Department of English

SECOND LANGUAGE REQUIREMENT – Doctoral Program

The responsibility for fulfilling the departmental graduate language requirement rests with the individual student. This requirement **must** be met before the PhD student will be cleared for the Field of Study Candidacy examinations. The requirement can be met by:

a) course work (two 300-level half courses with grades of B or better) OR
b) passing the department's Reading Comprehension Examination, OR
c) handing in documentation that establishes proficiency in a language other than English

The department normally administers the graduate language examinations in **NOVEMBER** and **MARCH** of each year. If you are fulfilling this requirement by writing the department-set exam, you should carefully consider whether your language requirement should be completed on either of these occasions during this academic year.

Please fill out the lower portion of this sheet and return it to Carole Taylor no later than **September 10th** for the Fall exam and **January 5th for** the Spring exam.

I wish to sit the graduate second language examination in *(choose one)*

NOVEMBER   _____

MARCH   _____

I intent to meet the Second Language Requirement in _____ *(state which language).*

Name: _____   Date:_____

Signature: _____

For Mac users: saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when your send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: *"Export As" and "Save As" do not accomplish the same thing. You lose your data that way.*