

Augustana College

Certifying Proficiency in a Second Language

- TEMPLATE -

Students are encouraged to use an official, final secondary transcript to prove their second language proficiency degree requirement ([see Augustana website to learn how Augustana accepts transcripts](#)). However, students unable to provide a secondary school transcript proving language proficiency according to the college catalog, there is another option.

If your secondary curriculum was taught in English and you are a fluent native speaker of another language, OR your secondary curriculum was NOT taught in English, your second language at Augustana may be completely or partially fulfilled if a validated community official can confirm your proficiency. A validated community official is defined as:

- an individual within your home community who holds a professional position of leadership;
- speaks and writes your native language or has personal knowledge of your high school curriculum;
- knows you personally;
- is not a family relative.

[Examples include a school teacher, principal or headmaster, a mayor or political leader, a recognized religious leader, a sworn officer of the court, a sworn law enforcement officer, etc.]

Please forward this template to a validated community official to be completed as noted here. The letter submitted to Augustana must be written in English.

[must be printed on official letterhead]

TO: Augustana College Office of the Registrar
FROM: ***[name and title of validated community official]***
RE: Certification of Fluency and Proficiency in a Second Language

This letter is to certify that I personally know ***[insert full legal name of student]*** through ***[insert how this individual knows student]*** from ***[insert dates official has known student]***. I certify that I am not a family relative of this student. I certify that this student is a native, proficient speaker of ***[inset native language here]***. (Or alternative language, "I certify that the secondary education for this student was not taught in English.")

Sincerely,

[original signature of validated community official]

[insert printed name of validated community official]

[insert printed leadership tittle of validated community official]

[insert contact information including phone number and email address]

[optional: affix seal or stamp here if applicable]

Send via mail to:
Liesl Fowler, Registrar
639 – 38th Street
Rock Island IL 61201
USA

OR

Send pdf of original via email directly to:
registrar@augustana.edu

NOTE: forwarded emails, hand-delivered transcripts and letters are not accepted