



Office of the Responsible Officer

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The Department of State has amended the Exchange Visitor Program regulations to include a requirement that all J-1 exchange visitors possess sufficient proficiency in the English language to successfully participate in their program and to function on a day-to-day basis. This requirement must be met before a form DS-2019 can be issued.

The Responsible Officer or the Assistant Responsible Office and the Director of the Writing Center & ESL are responsible for verifying the prospective J-1 exchange visitor's English language ability. English language proficiency can be documented in one of the following ways:

- 1) A recent (less than 5 years) IELTS or TOEFL iBT test score. TOEFL iBT – Composite score of 89 and a 20 on each section IELTS – Composite score of 6.5 and a 6 on each section
2) Undergraduate or graduate degree earned at an institution where English is the language of instruction or signed documentation from an English language school.
3) An interview conducted by the Director of the Writing Center and ESL. The interview can be done in person or by videoconference. A telephone interview will only be accepted if neither of these options is possible. All interviews will be recorded.

Scholar's Name: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Test Scores

Indicate which test and attach the original copy of the results.

- TOEFL IELTS

Education

The prospective exchange visitor has:

- Earned a \_\_\_\_\_ degree at \_\_\_\_\_ where English is the language of instruction.
Attended an English language school and signed documentation is attached.

Interview\*

Interviewer \_\_\_\_\_

Second Interviewer \_\_\_\_\_

Date of interview \_\_\_\_\_

Format: In Person Videoconference Teleconference

I have interviewed the prospective exchange visitor named above and determined that he/she

- does does not have sufficient English language skills to successfully participate in the program and function independently in the community.

Name Signature

Name Signature

\* will be recorded