

Coordinator of Advising
School of World Studies Advising Office
Virginia Commonwealth University
312 North Shafer Street
PO Box 842021
Richmond, VA 23284-2021

Student Name: _____ **Major:** _____

This is to certify that I, _____, a bilingual speaker in _____/English,
(evaluator's name) (target language)
have evaluated the foreign language skills/abilities of _____,
(student's full name)
_____, on _____.
(student's VCU ID#) (date of evaluation)

Based upon my careful examination of _____'s reading, writing, speaking,
(student's name)
and listening comprehension skills and abilities, I certify that he/she possesses the following
level of proficiency in the _____ language.
(Target language)

Circle one:

Level 1 - Elementary proficiency

Level 2 - Limited working proficiency

Level 3 - Intermediate working proficiency

Level 4 - Advanced proficiency

Level 5 - Native fluency

I may be contacted by VCU School of World Studies to verify the information provided in this letter.

(Evaluator's signature, date)

Evaluator's contact information:

Name: _____ Email: _____

Street address: _____ Day Telephone: _____

City: _____ Cell Telephone: _____

Zip Code: _____

Place of employment: _____ Position title: _____

Note: If you have any questions, please call the SWS Advising Office at 827-1111 or email swsadvising@vcu.edu