



Office Use Only

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Date Approved/Denied _____

Registrar Notified By _____

Date _____

**PETITION FOR PROFICIENCY VALIDATION IN A LANGUAGE NOT TAUGHT AT
NORTHWESTERN UNIVERSITY OR BASED ON COURSE WORK IN A HIGH SCHOOL
WHERE ENGLISH WAS NOT THE PRIMARY LANGUAGE OF INSTRUCTION**

Complete this petition form (PDF fill-in form), print out and sign. Use additional sheets if needed to answer the questions below. Be sure to attach all documentation. **The completed petition, all documentation and any letters of support should arrive in the WCAS Advising Office no later than 4 PM on the last “drop date” (See the Academic Calendar.) during your first regular quarter (i.e., fall, winter or spring) on campus.** Incomplete petitions will not be processed.

If you have any questions about the petition process, please contact Jeanne Ravid (j-ravid@northwestern.edu / 847-491-8916).

**Weinberg College Advising Office
1908 Sheridan Road, Evanston**

Student’s Name Mr. Ms.

Student ID Number

Expected date of graduation

Local Address

E-Mail

Telephone

1. For what language do you seek proficiency evaluation or testing?

2. If you are petitioning for proficiency validation in a language not taught at Northwestern, answer Question 2a, print out, sign and submit this form.

If you are petitioning for proficiency validation based on course work in a high school where English was not the primary language of instruction, skip to Question 2b, print out, sign and submit this form along with your high school transcript and any other supporting documents.

IMPORTANT: You must first consult the WCAS Office of Undergraduate Studies and Advising (1922 Sheridan Road, Evanston) for your proficiency validation based on your high school transcripts. File this petition *if and only if* the WCAS Office of Undergraduate Studies and Advising is not able to validate or evaluate your proficiency in a foreign language.

2a. Briefly describe how you acquired proficiency (reading, writing, speaking) in this language. List any language course(s) you took before entering Northwestern. Include when and where the courses were taken, at what levels and your course grades. If you acquired your language skills by some other means, such as study abroad, please describe these experiences in reasonable detail. Use additional sheets if needed.

2b. Describe the extent to which you used the language for which validation is sought in your high school. Be sure to sign this form and attach your high school transcript (and an accurate English translation) to this petition. You may wish to include a letter of support from the school principal or one of your teachers.

Your Signature _____ Date _____

(Please do not write below this line)

Action by Committee:

Test administered by _____ Date _____

_____ Passed _____ Not Passed

Secondary school experience accepted: _____ Yes _____ No