

UNIVERSITY OF PITTSBURGH PROCEDURE 09-02-01

CATEGORY: STUDENT AFFAIRS
SECTION: Admissions
SUBJECT: Assessment of English Language Proficiency for Admission
EFFECTIVE DATE: March 25, 2010 Revised
PAGE(S): 4

I. PURPOSE

To define the process for evaluating, as part of the admissions process, the English language proficiency of international student applicants, and for certifying to the U.S. Bureau of Citizenship and Immigration Services that the international student possesses the required proficiency.

II. SCOPE

This procedure applies to all international students applying for undergraduate admission or graduate admission.

III. ADMINISTRATIVE RESPONSIBILITIES

Academic Centers, Departments, or other offices making admission decisions regarding international student applicants are responsible for determining that the applicant possesses the required level of proficiency in English to succeed academically within the specific discipline of the academic center or department, and for notifying the Office of International Services (OIS) of the determination.

The Office of International Services is responsible for certifying to the U.S. Bureau of Citizenship and Immigration Services that the above determination has been made, as part of the certification of Eligibility for Nonimmigrant (F-1) Student Visa or Exchange-Visitor (J-1) Visa.

IV. PROCEDURE

Undergraduate Admission

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| Office of International Services (OIS) | 1. Provide information about English language proficiency requirements in the application materials for international undergraduate admission and withhold the processing of an applicant until the required test result is submitted or the applicant is exempt from that requirement. All international undergraduate applicants apply through the Office of International Services using the International Undergraduate Application, https://admissions.pitt.edu/international/ |
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Graduate Admission

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| Academic Center/Department | 1. Provide information about English language proficiency requirements in the application materials and |
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withhold the processing of an application until the required test results are submitted or the applicant is exempt from that requirement. The application material for international student applicants is to include the International Graduate Student Supplemental Application Packet, updated annually by OIS.

Assessment of English Language Proficiency for Admission

Academic Center/Department
(Admissions Officer)

1. Upon receipt of all relevant application materials and test scores, assess that the international student applicant has English language proficiency based on one or more of the following:
 - a. The applicant is a citizen of a country whose official language is English. (See Exhibit A, Countries and their Status vis-à-vis English as the Official Language.)
 - b. A minimum score on the Test of English as Foreign Language (TOEFL) of 80 on the iBT (Internet-based test) or 550 on the PBT (Paper-based test). Official TOEFL results are reported directly to the academic unit with institutional codes or the Office of International Services when the 2927 institutional code is used. Scores received in OIS are distributed to the academic units identified by department codes on the score reports.
 - c. A minimum of Band 6.5 on the International English Language Testing System (IELTS). IELTS results are sent to students, who in turn submit the official results with their applications. The official results bear a stamp, a validation stamp and an original authorized center representative's signature.
 - d. Completion of a degree at a regionally accredited institution in the U.S.
 - e. The applicant is not a citizen of a country whose official language is English but has completed a

degree program at an institution outside of the U.S. where the language of instruction is English and where the official national language of the country in which the institution is located is English.

f. Exceptions: Any exceptions must be approved by the Provost or Provost's delegate after review of the entire record and consultation with the Office of International Services.

2. Complete FORM 0131, Assessment of English Language Proficiency for Admission (Exhibit B), indicating that the international student has the level of English language proficiency necessary to successfully undertake the proposed course of study.

3. Forward the original of FORM 0131 together with a copy of the admission letter, verification that the international student has accepted the offer of admission, and a completed International Graduate Student Supplemental Application Packet, to the Office of International Services. Retain copies on file in the academic center/department.

4. Inform international students admitted with TOEFL scores less than 100 on the iBT, 600 on the PBT, or less than Band 7.0 on the IELTS that they must take an additional test of English language proficiency, administered by the English Language Institute (ELI) as part of registration.

OIS

5. Upon receipt of a completed and signed FORM 0131, Assessment of English Language Proficiency for Admissions, certify to the U.S. Bureau of Citizenship and Immigration Services that the international student possesses the required level of English language proficiency.

6. Inform students of the dates and times of the additional test of English language proficiency and distribute tickets to international students for test dates.

ELI

7. Forward the score of the additional

proficiency test of admitted international student to the academic unit and the student.

Student/Academic Advisor

8. International students should meet with the academic advisor to discuss the additional proficiency test results and the ELI recommendation. International students may be required by their academic department or school to complete all recommended remedial work stated on the English Test Score and Recommendation Form.

V. EXHIBITS

[Exhibit A, Countries and their Status vis-à-vis English as the Official Language](#)

[Exhibit B, FORM 0131, Assessment of English Language Proficiency for Admission](#)

VI. REFERENCE

[Policy 09-02-01, Assessment of English Language Proficiency for Admission](#)