

CERTIFICATION OF ENGLISH PROFICIENCY AT WORK

Henley Business School, University of Reading requires all students whose native language is not English to demonstrate their competence in the English Language. Normally this would be demonstrated in one of two ways:

1. by passing one of the recognised English Language Tests accepted by the University
2. by studying a degree level, or above, qualification in a country considered by the UK Border Agency to be majority English-speaking

Exceptionally, applicants may be permitted to produce confirmation that they use English as their working language. If you wish to provide such confirmation please complete the details below. You should note, however, that the University reserves the right to require any applicant to take an English Language Test.

This certification of the applicant's English Proficiency at work should be signed by a senior member of staff of the organisation concerned.

Applicant's Name.....

Job Title.....

Name of Organisation.....

Nature of Business.....

Date of Employment:

From.....

To.....

I confirm that English is the main language used by this organisation and that the above applicant is expected daily to write in and to speak English to a high level of competence.

Name.....

Signed.....

Position in the Organisation.....

Date.....