MEMORANDUM

TO: Registrar

FROM: Dr. Phillip Bailey

Chair, Department of Languages, Linguistics, Literatures, & Cultures

DATE: ______________________

SUBJECT: Name: _______________________, ID#: _____________________

I am writing to verify that (name) ________________________, has demonstrated proficiency in a language other than English (lang.) ________________ and has therefore satisfied the foreign language requirement for the BA degree. S/He is a native speaker of (lang) ________________.

Note to students: Submit this form to the Chair of the Department of Languages, Linguistics, Literatures, & Cultures for his signature.