



INTERNATIONAL GRADUATE STUDENT ADMISSIONS & INTERNATIONAL TA HIRING GUIDE



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Graduate Admissions Contact: meg.drakos@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.

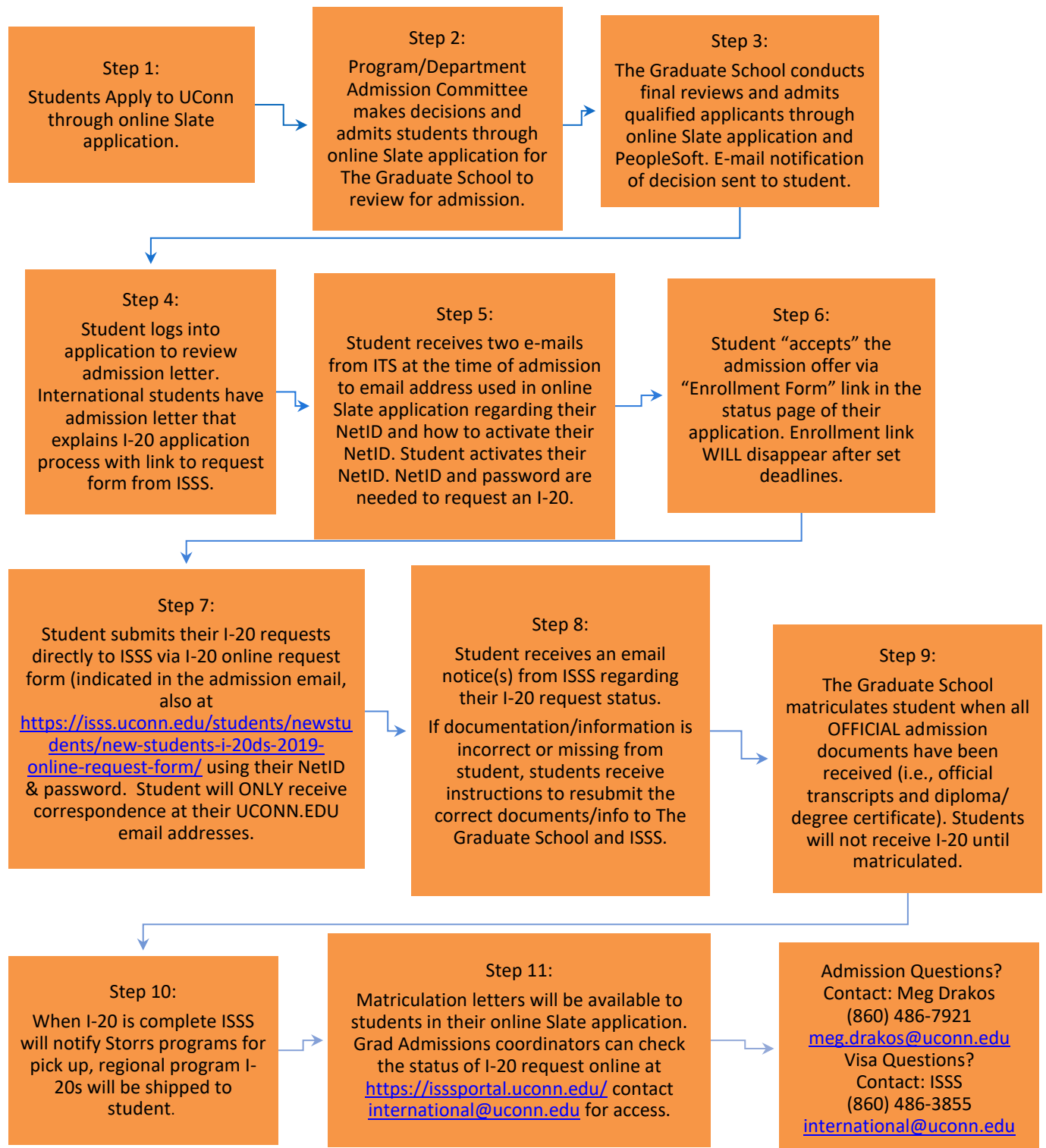
- Please note TOEFL scores will only be accepted when sent electronically through ETS. Use the codes listed below:
 - The TOEFL code for UConn Storrs is 3915.
 - The TOEFL code for the UConn Health Center is 3931.
- IELTS and PTE test scores are required to be sent to our University electronically directly 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



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 Proficiency 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.

Academic Test Summary

Test Summary by ID/Component

Test ID: Test Component:

Sort By: Date Score Test Search

Test ID	Description	Score	%tile	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded	
1	GRE	GRE Writing Assessment	3.00	14	08/02/2013	<input checked="" type="checkbox"/>	Unknown	WWW	10/02/2013
2	GRE	GRE Scal Verb Reason	157.00	73	08/02/2013	<input checked="" type="checkbox"/>	Unknown	WWW	10/02/2013
3	GRE	GRE Scal Quant Reason	159.00	75	08/02/2013	<input checked="" type="checkbox"/>	Unknown	WWW	10/02/2013
4	TOEFL	TOEFL IBT Composite	112.00		06/30/2013	<input checked="" type="checkbox"/>	Unknown	ETS	10/18/2013
5	TOEFL	TOEFL IBT Listening	26.00		06/30/2013	<input checked="" type="checkbox"/>	Unknown	ETS	10/18/2013
6	TOEFL	TOEFL IBT Reading	30.00		06/30/2013	<input checked="" type="checkbox"/>	Unknown	ETS	10/18/2013
7	TOEFL	TOEFL IBT Speaking	29.00		06/30/2013	<input checked="" type="checkbox"/>	Unknown	ETS	10/18/2013
8	TOEFL	TOEFL IBT Writing	27.00		06/30/2013	<input checked="" type="checkbox"/>	Unknown	ETS	10/18/2013

Save Return to Search Notify

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.

Test Results

Test ID: TOEFL Test of English as Forgn Lang Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Std Admin
1	TOEFI	117.00	09/09/2017	ETS	Unknown		01/30/2018		<input checked="" type="checkbox"/>
2	TOEIL	29.00	09/09/2017	ETS	Unknown		01/30/2018		<input checked="" type="checkbox"/>
3	TOEIR	30.00	09/09/2017	ETS	Unknown		01/30/2018		<input checked="" type="checkbox"/>
4	TOEIS	29.00	09/09/2017	ETS	Unknown		01/30/2018		<input checked="" type="checkbox"/>
5	TOEIW	29.00	09/09/2017	ETS	Unknown		01/30/2018		<input checked="" type="checkbox"/>

Additional Test Data Test Date: 09/09/2017

Field	Value	LOV	Description
1	TOEFL_REG_NBR	0000000031377229	
2	TOEFL_TSTCTR_CNTRY		
3	TOEFL_IBT_TESTCTR	ITSK179D	

Transfer To: Prospect Data Go

Save Return to Search Notify Refresh

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.

Other Job Data	
Work Dept/Non-Academic <input type="text"/>	Speak Test/Error Code <input type="text" value="NO SPEECH TEST, NOT CLI"/>
Comments	

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.