

English Language Proficiency Requirements Alternative Verification/Certification Request Form

Following completion of admission, all international graduate students must meet the ELP Verification Requirement to register for courses and/or ELP Certification Requirement to hold a graduate assistantship with curricular duties. The Alternative Verification/Certification Request Form enables academic units to Verify and/or Certify international students through alternative means (described below). Academic units at Texas A&M University must complete and submit requests on their students' behalf for [Alternative Verification/Certification](#). Please email the completed form to ELPCompliance@tamu.edu.

Student Name: _____

Student UIN: _____

Admitting Academic Unit: _____

Enrollment Term: _____

Acknowledgements:

The international graduate student named above has already met the ELP Admission Requirement and been fully admitted to the university. *Please note: The student must be fully admitted **before** submission of an Alternative Verification/Certification Request. If the student has not been fully admitted, **do not** submit this request. If the student has not been fully admitted, please contact the Office of Admissions.*

All required documents (official transcripts, visa information, etc.) have been provided by the student to the Office of Admissions and/or International Student and Scholar Services. *Please note: The student's record must be complete **before** submission of an Alternative/Certification Request. If the student's required documents have not been entered into the record, **do not** submit this request.*

Justification:

Option One: Bachelor's or Higher (Verification Only). The international graduate student named above received a Bachelor's degree or higher (Master's, Doctoral, or Professional Doctoral) from an accredited academic institution located within the United States* and so qualifies for **Alternative Verification only**. Approval will provide an ELP status of **Level 3 Verified (ZW)** which satisfies the ELP Verification Requirement to register for courses.

Option Two. Other Means (Verification Only). The international graduate student named above qualifies for **Alternative Verification only** by other means. Requests for Alternative Verification 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 request. Review will be conducted in accordance with Graduate and Professional School policies and university standards. Approval will provide an ELP status of **Level 3 Verified (ZW)** which satisfies the ELP Verification Requirement to register for courses. *Please note: Other means cannot be used for ELP Certification.*

Option Three: Bachelor's with All Coursework (Alternative Verification and Certification). The international graduate student named above received a 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**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Verification Requirement to register for courses *and* the Certification Requirement for teaching.

Option Four: Canadian Citizenship (Verification and Certification). The international graduate student named above holds Canadian citizenship,** with residence in a province other than Quebec, and so qualifies for **both Alternative Verification and Certification**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Verification Requirement to register for courses *and* the Certification Requirement for teaching. *Please note: Residents of Quebec must submit official test scores or attain Alternative Verification/Certification through other justifications.*

Option Five: IELTS One Skill Retake (Certification Only). The international graduate student named above already met the ELP Verification Requirement and completed an IELTS One Skill Retake of the speaking section*** which meets the minimum score for **Level 1 Certification (Z1)** which will qualify for **Alternative Certification**. *Please note: The IELTS One Skill Retake cannot be used for ELP Verification.*

Option Six: English-Speaking Citizenship (Certification Only). The international graduate student named above already met the ELP Verification Requirement and holds citizenship with an English-speaking country** recognized by the [Office of Admissions](#) and so qualifies for **Alternative Certification**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Certification Requirement for teaching. *Please note: Native English speakers – except those from Canada (which must verify residency in a province other than Quebec) – receive automatic **Level 3 Verification (ZE)** during admission.*

Approval:

Department/Program Approver****

Department/Program Approver Signature

Date

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

** Citizenship must be entered on the International Information (GOAINTL) screen in Compass.

*** An unofficial copy of the IELTS score report with One Skill Retake must be provided with the Alternative Verification/Certification Request.

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