

## Instructions for Foreign Language Evaluators

### Thank you for providing a Foreign Language Evaluation.

An applicant for [the Fulbright U.S. Scholar Program](#) has requested that you complete the Foreign Language Evaluation (FLE) to evaluate their language ability in a language other than English.

We ask that you comment on the applicant's present language competence in the specified language (not English) relative to their proposed project.

### **Deadline: September 16, 2024 at 5:00 PM EST**

The Fulbright U.S. Scholar Program application, including recommendation/evaluations, will close on September 16, 2024 at 5:00 PM EST. All foreign language evaluations must be submitted electronically by this deadline.

*Recommendations and Foreign Language Evaluations are confidential.* Applicants do not have access to the content of them. Applicants cannot upload recommendation letters on behalf of their recommenders, nor can they complete their own foreign language evaluations.

### Instructions

Applicants are responsible for registering (listing) their foreign language evaluators (if needed) in the online application system so the evaluation can be included with their application. We encourage applicants to do this well ahead of the application deadline to give you plenty of time to provide your evaluation.

### Invitation

It is only when the applicant registers (lists) you in their application that an email invitation is sent to you requesting your evaluation:

**From:** Fulbright U.S. Scholar Program ([scholars@iie.org](mailto:scholars@iie.org))

**Subject line:** Fulbright Recommendation Requested for (Applicant Name)

If you do not receive this email, please check your email spam/folder; if needed, please ask the applicant to resend the invitation email.

The email will contain a unique link for you to complete the evaluation and it will indicate which type of evaluation they have requested. It should specify: Foreign Language Evaluation.

### Completing the Foreign Language Evaluation Form

Open the link in the invitation email to access the foreign language evaluation form.

Please use one of the supported browsers: Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge. Please note that Microsoft Internet Explorer (IE) is not supported. (Tablets/Phones may have compatibility issues.)

Please have only one evaluation/recommendation form open at a time in your browser.

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### **Applicant Information**

This section includes information about the applicant and the award to which they are applying.

### **Recommender Information**

This section is pre-filled by the applicant but is editable if any corrections are needed.

### **Candidate's Degree of Competency**

This is the evaluation form.

*If you do not see this foreign language evaluation form, but instead instructions for writing and uploading a Letter of Recommendation, contact the applicant to have them re-register you for the Foreign Language Evaluation.*

Select the language(s) to be evaluated from the drop-down.

For each category, select the statement that best describes the applicant's degree of competence.

#### Comprehension

- No usable proficiency
- Adequate comprehension for normal daily needs
- Able to understand foreign language news broadcasts
- Able to understand group discussions of non-technical subjects
- Able to understand lectures in field of specialization
- Able to comprehend answers in response to questions relating to field of specialization
- Comprehension at the level of native speaker

#### Speaking/Lecturing

- No usable proficiency
- Able to speak adequately for normal daily needs
- Able to conduct interview in field of specialization
- Able to deliver lectures from notes or prepared texts but may need assistance of interpreter to engage in group discussion that may follow
- Able to deliver lectures from notes or prepared texts in field of specialization and engage in following discussion without assistance
- Able to speak extemporaneously on non-technical subjects in general and in area of specialization; able to discuss field of specialization with foreign colleagues
- Speaking ability of educated native speaker

#### Reading

- No usable proficiency
- Able to read typed or printed material of a non-specialized nature, such as simple signs, messages
- Able to read elementary material in own and related fields, though at a slow rate of speed

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- Able to read general material in own and related fields, though with some reliance on a dictionary
- Able to read any material in own and related fields
- Reading ability of educated native speaker

### Writing

- No usable proficiency
- Able to write simple messages, non-specialized letters
- Able to draft academic materials in field of specialization, with major editing by native speaker
- Able to write any material in own and related fields
- Writing ability of educated native speaker

Please also provide a narrative response to support the ratings you selected (up to 2,000 characters).

### **Submission**

To certify your evaluation, type your name into the text box that appears in place of your signature.

Before you submit, review your evaluation. After submitting the Foreign Language Evaluation, you will not have access to edit, or change it.

Click "**Save for Later**" to save your work. This does not submit your evaluation. (Be sure to submit it before the deadline!)

Click "**Preview**" to review your responses. You can use this to save a copy for your reference, click the "Display Copy" button and save the evaluation to your files.

Click "**Submit**" when you are ready to submit your evaluation.

Once submitted, this message will appear: We have successfully received your letter of recommendation/evaluation for *Applicant Name* to IIE.

### **Confirmation Email**

You will also receive an email confirming your submission.

**From:** Fulbright U.S. Scholar Program ([scholars@iie.org](mailto:scholars@iie.org))

**Subject line:** Recommendation/Evaluation Successfully Submitted for *Applicant Name*

## Questions?

If you encounter issues completing or submitting the Foreign Language Evaluation, please email [Scholars@iie.org](mailto:Scholars@iie.org) for assistance. Please include the applicant's name in your email.