

## VCEA English Language Proficiency Policy

The Voiland College of Engineering and Architecture is required by the U.S. Department of State [22 CFR 62.10 (a) (2)], and by Washington State University to certify that all visiting exchange faculty and researchers possess sufficient English language capabilities. The ability to communicate in English is essential for the visiting faculty's success in his or her program of study. Good English communication skills are also necessary to ensure the health, safety, and welfare of the exchange visitors and other members of the lab.

Effective immediately, to certify that the visiting exchange faculty member possesses sufficient English language skills, one of the following must be provided before a VCEA Appointing Authority will sign the offer letter.

1. A recognized English language test.
2. By signed documentation from an academic institution or English language school.
3. Through a documented interview conducted either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option. ***The interview cannot be conducted by the sponsoring faculty member in VCEA.*** Suggested interviewer is a staff member or other individual in your respective school or department that possesses excellent English language capabilities. A sample form to document the interview is attached.

Additional information concerning WSU's English Language Proficiency can be found here: <https://ip.wsu.edu/on-campus/documents/2015/08/english-language-proficiency-requirement.pdf>. If you have questions or concerns please contact Denise Faerber at 335-6646 or [dfaerber@wsu.edu](mailto:dfaerber@wsu.edu) .

**VCEA English Language Proficiency Certification**

**Date:** \_\_\_\_\_ **Time of Day:** \_\_\_\_\_

**Name of Visiting Faculty:** \_\_\_\_\_

**Name of Sponsoring Faculty:** \_\_\_\_\_

**Name of Interviewer:** \_\_\_\_\_

I have interviewed <name> \_\_\_\_\_ on <date> \_\_\_\_\_,  
and verify that they possess proficient English language skills to successfully participate in his or  
her program and to function on a day-to-day basis, including to understand fully their  
responsibilities, rights, and protections; and to know how to obtain assistance.

**Signature of Interviewer:** \_\_\_\_\_