

World Languages Certificate Program Application Process; summer 2009

Domestic Candidates

STEP 1 - Determine Eligibility of **domestic** candidates

1. Candidate must have a baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.5 on a 4.0 scale.
2. Candidate must have completed a major or a minor in the language, and/or demonstrate competency on a written and oral level. Eligibility may be earned if a candidate has lived and/or studied abroad and can demonstrate proficiency.
 - a. Language competency is established through official evaluation conducted by the Graduate Education office and an appropriate faculty evaluator.
3. **Candidate must submit**
 - a. Official transcript(s), which is a transcript received at NKU in a sealed envelope from the institution. Transcripts must be received from all domestic institutions attended, whether a degree was granted by that institution or not.
 - b. If student has any abroad experience or transcripts from an international university: foreign transcripts the candidate may submit certified (not official). **For international transcripts, candidate must submit an official credential evaluation (by an approved company).**
 - c. **Candidate must also submit evidence of English proficiency (TOEFL or approved substitution).**
 - d. Narrative describing your experience and depth in the language for which you are seeking certification. Include any teaching experience, time abroad, and experience in related field
 - e. Resume with current contact information

STEP 2 - Application process for **domestic** candidates to the World Languages Program

1. Candidates applying for **French, German, or Spanish** must have completed the Praxis II language content exam as prescribed by KYEPSB. Scores must be sent to NKU (test code 1574). Testing is limited:
Next Testing Date: www.ets.org
2. Online application to NKU as a graduate non-degree seeking student with application fee
3. Unclassified Student Form – please check education and note world language

STEP 3 - Application of **domestic** candidates to the WLISIT

Complete Step 3 **ONLY** if you have been accepted as a graduate non-degree seeking student by the Office of Graduate Programs **AND** you have received a letter from the Graduate Education Office verifying your proficiency in the world language.

1. Supplemental World Languages Application
 2. Employment Verification Form and TC-TP if applicable
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