

# University System of Georgia

## Registration and Approval Form For Institutes, Programs, and Courses of Study in English as a Second Language / English for Speakers of Other Languages

Effective Summer 2000, non-native speakers of English must attain a minimum TOEFL score of 523 (paper version); 193 (computer version); or 69-70 (Internet version) in order to gain admission to a USG institution. (Some institutions and degree programs may have higher TOEFL requirements.) Institutions may grant conditional degree admission to otherwise qualified applicants whose TOEFL score falls below this minimum *if* they provide approved courses of English language instruction for non-native speakers.

Institution:	Program housed in:
ESL Program Director:	_____ Academic Dept. (_____)
Address:	_____ Continuing Education Office
	_____ Affiliated Independent Contractor
	Other: _____
Telephone:	This is a: _____ New Program
Facsimile:	_____ Existing Program
	(Operational since _____)
E-mail:	Please attach enrollment history for past 3 years.

Minimum TOEFL score acceptable for entry into this ESL program: \_\_\_\_\_

Explain if below 480 (paper); 157 (computer); or 54-55 (iBT): \_\_\_\_\_

Assessment instrument(s) and procedure(s) for placement into ESL courses: \_\_\_\_\_

Assessment instrument(s) and procedure(s) for determining student's need for continuing ESL: \_\_\_\_\_

	Fall 2007	Spring 2008	Summer 2008
Anticipated headcount enrollment			
Maximum capacity			

**Curriculum:**

Courses Offered (list by number & title)	Skills Addressed (Reading, Writing, Speaking, Listening)	Course Offered For	
		Credit (how many?)	Non-credit

Please mark with an asterisk (\*) which courses, if any, are offered on an intensive schedule (3 credits in 8 weeks or less).

**Faculty / Instructional Staff:**

Name	Highest Degree	Date Rec'd	Major Field	Minor Field

**Services Offered:**

Service	Available & Mandatory	Available but Optional	Not Available
Orientation			
Arranged Homestays			
Cultural Events			
Host Families			
Other (list):			

**Authorizations:**

Vice President for Academic Affairs

Designated School Official (for I-20)

Responsible Officer (Exchange Visitor Program, if applicable)

Please return this form to:

Dr. Richard C. Sutton

Director of International Programs and Senior Advisor for Academic Affairs

University System of Georgia Board of Regents

270 Washington Street, SW, Suite 6014

Atlanta, GA 30334

Questions? Call 404/651-3747 or e-mail richard.sutton@usg.edu

Please attach any brochures, forms, etc., that provide additional information about your program.