



# English Language Proficiency Guide

**THE GRADUATE AND  
PROFESSIONAL SCHOOL**

March 2025 Version

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# 1 ENGLISH LANGUAGE PROFICIENCY COMPLIANCE

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## 1.1 ENGLISH LANGUAGE PROFICIENCY COMPLIANCE OFFICE

The Graduate and Professional School advocates for continual improvement in graduate education at Texas A&M University. We aim to provide customer-friendly, accurate, and timely support services to graduate and professional students, faculty, and staff.

The English Language Proficiency Compliance Office in the Graduate and Professional School maintains and coordinates English Language Proficiency Requirements at Texas A&M University; provides support and guidance to students, faculty, and staff; and monitors instructional compliance with university policy and state law.

## 1.2 DIRECTORY SUMMARY

Dr. Fuhui Tong – [FuhuiTong@tamu.edu](mailto:FuhuiTong@tamu.edu)

*Associate Provost and Dean, Graduate and Professional School*

Dr. Charles Criscione – [CCriscione@tamu.edu](mailto:CCriscione@tamu.edu)

*Associate Dean, Graduate and Professional School*

Mark C. Gleason – [Mark.Gleason@tamu.edu](mailto:Mark.Gleason@tamu.edu)

*Coordinator, English Language Proficiency Compliance Office*

Kim Widdison – [K-Widdison@tamu.edu](mailto:K-Widdison@tamu.edu)

*Senior Graduate Records Coordinator, Graduate and Professional School*

Catherine Roueche-Herdman – [CatherineRH@tamu.edu](mailto:CatherineRH@tamu.edu)

*Director, Graduate Admissions Processing*

Ginessa Payne – [GLawsonPayne@tamu.edu](mailto:GLawsonPayne@tamu.edu)

*Senior Instructional Consultant, Center for Teaching Excellence*

Michele Vick – [MicheleVick@tamu.edu](mailto:MicheleVick@tamu.edu)

*Instructional Consultant, Center for Teaching Excellence*

Connie Coleman – [ConnieColeman@tamu.edu](mailto:ConnieColeman@tamu.edu)

*Director, Testing Services*

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### 1.3 GENERAL CONTACTS

English Language Proficiency Compliance Office – [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu)

Graduate and Professional School – [Grad@tamu.edu](mailto:Grad@tamu.edu)

Graduate Records Processing Team – [GradProcessing@tamu.edu](mailto:GradProcessing@tamu.edu)

Graduate Authorized Signers – [Grad-AuthSigners@tamu.edu](mailto:Grad-AuthSigners@tamu.edu)

Data Team – [GradData@tamu.edu](mailto:GradData@tamu.edu)

Graduate Ombuds Officer – [Ombuds@tamu.edu](mailto:Ombuds@tamu.edu)

Graduate Student Employment and Benefits – [Grad-Employment@tamu.edu](mailto:Grad-Employment@tamu.edu)

Center for Teaching Excellence – [CTE@tamu.edu](mailto:CTE@tamu.edu)

Center for Teaching Excellence-English Language Proficiency – [CTE-ELP@tamu.edu](mailto:CTE-ELP@tamu.edu)

Testing Services – [Testing@tamu.edu](mailto:Testing@tamu.edu)

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## 2 INTERNATIONAL GRADUATE STUDENTS

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### 2.1 CLASSIFICATION

Texas A&M University defines an international graduate student as any applicant who

- is not a citizen or lawful permanent resident of the United States (or applicant for Permanent Residency), and
- has not graduated from a Texas high school after three years in residency within the state (please review [Texas SB-1528](#)), and
- holds a Bachelor’s or professional degree (or equivalent).

While most international students have F-1 or J-1 immigration status, there are international students enrolled at Texas A&M in many other immigration statuses as well.

All international graduate students are required to meet the university’s English Language Proficiency Requirements for admission (see Section 3.1), registration (Section 3.2), and teaching (Section 4.2).

International graduate students who have applied for or hold Permanent Residency, or hold Texas residency under SB-1528, are *not* subject to English Language Proficiency Requirements.

### 2.2 ADMISSIONS

For admission, international graduate students must meet the university and admitting academic unit’s minimum requirement for demonstration of English Language Proficiency (ELP). Proof of English language proficiency is demonstrated by achieving a minimum required score on an acceptable standardized examination, citizenship with certain English-speaking countries, or completion of a Bachelor’s degree or higher at an accredited academic institution within the United States.

#### 2.2.1 Graduate Admissions Processing

##### **Mailing Addresses**

Office of Graduate Admissions  
Texas A&M University  
P.O. Box 40001  
College Station, TX 77842-4001

##### **Physical Address for Express Mail**

Office of Admissions – Texas A&M University  
General Services Complex  
750 Agronomy Road, Suite 1601

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0200 TAMU  
College Station, TX 77843-0200

**Physical Location**

The General Services Complex is on the corner of Agronomy Rd and F & B, just down from the Physical Plant.

**General Phone**

979-845-1060

Graduate program staff are encouraged to contact their Admissions liaison for more efficient assistance.

**General Website**

<https://admissions.tamu.edu>

**2.2.2 Items Required by the Admissions Office for English Language Proficiency**

In addition to the general application materials, international graduate students must demonstrate English Language Proficiency during the application and admission process.

**2.2.2.1 Official Test Scores**

Official test scores must be reported directly to Texas A&M by the testing agency to be considered official.

The University accepts the following standardized examinations for the purposes of admission and ELP **Verification**:

- Test of English as a Foreign Language (TOEFL) Essentials and iBT
- International English Language Testing System (IELTS) [Academic]
- Graduate Record Examinations (GRE)
- Graduate Management Admission Test (GMAT)

*Please note: The university does not accept the IELTS One Skill Retake or the English Language Proficiency Examination (ELPE) to meet the ELP Requirements for Admission or Registration.*

To report TOEFL (both Essentials and iBT) scores:

- For GraduateCAS (all programs other than engineering and business at Texas A&M University), use code 6003.
- For EngineeringCAS (all programs in the College of Engineering), use code **B887**.
- For BusinessCAS (all programs in Mays Business School), use code **B888**.

To report IELTS scores:

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- Texas A&M University only accepts scores submitted electronically by the IELTS testing center. *No paper forms will be accepted.* The student must contact the testing center and request that scores be sent electronically to “Texas A&M University (College Station and Galveston).”
- As of Spring 2024, Texas A&M University accepts results of an IELTS One Skill Retake for the Speaking Section only (no other One Skill Retake scores are currently accepted), and the One Skill Retake can only be used for ELP Certification. The Office of Admissions is currently unable to receive the score report with a One Skill Retake directly from the testing service. Students who have completed the One Skill Retake, and already requested that the original score report be sent to the Office of Admissions, should contact their admitting academic unit regarding submission of the score report with a One Skill Retake.
- Texas A&M University does not accept the IELTS General Test.

To report GRE scores, use code

- For GraduateCAS (all programs other than engineering at Texas A&M University, use code **6003**.)
- For EngineeringCAS (all programs in the College of Engineering), use code **4119** (a department code is not required).

To report GMAT scores: For all programs at Texas A&M University, use code **7B7K957**.

Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.

Official test scores must be received by the Office of Admissions and entered into Compass.

Scores which meet the university minimum requirements for ELP Verification or Certification will automatically update the student’s ELP status and remove an ELP hold. (See Sections 3.1.1.1 and 4.2.2.2 below for required scores.)

For more information about acceptable English language examinations or how to submit scores, see the [International Graduate page](#) on the Office of Admissions website.

### 2.2.2.2 Official Transcripts

All students must submit official transcripts from every senior-level college/university attended (not required from community colleges unless requested by the specific program). Transcripts issued in a language other than English must be accompanied by an official English translation. Academic credentials from China must be verified by the Center for Student Services and Development (CSSD) and the China Academic Degree and Graduate Information Center (CDGDC).

Graduate applicants may upload transcripts in the CAS utilized for admission, or *via* the Applicant Information System (AIS) after an admission decision has been provided.

**Admitted applicants must submit official transcripts to replace uploaded transcripts prior to initial registration.**

Official transcripts must be received by the Office of Admissions and entered into Compass before Alternative

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Verification or Certification can be processed by the Graduate and Professional School following completion of the admission process (see Section 3.2.2 or 4.2.3 below).

**2.2.2.3 International Graduate Students from Certain English-Speaking Countries**

International graduate applicants who are citizens of certain English-speaking countries meet the ELP Requirement for admission. If citizenship with an English-speaking country is indicated on an application, the applicant will not be required to submit test scores (unless otherwise required by the graduate program).

International students holding citizenship with one of the following countries automatically meet the ELP Requirement for admission:

- American Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- British Virgin Islands
- Canada (except Quebec)
- Cayman Islands
- Dominica
- Federated States of Micronesia
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Nigeria
- Saint Kitts and Nevis
- Saint Lucia
- Trinidad and Tobago
- Turks and Caicos Islands
- United Kingdom

The above list is available on the [International Graduate webpage](#) on the Office of Admissions website.

**2.2.3 Admission Evaluation Tools**

**2.2.3.1 WebAdMIT**

WebAdMIT is the application review portal provided within the respective CAS and includes functions such as customizable review assignments, scoring models, and email templates. Admission decisions are provided in WebAdMIT and downloaded to Compass by EIS. WebAdMIT is integrated with Texas A&M’s Central Authentication Service, and users may access production (current) WebAdMIT *via* the Employee tab in Howdy using their NetID. Access to prelaunch WebAdMIT requires a separate log in and password. Email your Graduate Admissions Liaison to gain access to WebAdMIT.

Current WebAdMIT: <https://current.webadmit.org>

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Prelaunch WebAdMIT: <https://prelaunch.webadmit.org>

Admissions hosts a monthly meeting for the TAMU GradCAS Department Admins on the first Thursday of the month. Minutes from prior meetings and recordings of previous WebAdMIT trainings can be found in the TAMU Google Shared Drive. Email your Graduate Admissions Liaison for access.

### 2.2.3.2 Graduate Tracking Report and Decision Codes

The Graduate Tracking Report is a useful tool for the admission process. This report will provide a comprehensive list by program of all applicants who have received an admission decision within WebAdMIT. Please refer to these decision codes to learn which applicants have accepted the offer of admission:

- RF = applicant has not accepted the offer OR Admissions has not yet processed the acceptance (CONF)
- AF = offer has been accepted and applicant is admitted
- CF = offer/admission is cancelled
- DG = applicant was denied admission
- SD = applicant should contact the Office of Admissions to resolve an issue preventing admission

An updated report is available in both PDF and CSV format every day through Compass Reports on the Employee Tab of the Howdy Portal. This report will display the admission decision, test scores, and international and/or sponsored status. Please contact your liaison in the Admissions Office if you have any questions about this report or do not see it in Compass Reports.

### 2.2.3.3 TAMUDocs

TAMUDocs (also known as Perceptive or ImageNow) is the admission document database. Application documents (excluding letters of recommendation) for admitted students will be imported to TAMUDocs from WebAdMIT. The Training Manual for TAMUDocs can be found at <https://tamudocs.tamu.edu> under the “Training” tab.

To request access to application/admission files on TAMUDocs, send an email to [TAMUDocs-Admissions@tamu.edu](mailto:TAMUDocs-Admissions@tamu.edu) with the following information:

- Last Name:
- First Name:
- College:
- Department(s):
- Title:
- Email address:
- Phone number:
- NetID:
- UIN:

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#### 2.2.3.4 Applicant Information System

The [Applicant Information System](#) (AIS) is the primary method of communication between the Office of Admissions and applicants. Application data is populated in AIS the day after Admissions Application (SAAADMS) is created and a UIN is assigned. AIS generates the Application Acknowledgment letter with UIN and instructions on creating a NetID to access Howdy and view the admission decisions. AIS will send the Application Acknowledgement letter (by email) every three days for two weeks if the applicant does not log in to AIS. After two weeks, emails will cease and a paper version is mailed.

#### 2.2.4 Special Circumstances

##### 2.2.4.1 Admission without Final Transcript or Diploma

Applicants admitted with a final transcript or diploma (degree statement) pending will be required to submit the missing credential during their first semester of enrollment. Failure to submit the required credentials to the Admissions Office during the first semester of enrollment will result in a registration hold for subsequent semesters.

Registration holds for initial registration will not be removed until official (not uploaded) transcripts are provided to the Office of Admissions. These do not need to be final transcripts, but should replace the uploaded transcripts used to review for admission.

##### 2.2.4.2 English Language Proficiency Requirement Waiver Requests for Admissions

Under extenuating circumstances, an international graduate applicant may not be able to meet the ELP Requirement necessary to complete the admission process. In these cases, the academic unit may request an English Language Proficiency Waiver for Admission (see form in Section 7.2 below). Approval of the request will allow for completion of the admission process, but does *not* provide ELP Verification as required for registration (see Section 2.3 below).

Academic units may utilize ELP Waivers for the following circumstances:

- A student's test score meets the university minimum to satisfy the ELP Requirement for Admission, but the score has expired since submission of the application.
- A student will satisfy the ELP Requirement for Admission through a Bachelor's degree or higher obtained from an accredited academic institution within the United States, but the degree has not yet been conferred.

Approval is granted by the Graduate and Professional School *via* request submitted by colleges/schools, departments, or interdisciplinary degree programs through the English Language Proficiency Waiver for Admission Request Form. The request must include the student's full name and UIN (if available), the admitting academic unit, and the student's enrollment term. Once completed, the form must be signed and dated by an academic unit's designated faculty approver and the college/school's Graduate Operations Committee Dean, and all supporting documents must be included.

Requests must be submitted colleges/schools, departments, or interdisciplinary degree programs to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu) for timely review. The Graduate and Professional School will determine whether to grant ELP

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Waivers for Admission on a case-by-case basis. Upon approval, the Graduate and Professional School will forward the signed request to the Office of Admissions for completion of the student’s admission process.

Approval of the ELP Waiver will allow for completion of admission to the university *only*. The student will still be required to attain ELP Verification in order to register for courses following completion of the admission process (see Section 2.3 below).

Contact: Office of Admissions – [Admissions@tamu.edu](mailto:Admissions@tamu.edu) or 979-845-1060

### 2.3 REGISTRATION

To register for courses at Texas A&M University, international graduate students are required to attain ELP Verification (see Section 3.2 below). Please reference [Student Rules 1.18](#) to 1.20 for more information about Registration and Change in Schedule.

It is strongly encouraged to subscribe to the Office of the Registrar listserv in order to receive general information, updates, and reminders from our office. See [Office of the Registrar Listserv](#) for more information about how to join.

Contact: Office of the Registrar – <https://registrar.tamu.edu/>

### 2.4 ON-CAMPUS EMPLOYMENT OF INTERNATIONAL GRADUATE STUDENTS

For eligibility to hold a graduate assistantship with instructional or curricular support responsibilities, Texas State law (Education Code, [Section 51-917](#)) and Texas A&M University [requires](#) international graduate students to achieve ELP Certification. The Division of Human Resources and Organizational Effectiveness (HROE) at Texas A&M requires prospective or current international students hired for assistantships that carry teaching responsibilities to attain English Language Proficiency Certification (see Section 4.2 below).

Proof of English language proficiency for Certification is demonstrated by achieving a minimum required score on an acceptable standardized examination or alternative means.

Students on F-1 or J-1 status are limited to 20 hours per week of on-campus employment during the Fall and Spring semesters. Students may work more than 20 hours per week in the Summer or University Break periods.

Eligibility for on-campus employment automatically ends if a student graduates, if their I-20/DS-2019 expires, or if they violate their status. If a student exceeds 20 hours per week of on-campus employment during a Fall or Spring semester, or if a student continues to work on-campus after their eligibility to do so expires, they may lose legal status.

Students who receive funding assistance from Texas A&M University are urged to work with their academic units to better understand their aid package.

Contact: Division of Human Resources and Organizational Effectiveness – [Grad-Employment@tamu.edu](mailto:Grad-Employment@tamu.edu)

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International Student and Scholar Services – [ISSS@tamu.edu](mailto:ISSS@tamu.edu) or 979-845-1824

## 2.5 INTERNATIONAL STUDENT AND SCHOLAR SERVICES

International Student and Scholar Services (ISSS) supports international students and their families as they navigate the United States immigration system. ISSS educates on policies and regulations and provides programs to enhance the student experience. ISSS provides resources to students on adjusting to life in the United States and the local community, coordinates and presents workshops on various subjects such as work authorization and taxes, and manages compliance with the Texas A&M System mandatory health insurance requirement for F-1 and J-1 students.

All international students, regardless of immigration status, are **required** to complete an online check-in with ISSS prior to their first academic term of enrollment at Texas A&M. Additional information about the ISSS check-in requirement can be found on the [ISSS website](#) under “New Students.”

All international students are **strongly encouraged** to review the ISSS online New International Student Orientation to learn about the various Texas A&M campuses, F-1 and J-1 immigration status requirements and benefits, health and safety tips, numerous campus and community resources, and even the Aggie Network.

Contact: International Student and Scholar Services – [ISSS@tamu.edu](mailto:ISSS@tamu.edu) or 979-845-1824

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### 3 ADMISSION AND REGISTRATION REQUIREMENTS

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All international graduate students whose native language is not English must meet Texas A&M University’s minimum English language proficiency standards.

To achieve admission and register for courses at Texas A&M University, international graduate students must attain English Language Proficiency (ELP) **Verification**. (For ELP **Certification** to teach, see Section 4.2 below.)

The ELP status for all international graduate students is available in Compass (see Section 6.4 below).

#### 3.1 ENGLISH LANGUAGE PROFICIENCY REQUIREMENT FOR ADMISSIONS

All international students are required to submit proof of English language proficiency for admission to Texas A&M University (see Section 2.2.2 above).

Proof of English language proficiency is demonstrated by achieving a minimum required score on an acceptable standardized examination, citizenship with certain English-speaking countries, or completion of a Bachelor’s degree or higher at an accredited academic institution within the United States.

International graduate students who have applied for or hold Permanent Residency, or hold Texas residency under SB-1528, are *not* subject to English Language Proficiency Requirements.

##### 3.1.1 Standardized Global Examinations

The university accepts the following standardized examinations for the purposes of admission:

- Test of English as a Foreign Language (TOEFL) Essentials and iBT
- International English Language Testing System (IELTS) [Academic]
- Graduate Record Examinations (GRE)
- Graduate Management Admission Test (GMAT)

*Please note: The university does not accept the IELTS One Skill Retake or the English Language Proficiency Examination (ELPE) to meet the ELP Requirement for Admission.*

##### 3.1.1.1 Test Scores Accepted for Admission

The following global standardized examination scores are acceptable to demonstrate English language proficiency during the application and admission process:

- a TOEFL-Essentials score of 8.5;
- a TOEFL-iBT overall score of at least 80 (550 paper-based);
- an IELTS score of at least 6.0;
- a GRE Verbal score of at least 146 (400 on the old scale); or

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- a GMAT Verbal score of at least 22.

Academic units may establish testing standards that exceed the university’s minimum score for admission to their programs.

Scores from TOEFL-Essentials, TOEFL-iBT, or IELTS examinations administered more than two years before submission of the admissions application are not eligible for use. Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.

### 3.1.1.2 Submission of Scores for English Language Proficiency

Official test scores must be reported directly to Texas A&M by the testing agency to be considered official.

The University accepts the following standardized examinations for the purpose of admission:

- Test of English as a Foreign Language (TOEFL) Essentials and iBT
- International English Language Testing System (IELTS) [Academic]
- Graduate Record Examinations (GRE)
- Graduate Management Admission Test (GMAT)

To report TOEFL (both Essentials and iBT) scores:

- For GraduateCAS (all programs other than engineering and business at Texas A&M University), use code 6003.
- For EngineeringCAS (all programs in the College of Engineering), use code **B887**.
- For BusinessCAS (all programs in Mays Business School), use code **B888**.

To report IELTS scores:

- Texas A&M University only accepts scores submitted electronically by the IELTS testing center. *No paper forms will be accepted.* The student must contact the testing center and request that scores be sent electronically to “Texas A&M University (College Station and Galveston).”
- As of Spring 2024, Texas A&M University accepts results of an IELTS One Skill Retake for the Speaking Section only (no other One Skill Retake scores are currently accepted), and the One Skill Retake can only be used for ELP **Certification**. The Office of Admissions is currently unable to receive the score report with a One Skill Retake directly from the testing service. Students who have completed the One Skill Retake, and already requested that the original score report be sent to the Office of Admissions, should contact their admitting academic unit regarding submission of the score report with a One Skill Retake. (See 4.2.2.1 below.)
- Texas A&M University does not accept the IELTS General Test.

To report GRE scores, use code

- For GraduateCAS (all programs other than engineering at Texas A&M University, use code **6003**.

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- For EngineeringCAS (all programs in the College of Engineering), use code **4119** (a department code is not required).

To report GMAT scores: For all programs at Texas A&M University, use code **7B7K957**.

Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.

Official test scores must be received by the Office of Admissions and entered into Compass.

Scores which meet the university minimum requirements for ELP Verification or Certification will automatically update the student's ELP status and remove an ELP hold. (See Sections 3.1.1.1 and 4.2.2.2 below for required Verification and Certification scores, respectively.)

For more information about acceptable English language examinations or how to submit scores, see the [International Graduate page](#) on the Office of Admissions website.

### 3.1.2 Citizenship with Certain English-Speaking Countries

International graduate applicants who are citizens of certain English-speaking countries meet the ELP Requirement for Admission. If citizenship with an English-speaking country is indicated on an application, the applicant will not be required to submit test scores (unless otherwise required by the graduate program).

The list of accepted English-speaking countries is available on the [International Graduate webpage](#) on the Office of Admissions website.

### 3.1.3 Degrees Completed at Accredited Academic Institutions in the United States

A completed Bachelor's or higher degree received from an accredited institution in the United States will meet the university's ELP Admission Requirement. Transcripts must be provided during the admission process for evaluation (see Section 2.2.2.2 above).

Degrees in progress will *not* satisfy the ELP Admission Requirement and so the academic unit may be required to submit an English Language Proficiency Requirement Waiver for Admission Request Form (see Section 2.3 above and 3.1.4 below).

### 3.1.4 English Language Proficiency Requirement Waivers for Admissions

Under extenuating circumstances, an international graduate applicant may not be able to meet the ELP Requirement necessary to complete the admission process. In these cases, the academic unit may request an English Language Proficiency Waiver for Admission. Approval of the request will allow for completion of the admission process, but does *not* provide ELP Verification required for registration (see Section 2.3 above and 3.2 below).

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Approval of the ELP Waiver will allow for completion of admission to the university *only*. The student will still be required to attain ELP Verification in order to register for courses following completion of the admission process (see Section 5.2 below).

**3.1.4.1 ELP Requirement Waivers for Admission Request Form**

Academic units may utilize ELP Waivers for the following circumstances:

- A student’s test score meets the university minimum to satisfy the ELP Requirement for Admission, but the score has expired since submission of the application.
  - The now-expired test must be indicated with the original test date noted on the form.
  - An unofficial copy of the now-expired test must be provided with the request.
  - A new examination will be completed and submitted to the Office of Admissions before the student’s registration is enabled.
- A student will satisfy the ELP Requirement for Admission through a Bachelor’s degree or higher obtained from an accredited academic institution within the United States, but the degree has not yet been conferred.
  - The current academic institution, degree, major, and expected graduation date must be indicated on the form.
  - The degree must be conferred and an official transcript submitted to the Office of Admissions before the academic unit submits an Alternative Verification/Certification Request on the student’s behalf to enable registration.

The request form (see Section 7.2 below) must include the student’s full name and UIN (if available), the admitting academic unit, and the student’s enrollment term.

**3.1.4.2 ELP Requirement Waivers for Admission Request Form Submission and Approval**

Once completed, the form must be signed and dated by an academic unit’s designated faculty approver and the college/school’s Graduate Operations Committee Dean, and all supporting documents must be included.

Requests must be submitted colleges/schools, departments, or interdisciplinary degree programs to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu) for timely review. The Graduate and Professional School will determine whether to grant ELP Waivers for Admission on a case-by-case basis. Upon approval, the Graduate and Professional School will forward the signed request to the Office of Admissions for completion of the student’s admission process.

**3.2 ENGLISH LANGUAGE PROFICIENCY VERIFICATION REQUIREMENT FOR REGISTRATION**

All international students are required to obtain English Language Proficiency **Verification** to register for courses at Texas A&M University. Verification may be completed during admission (see Section 3.2.1 below) or completed through the Alternative Verification process (see Section 3.2.2 below).

Proof of English language proficiency for ELP Verification is demonstrated by

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## Admission and Registration Requirements ✦ English Language Proficiency Verification Requirement for Registration

- achieving a minimum required score on an acceptable standardized examination,
- citizenship with certain English-speaking countries, or
- completion of a Bachelor's degree or higher at an accredited academic institution within the United States.

### 3.2.1 Verification during Admissions

ELP Verification may be obtained during the admission process (see Section 3.1 above) through achieving a minimum required score on an acceptable standardized examination or citizenship with certain English-speaking countries .

#### 3.2.1.1 Standardized Global Examinations

If the student submitted scores from a standardized English language examination which met the minimum required for admission to the university (see Section 3.1.1.1 above), the student will automatically receive ELP Verification during the admission process.

*Please note: If the student met the ELP Admission Requirement through test scores submitted with an application, an official copy of the score report must be submitted by the testing service to the Office of Admissions following acceptance (see Section 3.1.1.2 above).*

#### 3.2.1.2 Citizenship with Certain English-Speaking Countries

International graduate students holding citizenship with an approved English-speaking country (see Sections 2.2.2.3 and 3.1.2 above), except citizens of Canada (see 3.2.2.1 below), will automatically receive ELP Verification during the admission process.

*Please note: If the student met the ELP Admission Requirement through citizenship with certain English-speaking countries, official test scores **do not** need to be provided for admission or registration (unless otherwise required by the graduate program).*

### 3.2.2 Alternative Verification

Alternative Verification may be acquired – *following completion of the admissions process* – from the Graduate and Professional School *via* request submitted by colleges/schools, departments, or interdisciplinary degree programs. Alternative Verification indicates that an international student meets the ELP Verification Requirement for registration through means other than acceptable test scores or citizenship.

*Please note: International graduate students who met the ELP Admission Requirement through official test scores or citizenship with an English-speaking country – other than Canada – **do not** require Alternative Verification and will automatically receive ELP Verification (see Sections 3.2.1.1 and 3.2.1.2 above).*

#### 3.2.2.1 Acceptable Justifications for Alternative Verification

The Graduate and Professional School accepts the following justifications for an international graduate student's Alternative Verification:

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- a Bachelor’s degree or higher from an accredited academic institution located within the United States;
- Canadian citizenship (except residents of Quebec); or
- the international student qualifies for Alternative Verification by other means.

For Alternative Verification Requests based upon a Bachelor’s degree or higher, the Office of Admissions must have received and entered official transcript(s) into the student’s record on Compass as noted on the Prior College Summary (SOAPCOQ) screen in the “Degree Date” column (see Section 6.4.2.4 below).

For requests based upon Canadian citizenship, visa information must have been received and entered into the student’s record on Compass as noted on the International Information (GOINTL) screen (see Section 6.4.2.7 below), and the Alternative Verification/Certification Request Form must indicate the student’s residence in any province other than Quebec.

### 3.2.2.2 *Alternative Verification/Certification Request Form*

Requests for Alternative Verification should be submitted by use of the [Alternative Verification/Certification Request Form](#) (see form in Section 7.3 below). Please include the student’s name, UIN, admitting academic unit, and term of enrollment.

Indicate the justification on which the Alternative Verification Request is based, and provide any relevant documentation to support the request with the form.

The form must be signed by a faculty approver designated on the academic unit’s Authorized Signers Form (see Section 6.1 below) and submitted by the academic unit to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu). The Graduate and Professional School will determine whether to grant Alternative Verification Requests on a case-by-case basis.

## 3.3 NON-DEGREE STATUS INTERNATIONAL STUDENTS

Post baccalaureate non-degree status students (G6 classification) must meet the ELP Requirement unless the student falls within one of the following categories:

- A post-baccalaureate non-degree status international student admitted to Texas A&M under an approved agreement or contract (e.g., MOU, LOU, MOA) which outlines specific terms for postponement of the English Language Proficiency Requirements for the duration of the non-degree program. For this category, the student’s department must request, in writing, the postponement through the Graduate and Professional School. The Graduate and Professional School will also need a copy of the agreement/contract.
- A reciprocal educational exchange program student admitted to Texas A&M through the Education Abroad Office. For this category, postponement of the English Language Proficiency requirement for the duration of the reciprocal educational exchange program will be handled by the Office of Admissions. Please contact Education Abroad for additional information about this type of student.

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### 3.4 ENGLISH LANGUAGE PROFICIENCY STATUS CODES

International graduate students are assigned an ELP status code in Compass that can be used to determine their eligibility to register for courses. Graduate advisers can access these codes *via* the Howdy portal or in Compass on the Academic Non-Course (SHANCRS) screen.

All students with the following ELP status codes are *eligible* to register for courses:

- Z1:** Level 1 Certified
- ZA:** Level 1 Alternatively Certified
- Z2:** Level 2 Conditionally Certified
- ZD:** Level 2 Conditionally Certified through Emergency Deferral
- ZE:** Level 3 Native English Speaker
- ZV:** Level 3 Verified
- ZW:** Level 3 Alternatively Verified
- ZT:** Level 3 Conditional Certification Expired
- ZZ:** English Language Proficiency Not Required

Students with an ELP status code of **ZN** (not verified) are *ineligible* to register for courses.

Graduate advisers can check the ELP status codes of their students individually on the Academic Non-Course (SHANCRS) screen (see Section 6.4.2 below); a set of students through the ELP Check Application (see Section 6.4.4 below); or by downloading a report through the Howdy portal (see Section 6.4.3 below).

Contact: English Language Proficiency Compliance Office – [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu) or 979-845-3631

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## 4 EMPLOYMENT REQUIREMENTS

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### 4.1 GRADUATE ASSISTANTSHIPS

Graduate and professional students have a variety of options for employment at Texas A&M University. A graduate assistantship (GA) is a part-time, paid position generally working in research, teaching, or administrative support role related to the student’s field of study. Graduate assistantships may cover tuition and fees, offer benefits and eligibility for non-resident tuition waivers. They are generally offered by academic departments – along with an offer of admission – on the basis of scholastic accomplishment, academic promise, and competence.

#### 4.1.1 General Graduate Assistantship Requirements

Graduate assistantships are for doctoral- or master’s-degree-seeking students who are open to gaining experience through research, teaching, or administrative work. Students who are employed on an assistantship will be required to work twenty (20) hours per week on average while completing their degree. The university does not mandate assistantships be terminated upon failure to maintain enrollment requirements after the census date; however, assistantships may be terminated by the employer upon failure to maintain the minimum enrollment requirement.

The Graduate Assistant Position Requirements/Benefits table can be found on the [Graduate and Professional School website](#).

International Students employed at any percentage of graduate student title code GAL (see 4.1.2.1 below) or GAT (see 4.1.2.2 below) must meet the ELP Certification Requirement (see Section 4.2 below). GAR and GANT positions are not required to attain ELP Certification .

The university mandates that assistantships be terminated upon failure to meet the ELP Certification Requirement.

#### 4.1.2 Types of Graduate Assistantships

There are four types of GA positions available through the academic departments, colleges/schools, Texas A&M University System (TAMUS) agencies, and administrative offices: Graduate Assistant-Lecturer (GAL), -Teacher (GAT), -Researcher (GAR), and Non-Teaching (GANT).

The Graduate and Professional School encourages academic units to specify what kind of position the student will take and the ELP Requirements (if applicable) in an offer letter.

##### 4.1.2.1 Graduate Assistant-Lecturer

Some doctoral students in the final years of their program are qualified to serve as instructors of undergraduate courses under the department head or supervisor of instructors. As a Graduate Assistant-Lecturer (GAL), student-lecturers will deliver classroom instruction; create, administer, and evaluate assignments and examinations; and hold office hours for undergraduate students. GAL responsibilities may include, but are not limited to:

- full classroom instruction of course;

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- generating, proctoring, and evaluating assignments and examinations;
- student performance evaluation and assignment of grades;
- office hours and student consultation; and
- all other duties associated with instruction as assigned by the supervisor.

For eligibility to teach, the State of Texas requires institutions of higher education to ensure that all faculty members are proficient in use of the English language. A “faculty member” is any person who teaches a course offered for academic credit by an institution of higher learning – including teaching assistants, instructors, lab assistants, research assistants, lecturers, and professors.

International graduate students must demonstrate proficiency in the English language before teaching as a GAL. This requirement applies to an international student employed at any percent effort in a GAL title. Assistantships with curricular duties require Level 1 Certification, Level 2 Conditional Certification (for one semester only), or Level 3 Verification with an approved Emergency Deferral of Certification (one semester only).

#### 4.1.2.2 *Graduate Assistant-Teacher*

With a Graduate Assistant-Teacher (GAT) position, students have the opportunity to administer or assist with instructional assignments and interact directly with students. Depending on the needs of an advisor, GATs might offer classroom and laboratory instruction, assist a faculty instructor in teaching sessions, tutor, or hold office hours. Student-assistants may also be responsible for grading undergraduate student work. GAT responsibilities may include, but are not limited to:

- teaching a classroom or laboratory section of a course;
- working in a teaching or computing lab for the purpose of educating students;
- assisting a faculty instructor in teaching students in recitation or discussion sessions;
- tutoring individuals or small groups of students;
- holding office hours and meeting with students;
- assisting with grading or student assessment (with or without student interaction); and
- preparation of materials for instructors or academic units.

For eligibility to teach, the State of Texas requires institutions of higher education to ensure that all faculty members are proficient in use of the English language. A “faculty member” is any person who teaches a course offered for academic credit by an institution of higher learning – including teaching assistants, instructors, lab assistants, research assistants, lecturers, and professors.

International graduate students must demonstrate proficiency in the English language before teaching as a GAT. This requirement applies to an international student employed at any percent effort in a GAT title. Assistantships with curricular duties require Level 1 Certification, Level 2 Conditional Certification (for one semester only), or Level 3 Verification with an approved Emergency Deferral of Certification (one semester only).

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The Graduate and Professional School recommends preparing newly arrived international students to meet the ELP Requirement for GATs before the start of their employment. The Center for Teaching Excellence advises the following options to prepare international graduate students for a GAT position:

- assignment to a unit’s help desk;
- a non-teaching position with instructional observation; or
- guest lecturing for an academic unit’s symposium.

#### 4.1.2.3 *Graduate Assistant-Researcher*

Graduate Assistant-Researchers (GAR) are hired by a research supervisor or Principal Investigator (PI) – usually a faculty member – to assist on a research project. The research students perform will likely be related to their research focus, dissertation, or thesis. Research may or may not be externally-funded. GAR responsibilities may include, but are not limited to:

- conducting literature, library, laboratory, or other forms of reviews or research;
- collecting, coding, cleaning, or analyzing data;
- preparing materials for IRB, IACUC, or IBC review; and
- designing, generating, or writing reports, presentations, and publications.

GAR positions are not required to meet the ELP Certification Requirement for their roles, but must be ELP Verified and eligible to register for courses.

#### 4.1.2.4 *Graduate Assistant Non-Teaching*

Graduate Assistant Non-Teaching (GANT) responsibilities do not involve instructional assignments or support of teaching or academic programs, and are not primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to the following:

- non-teaching/non-curricular duties;
- performance of varied programmatic duties in non-academic units;
- assisting with administrative duties in a variety of settings; and
- conducting activities that do not generally fit within GAT or GAR job responsibilities.

GANT positions are not required to meet the ELP Certification Requirement for their roles, but must be ELP Verified and eligible to register for courses.

Contact: Division of Human Resources and Organizational Effectiveness – [Grad-Employment@tamu.edu](mailto:Grad-Employment@tamu.edu)

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### 4.1.3 Registration Requirements

#### 4.1.3.1 Graduate Full-Time Status

For assistantship, fellowship, and scholarship eligibility, the following are required: nine (9) hours Fall/Spring terms and six (6) hours summer term in any combination for full Summer benefits, or three (3) hours in any combination for an individual summer session benefit.

#### 4.1.3.2 Registration Requirements for Graduate Assistants

Graduate students employed in a GAT or GANT role must be registered full-time, equivalent to a minimum of nine (9) semester credit hours in the Fall and Spring terms.

Those employed in a GAL role must be registered a minimum of one (1) semester credit hour in the Fall and Spring terms.

Summer Registration fulfillment may be achieved by any of the following:

- Summer I
- Summer II
- Summer 10-Week only
- Summer I and II
- Summer I and 10-Week
- Summer II and 10-Week
- Summer I, II, and 10-Week

The table below defines the minimum number of registered hours required, as determined by the Summer enrollment session and the associated GA position title:

Graduate Assistant Title	Summer Employment Session	Minimum Registered Hours Required
Graduate Assistant-Lecturer (GAL)	Any portion of the Summer semester	1
Graduate Assistant-Teacher (GAT)	Only Summer I or II	3
Graduate Assistant-Teacher (GAT)	Summer I and II or 10-Week	6
Graduate Assistant-Researcher (GAR)	Any portion of the Summer semester	6
Graduate Assistant Non-Teaching (GANT)	Any portion of the Summer semester	6

## 4.2 ENGLISH LANGUAGE PROFICIENCY CERTIFICATION FOR TEACHING

Eligibility to hold a graduate assistantship with instructional or curricular support responsibilities – such as Graduate Assistant-Teacher (GAT), Graduate Assistant-Lecturer (GAL), etc. – Texas State law (Education Code, [Section 51-917](#)) and Texas A&M University requires international graduate students to achieve English Language Proficiency **Certification**.

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The Graduate and Professional School, and the Division of Human Resources and Organizational Effectiveness (HROE), require prospective or current international students hired for assistantships that carry teaching responsibilities (see Section 4.1 above) to meet ELP Certification Requirement. Proof of English language proficiency for Certification is demonstrated by

- achieving a minimum required score on an acceptable standardized language examination;
- citizenship with certain English-speaking countries; or
- a Bachelor’s degree with all coursework completed at an accredited academic institution within the United States.

#### 4.2.1 English Language Proficiency Certification Levels

Satisfaction of the ELP Certification Requirement in relation to teaching positions is rated on a scale of 1-3.

##### 4.2.1.1 Level 1 – Eligible

An international graduate student who is Level 1 Certified through test scores (Z1), Alternatively Certified (ZA), or the ELP is no longer required (ZZ) is *Eligible* for teaching assignments without any restrictions.

##### 4.2.1.2 Level 2 – Conditionally Eligible

Those with a Level 2 Conditionally Certified (Z2) rating or an approved Emergency Deferral Request (ZD) are *Conditionally Eligible* for teaching assignments. They may teach for *one semester only* and must simultaneously enroll in Texas A&M University’s Center for Teaching Excellence-English Language Proficiency (CTE-ELP) Program. Conditionally eligible students *must* achieve a Level 1 certifying score on the ELPE or a global standardized test *before* the hiring date for the next semester.

##### 4.2.1.3 Level 3 – Ineligible

Students who are Level 3 Verified only (ZV), Alternatively Verified (ZW), Native English Speakers (ZE), or whose conditional eligibility expired (ZT) are *Ineligible* for teaching assignment. They should participate in spoken language training (such as those offered by CTE-ELP and other independent English language instruction providers) to assist them in meeting ELP Certification. They will remain ineligible until they achieve a certifying score on the oral skills assessment on the ELPE or a global standardized test.

#### 4.2.2 Standardized Language Examinations

ELP Certification may have been obtained during the admissions process through achieving a minimum required speaking score on an acceptable speaking score standardized language examination (see Section 3.1 above). If the student submitted scores from a standardized English language examination to the university – during or after admission – which met the minimum required for Level 1 Certification, or Level 2 Conditional Certification, the student will automatically receive ELP Certification.

The following standardized global tests are acceptable to obtain ELP Certification:

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- Test of English as a Foreign Language (TOEFL) Essentials and iBT
- International English Language Testing System (IELTS), including the One-Skill Retake

*Please note: Scores from TOEFL Essentials, TOEFL-iBT, or IELTS examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English Language Proficiency Certification. Once official test scores have been reported to the university, they remain effective throughout the duration of the student's time at Texas A&M.*

International graduate students who wish to serve in teaching positions and have not met the ELP Certification Requirement prior to admission can certify by taking another global standardized test or passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Texas A&M's Testing Services (see Section 5.3 below).

#### 4.2.2.1 IELTS One-Skill Retake

The IELTS One Skill Retake provides test-takers with the option to retake any one section of the IELTS exam instead of being required to retake all four sections. The One Skill Retake is available if

- the individual has completed a full test at a center that offers IELTS One Skill Retake;
- the full test was an IELTS computer test; and
- the individual sits for the IELTS One Skill Retake within sixty (60) days of the full IELTS exam.

As of Spring 2024, Texas A&M University will accept results of the IELTS One-Skill Retake (Speaking section only); however, the Office of Admissions does not yet have the ability to receive and enter a score attained through this exam. As a temporary process:

- The academic unit must submit an Alternative Certification Request (see Section 4.2.3 below) and include a copy of the IELTS One Skill Retake score report.
- The Graduate and Professional School will request the Office of Admissions to confirm the validity of the score report.
- Upon receipt of confirmation from the Office of Admissions, the Graduate and Professional School will approve and process the Alternative Certification Request and update the student's ELP status.

*Please note: The university does not accept the IELTS One Skill Retake for ELP Verification.*

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#### 4.2.2.2 Acceptable Test Scores for Certification

Eligibility Levels for International Students to Serve in Teaching Positions	Global Standardized Tests			Locally Administered Exam (on Texas A&M Campus)
	TOEFL Essentials Speaking Section	TOEFL Speaking Section	IELTS Speaking Section	ELPE Oral Examination
1. Eligible	≥ 11	26-30	≥ 8	≥ 80
2. Conditionally Eligible	9-10	23-25	7.0-7.5	75
3. Ineligible	≤ 8	< 23	< 7.0	< 75

#### 4.2.3 Alternative Certification

Alternative Certification may be acquired, *following completion of the admission process*, from the Graduate and Professional School *via* request submitted by colleges/schools, departments, or interdisciplinary degree programs. Alternative Certification indicates that an international student meets the ELP Certification Requirement through means other than the acceptable test scores.

##### 4.2.3.1 Acceptable Justifications for Alternative Certification

The Graduate and Professional School accepts the following justifications for an international graduate student's Alternative Certification:

- a Bachelor's degree with *all coursework* completed at an accredited academic institution within the United States;
- citizenship with certain English-speaking countries (see Section 2.2.2.3 above);
- a Level 1 certifying score on the IELTS One Skill Retake (see Section 4.2.2.1 above); or
- the international student qualifies for Alternative Certification by other means.

For Alternative Certification Requests based upon a Bachelor's degree, the Office of Admissions must have received and entered official transcript(s) into the student's record on Compass as noted on the Prior College Summary (SOAPCOQ) screen in the "Degree Date" column (see Section 6.4.2.4 below). For requests based on citizenship, visa information must be on file with the Office of Admissions and International Student and Scholar Services, and entered into the student's record on Compass as note on the International Information (GOAINTL) screen (see Section 6.4.2.7 below). For requests based on an IELTS One Skill Retake (see Section 4.2.2.1 above), a copy of the student's score report must be submitted with an Alternative Certification Request.

##### 4.2.3.2 Alternative Verification/Certification Request Form

Requests for Alternative Certification should be submitted by use of the [Alternative Verification/Certification Request Form](#) (see form in Section 7.3 below). Please include the student's name, UIN, admitting academic unit, and term of enrollment. The form must be signed by a faculty approver designated on the academic unit's Authorized Signers Form (see Section 6.1 below).

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Please indicate the justification on which the Alternative Certification Request is based, and provide any relevant documentation to support the request with the form. The Alternative Certification Request must be submitted by the academic unit to [FLPCompliance@tamu.edu](mailto:FLPCompliance@tamu.edu). The Graduate and Professional School will determine whether to grant Alternative Certification Requests on a case-by-case basis.

### 4.3 EMERGENCY DEFERRAL OF ENGLISH LANGUAGE PROFICIENCY CERTIFICATION

International graduate students with an ELP status of Level 3 (Verified only) are *Ineligible* for hire in a GAT or GAL position (see Section 4.2.1 above).

Under extenuating circumstances, however, academic units may need to hire an international graduate student who has not attained Level 1 Certification or Level 2 Conditional Certification through standardized test scores (see Section 4.2.2.2 above), the English Language Proficiency Exam (see Section 5.3 below), or Alternative Certification (see Section 4.2.3 above).

In such cases, academic units may request a one-time, one-semester Emergency Deferral of the ELP Certification Requirement for employment. Emergency Deferrals may be acquired from the Graduate and Professional School *via* a request submitted by the academic unit. Emergency Deferral indicates that an international graduate student does not currently meet the ELP Certification Requirement to hold a teaching position, but extenuating circumstances necessitated the hire.

Academic units seeking to hire an Ineligible international student based upon an Emergency Deferral *must* obtain approval of the request *before* the submission of hiring documents. Level 3 Ineligible (Verified only) students hired without an approved Emergency Deferral on file with the Graduate and Professional School will be subject to automatic termination and will remain Ineligible until a Level 1 certifying score is achieved.

If an Emergency Deferral is approved, the student will be granted Conditional Eligibility for one semester only. To receive approval,

- the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible student (see Section 4.3.1 below);
- the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral (see Section 4.3.2 below); and
- the student must participate in the Center for Teaching Excellence’s English Language Proficiency Program during the period of Emergency Deferral (see Section 4.3.3 below).

#### 4.3.1 Acceptable Justifications for Emergency Deferral of the Certification Requirement

The Graduate and Professional School accepts the following justifications for an international student’s Emergency Deferral of the ELP Certification Requirement:

- a previously assigned GAT or GAL is no longer able to teach the assigned course;

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- an unanticipated student enrollment increase requires the creation of additional course sections and no other Eligible students are available; or
- other unexpected circumstances require the hire of a Level 3 Ineligible international graduate student.

A statement explaining the selected justification is required and the request should include relevant documentation. *Please note: Failure to schedule a TOEFL, IELTS, or ELPE is no longer considered an acceptable justification.*

#### 4.3.2 Assigned Faculty Supervision

During a semester of Emergency Deferral, the academic unit must assign a faculty member to conduct periodic reviews – including in-class observations – of the student’s teaching performance. The first review must be conducted during the first month of the semester. The supervisor and academic unit should take appropriate actions if the student’s performance is deemed unacceptable.

Emergency Deferral Request Forms must be signed by the supervising faculty member.

#### 4.3.3 Center for Teaching Excellence-English Language Proficiency Program Requirement

During the semester of Emergency Deferral, the student must participate in the English Language Proficiency Program with the Center for Teaching Excellence (see Section 5.2 below).

In order to receive approval of the Emergency Deferral, the student must schedule an Intake Assessment with CTE before submission of the request form. Prior to completion of the form, students must first contact CTE at [CTE-ELP@tamu.edu](mailto:CTE-ELP@tamu.edu) or 979-459-3699 to request online registration for the Intake Assessment. *Students should indicate that their department is seeking an Emergency Deferral when contacting CTE-ELP.* The request form must indicate the scheduled assessment date, **and a copy of the confirmation must be attached.**

#### 4.3.4 Emergency Deferral Request Form

Requests for Emergency Deferral of ELP Certification must be submitted by use of the [Emergency Deferral Request Form](#) (see form in Section 7.4 below). Please indicate the

- student’s name and UIN; and
- semester for which the Emergency Deferral will apply

Select the justification on which the Emergency Deferral is based and provide any relevant documentation to support the request with the form. Please indicate the date the student has scheduled the CTE-ELP Intake Assessment and provide a copy of the confirmation with the request.

The form must be signed by

- the student’s assigned faculty supervisor;
- a faculty approver designated on the academic unit’s Authorized Signers Form; and
- the appropriate college/school’s Graduate Operations Committee Dean.

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The Emergency Deferral Request Forms must be submitted by the academic unit to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu). The Graduate and Professional School will determine whether to grant Emergency Deferral Requests on a case-by-case basis.

Once approved, a copy of the signed Emergency Deferral Request will be provided to the employing academic unit, the supervising faculty member, and the student. The student's ELP status will be updated to ZD (Level 2 Conditionally Certified by Emergency Deferral) for one semester. The employing academic unit may then proceed with the hire through the Division of Human Resources and Organizational Effectiveness (HROE).

#### 4.3.5 Expiration of Emergency Deferral

The international graduate student must achieve Level 1 Certification by the end of the semester of employment. If the student does not attain Level 1 Certification before the hiring date for the next semester, the student's ELP code will change to ZT (Level 3 Conditional Certification Expired). The student will then be Ineligible for rehire until the ELP Certification Requirement has been met by way of a Level 1 certifying score on a standardized language examination (see Section 4.2.2.2 above).

If the Emergency Deferral expires and the student has not reached Level 1 Certification, the employing unit will have the opportunity to move the employee to a Graduate Assistant Non-Teaching (GANT), Graduate Assistant-Researching (GAR), or other non-teaching role (see Section 4.1.1 above).

For students who do not achieve Level 1 Certification and are not transferred to a non-teaching position, the Graduate and Professional School will require HROE to process the student's termination.

Contact: English Language Proficiency Compliance Office – [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu) or 979-845-3631

## 4.4 ENGLISH LANGUAGE PROFICIENCY STATUS CODES

International graduate students are assigned an ELP status code in Compass that can be used to determine their eligibility to hold a graduate teaching position. Graduate advisers can access these codes *via* the Howdy portal or in Compass on the Academic Non-Course (SHANCRS) screen.

All relevant certification codes are shown in Table 1 below. Those listed in the left-hand column are permitted to hold graduate teaching positions.

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**Table 1. Certification Codes and Teaching Eligibility**

Eligible to Teach (Unrestricted)		Ineligible to Teach	
<b>Z1</b>	Level 1 Certified	<b>ZV</b>	Level 3 Verified
<b>ZA</b>	Alternatively Certified	<b>ZW</b>	Alternatively Verified
<b b="" zz<=""></b>	English Language Proficiency Not Required	<b>ZE</b>	Native English Speaker*
Eligible to Teach (One Semester Only)		<b>ZT</b>	Conditional Eligibility Expired
<b>Z2</b>	Level 2 Conditionally Certified	Ineligible to Teach or Register for Courses	
<b>ZD</b>	Conditionally Certified through Emergency Deferral	<b>ZN</b>	Not Verified

\* An international graduate student who is a Native English Speaker (ZE) is eligible for Alternative Certification (ZA) which will make the student Eligible to teach.

Graduate advisers can check the ELP status codes of their students individually on the Academic Non-Course (SHANCRS) screen (see Section 6.4.2 below); a set of students through the ELP Check Application (see Section 6.4.4 below); or by downloading a report through the Howdy portal (see Section 6.4.3 below).

## 4.5 ENGLISH LANGUAGE PROFICIENCY COMPLIANCE PROCEDURES

### 4.5.1 Pre-Semester English Language Proficiency Requirement Notification

One month prior to the start of each Fall and Spring semester, the Graduate and Professional School will notify by email all Department Heads and Department Graduate Advisors with reminders of the English Language Proficiency Certification Requirement for any graduate assistant position with instruction responsibilities.

### 4.5.2 English Language Proficiency Compliance Audit

The Graduate and Professional School conducts a Compliance Review after the first payroll date of the Fall and Spring semesters. The audit report will consist of all international graduate students who meet all of the following criteria:

1. Hold a teaching position, including those paid (even partially) by teaching funds.
2. Not ELP Certified or Conditionally by
  - standardized test score (TOEFL iBT, TOEFL Essentials, IELTS); nor
  - an ELPE test score; nor
  - Alternative Certification.

The Graduate and Professional School’s English Language Proficiency Compliance Office will notify students, graduate advisors, and graduate program directors of the compliance requirements.

- Level 2 Conditionally Eligible students (Z2)

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- must be enrolled in the CTE-ELP Program.
- If the student does not achieve Level 1 Certification by the next semester’s hire date, that student must either be transferred to a non-teaching position or terminated from employment.
- Departments should send their compliance action plan to the English Language Proficiency Compliance Coordinator in the Graduate and Professional School within 10 business days.
- Level 3 Conditionally Eligible (with an approved Emergency Deferral Request) students (ZD)
  - must be enrolled in the CTE-ELP Program, and
  - must be under the assigned supervision of a faculty observer.
  - If the student does not achieve Level 1 Certification by the next semester’s hire date, that student must either be transferred to a non-teaching position or terminated from employment.
  - Departments should send their compliance action plan to the English Language Proficiency Compliance Coordinator in the Graduate and Professional School within 10 business days.
- Level 3 Ineligible students (ZN, ZV, ZW, ZT) *without* an approved Emergency Deferral Request will be terminated from employment.

#### 4.5.3 Expiration of Conditional Eligibility

At the of each Fall and Spring semester, the English Language Proficiency Compliance Office will conduct a secondary audit of all Conditionally Eligible (Z2 and ZD) GATs and GALs. Employing academic units and students will receive notification in December and May each year regarding expiration of Conditional Eligibility. The ELP status for any international students who have not attained a Level 1 certifying score by that time will be changed to ZT which will indicate that their Conditional Eligibility has expired.

These students will have until the next hire date to achieve a Level 1 certifying score to maintain employment in a GAT or GAL position. Those who do not attain Level 1 status by that time will be required to transfer to a non-teaching role or be terminated from employment.

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## 5 GRADUATE ASSISTANT TRAINING AND SUPPORT

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### 5.1 TEACHING ASSISTANT REQUIREMENTS

#### 5.1.1 New Teaching Assistant Training

New graduate teaching assistants (TAs) are required to complete training courses with the Center for Teaching Excellence (CTE), online (through TrainTraq), and with their employing academic unit (through their college/school).

For more information on the training of TAs, including training dates and requirements, please contact [Grad-TATEP@tamu.edu](mailto:Grad-TATEP@tamu.edu).

#### 5.1.2 ELP Practice Group for Instructors

The English Language Proficiency Practice Group for Instructors workshop series is provided specifically for international TAs through CTE. While this series is not required by the university or by CTE, individual departments may encourage or require their international TAs to attend. The ELP Practice Group for Instructors take place several times per year and promotes American English pronunciation, student-centered teaching approaches, and an understanding of the culture of the Texas A&M University classroom.

#### 5.1.3 Teaching Assistant Evaluation

Each academic unit employing GATs and GALs shall develop an appropriate set of procedures and evaluation instruments to monitor the performance of GATs and GALs each semester. These procedures will be outlined in the academic units' reports submitted each year and clearly communicated to student employees.

### 5.2 CENTER FOR TEACHING EXCELLENCE-ENGLISH LANGUAGE PROFICIENCY PROGRAM

The Center for Teaching Excellence (CTE)'s English Language Proficiency (ELP) Program is a linguistic resource provided to Texas A&M's current and prospective international instructors who wish to improve their spoken English skills. The CTE-ELP employs linguists with expertise in adult second language acquisition, English as a second language, pronunciation, and pedagogy. These instructional consultants aim to help instructors communicate effectively and share their expertise clearly.

CTE-ELP serves departments by providing professional development in oral English proficiency with the goal of increasing the number of graduate students who are ELP Certified, thereby expanding the pool of candidates for TA positions.

*Please note: CTE-ELP does **not** conduct summative assessments nor determine who is eligible to be a TA. That is done by raters of the recognized language tests or, in cases of Alternative Certification, by the Graduate and Professional School. CTE-ELP is not involved in the administration of Testing Services' English Language Proficiency Exam (ELPE).*

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### 5.2.1 Teaching Assistant English Language Proficiency Questionnaire

Academic units and prospective international teaching assistants may utilize CTE's [ELP Questionnaire](#) to check their certification status and determine their qualification to take on a teaching position.

### 5.2.2 CTE-ELP Registration and Programming

Enrollment with the CTE-ELP Program is open year-round to international faculty, teaching assistants, non-teaching graduate students, and undergraduate students. The CTE-ELP Program is not a semester-long course, but rather a suite of services and resources. International faculty and students are welcome to register themselves for workshops and conversation circles *via* <https://ers.tamu.edu/elp>. If they are interested in other services and resources, such as conversation partners and pronunciation software, they may fill out a questionnaire at <https://u.tamu.edu/join-CTE-ELP>.

These support services are confidential and at no additional cost to the participant.

CTE-ELP Program instruction is **required** for students currently serving as teaching assistants who have Level 2 Conditional Eligibility (Z2) or are Level 3 Ineligible with an Emergency Deferral (ZD), but optional for all others. Thus, CTE-ELP programming prioritizes uncertified teaching assistants.

#### 5.2.2.1 Intake Assessment

Conditionally-appointed GATs and GALs with Emergency Deferral of Certification begin with a diagnostic assessment of their oral proficiency skills *via* an Intake Assessment with the ELP Consultants. This should be completed by Week 2 of the semester.

The Intake Assessment is a forty-five minute diagnostic interview during which an instructional consultant converses with the student to assess spoken English language proficiency – fluency, grammar, vocabulary, and pronunciation. Consultants listen for content, as well as language and delivery, while the student answers a variety of questions, transcribes a few spoken sentences, reads aloud accent analysis sentences, and explains a concept in their field as if teaching.

During the Intake Assessment, the student will

- communicate their goals for language acquisition;
- read aloud every phoneme of American English in a variety of phonetic contexts;
- demonstrate listening comprehension *via* short dictation;
- speak extemporaneously, simulating interaction between instructor and student;
- self-reflect on their strengths and weaknesses as an English speaker; and
- give explicit permission to be corrected by a consultant.

The Intake Assessment ends with the consultant giving a recommendation for more comprehensible speech and/or a resource to help the student immediately. The results of this diagnostic are then used to construct an Individual

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Improvement Plan (IIP). Each plan requires five hours of weekly activity. It is tailored to individual needs established during the diagnostic assessment and encompasses specific recommendations for activities, many of which are detailed in Table 3.

**5.2.2.2 Individual Improvement Plan**

An intake follow-up is a sixty-minute meeting between the student and a consultant. The consultant will explain the Intake Assessment findings (the participant’s strengths and weaknesses), including priorities. The consultant also recommends specific activities and resources, both inside and outside the CTE-ELP Program, to address weaknesses. The participant selects or consents to activities, adding up to five hours weekly (for TAs who are Level 2 Conditionally Eligible and Level 3 with an Emergency Deferral) or any number of hours for everyone else. Both sign an Individual Improvement Plan (IIP) and each retains a copy.

**5.2.2.3 Program Activities**

Students’ ELP Program activities will be indicated on their IIP. CTE-ELP does not share the IIP with anyone but the client. Academic units are encouraged to follow up with any TA who is Level 2 Conditionally Eligible or Level 3 with an Emergency Deferral of Certification and inquire as to their adherence to the IIP.

CTE-ELP offers a variety of services and resources to accommodate the different needs, schedules, and learning preferences of its clients. Certain services are reserved for current instructors. Other services are open to non-teaching international graduate students, and – if space permits – international undergraduate students, post-docs, and visiting scholars.

The services are intentionally flexible and efficient to accommodate busy schedules. Many of them are offered online to reach TAs and future TAs on branch campuses or even in their home countries before they arrive at Texas A&M. For this reason, advisors may recommend to international graduate students at any point in the calendar year to begin participating in the CTE-ELP Program – far in advance of their teaching assignment – at their own pace.

**Table 2. CTE-ELP Program Activities**

Activity	Description	Correspondence to ELPE	Target Audience
Private Consultation	Participants build upon pronunciation proficiency and fluency through strategic readings, practice motor control of the vocal tract, and receive feedback about their progress.	Reading Task (careful language production)	Conditionally-appointed TAs  (Other groups as appointments are available)

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Activity	Description	Correspondence to ELPE	Target Audience
Language Laboratory with Pronunciation Software	Participants develop listening discrimination of English pronunciation, knowledge of the features and manipulation of the vocal tract, and automaticity.	Reading Task (careful language production)	All groups
ELP for Instructors Practice Groups	Participants rehearse functional language for instruction; learn to anticipate and repair common communication breakdowns; develop peer support, supra-segmental skills, and fluency; and cultivate an awareness and appreciation for diversity and cultural differences.	Presentation and Interview Tasks (formal, planned and casual, extemporaneous language production)	Conditionally-appointed TAs  (Other groups as space permits)
Teaching Observation with Feedback	Participants receive observation and feedback from an ELP Consultant to assess their linguistic performance in action. They additionally practice self-assessment skills.	Presentation Task (formal, planned language production)	Conditionally-appointed TAs  (Other instructors as time permits)
Conversation Partners	Participants develop fluency and an awareness & appreciation for cultural difference in the classroom through an application of pronunciation knowledge via authentic dialogue with an English-dominant partner.	Interview Task (casual, extemporaneous language production)	Conditionally-appointed TAs  (Other groups as partners are available)
Pronunciation Workshops and Academic Communication Skills Workshops	Participants develop phonological awareness, functional vocabulary for conducting office hours and teaching lab class, as well as familiarity with CTE-ELP services.	Reading Task (careful language production)	All groups

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Activity	Description	Correspondence to ELPE	Target Audience
Videotaped microteaching	Opportunity for participants to teach a micro-lesson in front of a video camera and receive feedback from a consultant and often an undergraduate student. Participants have the opportunity to self-reflect.	Presentation Task  (formal, planned language production)	Current TAs and students scheduled to take upcoming ELPE

The recommended ELP process towards Level 1 Certification is shown in Figure 3 below.

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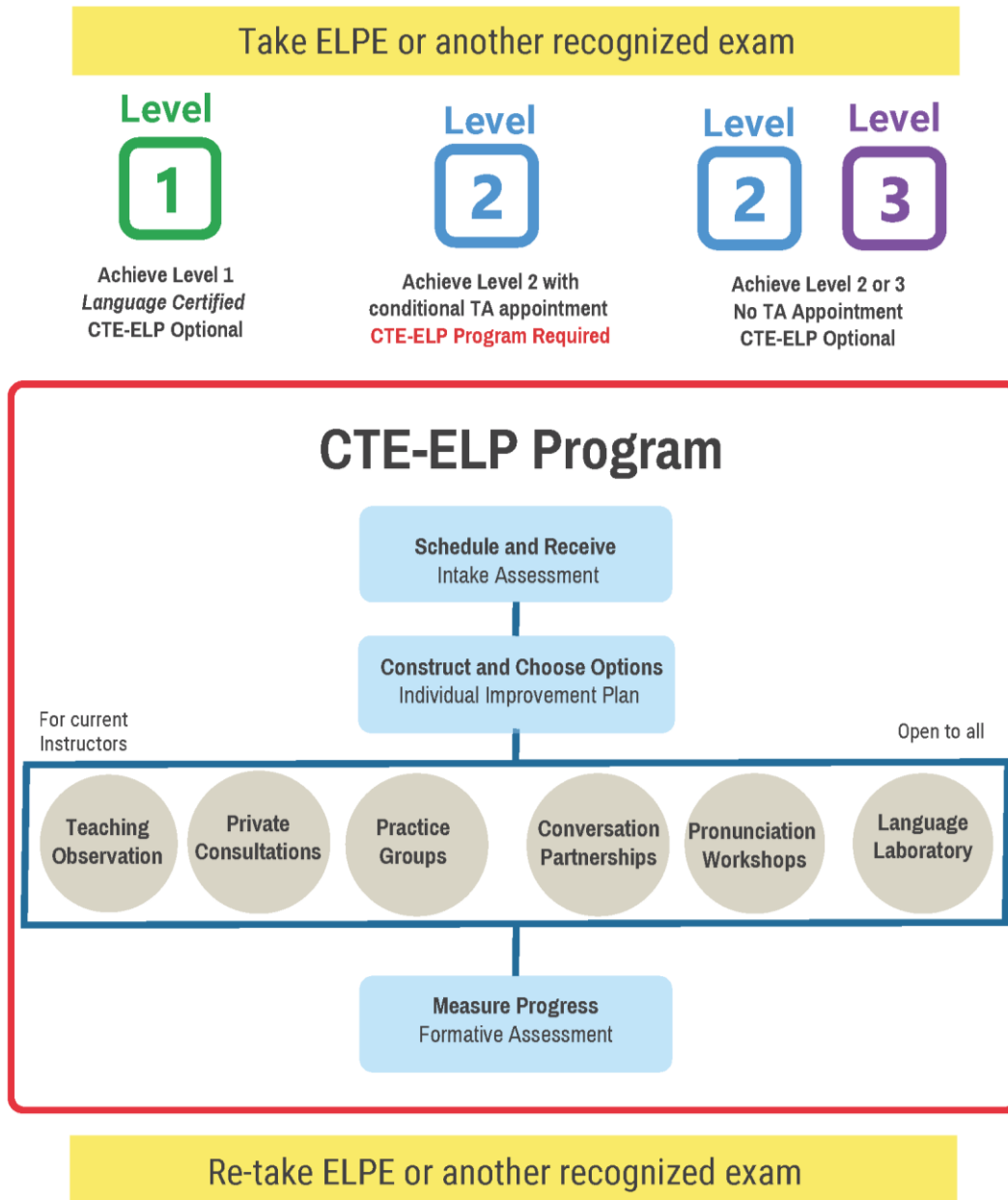


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**Figure 3. Recommended ELP Process toward Level 1 Certification**



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### 5.2.3 Progress Assessment and Re-Testing for Certification

Conditionally-appointed TAs receive regular formative assessment from ELP Consultants during their time working with the CTE-ELP Program.

Once students become eligible to do so, they can retake the ELPE and certify their proficiency. Students are eligible to retake the ELPE once every three months per Graduate and Professional School policy.

Conditionally-appointed TAs may request to retake the ELPE before three months have elapsed, but they must do so through the CTE-ELP Program. Early ELPE retest requests are granted only if students are following their Individual Improvement Plan and have made demonstrable progress in oral proficiency. The CTE-ELP program transmits early retest waivers directly to Testing Services.

Once a conditionally-appointed TA earns a Level 1 certifying score (such as an 80 on the ELPE), that student is no longer obligated to participate in the CTE-ELP Program or adhere to the Individual Improvement Plan. This can happen at any time during the semester, but it must be achieved before the next semester’s hire date.

The CTE-ELP Program is a valuable resource for those who have not obtained the required score to achieve Level 1 Certification or for certified instructors who wish to pursue additional professional development to enhance their English language proficiency.

## 5.3 ENGLISH LANGUAGE PROFICIENCY EXAMINATION

The English Language Proficiency Exam (ELPE) evaluates English skill in the area of oral communication. The ELPE is conducted *via* Zoom through Testing Services at Texas A&M University. The assessment is conducted by a panel of two to three trained individuals. Interviewers will have pre-session training to ensure common standards.

The ELPE is evaluated based on the degree to which an individual can be understood through spoken communications. Each section is designed to elicit samples of the student’s speaking ability.

### 5.3.1 Testing Services

Texas A&M University’s Testing Services Office is an approved national testing site with a licensed Prometric Center and partnerships with Pearson Vue and Measure Learning (formerly Castle Worldwide). Professional certification, licensure, and entry level exams are available to TAMU students and the community.

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Visit the [Testing Services website](#) for more information on upcoming exam dates and how to register for the English Language Proficiency Exam.

### 5.3.2 English Language Proficiency Examination Administration and Rules

#### 5.3.2.1 Sections of the English Language Proficiency Examination

There are three segments to the oral skills assessment:

1. A short reading passage from a text based on the student’s major, supplied by Testing Services.
2. A brief presentation on a subject derived from the student’s major that the student will need to prepare for prior to the appointment. (PowerPoint is not allowed for the presentation. The student may use the whiteboard feature *via* Zoom.)
3. A short question and answer interview with the panel.

#### 5.3.2.2 Registration for the English Language Proficiency Examination

Registration is required for the ELPE. To register, students should go to the Testing Services website. A registration form link will be posted for each available test date. Registration will close approximately one week before the test date unless seats are no longer available prior to the closing date. The registration fee is non-refundable.

Students registering for the ELPE must be prepared to provide:

- UIN
- First and Last Name
- Date of Birth
- Native Country of Birth
- Contact Phone Number and Email Address
- Department under which the student’s program is administered
- Available Time(s)

For completion of the registration for, students will be asked to confirm:

- Eligibility for the ELPE
- Foreign nationality
- Access to Zoom
- The cost of registration
- Forfeiture of the fee if registering twice within a three month period (unless otherwise permitted – see Section 5.1.6 below)

Students will receive an email confirmation of their registration that includes the testing schedule. Once registered, students will be billed for the exam even if they do not make the appointment.

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If a test date is marked as “Full,” it means that Testing Services does not have any additional appointments available on that day. If a test date is marked as “Closed,” it means that the registration period for that date has passed and registrations are no longer accepted. Once full or closed, students must register for the next available test date.

Students should not call or email requesting a testing appointment on a date which is full or closed.

Following the examination, Testing Services will enter the student’s score into Compass, available on the Test Score Information (SOATEST) screen (see Section 6.4.2.5 below). The Graduate and Professional School will perform an audit after the 12th class day of Fall and Spring semesters to ensure that international graduate students hired to teach have successfully met English Language Proficiency requirements (see Section 4.5.2 above). Academic units will receive notification of non-compliant students.

**5.3.2.3 Testing Center Rules**

ELPE candidates are required to be professional, civil, and respectful at all times during the administration of the exam. All exams are continuously monitored by video and audio recording during the entire exam. The Test Center Administrator is authorized to dismiss a student from the test session for violation of any Test Center Regulations including exhibition of abusive behavior towards the administrator or other candidates. Students in violation of Test Center Regulations will be referred to Student Academic Affairs.

Students sitting for the ELPE should dress as if taking the test in person or in a classroom setting. TAMU [Student Rule 37](#) grants faculty and staff the authority to maintain responsible standards of student dress and grooming within the classroom. Test proctors may cancel an exam if the student is not appropriately dressed.

An original, valid government-issues photo and signature bearing a student’s identification, or a current student identification, is required in order to take an exam. Validity and the number of acceptable IDs are predetermined by Testing Services and will be checked by the proctors.

No scheduled/unscheduled breaks are allowed, nor eating/drinking during the exam.

Students sitting for the ELPE are required to have access to Zoom.

**5.3.2.4 Confidentiality of Examination Content and Systems**

The computer-based test delivery system and the exam content are the unpublished, confidential, and proprietary materials of Testing Services. Communicating, publishing, reproducing, or transmitting any part of the exam in any form or by any means (i.e. verbal, electronic, written, etc.) for any purposes is strictly prohibited. Any reproduction or disclosure will result in an immediate filing of civil and/or criminal charges against the individual and anyone conspiring with the individual.

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**5.3.3 ELPE for International Graduate Students Serving in Teaching Positions**

If international graduate students wish to serve in teaching positions and have not already achieved the requisite standardized test scores prior to enrollment, they can attain Level 1 Certification by taking the oral skills assessment of the ELPE. Individual academic units may choose to establish test standards that exceed the university minimums.

To increase accessibility to the ELPE, Testing Services will increase the number of possible exam dates in August and January. Select dates will be open only to those students who have already received an offer of employment.

**5.3.4 Testing During the Semester**

Testing Services offers the ELPE throughout the semester for students who are Level 2 (Conditionally Eligible) or Level 3 (Verified only). Students may register for the test *via* the online registration link on the Testing Services website.

**5.3.5 ELPE Retesting**

Students may not retake the ELPE within three months of their most recent attempt. Only students participating in the CTE-ELP program may request an early ELPE retest through CTE.

Visit the [Testing Services website](#) for more information about test dates, registration, and any associated fees.

Contact: Testing Services – [Testing@tamu.edu](mailto:Testing@tamu.edu)

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## 6 ADMINISTRATIVE SERVICES

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### 6.1 AUTHORIZED SIGNERS FORM

Each college/school, department, and interdisciplinary degree program is required to have an Authorized Signers Form on file with the Graduate and Professional School. These forms designate the academic unit's contacts; identify administrative faculty and/or staff who may submit ELP-related documents; designate administrative faculty who may approve and sign ELP-related forms; and provide access to view student documents in TAMUDocs/ImageNow.

This form (managed through Google Drive) should be updated when there are changes in unit roles. The Graduate and Professional School may also request updates from all units if changes in procedures occur. If a college/school, department, or IDP should need to update their Authorized Signers Form, please coordinate with the academic unit's designated Authorized Signers Form Editor to enter the necessary changes.

Contact: Graduate Authorized Signers – [Grad-AuthSigners@tamu.edu](mailto:Grad-AuthSigners@tamu.edu) or 979-845-3631

### 6.2 GRADADVISORS LISTSERV

The Graduate and Professional School provides ELP-related updates, as needed, through the GradAdvisor Listserv. The LISTSERV is a vehicle through which entities around campus disperse information relevant to graduate and professional students, advisors, and programs at Texas A&M University.

#### 6.2.1 Subscribing to the Listserv

To subscribe to the GRADADVISORS list, send an email to [listserv@listserv.tamu.edu](mailto:listserv@listserv.tamu.edu) with the following command as a single line in the body of the message:

- Subscribe GRADADVISORS Firstname Lastname (*where "Firstname" and "Lastname" are the subscriber's real name*).
- No "Subject" is required, and the email address does not need to be included in the message. The LISTSERV automatically uses the address from the email.

#### 6.2.2 Unsubscribing to the Listserv

To unsubscribe from the GRADADVISORS list, send an email to [listserv@listserv.tamu.edu](mailto:listserv@listserv.tamu.edu) with the following command as a single line in the body of your message:

- SIGNOFF GRADADVISORS
- The email must come from the account used when subscribing to the list.

Contact: Graduate and Professional School – [Grad@tamu.edu](mailto:Grad@tamu.edu)

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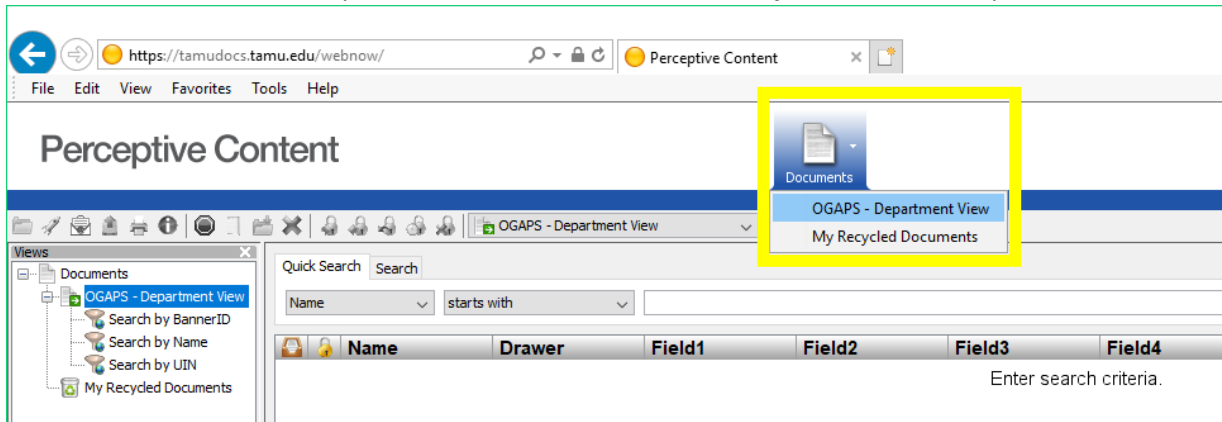
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### 6.3 ACCESS TO GRADUATE AND PROFESSIONAL SCHOOL DOCUMENTS IN TAMUDocs

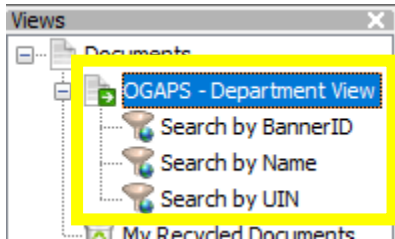
TAMUDocs, also referred to as Perceptive Content or ImageNow, houses student documents – including processed ELP forms – submitted to and processed by the Graduate and Professional School. Academic units must indicate on their Authorized Signer Form who should have access to view documents that have been submitted to the Graduate and Professional School. This access will allow administrative faculty and staff to confirm that documents have been received by the Graduate and Professional School and allow users to see what has been processed and approved or returned.

To view the student documents submitted by the designated unit in TAMUDocs:

1. Log in at <https://tamudocs.tamu.edu/> (or use the Perceptive Content client if already installed on an accessible desktop) using an active NetID and Password.
2. Select the “**Documents**” drop-down and select the “**OGAPS – Department View**” option.



3. Click once on the respective “**Search by ...**” filters on the left of the screen.



For example, to search by UIN, click on the filter labeled, “**Search by UIN**” and a dialogue box will open.

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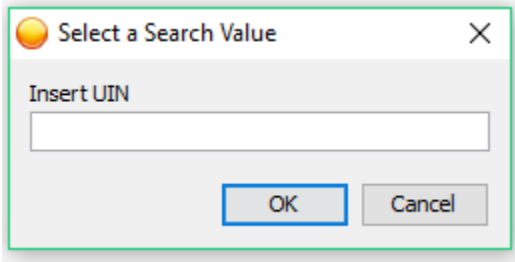
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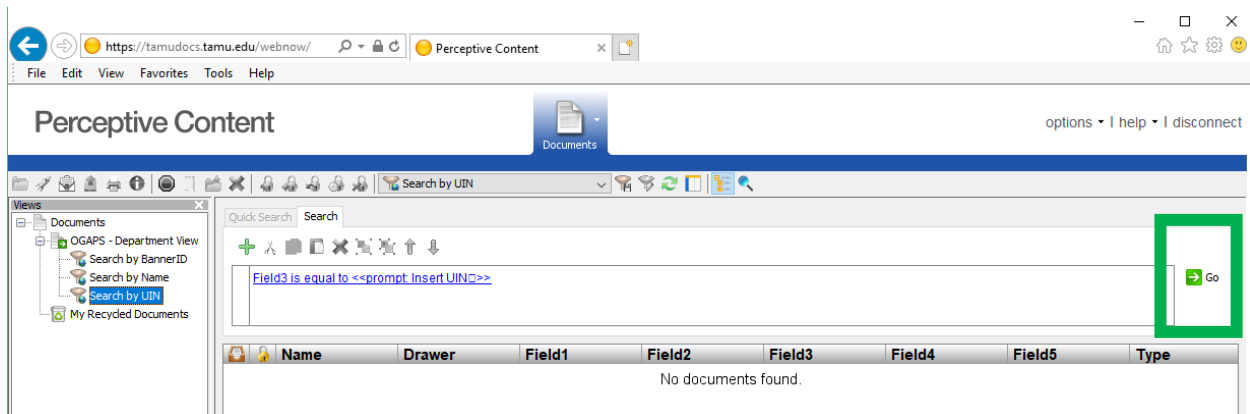
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4. Double click any document to open/view. (Users will only be able to view documents linked to their specific department, but will not have access to route the document or add any stamps or annotations for the Graduate and Professional School.)
5. To perform another search, click on the green “Go” button in the top right to open the prompt again.



Contact: Graduate Records Processing – [GradProcessing@tamu.edu](mailto:GradProcessing@tamu.edu) or 979-845-3631  
 Graduate Authorized Signers – [Grad-AuthSigners@tamu.edu](mailto:Grad-AuthSigners@tamu.edu)

## 6.4 COMPASS

Compass – the student information system – provides critical support to the administrative and academic operations of Texas A&M University by maintaining an electronic database of student records. It is accessible online through Howdy to authorized users. Compass support is divided into six functional areas: admissions processing, registration, student records, student accounts and billing, student financial aid, and degree evaluation.

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6.4.1 Compass Access

For positions which require use of Compass, the prospective user must submit a Compass Account Request Form signed by the academic unit’s Primary Authorizing Agent (PAA). After completion of the Basic Navigation training, users will receive a Compass account. The user will be notified to take additional training if needed. Prerequisites for acquiring Compass access include an active NetID and password, acquaintance with the Howdy web portal, and completion of FERPA training. More information on Compass may be found online at <https://eis.tamu.edu/compass>.

6.4.2 Compass Screens

The following Compass screens may be of use in monitoring relevant student records and ELP statuses.

<i>Screen Code</i>	<i>Description</i>
SOAIDEN	Person Search
SGASTDN	General Student
GOAINTL	International Information (an international student’s citizenship is visible on the “Nationality” tab)
SOAPCOQ	Prior College Summary (upon receipt of an official transcript, the “Degree Date” column will display the date the degree was conferred)
SOATEST	Test Score Information
SHANCRS	Academic Non-Course

This guide will provide further information about related Compass screens and offer some hints and tips about navigating the system.

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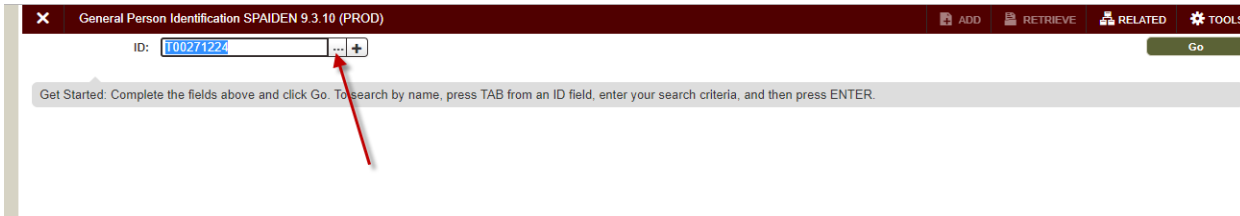


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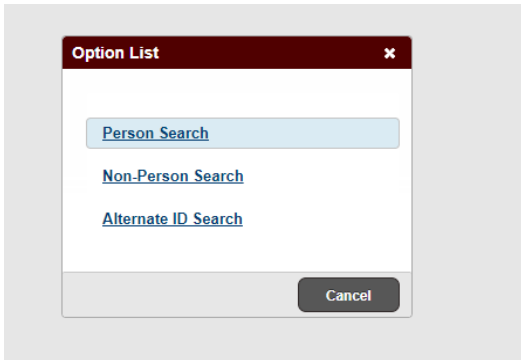


### 6.4.2.1 Person Search (SOAIDEN)

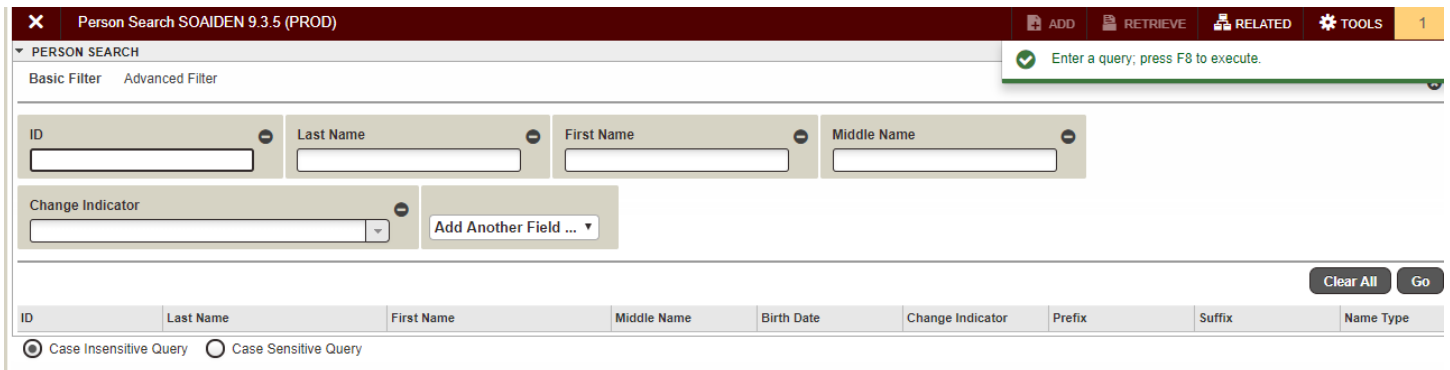
Click the three dots between the ID (and the + on SPAIDEN):



This opens a dialog box. Click Person Search.



This opens SOAIDEN:



Enter the applicant's last name and first name. Hit F8 to execute the search. You may also search by CAS ID (followed by %) in the Last Name field. *Example: 123456789%* for the Last Name, then search.

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6.4.2.2 Admissions Application Summary (SAASUMI)

Shows

- summary of all applications,
- application number
- Admission Type,
- Student Type,
- Residence Type,
- Status and Status Date,
- Decision and Decision Date, and
- Curricula.

Leave elements in Key block to view all applications submitted in Summary block.

Enter term and/or Program code to filter to only see apps of a particular type.

Information in Curricula Summary and Field of Study is related to the application highlighted in the Summary block.

**Admissions Application Summary SAASUMI 9.3.5 (PROD)** [ADD] [RETRIEVE] [RELATED] [TOOLS]

ID: T00271224 Test App, Burundi N. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

**ADMISSIONS APPLICATION SUMMARY** [Insert] [Delete] [Copy] [Filter]

Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date
201911	70		GR	G	N	<input checked="" type="checkbox"/>	D	27-MAR-2...	WD	27-MAR-2018
201831	69		GR	M	N	<input checked="" type="checkbox"/>	D	21-JUN-2018	AF	21-JUN-2018
201831	67		GR	M	R	<input checked="" type="checkbox"/>	I	27-FEB-2018		
201831	66		GR	M	R	<input checked="" type="checkbox"/>	I	06-OCT-2016		
201821	71		GR	G	N	<input checked="" type="checkbox"/>	I	09-MAY-2018		
201821	68		IG	M	I	<input checked="" type="checkbox"/>	I	05-MAR-2...		
201731	64		GR	M	R	<input checked="" type="checkbox"/>	D	02-OCT-2017	XT	02-OCT-2017
201731	63		IG	M	I	<input checked="" type="checkbox"/>	D	27-FEB-2018	WD	27-FEB-2018
201731	62		IG	D	I	<input checked="" type="checkbox"/>	I	05-OCT-2016		
201731	61		IG	M	I	<input checked="" type="checkbox"/>	I	05-OCT-2016		

Record 1 of 64

**CURRICULA SUMMARY - PRIMARY** [Insert] [Delete] [Copy] [Filter]

Priority	Term	Program	Catalog	Level	Campus	College	Degree
	201911	GR Non-degree seeking [C...	201911	Graduate	College Station	Public Health	Non-Degree Seeking

Record 1 of 1

**FIELD OF STUDY SUMMARY** [Insert] [Delete] [Copy] [Filter]

[Attached to Major Details](#)

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201911	Major	Public Health	School of Public Health	
1	201911	Minimum Hrs for Doctorate	6.4hr. Minimum Major		

Record 1 of 2

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6.4.2.3 Admission Application/Checklist Summary (SAAACKL)

Items marked as Mandatory are required for completion prior to a decision. Other items may be required later, sometimes requiring a hold to be placed on the applicant.

Use of term in Key block will filter to only show applications for that term. Leave blank to view all terms.

Use scroll bar in Application Summary block to select a specific term. Information in the checklist will reflect requirements for the selected term.

**Admission Application/Checklist Summary SAAACKL 9.3.9 (PROD)** ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Term: Start Over

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**APPLICATION SUMMARY** Insert Delete Copy Filter

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session
201831			I	I - Incomplete	27-FEB-2018	67	GR	GR - Graduate	

Record 3 of 64

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**CURRICULUM** Insert Delete Copy Filter

Priority	Program	Level	College	Campus	Degree	Catalog Term
1	MS-EN	GR	EN	CS	MS	201831

Record 1 of 1

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**FIELD OF STUDY** Insert Delete Copy Filter

Type	Code	Department
MAJOR	ELEN	ECEN

Record 1 of 1

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**APPLICATION CHECKLIST** Insert Delete Copy Filter

Admission Request *	Admission Request Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator	First Request	Last Request
APPR	Application Processed				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
BCMN	Bacterial Meningitis Application Processed	07-AUG-2013	30	IMMUN DATE: 07-AUG-2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CT01	College Transcript 1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTB4	Final Trn 4 year Bachelors 1			CCH508 University In China	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTF1	College Trns Final Grades 1			CSW240 Jonkoping Intl Business School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTFG	College Trans w/ Final Grades			CCH330 Peking Univ (Beijing Univ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUB	Final Trans w/Bach Degr US 1				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUM	Final Trans w/Master Degr US 1			C03645 Texas Wesleyan University	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
GRTS	Graduate Test Score				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
HST1	High School Transcript 1	13-AUG-2015	421015	Riggs High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PERM	Permanent Resident Card				<input type="checkbox"/>	<input type="checkbox"/>		
UGTS	Unofficial Graduate Test Score	29-OCT-2014	PG3V	Test Date 21-AUG-2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YFCG	\$65 Grad Application Fee CS	12-MAR-2018		65.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YPC1	CS Payment	12-MAR-2018		65.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Record 1 of 14

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6.4.2.4 Prior College Summary (SOAPCOQ)

Prior college, Transcript Received Date, Degree, Attendance Dates, Prior College Address.

Degree date is entered when proof of award of degree is received.

Prior College Summary SOAPCOQ 9.3 (PROD)										
ID: T00271224 Test App, Burundi N.										
PRIOR COLLEGE SUMMARY										
Prior College	Prior college Description	Degree *	Degree Description	College	Honor	Degree Date	Year	Attendance Dates From	Attendance Dates To	Transfer Hours
C03645	Texas Wesleyan University	MS	Master of Science					05-JAN-2015	01-MAY-2017	
CAS030	University of Melbourne	BS	Bachelor of Science					01-SEP-2001	01-MAY-2005	
CAS030	University of Melbourne	MS	Master of Science					01-SEP-2005	01-MAY-2007	
CCH330	Peking Univ (Beijing Univ)	000000	Undeclared					01-SEP-2013	01-MAY-2014	
CSW240	Jonkoping Intl Business School	000000	Undeclared					01-AUG-2008	01-JUL-2009	
CXX999	GCE Advanced	000000	Undeclared							

10 Per Page Record 1 of 6

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6.4.2.5 Test Score Information (SOATEST)

Test Code, Test Score, Test Date, Admissions Request, and Source.

Test Codes that begin with a “P” are student-reported and not official.

Test Score Information SOATEST 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Start Over

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
TFIR	TOFLI Reading	28	02-MAY-2015
PG3Q	Prospect GRE Revised Quant	150	21-AUG-2014
PG3V	Prospect GRE Revised Verbal	149	21-AUG-2014
PG3W	Prospect GRE Revised Writing	5.0	21-AUG-2014
PIL5	Prospect IELTS Overall Band	6.5	11-NOV-2012
AP10	AP - English Lang & Comp	4	31-JAN-2011
AP17	AP - Comp Gov & Politics	5	31-JAN-2011
FLSP	HS Foreign Language-Spanish	2.0	31-JAN-2011
GR01	GRE Verbal Code	160	08-JAN-2009
GR03	GRE Analytical Code	172	08-JAN-2009
GR05	GRE Writing Assessment	5.0	08-JAN-2009

Per Page: 20 Record 1 of 11

Test Scores (1) Test Scores (2) Test Scores (3)

Admission Request:  Equivalency Indicator:

Source: UNOF Unofficial Source Revised or Recentered:

PERCENTILES

Percentile	Percentile Type	Description	Percentile Date

Per Page: 10 Record 1 of 1

Percentiles are for test score: TFIR taken on: 02-MAY-2015

DETAILS

GR05 Scores can be a maximum of 3 - NUMERIC characters in range of 0.0 - 6.0

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### 6.4.2.6 Hold Information (WOAHOLD/SOAHOLD)

Staff who place holds will need access defined by Hold Type and Originator code. Contact your Compass PAA for access.

Hold Information WOA HOLD 9.3.2[TAMU 1.1] (PROD)								
ID: T00271224 Burundi N Test App Hold Filter: <input type="radio"/> All Holds <input type="radio"/> All Active Holds <input type="radio"/> Active Transcript Holds <input checked="" type="radio"/> Active Registration Holds <input type="radio"/> Active Graduation Holds <span style="float: right;">Start Over</span>								
HOLD DETAILS <span style="float: right;">Insert Delete Copy Filter</span>								
Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code *	Origination Code Description	Created User
A	Incomplete ADM file			09-NOV-2016	31-DEC-2099	ADMI	Admissions	
AA	Perm Resident Card Reqd	PR Card		25-APR-2016	31-DEC-2099	ADMI	Admissions	
IC	Check-In at ISS Required			25-JAN-2016	31-DEC-2099	ISSX	International Student Services	
AH	Final High School Transcript	Contact ADMI at 979-845-1060		15-SEP-2015	15-SEP-2099	ADMI	Admissions	
BA	Advising Required	didn't attend Dean's Meeting		18-JUL-2013	31-DEC-2099	CLEN	College of Engineering	
IC	Check-In at ISS Required	201331		07-MAY-2012	31-DEC-2099	ISSX	International Student Services	
IM	Tuberculosis Screening Needed	Incomplete Immunization		23-SEP-2011	31-DEC-2099	STHX	Student Health 979-458-8310	
XR	Converted Registration Hold	CHECK-IN AT INTERNATIONAL S...	0.00	21-MAR-20...	31-DEC-2099	ISSX	International Student Services	
BX	Missing Documents	ADMISSION FILE INCOMPLETE	0.00	07-JAN-2008	31-DEC-2099	ISSX	International Student Services	

1 of 1 | 10 Per Page Record 1 of 9

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### 6.4.2.7 International Information (GOAINTL)

Visa Information-Admissions will enter Permanent Resident (PR-Visa Type) info. Document Information. Passport Information. Certificate of Eligibility. Nationality-Admissions will enter nation of birth, nation of citizenship.

**International Information GOAINTL 9.3.3 (PROD)** ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

**Visa** Passport Certification of Eligibility Nationality

**VISA INFORMATION** Insert Delete Copy Filter

Visa Type:  Academic Student  
 Visa Number:   
 Nation of Issue:   
 Issuing Authority:   
 Port of Entry:

Sequence Number:   Entry  
 Number of Entries:   
 Date Requested:   
 Date Issued:   
 Start Date:   
 End Date:

1 of 1 Per Page Record 1 of 1

**DOCUMENT INFORMATION** Insert Delete Copy Filter

Document	Description	Source	Description	Date Requested	Disposition *	Date Received
RFINDO	Financial Documents	I	Incomplete	23-SEP-2011	Pending	
RIQUES	Immigration Info Questionnaire			23-SEP-2011	Pending	
SREVSUW	Documents under review			19-FEB-2016	Pending	

1 of 1 Per Page Record 1 of 3

**International Information GOAINTL 9.3.3 (PROD)** ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

**Visa** Passport Certification of Eligibility **Nationality**

**NATIONALITY/FAMILY INFORMATION** Insert Delete Copy Filter

**Nationality**

Nation of Birth:  Federated States of Micronesia  
 Nation of Citizen:  United States  
 Native Language:

Sponsor:   
 Employment Type:   
 Foreign Tax ID:

**Family**

Spouse \*:   
 Accompanying Person To Country:   
 Number of Children:   
 Accompanying Person:   
 Signature for \*:   
 Availability of Funds:

### 6.4.3 English Language Proficiency Compass Reports

Compass Reports is a repository of Compass-based reports which allows approved users to display, download, and print documents created by a variety of TAMU offices. Compass Reports are accessible *via* the Compass Reports link in the Compass Channel on the Employee tab in the Howdy Portal.

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Following the same process used to request or update a Compass account, PAAs request access to reports for their Compass users by completing the ‘Compass Account Request Form.’ The security group which contains the desired report is listed on the request. The completed form is sent to EIS for approval.

The ELP Compass Report will list all international graduate students by college/school (PWS\_ELP\_CERTIFICATION\_XX). PAAs should contact Data Services at [GradData@tamu.edu](mailto:GradData@tamu.edu) for the specific group that needs to be requested.

The following is among the information available through the ELP Compass Report:

<b>Column Title</b>	<b>Description</b>
ELP STATUS	Student’s current ELP status based upon scores, citizenship, or alternative means
ELP DESC	Description of student’s ELP status
CITIZENSHIP	Country code indicating the student’s citizenship as established with the Office of Admissions
ENGL SPEAKING	Indicates whether the country is on the Office of Admissions’ list of English-speaking countries
COUNTRY	Description of student’s country code of citizenship
TFES	Test of English as a Foreign Language (TOEFL) Essentials Speaking score
TFIS	Test of English as a Foreign Language (TOEFL) iBT Speaking score
ILT4	International English Language Testing System (IELTS) score and date exam was completed
TESP	Pearson Test of English score (no longer accepted)
ELPO	English Language Proficiency Examination Oral score

International graduate students are assigned an ELP status code in Compass that can be used to determine their eligibility to hold a graduate teaching position. Graduate advisers can access these codes *via* the Howdy portal or in Compass on the Academic Non-Course (SHANCRS) screen in the Z1EL row.

All relevant ELP status codes are shown in Table 1 below.

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**Table 1. English Language Proficiency Status Codes**

Eligible to Teach (Unrestricted)		Ineligible to Teach	
<b>Z1</b>	Level 1 Certified	<b>ZV</b>	Level 3 Verified
<b>ZA</b>	Alternatively Certified	<b>ZW</b>	Alternatively Verified
<b>ZZ</b>	English Language Proficiency Not Required	<b>ZE</b>	Native English Speaker*
Eligible to Teach (One Semester Only)		<b>ZT</b>	Conditional Eligibility Expired
<b>Z2</b>	Level 2 Conditionally Certified	Ineligible to Teach or Register for Courses	
<b>ZD</b>	Conditionally Certified through Emergency Deferral	<b>ZN</b>	Not Verified

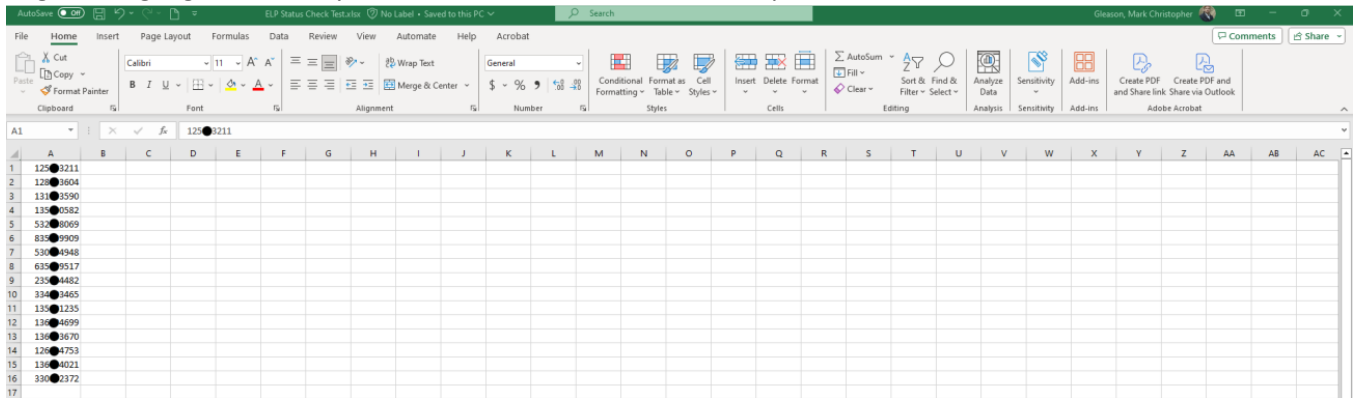
\* An international graduate student who is a Native English Speaker (ZE) is eligible for Alternative Certification (ZA) which will make the student Eligible to teach.

Advisers can check the language certification codes of their students by downloading a report through the Howdy portal. After logging in to Howdy, simply select “Reports” from the main header at the top of the page. To view the ELP status codes of your students, select the report that contains your college’s code in the report title.

**6.4.4 ELP Check Application**

Another method to check the ELP statuses of several students at once is the ELP Check Application on Howdy. To generate the report:

1. Create an Excel spreadsheet with a list of the UINs (no other information is required) for all students whose English Language Proficiency statuses are needed and save the spreadsheet.



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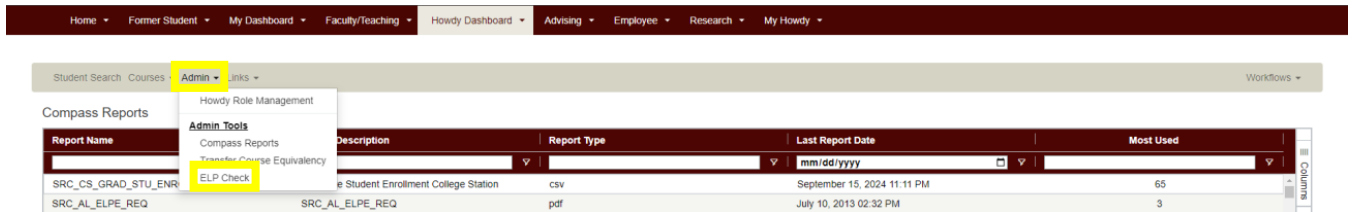
- Log in to <https://howdy.tamu.edu/> with a NetID and password.



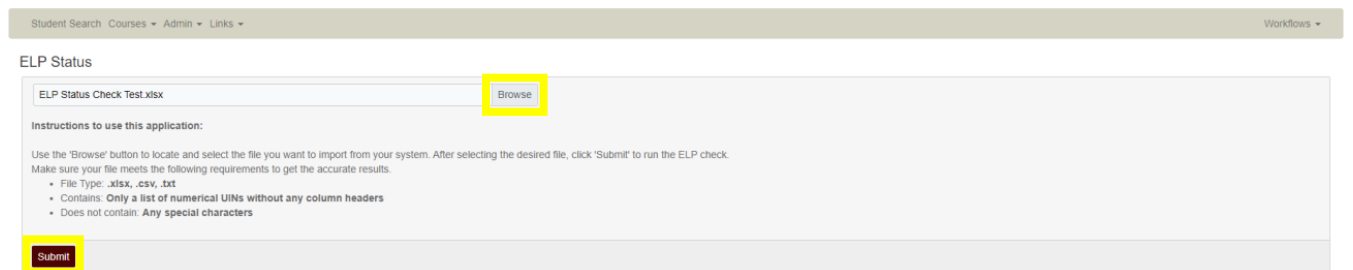
- Click the Compass Reports tile.



- Click "Admin" and then "ELP Check" under "Admin Tools."



- Click "Browse" to select the Excel spreadsheet with student UINs and then click "Submit."



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- Howdy Dashboard will then create a table with each student’s UIN, Name, GAT/GAL Eligibility, ELP Status Code, and a Description of the ELP status code.

ELP Status

UIN	NAME	ELP GAT_GAL ELIGIBLE	ELP STATUS	ELP DESCRIPTION
235 ● 4482	K [REDACTED]	No	ZT	Verified - Cond Cert Expired
635 ● 9517	M [REDACTED]	No	ZV	Verified
334 ● 3465	F [REDACTED]	No	ZV	Verified
136 ● 4699	P [REDACTED]	No	ZV	Verified
135 ● 1235	Q [REDACTED]	No	ZE	Native English Speaker
530 ● 4948	A [REDACTED]	Yes	Z2	Level 2 Cond Certified
135 ● 0582	K [REDACTED]	Yes	Z2	Level 2 Cond Certified
330 ● 2372	L [REDACTED]	Yes	ZA	Certified by Alternate Means
532 ● 9069	C [REDACTED]	Yes	ZA	Certified by Alternate Means
835 ● 9909	P [REDACTED]	Yes	Z2	Level 2 Cond Certified
136 ● 4021	R [REDACTED]	Yes	ZZ	ELP Not Required
128 ● 3604	S [REDACTED]	Yes	Z1	Level 1 Certified
131 ● 3590	T [REDACTED]	Yes	Z1	Level 1 Certified
Total Count: 16				

Students with an ELP status code of ZV, ZE, ZW, ZT, or ZN will return a “No” under the “ELP GAT\_GAL Eligible” column as Ineligible for a GAT/GAL position.

Students with an ELP status code of Z1, ZA, Z2, ZD, and ZZ will return a “Yes” as Eligible for a GAT/GAL position.

Students which appear without an ELP status are domestic or not applicable and are not subject to the ELP Requirements.

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# 7 GRADUATE AND PROFESSIONAL SCHOOL FORMS

## 7.1 AUTHORIZED SIGNERS FORM

Each college/school, department, and interdisciplinary degree program (IDP) must have an Authorized Signers Form on file with the Graduate and Professional School. These forms are used to verify who is authorized to approve graduate and professional student documents. All Authorized Signers Forms are platformed through GoogleDrive.

The following information is required for all administrative faculty and staff listed on an Authorized Signers Form:

- The full names of all the unit’s faculty leadership and position titles (Dean, Department Head, or Program Chair; Associate Dean(s), Assistant Department Head(s), Program Co-Chair(s); Graduate Instruction Committee Chair; Graduate Operations Committee Dean; etc.)

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Graduate and Professional School Forms ✦ Authorized Signers Form

- The full names of all the unit’s staff and position titles (Administrative Assistant(s), Program Coordinator(s), Graduate Advisor(s), etc.)
- The TAMU email addresses of all authorized faculty signers and staff
- The University Identification Number (UIN) of all authorized faculty signers and staff
- The NetID of all authorized faculty signers and staff
- The phone number of all authorized faculty signers and staff

Contact: Graduate Authorized Signers – [Grad-AuthSigners@tamu.edu](mailto:Grad-AuthSigners@tamu.edu) or 979-845-3631

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## 7.2 ENGLISH LANGUAGE PROFICIENCY REQUIREMENT WAIVER FOR ADMISSION REQUEST FORM

The English Language Proficiency Requirement Waiver for Admission Request Form may be used to allow for completion of the admission process under extenuating circumstances when an international graduate applicant may not be able to meet the ELP Requirement necessary to complete the admission process. This form does *not* provide ELP Verification as required for registration (see Section 2.3 above).

The form must include the

- student's name and UIN (if available),
- admitting academic unit, and
- enrollment term.

Select the Justification:

1. A student's test score meets the university minimum to satisfy the ELP Requirement for Admission, but the score has expired since submission of the application.
  - Select the Test Type
    - TOEFL-Essentials (Overall)
    - TOEFL-iBT (Overall)
    - IELTS (Overall)
    - GRE (Verbal)
    - GMAT (Verbal)
  - Indicate the Original Test Date
2. A student will satisfy the ELP Requirement for Admission through a Bachelor's degree or higher obtained from an accredited academic institution within the United States, but the degree has not yet been conferred. Include the
  - current academic institution,
  - current degree
  - current major, and
  - expected graduation date.
3. The student will meet the ELP Requirement for Admission by other means.

Check the Acknowledgement as required:

1. For expired test scores, the ELP Waiver *does not* enable the student to register for courses, the student will successfully complete a new examination to meet the ELP Verification Requirement, and a valid score report will be provided by the student to the Office of Admissions. Indicate the expected date of the new examination.
2. For a pending conferral of graduate degrees, the ELP Waiver *does not* enable the student to register for courses, official transcripts must be provided by the student to the Office of Admissions following conferral of the

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Graduate and Professional School Forms ✦ English Language Proficiency Requirement Waiver for Admission Request Form

degree, and an Alternative Verification/Certification Request Form (see Section 7.3 below) must be submitted to the Graduate and Professional School on the student's behalf.

3. For justification based on other means, the ELP Waiver *does not* enable the student to register for courses, and the student and/or academic unit must submit all necessary documentation and an Alternative Verification/Certification Request Form on the student's behalf.

Once completed, the form must be signed and dated by an academic unit's designated faculty approver and the college/school's Graduate Operations Committee Dean, and all supporting documents must be included.

Requests must be submitted colleges/schools, departments, or interdisciplinary degree programs to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu).

See form below.

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Graduate and Professional School Forms ✦ English Language Proficiency Requirement Waiver for Admission Request Form

GRADUATE AND PROFESSIONAL SCHOOL



English Language Proficiency Requirement  
Waiver for Admission Request Form

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate requests for [English Language Proficiency Waivers to Admit](#). Please submit the completed form to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu).

Student Name: \_\_\_\_\_ Student UIN (if available): \_\_\_\_\_

Admitting Academic Unit: \_\_\_\_\_ Enrollment Term: \_\_\_\_\_

Justification:

The international graduate student named above qualifies for a waiver of the English Language Proficiency Requirement for Admission based upon the following:

**OPTION ONE:** The student's test scores meets the university minimum to satisfy the English Language Proficiency Requirement for Admission, but the score has expired since submission of the application.

Test Type:  TOEFL-Essentials (Overall)  TOEFL-IBT (Overall)  IELTS (Overall)  GRE (Verbal)  GMAT (Verbal)

Original Test Date: \_\_\_\_\_\*

**OPTION TWO:** The student will satisfy the English Language Proficiency Requirement for Admission through a Bachelor's or Master's degree\* obtained from an accredited academic institution within the United States, but the degree has not yet been conferred.

Current Academic Institution: \_\_\_\_\_

Current Degree: \_\_\_\_\_

Current Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

**OPTION THREE:** The student will satisfy the ELP Requirement for Admission by other means.\* Requests for English Language Proficiency Waivers for Admission by other means require strong justification which must be provided below. The college/school, department, or interdisciplinary degree program must provide complete documentation with this form to support the request. Review will be conducted in accordance with Graduate and Professional School policies and university standards.

\* Please note: All supporting documents (including expired score reports, unofficial transcripts, etc.) must be included with the request.

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Graduate and Professional School Forms ✦ English Language Proficiency Requirement Waiver for Admission Request Form

GRADUATE AND PROFESSIONAL SCHOOL



Acknowledgement:

- Having selected **Option One** (expired test scores), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* enable the student named above to register for courses, that the student will be required to successfully complete a new examination to meet the ELP Verification Requirement for Registration, and that a *valid score report must be provided by the student to the Office of Admissions*. The student has indicated that a new examination will be completed on or about \_\_\_\_\_.
- Having selected **Option Two** (pending conferral of a Bachelor's or Master's degree), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* enable the student named above to register for courses, *official transcripts must be provided by the student to the Office of Admissions following conferral of the degree, and an [Alternative Verification/Certification Request Form](#) must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official transcripts into the student's record.*
- Having selected **Option Three** (other means), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* enable the student named above to register for courses, that *the student and/or academic unit will be required to submit necessary official documentation to the Office of Admissions and/or the Graduate and Professional School, and an [Alternative Verification/Certification Request Form](#) must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official transcripts into the student's record.*

Approvals:

Under the terms in the *Acknowledgement*, approval of this request will waive the English Language Proficiency Requirement for Admission of the named above. Approval of this request *does not* enable the student to register for courses and will apply to the completion of the student's admission only. Upon signature of the Department/Program Approver and college/school Graduate Operations Committee Dean, please submit the completed form to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu) for review and approval.

  <hr/> Department/Program Approver*	  <hr/> Signature	  <hr/> Date
  <hr/> Graduate Operations Committee Dean**	  <hr/> Signature	  <hr/> Date
  <hr/> Coordinator English Language Proficiency Compliance	  <hr/> Signature	  <hr/> Date
  <hr/> Associate Provost and Dean Graduate and Professional School	  <hr/> Signature	  <hr/> Date

\* Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).  
 \*\* The college/school Graduate Operations Committee Dean must be designated on the college/school's Authorized Signers Form.

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### 7.3 [ALTERNATIVE VERIFICATION/CERTIFICATION REQUEST FORM](#)

The Alternative Verification/Certification Request Form may be used for **Verification Only** or both **Verification and Certification** and must be completed in full. Include the

- student's full name and UIN,
- admitting academic unit, and
- student's enrollment term.

Select the Request Type:

- **Verification Only:** The international graduate student qualifies for Alternative Verification (through Options One, Two, or Five). Approval will provide an ELP status of Level 3 (ZW) which satisfies the ELP Verification Requirement for enrollment *only*.
- **Verification and Certification:** The international graduate student qualifies for Alternative Verification *and* Certification (through Options Three, Four, or Five). Approval will provide an ELP status of Level 1 (ZA) which satisfies the ELPO Verification Requirement for enrollment *and* the Certification Requirement for teaching.

Select the Justification:

1. Bachelor's degree from an accredited academic institution located within the United States, but did not complete all coursework within the United States, and so qualifies for Alternative Verification only.
2. Master's degree from an accredited academic institution located within the United States and so qualifies for Alternative Verification only.
3. Bachelor's degree with all coursework completed at an accredited academic institution located within the United States and so qualifies for both Alternative Verification and Certification.
4. Citizenship with an English-speaking country recognized by the Office of Admissions and so qualifies for Alternative Certification.
5. Qualifies for Alternative Verification or Certification by other means.

For any selection, please include a statement of justification and attach any relevant documentation to support the request (such as transcripts, etc.).

An academic unit's approver, as designated on the Authorized Signers Form, must sign and date the request.

Requests must be submitted colleges/schools, departments, or interdisciplinary degree programs to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu).

See form below.

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Graduate and Professional School

English Language Proficiency Requirement  
**Alternative Verification/Certification Request Form**

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate requests for [Alternative Verification/Certification](#). Please submit the completed form to [ELPCCompliance@tamu.edu](mailto:ELPCCompliance@tamu.edu).

Student Name:

Student UIN:

Admitting Academic Unit:

Enrollment Term:

Request Type:

- VERIFICATION ONLY:** The international graduate student named above qualifies for Alternative Verification (through Options One, Two, or Five below). Approval will provide an ELP status of Level 3 (ZW) which satisfies the ELP Verification Requirement for enrollment only. *Please note: the student must be fully-admitted before submission of an Alternative Verification Request.*
- VERIFICATION AND CERTIFICATION:** The international graduate student named above qualifies for Alternative Verification and Certification (through Options Three, Four, or Five below). Approval will provide an ELP status of Level 1 (ZA) which satisfies the ELP Verification Requirement for enrollment *and* the Certification Requirement for teaching. *Please note: the student must be fully-admitted before submission of an Alternative Verification and Certification Request.*

Justification:

The international graduate student named above...

- OPTION ONE:** received a Bachelor's degree from an accredited academic institution located within the United States, but did not complete all coursework within the United States, and so qualifies for **Alternative Verification only.**\*
- OPTION TWO:** received a Master's degree from an accredited institution located within the United States and so qualifies for **Alternative Verification only.**\*
- OPTION THREE:** received a Bachelor's degree and completed all coursework at an accredited academic institution located within the United States and so qualifies for **both Alternative Verification and Certification.**\*
- OPTION FOUR:** holds citizenship with an English-speaking country recognized by the [Office of Admissions](#) and so qualifies for **Alternative Certification.**\*\* *Please note: native English speakers – except those from Canada (which must verify residency in a province other than Quebec) – receive automatic Verification (ZE) during admission.*
- OPTION FIVE:** qualifies for Alternative Verification or Certification by other means. Requests for Alternative Verification/Certification by other means *requires strong justification* which must be provided below. The college/school, department, or interdisciplinary degree program must provide complete documentation with this form to support the Alternative Verification or Certification request. Review will be conducted in accordance with Graduate and Professional School policies and university standards.

Approval:

**Department/Program Approver\*\*\***

**Department/Program Approver Signature**

**Date**

\* Official transcript must be received and entered by the Office of Admissions on the Prior College Summary (SOAPCOQ) screen in Compass.

\*\* Citizenship must be entered by the Office of Admissions on the International Information (GOAINTL) screen in Compass.

\*\*\* Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).

English Language Proficiency Requirement  
Alternative Verification/Certification Request Form

Last Revised: 24 May 2024

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#### 7.4 [EMERGENCY DEFERRAL REQUEST FORM](#)

The Emergency Deferral Request Form must be submitted and approved before the academic unit may proceed with the hire of a Level 3 Ineligible GAT or GAL. Include the

- student’s full name and UIN, and
- semester of request emergency deferral.

Select the Justification:

1. A previously assigned graduate assistant is no longer able to teach. And required the academic unit to hire a Level 3 Ineligible international graduate student.
2. An unanticipated student enrollment increase required the academic unit to create additional course sections and must now hire a Level 3 Ineligible international graduate student.
3. Other unexpected circumstances necessitate the academic unit to hire a Level 3 Ineligible international graduate student for a teaching position.

The supervising faculty member must sign and date the Emergency Deferral Request Form.

Indicate the date of the student’s CTE-ELP Intake Assessment (and provide a copy of the confirmation with the request).

The form must be signed and dated by an approver as designated on the academic unit’s Authorized Signers Form, and the appropriate college/school Graduate Operations Committee Dean.

Requests must be submitted colleges/schools, departments, or interdisciplinary degree programs to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu).

See form below.

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ACADEMIC AFFAIRS  
GRADUATE AND PROFESSIONAL SCHOOL



## English Language Proficiency Requirement Emergency Deferral Request Form

*International graduate students with an English Language Proficiency (ELP) status of Level 3 (Verified only) are ineligible for hire in a teaching position, e.g., Graduate Assistant-Teaching (GAT). Under extenuating circumstances, academic units may initiate requests for Emergency Deferral of the ELP Requirement. Approval will provide the international graduate student (named below) with a one-time, one-semester-only deferral of the ELP requirement for employment in a teaching position. Emergency Deferrals may not extend beyond the single semester requested, and both the student and academic unit must fulfill the requirements detailed below during the semester of employment.*

*To receive approval, 1) the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible student, 2) the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral, and 3) the student must participate in the CTE-ELP Program during the period of Emergency Deferral.*

*Please submit the completed form to [ELPCompliance@tamu.edu](mailto:ELPCompliance@tamu.edu). The Graduate and Professional School may decline this request if the criteria above are not met. Please note: the academic unit must receive approval from the Graduate and Professional School of this request before the hiring process is initiated.*

Student Name

Student UIN

Semester of Requested Emergency Deferral

### 1) JUSTIFICATION

- OPTION ONE:** A previously assigned graduate assistant is no longer able to teach. Please briefly summarize the circumstances for which the academic unit is now required to hire a Level 3 Ineligible international graduate student (e.g., the previous GAT accepted a GAR offer, left the program, etc.).

- OPTION TWO:** An unanticipated student enrollment increase required the academic unit to create additional course sections and must now hire a Level 3 Ineligible international graduate student. Please indicate the course, number of additional students, and number of additional sections added.

English Language Proficiency Requirement  
Emergency Deferral Request Form

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Last Revised: 24 July 2023

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**ACADEMIC AFFAIRS**  
GRADUATE AND PROFESSIONAL SCHOOL



- OPTION THREE: Other unexpected circumstances necessitate the academic unit hire a Level 3 Ineligible international graduate student for a teaching position. Please provide a brief justification as to why the academic unit did not anticipate hiring the student (please note: inability to schedule TOEFL, IELTS, or an ELP Exam is no longer considered as an acceptable justification).

**2) FACULTY REVIEW**

*During the semester of Emergency Deferral, the academic unit must assign a faculty member to conduct periodic reviews – including in-class observations – of the student’s teaching performance with the first review conducted during the first month of the semester. The signature below affirms that the assigned faculty member will conduct the required performance reviews and take appropriate action if the student’s performance is deemed unacceptable.*

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Supervising Faculty Member	Signature	Date

**3) CTE-ELP REQUIREMENT**

*During the semester of Emergency Deferral, the student must participate in the [English Language Proficiency \(ELP\) Program](#) with the Center for Teaching Excellence (CTE). In order to receive approval, the student must schedule an intake assessment before submission of this form. Please note: To schedule an intake assessment, the student must first contact CTE at [CTE-ELP@tamu.edu](mailto:CTE-ELP@tamu.edu) or 979-458-3966 and indicate that an academic unit has offered a teaching position under an Emergency Deferral. Please indicate the Intake Assessment date below and include a copy of the emailed appointment confirmation with this request.*

Date of CTE-ELP Intake Assessment:

**Department/Program and College/School Confirmation**

*The academic unit, the student, and the supervising faculty member accept that this Emergency Deferral will apply to the semester indicated above only. Under the terms agreed to above, approval of this request will allow the student to be employed in a teaching position in the semester indicated above only. In order to continue in a teaching position, the student must achieve Level 1 Certification before the hiring date for the next semester. If the student does not receive a Level 1 certifying score on an approved examination, the student must either be transferred to a non-teaching (GANT or GAR) position or terminated from employment.*

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Department/Program Approver	Signature	Date
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Graduate Operations Committee Dean	Signature	Date

English Language Proficiency Requirement  
Emergency Deferral Request Form

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**ACADEMIC AFFAIRS**  
GRADUATE AND PROFESSIONAL SCHOOL



**Graduate and Professional School Decision**

- The Graduate and Professional School approves this request for Emergency Deferral. The student indicated above is allowed to be employed in a teaching position in the semester indicated above only.*
- The Graduate and Professional School declines this request for Emergency Deferral.*

Graduate and Professional School Approver:

Signature:

Date:

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