

# 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 institutions attended, whether a degree was granted by that institution or not.**
  - b. Narrative describing your experience and depth in the language for which you are seeking certification. Include any teaching experience, time abroad, and experience in a related field
  - c. Resume with current contact information

### ***STEP 2*** - Application process for **domestic** candidates)

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](http://www.ets.org)

Register by 3/26/09 (Register by - 4/2/09, Additional Fee)

Test date: 4/25/09

Scores Mailed: 5/26/09 (Phone Scores: 5/22/09, additional fee)

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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