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 [insert 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 title 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

laf 6.19.19