



# Application to Establish Credit by Examination in a Foreign Language

Name \_\_\_\_\_ Student ID/EmplID \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Home phone \_\_\_\_\_

Duty phone \_\_\_\_\_ Education center to which examination is to be sent \_\_\_\_\_

I request permission to take an examination to establish credit in \_\_\_\_\_  
Course number and title

I will pay for this course at the current tuition rate when I register through the MyUMUC portal.

UMUC Europe is interested in learning as much as possible about your complete academic background.

We ask that you carefully complete this section on your academic history.

In support of this request, I submit the following information: *(Please indicate N/A for items that are non-applicable. All items must be completed.)*

Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

## Primary Schools Attended

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

## Secondary Schools Attended

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

I received the \_\_\_\_\_ on \_\_\_\_\_  
Name of certificate/diploma/examination Date

## Colleges/Universities Attended

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

I received the \_\_\_\_\_ on \_\_\_\_\_  
Name of certificate/diploma/examination Date

\_\_\_\_\_  
Name of school and country Language of instruction from \_\_\_\_\_ to \_\_\_\_\_

I received the \_\_\_\_\_ on \_\_\_\_\_  
Name of certificate/diploma/examination Date

To enable UMUC to make a realistic evaluation of my ability to pass the examination, I offer the following detailed information explaining how I acquired knowledge of the subject matter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach an extra sheet if you require additional space.)

Today's date \_\_\_\_\_ Signature \_\_\_\_\_

Do not write below this line.

## Action taken

1. We are pleased to approve your application for credit by examination for \_\_\_\_\_

Please contact the above education center, which will inform you of the arrangements that have been made for you to take the examination. Amount received \_\_\_\_\_

2. You are eligible to take the following language course examinations (provided they meet your curriculum requirements when taken). \_\_\_\_\_

3. We cannot approve your application for the following examinations due to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Academic Advisor \_\_\_\_\_



## Establishing Undergraduate Credit by Examination in a Foreign Language

1. In order to establish credit by examination, the student must:
  - a. have submitted to the UMUC Europe Office of Admissions all official high school transcripts (or GED or equivalent) and college/university transcripts
  - b. have an official evaluation
2. Before an accurate assessment can be made of a student's eligibility to take credit by examination in a language, the student must provide the Office of Admissions all pertinent documents listed under 1a. The approval of this application is based upon the available information. If the student provides inaccurate or incomplete information or fails to list foreign language training, the grade and credit of the examination may become invalid at any time.
3. The maximum amount of non-traditional credit that can be established by examination is 60 hours for the bachelor's degree and 30 hours for the associate's degree.
4. A student may cancel this application at any time prior to seeing the content of the examination with no entry on his/her permanent record. After the student sees the content of the examination, he/she cannot cancel the application or refuse the grade received on the examination, nor can the examination fee be refunded.
5. No course by examination may be attempted more than twice. An attempt starts when the student sees the content of the examination.
6. Letter grades earned on examination are entered on the student's official academic record and are used in computing the cumulative grade point average.
7. In a foreign language sequence, a student may not receive credit for a course that is a prerequisite for a course already completed. Example: a student who has successfully completed GERM 112 may not subsequently receive credit for GERM 111.
8. Native speakers of a foreign language may not earn credit for lower-level or conversation courses in their language.

Send the completed application to the following address:

University of Maryland University College  
Language Office  
Unit 29216  
APO AE 09004

A separate form must be used for each examination requested.