

**ELEMENTARY LANGUAGE PROFICIENCY: Undergraduate Studies Office Use Only**

*\*For BA students only\**

**For students meeting the Elementary Language Proficiency Requirement Through:**

**Go To:**

1. Passing three years of the same foreign language in High School	Undergraduate Studies CC-1-1300 or call 617-287-6330
2. Completing at least one year of secondary or post-secondary education in a non-English speaking school or university	Undergraduate Studies CC-1-1300 or call 617-287-6330
3. A language not taught on campus, via notarized letter	Undergraduate Studies CC-1-1300 or call 617-287-6330
4. Scoring three or higher on an AP exam in a foreign language, or scoring 50 or higher on a CLEP exam in a foreign language	Testing Center CC-UL- 130 or call 617-287-5522
5. A language taught on campus	Modern Languages M-4-233 or call 617-287-6060

**If criteria 1-3 apply to you please fill out the bottom of this sheet and turn it in to the front desk at Undergraduate Studies on the 1<sup>st</sup> floor of the Campus Center, Suite 1300.**

*\*Please note: Taking a language course out of sequence will result in the loss of the proficiency requirement and the loss of transfer credits.*

*\*Once a student has received a proficiency in a certain language they cannot enroll in a 101 or 102 level of that course their proficiency will be bumped.*

For more information regarding elementary language proficiency please visit our office or call 617-287-6330 or go to: [http://www.umb.edu/academics/vpass/undergraduate\\_studies/policies/forms](http://www.umb.edu/academics/vpass/undergraduate_studies/policies/forms).

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Language Proficient In: \_\_\_\_\_

**Meets Requirement Through (Circle):**

College-level Proficiency

3-year High School Proficiency

Letter

Transcript Enclosed \_\_\_\_\_ Transcripts being sent from \_\_\_\_\_ High School

**All forms/transcripts should be submitted to the Office of Undergraduate Studies Campus Center, 1<sup>st</sup> Floor 1300 100 Morrissey Blvd. Boston, MA 02125 or forms can be emailed as an attachment to [UndergraduateStudies@umb.edu](mailto:UndergraduateStudies@umb.edu)**