Documented Interview for J-1 English Proficiency

Names of participants:

Interviewer: (NAME OF INTERVIEWER)

Prospective Exchange Visitor: (FULL NAME OF SCHOLAR)

Other interview participant(s): (NAME(S) OF OTHER(S) IN THE INTERVIEW, IF ANY)

To whom it may concern:

I conducted an interview with (FULL NAME OF SCHOLAR) on (DATE) at (TIME) for approximately (LENGTH OF INTERVIEW).

The method of interview was (check one):

[ ]  In-person

[ ]  Videoconference

[ ]  Telephone (if videoconferencing was not a viable option)

During the interview, I assessed the English fluency of the scholar. We discussed the following topics during our interview.

(GIVE A BRIEF DESCRIPTION OF THE TOPICS DISCUSSED HERE).

I was able to ascertain that the scholar is proficient in English by (GIVE EXAMPLES OR METRICS BY WHICH THE ENGLISH PROFICIENCY WAS ASSESSED).

I believe, based on this interview and other correspondence, that the exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully able to participate in his or her program and to function on a day-to-day basis in U.S.

Signed,

(NAME)

(TITLE)

(ACADEMIC UNIT)