



## Foreign Language Placement Verification

This form is for students pursuing an undergraduate degree at VCU that requires foreign language competency through the 102 level.

### Foreign Language Policy (Effective Spring 2008)

Students who have successfully completed a **foreign language through the third level** in high school qualify for a foreign language exemption through the 102 level. Students whose program requires a foreign language beyond the 102 level must take a placement test (for French, German, Spanish, or Russian). Native and heritage speakers of languages other than French, German, Spanish, or Russian may be eligible to have the foreign language requirement waived. For more information visit, <http://worldstudies.vcu.edu/placement/index.html>.

**To request that your high school foreign language courses be evaluated under the VCU foreign language policy, complete this form, print, sign and deliver to the Office of Student Services, Founders Hall, Room 102.**

Student Name: \_\_\_\_\_, \_\_\_\_\_  
Last First Middle Initial

Student ID ("V number") : \_\_\_\_\_ VCU E-mail address: \_\_\_\_\_

Major: \_\_\_\_\_

When did you start at VCU? Year: \_\_\_\_\_ Semester: Fall Spring Summer

Did you enter VCU as a freshman or transfer student? Freshman Transfer

**Transfer Students: You must include an official copy of your high school transcript in a sealed envelope, or have one sent directly to the Office of Student Services, P.O. Box 842507, Richmond, VA 23284-2507.**

Name of High School: \_\_\_\_\_

Student Name when High School completed: \_\_\_\_\_, \_\_\_\_\_  
(if different from listed above) Last, First MI

Foreign language: \_\_\_\_\_ Highest level completed **and** passed: \_\_\_\_\_

**I certify that the information I provided on this form is true and accurate. I understand that falsifying my previous academic background is a violation of the VCU Honor System and will result in disciplinary action.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: _____ Date: _____ (Dean, advisor, or VCU authorizing signature)
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**You may check your VCU Transcript using eServices to confirm that your high school foreign language placement verification was processed. It will be listed as FRLG 102 for 0 credits, with grade of "PL".**