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Graduate Admissions Contact: meg.dracos@uconn.edu
ITA Testing Contact: jeannie.slayton@uconn.edu
Payroll Overrides for Speech Test Contact: megan.petsa@uconn.edu
Introduction
The purpose of this document is to summarize English proficiency requirements along with related policies and procedures for both the graduate admissions process and Teaching Assistant positions for International students.

Graduate School Admissions & English Proficiency Requirements

International applicants are required to submit evidence of proficiency in the English language. Students may use the results (no more than two years old from date of application submission) from one of the following standardized tests to satisfy this requirement:

1. Receiving minimum scores of 79 (Internet-based test – IBT), 550 (Old Paper-based test – PBT) or 22/30 on each of the Listening, Reading, and Writing sections (“New” Paper-based test- PBT) or higher on the TOEFL test.
2. Receiving a minimum score of 6.5 or higher on the IELTS test.
3. Receiving a minimum score of 53 or higher on the PTE test, or
4. Qualifying for a Score Waiver.pdf (please click on link to review policy).

Please note: we do not accept TOEFL Institutional Testing Program (TOEFL ITP) results, unless they are from UConn.

- Please note TOEFL scores will only be accepted when sent electronically through ETS. Use the codes listed below:
  - The TOEFL code for UConn Storrs is 3915.
  - The TOEFL code for the UConn Health Center is 3931.
- IELTS and PTE test scores are required to be sent to our University electronically directly by the testing company used in order for scores to be accepted as official.
I-20/DS-2019 Request Process Information

- When international applicants are officially admitted by The Graduate School, they will be sent notification of their admission decision by email with instructions on how to log into their application to view the online admission letter.
- Applicants who require visa sponsorship will need to submit an immigration document request with the ISSS office, if they do not submit a request an immigration document will not be created (I-20 for F-1 students, DS-2019 for J-1 students).
- The online admission letter will also provide information for international applicants about how to obtain an I-20 or DS-2019. The letter states:
  - “If you are an international student who requires U.S. student visa sponsorship by the University of Connecticut, please submit an immigration document request to International Student & Scholar Services after you complete the enrollment form.”
- Applicants are required to submit official transcripts and diplomas/degree certificates to The Graduate School for matriculation to occur. The Graduate School will communicate information about missing required documents to students after they accept enrollment in their online application.
- An applicant’s admission must be finalized (matriculated) for an I-20/DS-2019 to be released to a department/student.
- Once the I-20/DS-2019 is ready for the student, it will either be sent directly to the student or your department will be notified to pick the immigration document up at ISSS. Please make sure to confirm a student’s mailing address before sending these materials. Contact UConn mail services (https://mailservices.uconn.edu/) if you need information about the best way to send items internationally. Do NOT send these items US Post, as it will take many weeks for the student to receive these time sensitive documents.
- Most students will require a matriculation letter for their visa interviews. These letters will also be found in their online application after they accept enrollment and have been matriculated. Students can print PDF versions of this letter out and bring them to their visa interviews.

Please see the International Graduate Admissions Flow Chart included below for the order of these events.
International Graduate Admissions Flow Chart

Step 1: Students Apply to UConn through online Slate application.

Step 2: Program/Department Admission Committee makes decisions and admits students through online Slate application for The Graduate School to review for admission.

Step 3: The Graduate School conducts final reviews and admits qualified applicants through online Slate application and PeopleSoft. E-mail notification of decision sent to student.

Step 4: Student logs into application to review admission letter. International students have admission letter that explains I-20 application process with link to request form from ISSS.

Step 5: Student receives two e-mails from ITS at the time of admission to email address used in online Slate application regarding their NetID and how to activate their NetID. Student activates their NetID. NetID and password are needed to request an I-20.

Step 6: Student “accepts” the admission offer via “Enrollment Form” link in the status page of their application. Enrollment link WILL disappear after set deadlines.

Step 7: Student submits their I-20 requests directly to ISSS via I-20 online request form (indicated in the admission email, also at https://issss.uconn.edu/students/newstudents/newstudents-i-20ds-2019-online-request-form/ using their NetID & password. Student will ONLY receive correspondence at their UCONN.EDU email addresses.

Step 8: Student receives an email notice(s) from ISSS regarding their I-20 request status. If documentation/information is incorrect or missing from student, students receive instructions to resubmit the correct documents/info to The Graduate School and ISSS.

Step 9: The Graduate School matriculates student when all OFFICIAL admission documents have been received (i.e., official transcripts and diploma/degree certificate). Students will not receive I-20 until matriculated.

Step 10: When I-20 is complete ISSS will notify Storrs programs for pick up, regional program I-20s will be shipped to student.

Step 11: Matriculation letters will be available to students in their online Slate application. Grad Admissions coordinators can check the status of I-20 request online at https://issssportal.uconn.edu/ contact international@uconn.edu for access.

Admission Questions? Contact: Meg Drakos (860) 486-7921 meg.drakos@uconn.edu
Visa Questions? Contact: ISSS (860) 486-3855 international@uconn.edu
Teaching Assistant (TA) English Proficiency Requirements

For the students mentioned above, proof of English proficiency is required for both admission to The Graduate School, in addition to Teaching Assistantships. Many times applicants will qualify to have their proof of English proficiency waived for admission purposes. However, if an applicant’s proof of English proficiency was waived during the graduate admissions process, proof of English proficiency must still be provided in order for the graduate student to be hired as a Teaching Assistant (TA). Please note, this Graduate School policy on waiving English proficiency examinations applies only to applicants for admission. Graduate students who will be TAs must still provide proof of English proficiency either through testing or an interview with International Teaching Assistant Services.

Please refer to the full UConn English Proficiency Policy for TAs and Testing Procedures found here. The policy states that all Teaching Assistants for whom English is not a primary language must pass an oral English proficiency test regardless of citizenship or visa status. This applies to TAs whose assignments entail direct instruction. International Teaching Assistant Services can assist in screening prospective TAs whose primary language is not English and who are eligible for the TOEFL/IELTS waiver for admission. Details on this process can be found here.

1. Graduate students who received 27 or higher on their TOEFL, 8 or higher on their IELTS, or 74 or higher on the PTE test will be automatically cleared to teach.
2. Graduate students who received less than 27 on their TOEFL, less than 8 on their IELTS, or less than 74 on the PTE test will need to register for the microteaching test offered by International Teaching Assistant Services. Please refer to this flow chart for more detailed information. Students who scored below the minimum score listed for ITA candidacy will not be eligible to take the microteaching test and cannot be assigned to TA duties that involve direct instructional contact with students.
3. TAs who have not been cleared to teach either by presenting proof of English proficiency or passing the microteaching test cannot be assigned to teaching duties that involve direct instructional contact with students. They can, however, be assigned non-instructional duties such as grading.

Please be sure to review the student’s academic test record to determine if a student has met the English proficiency requirement or to determine their eligibility for microteaching. Students who have met the English proficiency requirement through test results will not have the Classroom English Proficient student group added to their record because they have already proven English proficiency.

There are two paths to check a student’s test results in Student Admin:

1. **Main Menu > Records and Enrollment > Transfer Credit Evaluation > Academic Test Summary.** The TOEFL IBT Speaking score is the criteria used to determine if a student will need to take microteaching. With a score of 29.0, the student in the example below has provided proof of English proficiency. They do not need to be screened by International Teaching Assistant Services and do not need the Classroom English Proficient student group added to their record because there is no speech test hold in place.
2. Main Menu > Student Admissions > External Test Score Processing > Test Results.
Under the Test ID, “TOEFL”, the “TOEIS” code in “Test Components” refers to Speech. With a score of 29.0, the student in the example below has provided proof of English proficiency. They do not need to be screened by International Teaching Assistant Services and do not need the Classroom English Proficient student group added to their record because there is no speech test hold in place.
Graduate Payroll for TAs Who Have Not Been Cleared To Teach

TAs who have not been cleared to teach will have an error message on their payroll record in Core-CT under the “Other Job Data” section.

When you hit “Save and Submit,” a message box will appear telling you to contact The Graduate School. At this point, the transaction is automatically saved in DRAFT status. You will need to request an override by emailing the following information to megan.petsa@uconn.edu.

GA name
Employee Number
Student ID
Override type (you’ll see this in the Speak Test/Error Code box under “Other Job Data” on the template)
Rationale for override (see below)

Speech test not satisfied
If they have not passed the microteaching test and been cleared to teach, the department must verify in writing that the GA will have no instructional contact with students (e.g., they will be doing grading work only).

For reference, the other error codes that may require an override from The Graduate School are listed below. Occasionally, more than one error code will appear. You must provide a rationale for each error code in order for the override to be added.

Less than a 3.0 GPA
A statement of support from the GA’s advisor that confirms there is a plan in place to improve the student’s academic performance must be provided.

More than three Incompletes
A statement of support from the GA’s advisor that confirms there is a plan in place to complete any viable Incompletes.

Provisional Status
A student on provisional status cannot be a GA. To be removed from provisional status, the student must have a GPA above 3.0 and have completed 12+ graduate level credits here at UConn. This error will not be overridden, as the student is not eligible to be hired as a GA.