



Universidad de Puerto Rico en Cayey
Decanato de Estudiantes
Oficina de Intercambio y Estudios Internacionales



CONFIDENTIAL LETTER OF REFERENCE LANGUAGE PROFICIENCY REPORT

To be completed by the applicant:

In compliance with the Family Educational Rights and Privacy Act of 1974, this candidate has waived his or her right of access and agrees that the information furnished on this form will be held in confidence and will not be disclosed to her or him, her or his family or the public except to those persons that the Director of the Student Exchange Program deems necessary for the evaluation of this candidate's application.

Candidate's name

Candidate's Signature

Cellphone

Student ID number

1. What courses have you completed, including those in progress, in or related to the language of instruction?
2. What other experiences have you had in this language? (e.g. lived in the area, spoken at home, read journals / newspapers...)

To be completed by the evaluator:

Extent of your acquaintance with applicant:

	Poor	Fair	Good	Excellent	No opportunity to evaluate
Level of academic performance					
Capacity of independent study					
Reliability					
Level of maturity, ability to adapt to new or unstructured circumstances					

Language assessment

The following elements are helpful indicators of the applicant's ability to handle classroom instruction in another language. Please check which of these elements were used in your evaluation.

P.O. Box 372230 Cayey, PR 00737-2230
Tel. (787) 738-2161, Ext. 2224/2430 Fax (787) 263-0676

Patrono con Igualdad de Oportunidades en el Empleo M/M/V/I

Listening ability

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

Reading ability

- None
- Limited to simple vocabulary and sentence structure
- Understands everyday topics and non-technical subjects
- Understands materials which contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field of study

Speaking ability

- None
- Able to complete structurally simple short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide variety of conversational situations

Writing ability

- None
- Writes simple sentences on conventional topics with some errors in spelling and structure
- Writes on academic topics with few errors in structure and spelling
- Writes with idiomatic ease of expression and feeling for the style of the language

How was this evaluation determined?

- Based on knowledge of the applicant’s course work in language at this campus.
- Written evaluation | Date administered: _____
- Oral examination | Date administered: _____

Linguistic ability

What is your opinion of the applicant’s ability to pursue university-level course work in this language?

- Will require considerable training before necessary competence can be attained.
- Will require additional training before beginning the exchange.
- Should be able to manage adequately after a short period of adjustment.
- Should have no difficulty.

Please add any remarks that would help in evaluating this candidate’s potential for academic success during his or her exchange period. **Your opinion is very important for us.**

Name of Faculty Member

Signature

Faculty and department

Date

Please return this letter enclosed in the provided envelope directly to the Students Exchange Office of the University of Puerto Rico at Cayey by internal mail or hand it to the student or you can send it by regular mail to:

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