaker	Equivalent to that of an educated native

SAMPLE ENGLISH PROFICIENCY QUESTIONS FOR EXCHANGE VISITORS

(Interview questions modified from http://global.upenn.edu/uploads/media_items/penn/penn-j-1-guidance-2015-02-04.original.pdf)

1. **Warm-up:** (Note to interviewer—Explain that the answer to this question will not be scored.)
 - a. Tell me about your family.
 - b. Tell me about your hobbies.
 - c. Tell me about your favorite professor.

2. **Getting Assistance:** (Note to interviewer—Explain that the answers from this point forward will be scored.)
 - a. Tell me about a time you became ill or injured. How did you obtain assistance?
 - b. Tell me about a time you were locked out of your home/car/office. How did you obtain assistance?

3. **J-1 Program Activities/Duties:**
 - a. Tell me about your work/research at you department.
 - b. Tell me what you know about research in the United States.
 - c. Tell me what you know about American culture and society. What do you hope to learn?

4. **Daily Life in the United States:**
 - a. If you are given the opportunity to come to Utah State University, how would you establish your life? For example, how would you find a place to live and how would you get to and from work?
 - b. Describe how you keep healthy and/or manage stress in your daily life. How do you plan to continue this if you come to the United States?

5. **Question Formulation:** (Note to interviewer—This is needed in order to evaluate the ability to formulate a question.)
 - a. Please ask me one question on any topic.