

**REQUEST FOR EXEMPTION OF ENGLISH PROFICIENCY EXAMINATION ADMISSION REQUIREMENT
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
GRADUATE SCHOOL**

Submission of official test scores of the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or the Duolingo English Test (DET) are required for international applicants. Minimum scores are required as noted in the UTC Graduate Catalog. Applicants may request an exemption if:

(1) they have received a degree from a regionally accredited U.S. institution or a similarly accredited institution in a country/region where the predominant spoken language is English within the last two years. See last page for list of approved countries.

OR

(2) they have worked full time in the U.S. or a predominantly English-speaking country/region for at least two of the preceding four years.

Instructions:

- (1) A current Graduate School application and fee must be on file in the International Student Office in order to request the exemption.
- (2) Submit the completed request for exemption to the UTC International Student Office, Dept. 4755, 615 McCallie Avenue, Chattanooga, TN 37403.
- (3) Request for exemption and requested documentation must be received by the following deadlines in order to be considered for the exemption:
Fall semester: June 1 for exemption application and June 30 for any additional documentation requested
Spring semester: October 1 for exemption application and October 31 for any additional documentation requested
- (4) Individual graduate programs may require additional information. You will be contacted if additional information is required.
- (4) Decision notification will be sent via the e-mail address included on the exemption form, below.

This form is interactive. Please type on the form if possible. If not, please hand print.

Name	
Permanent Address	
Current Address	
Current E-mail Address	

Education

Note: If you are claiming exemption based on the completion of a degree, the official transcript must be on file with your Graduate School application before a decision can be made about your exemption.

College/University Attended	Dates Attended	Degree Awarded	Primary Language of Instruction

Work Experience

Name p. 2

Company or Organization Name

Company Address (including country name)

Dates of Employment

Position Description

Employer Contact E-mail

Employer Contact Phone

Was English the primary language of written and verbal communication?

Yes No

Company or Organization Name

Company Address (including country name)

Dates of Employment

Position Description

Employer Contact E-mail

Employer Contact Phone

Was English the primary language of written and verbal communication?

Yes No

Have you applied to UTC?

Yes No

Date application submitted:

Academic Program

Describe in the box to the right why you feel you should be approved for this exemption

I attest that the information provided in this request is correct.

Signature _____ Date _____

For Office Use Only:

Receipt of Application and fee verification (ISO)

Receipt of transcript verification (ISO)

Program Recommendation:

- Approve waiver of English proficiency requirement
- Deny waiver of English proficiency requirement

Program Coordinator _____ Date _____

- Approve waiver of English proficiency requirement
- Deny waiver of English proficiency requirement

Dean of the Graduate School _____ Date _____

Countries with English as an Official/Primary Language

1. Anguilla
2. Antigua and Barbuda
3. Australia
4. Bahamas, The
5. Barbados
6. Belize
7. Bermuda
8. British Virgin Islands
9. Canada (Anglophone)
10. Cayman Islands
11. Christmas Island
12. Cook Islands
13. Dominica
14. Fiji
15. Gambia, The
16. Grenada
17. Guyana
18. Ireland
19. Jamaica
20. Jersey
21. Malawi
22. Marshall Islands
23. Micronesia, Federated States of
24. New Zealand
25. Norfolk Island
26. Northern Mariana Islands
27. Palau
28. Papua New Guinea
29. Pitcairn Islands
30. Rwanda
31. Saint Kitts and Nevis
32. Saint Lucia
33. Sierra Leone
34. Singapore
35. Sint Maarten
36. Solomon Island
37. Trinidad and Tobago
38. Turks and Caicos Islands
39. Tuvalu
40. United Kingdom
41. The United States
42. Virgin Islands