



Teaching Culturally, Linguistically Diverse
& Exceptional Learners

Division of Advanced Professional Teacher Development and
International Education

Foreign Language Endorsement Process

Applicants must show proficiency in their target language as part of the Admissions process. This can be done in one of two ways:

- Submit an Endorsement Worksheet in their target language showing completion of 30 semester hours of study at the 300 and 400 level
- Submit ACTFL testing and complete 6 semester hours of study in target language.

Endorsement Review

Applicants who choose to demonstrate language proficiency through the endorsement review process must document 30 semester hours at the 300 and 400 level of study which must include at least one course in the following areas: Language Skills, Language Analysis, Literature, and Culture and Civilization. Only courses with satisfactory grades (A or B at the graduate level; A, B, or C at the undergraduate level) will be accepted. Courses taken on a Pass-Fail or no-credit basis will not be considered.

Individuals with international credentials should use their transcript evaluation results showing grades and semester hours calculated on a U.S. scale in order to complete the endorsement review.

Endorsement Review Process

In order to submit your endorsement review, you must complete the following steps:

- Select the endorsement sheet that corresponds to your target language
- Using a photocopy of your official transcripts or transcript evaluation, complete Option 2 of the endorsement worksheet by filling in the courses you have completed in your target language at the 300 and 400 levels.
- Please keep in mind you must have at least one course listed under each of the four categories: Language Skills, Language Analysis, Literature, and Culture and Civilization. You must document at least 30 total credits of study.
- Submit your completed endorsement worksheet and photocopy of your official transcripts or transcript evaluation electronically to Stacy Wilson at swilsono@gmu.edu or by mail to :
 - APTDIE Division
4400 University Drive, MS 1E8
Fairfax, VA 22030
- An endorsement specialist will review your endorsement worksheet upon receipt and follow up with you if there are any questions.
- Your reviewed form will then be submitted to the CEHD Admissions Office to be included as part of your admissions requirements.

We recommend you complete the endorsement review process early as processing can take 3-4 weeks during peak periods.