Effective January 5, 2015 –

All sponsors wishing to bring in Foreign Nationals through WHOI’s Exchange Visitor program will be **required** to submit documented proof of English Language Proficiency.

Sponsors shall determine that a prospective exchange visitor "possesses "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. [22 CFR 62.11(a)(2)]

English Language Proficiency must be confirmed by using one of the following methods:

* A recognized English language test;
* Signed documentation from an academic institution or English language school; or
* A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

Department of State (DOS) also "reminds sponsors to **retain evidence** of how they measured applicants’ English language proficiency so that it may be made available to the Department upon request."

We will not be able to process any Exchange Visitor Visas without documentation of the English Language Proficiency. Please keep this in mind when sourcing Foreign Nationals for appointments at WHOI.

Please note, there are some organizations (such as the China Scholarship Council) that require English Language Proficiency that meets Department of State (DOS) regulations. All organizations requiring this will state as much on their letter of sponsorship.

If you have any questions regarding the updated regulation, please feel free to email me at [fna@whoi.edu](mailto:fna@whoi.edu) or call x2704.

Kind regards,

Beth Andrews, Responsible Officer

WHOI Exchange Visitor Program

New Department of State federal regulations require all J-1 Exchange Visitors have:

“... sufficient proficiency in the English language as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis” [22 CFR 62.10(a)(2)]. Because of this regulation, sponsors must now verify an applicant's English language proficiency.

Please check all methods used to assess English language skills of the J-1 Exchange Visitor:

Visitor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment (GI/GS/SSF)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_A recognized English language test

Please verify which test (e.g. TOEFL, IELTS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. \_\_\_By signed documentation from an academic institution or English language school

Please verify the name of academic institution or English language school

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. \_\_\_ Through a documented interview conducted by the sponsor  
   Please verify the method(s) used below:   
     
   **□ In-person interview**  
   Name and title of interviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **Videoconferencing**

Name and title of interviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□ Telephone interview if videoconferencing is not a viable option**  
  
Name and title of interviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have verified that the scholar noted above possesses sufficient English proficiency to successfully participate in this Exchange Visitor program at Woods Hole Oceanographic Institution and function on a day-to- day basis in the U.S.

Sponsor Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_