

World Languages Prerequisite Clearance – NO transcripts or AP Scores

This form is to be completed if you would like to clear prerequisites for a world language only if you are using a method that does not involve high school or college transcripts or AP exams. (e.g., you are a native language speaker or have used this language at work.)

STEP 1: Complete the following information.

Date _____ Fall Winter Spr Sum Year _____

De Anza CWID# _____ NAME Last: _____ First: _____

Course you want to take (example: SPAN 2): _____ Phone number: _____

STEP 2: Answer the following questions.

1. Have you studied this language in a country other than the United States?

___ NO. (Go to the next question.)

___ YES. Please specify:

Name of country/countries: _____

Duration of program or schooling: _____

Language level(s): _____

How long since this language experience? _____

2. Do you use or have you used this language for job-related purposes?

___ NO. (Go to the next question.)

___ YES. Please describe the nature of the job (e.g., healthcare, customer service), frequency of language use (daily, occasional, rare), and extent of language interactions (e.g., with co-workers, customers, patients, over the phone, face-to-face, written correspondence):

Specify any specialized language training competed to achieve (language) proficiency in your area of expertise (e.g., military, medical, legal, business, social work):

If you're no longer using this language on the job, please specify how long it has been since you last did:

3. Have you ever taken a formal exam or a proficiency test in this language other than the AP exams? (e.g., ACTFL test, military, or job-related certification exam).

___ NO. (Go to the next question.)

___ YES. Please describe and provide documentation of dates and scores, if available.

4. Are you a native speaker of this language or were you raised/currently live in a household in which this language was/is used on a regular basis?

___ NO. (If you answer "No", this completes your application.)

___ YES. Please answer the questions (a) and (b) below.

- (a) Check all applicable types of language schooling and/or informal language exposure that you have received.

Bilingual education in the United States

Grade levels: _____

Dates: _____

Name of program and/or name of school: _____

Weekend or after school program (e.g., local community groups):

Please specify: _____

(b) Please rate your own proficiency in EACH of the following areas, using a scale of 1 – 10 (1 = weakest, 10 = strongest). Your honest/accurate rating will help assure you are placed at the level in which you will be successfully.

_____ Listening comprehension

_____ Speaking

_____ Reading comprehension (e.g., newspaper, magazines, brochures)

_____ Writing (e.g., spelling, paragraph-level texts like letters)

STEP 3 Save this file (unsaved it will be blank). Then submit document for review.

(A) Form to be submitted by the student from the email address they mainly use at De Anza.

(B) **E-mail** this form to the division administrative assistant and the instructor of the course you would like to enroll in.

This request will be reviewed as soon as possible, but allow up to 10 business days for review.

7/27/2023 DL