



UC IGETC Language Other Than English Proficiency Certification

Student ID Number: _____

Student Name: _____

The purpose of this UC IGETC certification of “Language Other Than English” (LOTE) is to assist students, who have an acquired knowledge of a language other than English, in demonstrating language proficiency as outlined in the [IGETC Standards Area 10.6](#).

Students: When you are ready to apply for UC IGETC Certification, upload this document to the [Unofficial Document Upload](#) link at <http://graduate.missioncollege.edu> or email it to the Record’s Office at mc.records@missioncollege.edu.

Faculty Member: As a college faculty member **who meets minimum qualifications** in the student’s native language, as or a designee approved by the Department Chair, you are requested to voluntarily assess the basic language proficiency of this student.

Method of Evaluation:

1. Foreign Transcript: Satisfactory completion, with “C” (2.0) grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Appropriate documentation must be presented to substantiate that the required coursework was completed. If an official sealed transcript cannot be obtained from a foreign institution, an unofficial or opened transcript may be used to verify proficiency.

OR

2. Verified Proficiency: Equivalent to two (2) years of foreign language as taught in United States high schools. Specifically, the student should have:
 - a. Basic vocabulary of approximately 1,000 words;
 - b. Basic ability to read, write and speak using the present, past (preterit) and future tenses.

It is suggested that the instructor give the student written material for the language being evaluated. The material could be a magazine article, or newspaper or the other written material. The instructor should ask the student to answer questions in writing that pertain to the written material. The instructor should also ask the student to answer questions verbally. The student needs to demonstrate basic use of present, past (preterit) and future tenses.

I certify that this student possesses basic language proficiency in the following language other than English.

Language: _____

I assessed this student’s ability by: (check one)

Foreign Transcript

Verified Proficiency

Faculty Member Name (please print)

Faculty Member Signature

Faculty Member College/University Affiliation (please print) _____

Note: Non-Mission College faculty members must provide proof of affiliation with a college/university. Please attach your institutional business card.