English Language Proficiency Verification Form

U.S. Department of State requires that J-1 Exchange Visitors be proficient in the English language in order to ensure success in the academic program and to ensure one’s well-being, health, and safety while here. Prior to J-1 visa sponsorship, this must be completed to document the method used in this determination.

This form is needed only for those who are not citizens of a country where English is an official language.

Instructions

Section A or B must be completed to document the method used in determining English Language Proficiency. Both sections do not need to be completed, only one Section is sufficient.

Section A: Columbia University Faculty Sponsor / Facilitator

This can be completed by the Columbia University faculty sponsor who has issued the invitation or appointment or a member of academic department administration who is facilitating this visit.

I have determined that a scholar’s language proficiency is of the level to successfully participate in the program and function on a day-to-day basis. This determination is based on an interview, either by phone or video-conference or in-person, or based upon results of a recognized English language test. I understand the academic department must retain evidence of how this proficiency was measured so it can be made available to the Department of State upon request.

This determination was based on (choose one):

___ Results of a recognized English language test and the name of the test used is: _______________________
___ A phone or video-conference or in-person interview held on this date (mm/dd/yy): ______ / ______ / ______
___ An official diploma from an academic institution where the language of instruction was English (enclose copy)

As a representative of (Name of home country institution) __________________________________________________________,
I certify that (Scholar’s name as it appears on passport) ______________________________________ has sufficient English language proficiency to successfully participate in this J-1 Exchange Visitor Program at Columbia University.

Name: _________________________________________________________________________________________________
Signature: ______________________________________________________________________________________________
Title: ________________________________________________________________________  Date: _____________________

Section B: Representative of an English Language School / Home Institution

This can be completed by a representative of an English language school or by the scholar’s home academic institution academic advisor, employer, or registrar.

As a representative of (name of academic institution) __________________________________________________________,
I certify that (Scholar’s name as it appears on passport) ______________________________________ has sufficient English language proficiency in the English language to successfully participate in this J-1 Exchange Visitor Program at Columbia University.

Name: _________________________________________________________________________________________________
Signature: ______________________________________________________________________________________________
Title: ________________________________________________________________________  Date: _____________________