Minimum English Proficiency Test Score Waiver Request Form

University policy requires graduate students demonstrate a minimum level of English proficiency before admission so that students who are admitted to graduate programs can expect to complete the programs in a reasonable amount of time and be successful in the classes they have access to in programs across campus.

A Director of Graduate Studies (DGS) can request a waiver to the English proficiency test requirement in the absence of a test score if there is sufficient evidence of English proficiency. If you are at all in doubt about a student’s English proficiency, it is strongly recommended that you have the student take one of the various English proficiency exams recognized by the University (TOEFL, IELTS, PTE, Cambridge CAE, or MN Battery). These assessments focus on the academic language students need to be successful in a graduate program which can be different from the day to day language a student uses in social interactions.

To request a waiver, please complete the following questions.

Prospective student name:_______________________                UMN ID#:   _____________

1. What evidence do you have that the student’s listening and speaking skills surpass the minimum English proficiency requirements for a graduate student?
   Example: Student took a course with a UMN faculty member and/or a faculty member has had extensive verbal exchanges with the applicant and student has a recently expired TOEFL score with a listening sub score of __ and a speaking sub score of___.

2. What evidence do you have that the student’s reading and writing skills surpass the minimum English proficiency requirements for a graduate student?
   Example: The student has published his/her work in English (provide complete information and any details or citations that might be useful). We have collected and reviewed previous written work of the student AND had the student write an impromptu essay on a topic related to their field that meets the standards required for this graduate program.
   (Examples of evidence that do NOT meet the standard include essays or personal statements submitted as part of the application.)

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3. Include other relevant information, if any, about the applicant’s prior experience with English (prior work experience, studied in English, etc.) indicating the period of time and where the experience took place. *Example:* student was enrolled in a human resources certificate program at Cambridge University for two years in 2002, or the student has been working at 3M for the past three years as a system analyst and we have checked references from that program.

Check one:

_____ I request the student be admitted with an AZ hold and be tested on arrival and be required to take a supportive English class, if necessary.

_____ I request that the student be considered to have already exceeded the minimum English requirement and be admitted with no assessment on arrival required.

I understand that I am requesting an exception to the University’s English proficiency policy and take responsibility for the outcomes of this decision.

________________________________
Name of Director of Graduate Studies

________________________________
Signature of Director of Graduate Studies

________________________________
Date

Submit the waiver request form to:

*Michael Anderson, English Proficiency Committee*
*Minnesota English Language Program*
*20 Nicholson Hall*
*Email: ande1819@umn.edu*

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