

World Languages Certificate Program Application Process; summer 2009

International Students

STEP 1 (Eligibility of international students)

1. Candidate must have a baccalaureate degree with an equivalent cumulative GPA of at least 2.5 on a 4.0 scale. Candidates who are native speakers or have a demonstrated proficiency in the language may qualify even if their GPA is below 2.5
2. Language competency is determined through official evaluation conducted by the Graduate Education Office and the appropriate faculty evaluator. Competency evaluations from an approved credential evaluation company are not acceptable. Competency evaluations are for the language for which you claim competency and is not the TOFEL for English skills.

** Send all materials to: Graduate Education Office in BEP 268; Highland Heights KY 41099

What you need to submit for an official transcript evaluation

- A. Official sealed transcripts from all institutions attended should be sent from the institutions or a certified copy of your transcripts
- B. Narrative describing your experience and depth in the language for which you are seeking certification. Include any teaching experience, abroad experience, experience in a related field

***Official evaluation of language competency (not of English skills such as the TOFEL or credential evaluations through an approved credential evaluation company) must be conducted through the Graduate Education Office. The Graduate Education office is responsible for collecting your information and sending it to an appropriate faculty evaluator to establish your language proficiency and eligibility to start this program.*

STEP 2 (Application of international students)

1. Candidates applying for **French, German, or Spanish ONLY** 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

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. Application to NKU as an international student through the Office of International Students and Scholars. Apply as a graduate non-degree seeking student with the application fee of \$25 if applying online and \$40 if applying by paper.
3. A complete and official record of all secondary schools previously attended, including dates of attendance, subjects studied, and grades. A certified copy will be acceptable
4. A complete and official record of studies in every institution of higher learning attended beyond secondary school. Students who would like to receive credit for the university level work abroad must have their transcripts evaluated by an [evaluation company](#).

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[Proof of English Proficiency](#) or completion of NKU's Intensive English Program <http://aelp.nku.edu>. To study at NKU, you must receive a passing score on the internet based test. If you think you qualify for alternative assessment of English proficiency, please consult the information at [International Student Affairs here](#).

- Please arrange to take any tests in a timely manner as **scores may take six weeks or more to be sent**. Your application will not be considered until all your scores and documents have been received. When you register to take the tests be sure to indicate on each test that you want your scores sent to Northern Kentucky University (code 1574).
- 5. [Evidence of sufficient financial resources](#). For government or agency sponsored students: an original letter from the sponsor stating the amount and duration of the financial guarantee and designating NKU as the institution of study. For family supported students (or students able to support themselves): an original, official bank statement showing sufficient funds to support the student's first year of study, and an original or certified scanned copy of a current bank statement translated into English showing [sufficient funds](#) to support your education in the U.S.
 - A. When you receive your evaluation, check it carefully to see that it is correct. It is important to have your transcript evaluated by an APPROVED **agency to ensure it is acceptable by the university and state.
 - B. The Graduate Education office is responsible only for collecting your information and sending it to the International Student Admissions Office. You must still be approved for admission by the appropriate admission department.

STEP 3

(Application of **international** candidates to the World Languages Intensive Summer Institute for Teachers)

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

6. Supplemental World Languages Application
7. Employment Verification Form and TC-TP if applicable

**Admission to the program is selective. Meeting the minimal admission requirements does not guarantee an applicant a slot in the program.*