

## ENGLISH PROFICIENCY ASSESSMENT FORM

FOR PROSPECTIVE J-1 EXCHANGE VISITORS

In accordance with the Code of Federal Regulations, Section 62.10(a)(2), an attestation of English language proficiency is required if the University of Rochester will sponsor an individual in the J-1 non-immigrant visa status. This form must be completed by the host department confirming the J-1 exchange visitor possesses a sufficient level of proficiency in the English language and attesting to the means used to make this determination as identified below. Once signed and dated, the form and supplemental documentation must be submitted to the International Services Office (ISO) with the J-1 sponsorship application. **Regulations require the ISO to retain this assessment form and all supporting evidence so it may be made available to the U.S. State Department upon request.**

**Host departments will be responsible for the cost of formal English language training for exchange visitors who arrive with inadequate English language skills. Cost of training: approx. \$30/hour for a minimum of 24 hours (12 weeks) or more as needed.**

Full Name of Visitor: \_\_\_\_\_  
 Host Department: \_\_\_\_\_  
 Dates of Appointment: \_\_\_\_\_  
 UR Supervisor/Mentor: \_\_\_\_\_

I, \_\_\_\_\_ hereby attest that the above individual possesses sufficient  
(Printed name of person who conducted the assessment)  
 proficiency in the English language *to successfully meet the program requirements and to function on a day-to-day basis (CFR 62.10(a)(2))*.

This assessment was determined through at least one of the means identified below:

- A documented interview conducted by the host department either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option. A written statement with detailed information including but not limited to when the interview occurred, how long it was, how it was conducted (Skype or in-person) and what was discussed must be attached to this form. The statement must be signed and dated by the person who conducted the interview and printed on department letterhead.
- Signed official documentation from an academic institution or English language school. A copy of the documentation must be attached to this form.
- Verification of an applicant's English language proficiency through a recognized English language test (TOEFL or IELTS only). A copy of the test score(s) must be attached to this form.

\_\_\_\_\_  
(Signature of person who conducted the assessment)

\_\_\_\_\_  
(Date)

By signing below, I attest that I have reviewed the assessment and are in agreement that the incoming J-1 exchange visitor possesses sufficient proficiency in the English language to participate in their program and function on a day-to-day basis. If it is determined upon their arrival to Rochester that the J-1 exchange visitor does not possess adequate English language skills, our department will be responsible for the cost of formal English language training.

\_\_\_\_\_  
(Signature of the J-1 scholar's supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of the department chair)

\_\_\_\_\_  
(Date)

*This section to be completed by International Services Office:*

EL evidence submission date: \_\_\_\_\_ Processed by: \_\_\_\_\_ ATLAS: \_\_\_\_\_ Proficiency verification at ISO check-in: \_\_\_\_\_