

University of Illinois at Urbana-Champaign  
Intensive English Institute  
Request for Letter of Recommendation on Language Proficiency

NOTE: The IEI will provide a letter of recommendation on language proficiency ONLY IF a university admissions officer, workplace supervisor, sponsor or other agent has requested it.

A STUDENT **MUST HAVE** A REQUEST FROM AN ADMISSIONS OFFICER, SUPERVISOR OR SPONSOR **IN WRITING**, IN ORDER TO RECEIVE A LETTER REGARDING LANGUAGE PROFICIENCY.  
PLEASE ATTACH IT TO THIS FORM.

Date requested: \_\_\_\_\_

Current Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_  
(Family Name / Surname) ("First" Name)

Local Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Which semesters have you attended the IEI, and which section were you in for that semester/those semesters? (Please note that letters cannot be sent for students who in the beginning of their first semester in the IEI. )

\_\_\_\_\_

Please indicate the reason you are requesting a letter of recommendation about your language proficiency, as well as the name, address, email and/or fax number to which the recommendation should be sent, and the date by which the letter is needed.

*NOTE: The IEI needs a minimum of 2 weeks (10 business days) to fulfill requests for recommendation letters. ALSO NOTE: A separate form must be completed for each letter you need. If you need more than one letter, please fill out another copy of this form.*

Reason for recommendation letter: \_\_\_\_\_

Name and address to which letter will be sent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email of person/agency to whom letter will be sent: \_\_\_\_\_

Fax number of person/agency to whom letter will be sent: \_\_\_\_\_

Date by which the letter is needed: \_\_\_\_\_

**GRANTING PERMISSION TO RELEASE INFORMATION**

"The letter of recommendation on language proficiency provides a summary of IEI records of course grades, attendance and language proficiency assessments. By signing below, I agree to grant permission to the IEI to release this information to the person or agency I have named above."

Signature of the Student \_\_\_\_\_ Date \_\_\_\_\_