**Confirming Your English Language Proficiency**

**Please note: if you are applying for a Student Entry Clearance (which has replaced the Tier 4 visa), do not use this document for your BU application.**

Only applicants who do **not** require a Student Entry Clearance to study in the UK and who are unable to submit an English qualification recognised by BU\*, can submit a letter verifying their English language level (benchmarked against the CEFR framework) based on which they may be exempt from providing further evidence of English.

\*[*https://www.bournemouth.ac.uk/study/international/international-entry-requirements/english-language-requirements/non-tier-4-qualifications*](https://www.bournemouth.ac.uk/study/international/international-entry-requirements/english-language-requirements/non-tier-4-qualifications)

As a **minimum**, the letter should include the following:

* Be on the home institution’s **letter headed paper**.
* Written and s**igned by an Academic** member of staff who teaches the student in English.
* Outline that the student meets the **minimum IELTS level required** (or benchmark the student’s English level against the CEFR framework) specific to the degree course they are applying for (requirements can differ for each course).
* Detail the student’s IELTS level (or equivalent) in **each of the following four components**; writing, speaking, listening and reading.

Notes:

* As part of their BU application, students need to meet the required standard for their BU course in all four components of English: reading, writing, speaking and listening.
* The English language requirements are not the same for each programme. They are included below each programme name in the [BU Course Catalogue](https://www.bournemouth.ac.uk/sites/default/files/asset/document/bournemouth-university-course-catalogue-2017-18.pdf).

We have designed the template on the next page so that:

1. the **student** completes their name, the name of the programme they are applying for and its English language requirements before giving the letter to an Academic who teaches them in English.
2. the **Academic** member of staff who teaches the student in English, can write, sign and print this letter on your institution’s headed paper for the student to scan/save as a PDF for their application.
3. it is easy to confirm the student meets their BU programme’s English language requirements and details their IELTS level (or equivalent) in each of the following four components; writing, speaking, listening and reading.
4. any additional information relevant for this student’s application can be added and any text *in italics* can be deleted.

*PLEASE PRINT ON HEADED PAPER and delete this line and any text in italics before printing:*

Today’s date:

Dear BU Global Engagement Mobility Officer

*TO BE COMPLETE D BY THE STUDENT USING THE BU COURSE CATALOGUE*

**Student’s name:**

**BU programme the student is applying to:**

**English language requirements of that programme:**

*TO BE COMPLETE D BY THE ACADEMIC*

In this section, tell us how you know this student and confirm you teach them in English.

In the table below, confirm the student’s IELTS (or equivalent) in each of the following four components; writing, speaking, listening and reading.

|  |  |
| --- | --- |
| What is their IELTS or equivalent in: | |
| Overall/level/standard |  |
| Writing |  |
| Speaking |  |
| Listening |  |
| Reading |  |
| Do they meet their BU course requirement? | Yes / No |

*If there is any other information you want to provide, this can be included here.*

Yours faithfully

The name of the person writing this letter:

Job title/position:

Email address: