



I.G.E.T.C.

**Certification of Competence in a Language Other than English  
For Students with Foreign Transcripts**

Student \_\_\_\_\_ ID \_\_\_\_\_

Country of Origin \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Foreign Language \_\_\_\_\_

I certify that I have completed:

\_\_\_\_ two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English

**OR**

\_\_\_\_ I have completed 2 years of formal schooling at the sixth grade level or higher in my language of origin \_\_\_\_\_ because the language of instruction at my institution was in English.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Counselor Verification**

I certify this student's ability by:

Verifying that the student has satisfactorily completed two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Verification was completed by the presentation of a transcript from a foreign institution. *(If the official sealed transcript cannot be obtained from a foreign institution an unofficial or opened transcript may be used to verify proficiency.)*

\_\_\_\_\_  
Counselor Name

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

## **Counselor Recommendations:**

**Method of Evaluation:** When verifying **foreign transcripts** for Language other than English (LOTE) for IGETC certification, please look for the following items on a transcript:

- Student's Name
- Photo (if available)
- School Official Seal or Stamp
- Dates of Attendance
- Grades (i.e. a diploma or a certificate of completion is not equivalent to a transcript which notates courses completed and grades received).

## **Official versus Unofficial:**

It is ideal for a student to submit official high school foreign transcripts to the counselor in a sealed envelope. If this is not available, a student can present the ORIGINAL opened transcript for verification purposes. Photocopies of the original transcript are not acceptable for verification.