



**Carleton**  
**University**

**NPSIA**

The Norman Paterson School  
of International Affairs

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

As indicated in the Graduate Calendar, “Students must successfully complete an examination in second language proficiency administered by Carleton University’s School of Linguistics and Language Studies, or meet the equivalent standard as determined by the School of Linguistics and Language Studies”. Students are strongly encouraged to take the opportunity to improve their language skills during their studies, including during their summer terms. Prof. Cristina Trevisan, the Language Advisor, will provide confirmation once the language requirement has been successfully completed.

Students with no prior knowledge of a second language are encouraged to reach out to the Language Advisor in their first term to discuss completion options. Language proficiency can be demonstrated by one of the following options, according to the Council of Europe (Common European Framework of Reference) designations of proficiency in a second language:

**Option 1:** Provide documentation that demonstrates you have achieved a minimum of B1 level or better. Documentation Accepted for Review: (please check box of item you are submitting)

- French Immersion: High school transcript required (core and extended are not sufficient).
- Undergraduate/College completed in a degree other than English: unofficial transcripts required.
- Certification from a recognized language testing authority.
- Completed a major or minor in \_\_\_\_\_ during undergraduate program: unofficial transcripts required.
- Completed a B1 level (CEFR) language course at \_\_\_\_\_ (other post-secondary institution): unofficial transcripts required.

Other: indicate in the box below what you are submitting.

**Option 2:** Successful completion of intermediate level courses in a language other than the student’s mother tongue and accepted by NPSIA. At Carleton University, the following courses will satisfy the NPSIA language requirement. Students must achieve a grade of B- or better in their language courses.

ARAB 2110	FREN 1100	JAPA 2110	KORE 2020	RUSS 2020
GERM 2020 or GERM 2110	ITAL 2020 or ITAL 2110	CHIN 2020 or CHIN 2110	SPAN 2020 or SPAN 2110	LANG 2020 or LANG 2110
ASLA 2020 or ASLA 2110				

Please note: Students may be required to complete any necessary beginner language courses, as determined by the School of Linguistics and Language Studies, prior to completing any of the final courses noted above. Course availability varies from year-to-year.

\*Students who have completed courses at Carleton University as undergraduates or special students need to complete the following, if applicable.

As a past student at Carleton University I completed \_\_\_\_\_ in \_\_\_\_\_ as \_\_\_\_\_ indicated on my transcript, that I have attached to this form.

**Option 3:** Complete an assessment test under the direction of the Language Advisor. Students who do not have documentation, but who nonetheless consider themselves proficient speakers of a language other than English, may be able to complete an assessment test. This test is only available to students who are proficient or almost proficient in a language other than English but lack official documentation. If a test with a Carleton University professor or contract instructor is available, the cost of the test is \$75 + HST. If the test is completed off campus, the fees can vary, depending on the organization. This fee must be paid for by the student in advance of the test date to the School Administrator (Coleen Kornelsen).

I am proficient in \_\_\_\_\_ and would like to book an assessment test in this language to satisfy the NPSIA language requirement.

**Option 4:** Complete the Rosetta Stone online language training program. The program is a once-per-year license (registration in the fall of each academic year) and is available in the following languages: French, Spanish and German. To fulfill the NPSIA language requirement, students must complete level B1 in accordance to the Council of Europe (Common European Framework of Reference) designations plus 50 hours of program work at the Fluency Builder level. The current fee for this program can be found on the [NPSIA website](#), as it is subject to change.

**This form must be filled out and sent to the  
NPSIA Language Advisor, along with any  
supporting documentation (if needed).**

**OFFICE USE ONLY**

This document certifies that this student has successfully completed the NPSIA language requirement by:

- Successfully achieving level \_\_\_\_\_ (CEFR) in \_\_\_\_\_ by completing the required Rosetta Stone language training program and proficiency tests.
- Successfully completing \_\_\_\_\_ during their undergraduate degree at \_\_\_\_\_.
- Providing sufficient documentation to prove their level of proficiency in \_\_\_\_\_ is \_\_\_\_\_ (CEFR).
- Completing a language assessment with \_\_\_\_\_ in the language of \_\_\_\_\_
- Successfully completing a language course at a B1 level (CEFR) at \_\_\_\_\_ (postsecondary institution).
- Other: \_\_\_\_\_

Approved by:

Date: \_\_\_\_\_