

English Language Proficiency Requirement Waiver for Admission Request Form

*Under extenuating circumstances, an international graduate admit may not be able to meet the ELP Admission Requirement to complete the admission process. The ELP Waiver for Admission Request Form enables academic units to complete a student's admission process but **does not** meet the ELP Verification Requirement to register for courses. Academic units at Texas A&M University must complete and submit requests for [English Language Proficiency Waivers for Admission](#). Please email the completed form to 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 Admission Requirement based upon the following:

Option One: Un-Conferred Degree. The student will satisfy the ELP Admission Requirement through a Bachelor's degree or higher (Master's, Doctoral, or Professional Doctoral)* obtained from an accredited academic institution within the United States, but the degree will not be conferred more than thirty (30) days prior to the enrollment term at Texas A&M.

Current Academic Institution: _____

Pending Degree: _____

Pending Major: _____

Expected Graduation Date: _____

Acknowledgement: The ELP Waiver for Admission is necessary because conferral of the degree will be in a(n)

- ☐ August immediately preceding a Fall enrollment term,
- ☐ December immediately preceding a Spring enrollment term, or
- ☐ May immediately preceding a Summer enrollment term.

Option Two: Other. The student will satisfy the ELP Admission Requirement by other means.* Requests for ELP Waivers for Admission by other means *require strong justification* which must be provided below. The academic unit and student 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.

Acknowledgement:

- ☐ Having selected **Option One** (pending conferral of a Bachelor's degree or higher), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* confer ELP Verification to enable the international graduate student named above to register for courses. The student will be required to receive the degree above and *official transcripts must be submitted to the Office of Admissions following conferral of the degree*. 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 Two** (other means), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* confer ELP Verification to enable the international graduate student named above to register for courses. *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 documents and/or 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 international graduate student named above. Approval of this request will waive the ELP Admission Requirement, will apply to the completion of the student's admission *only*, and **does not** confer ELP Verification to enable the student to register for courses.

Upon signature of the Department/Program Approver and college/school Graduate Operations Committee Dean, *please submit the completed form to ELPCompliance@tamu.edu for review*. The Graduate and Professional School will determine whether to grant ELP Waivers for Admission on a case-by-case basis. If approved, the English Language Proficiency Compliance Office will forward the signed request to the Office of Admission for completion of the student's admission process.

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