



William & Mary
 Office of the University Registrar
 Blow Memorial Hall Room 240
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 Williamsburg, VA 23187-8795
 757-221-2800 Fax: 757-221-2151
 degreeaudit@wm.edu

Modern Language Proficiency Exemption Form

Students seeking to demonstrate proficiency in a modern foreign language may do so by documenting one of the following:

- 1) this was the language of instruction in the high school from which you graduated,
- 2) Received Seal of Biliteracy designation on high school transcript,
- 3) that you have scored "Intermediate" or higher on the ACTFL oral and writing proficiency standardized tests in a foreign language

If you meet one of these criteria, you may petition the University Registrar for alternate fulfillment of the foreign language proficiency requirement.

Student Name Last First MI

Student ID Number

_____@wm.edu
 William and Mary e-mail address

 Phone Number (where you can be reached)

Select one of the following options for your alternate foreign language placement:

- English was **NOT** the language of instruction in my High School (transcript from that HS must be on file in the Registrar's Office.) The transcript must be in the language of instruction, and translated to English.
- Received Seal of Biliteracy designation on high school transcript (transcript from that HS must be on file in the Registrar's Office).
- Intermediate score or higher on the ACTFL oral and writing proficiency standardized tests. For more information on the American Council on the Teaching of Foreign Languages proficiency tests, go to: www.languageTesting.com

1. Select a language and click Get Certified.
2. Under *Choose or Schedule a test*, go to the box titled "I am a student or teacher and need to take an ACTFL assessment as a requirement for my academic program" and click on Choose Test.
3. Enter William & Mary as the institution and click Continue.
4. Select test. You must take both oral (OPI) and written (WPT) if offered in the language.
5. Continue to Schedule test.

Student Signature

Date

FOR OFFICE USE ONLY Date Processed: _____ Initials: _____