Instructions for Foreign Language Evaluators: U.S. Scholar Program

Thank you for providing a Foreign Language Evaluation.

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

Deadline: September 15, 2025 at 5:00 PM Eastern (UTC -4:00)

All foreign language evaluations must be submitted electronically by this deadline.

The recommendation/evaluation system will close on this deadline. *This means you will not be able to upload your letter after this date and time*. Exceptions will not be granted.

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.

Invitation

Applicants are responsible for registering (listing) their foreign language evaluator(s) in the online application system. When the applicant registers their evaluator, an email is sent to you (the evaluator) immediately; this email contains a unique link to a secure webpage where you will complete the evaluation.

We encourage applicants to do this well ahead of the application deadline to give you sufficient time to complete the evaluation.

It is only when the applicant registers you in their application that this invitation is emailed to you:

> **From**: Fulbright U.S. Scholar Program (scholars@iie.org)

> **Subject**: Fulbright Language Evaluation Requested for (Applicant Name)

The invitation email will also indicate which type of evaluation they have requested: It should specify Language Evaluation. (It should not specify Letter of Recommendation.)

If you do not receive this email: Please check your email spam/folder. The applicant can resend the invitation email if needed. If the email is still not received, email Scholars@iie.org for assistance and indicate the applicant's name. Again, please note that deadline exceptions will not be granted.

Applicants are also encouraged to share a summary of their proposed project with you to inform your evaluation.

Overview

The Fulbright Program is the U.S. government's flagship program of international educational and cultural exchange. Fulbright Scholars -- college and university faculty, administrators, and researchers, as well as artists and professionals -- build their skills and connections, gain valuable international insights, and return home to share their experiences with their students and colleagues.

The Fulbright U.S. Scholar Program offers U.S. citizens opportunities to teach, conduct research and carry out professional projects in more than 130 countries around the world.

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Proficiency in language(s) other than English is necessary for some, but not all awards; as part of their proposed project, scholars may engage with communities in which English may not be the first or primary language.

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

Please note that anyone who serves as a recommender may not also provide the applicant with an invitation letter or foreign language evaluation. Additionally, the following cannot serve as recommenders or language evaluators: Relatives of the applicant; Representatives of the U.S. Embassy post and Fulbright Commission in the proposed host country (country of application); Representatives of the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State; and Representatives of the Institute of International Education, including current IIE staff, IIE Board of Trustees, and Fulbright Scholar Advisory Board (CIES) Members.

Instructions

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.

Recommendation Form

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.

Foreign Language Evaluation

Below is the evaluation form for reference. The evaluation cannot be completed in this document; the evaluation must be completed using the fillable form linked in the invitation email.

Please evaluate the applicant's present language competence in the specified language (not English) relative to their proposed project. The applicant can provide you with a summary of their proposed project.

We advise interviewing the applicant to determine their current proficiency in the selected language. You may ask them to describe their proposed project in the language being assessed.

You may wish to consult the American Council on the Teaching of Foreign Languages (ACTFL) "Can-Do Statements" to determine the appropriate rating in each category.

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The categories below are based on the ACTFL 2012 Proficiency Guidelines. For detailed descriptions of the five levels of proficiency used below, [click here](#).

ACTFL Level	LISTENING	SPEAKING	READING	WRITING
None	None	None	None	None
Novice	Understands simple questions, statements, and frequently used commands	Communicates short messages on highly predictable, everyday topics	Understands key words and cognates from highly predictable texts	Writes in lists and notes, primarily by using words and phrases
Intermediate	Understands simple conversations on familiar or everyday topics	Uses sentence-level language, typically in present time and on familiar topics related to daily life	Understands information conveyed in simple, predictable, loosely connected texts	Writes using basic vocabulary and structures to meet practical writing needs
Advanced	Understands conversation on a variety of general interest topics	Engages in conversation in a clearly participatory manner, in the major time frames of past, present, and future	Understands the main idea and supporting details of authentic narrative and descriptive texts	Writes in narrative format, using major time frames of past, present, and future
Superior	Understands speech on a wide range of topics, including academic and professional discussions	Communicates with accuracy and fluency in order to participate fully and effectively in conversations on a variety of topics	Understands structurally complex texts from many genres dealing with a wide range of subjects	Writes analytically on professional, academic and societal issues, moving toward the abstract

Please rate the applicant's present foreign language ability in relation to the proposed project in each of the following categories: Listening, Speaking, Reading, Writing. Using the ACTFL Proficiency Guidelines outlined above, select an appropriate rating for each category below.

I am evaluating the applicant in: [*Select language(s) to be evaluated from the drop-down*]

Listening [*Rating: None / Novice / Intermediate / Advanced / Superior*]

Speaking/Lecturing [*Rating: None / Novice / Intermediate / Advanced / Superior*]

Reading [*Rating: None / Novice / Intermediate / Advanced / Superior*]

Writing [*Rating: None / Novice / Intermediate / Advanced / Superior*]

Indicate the applicant's language ability relative to the level needed to carry out the proposed project.

- Will require considerable training before necessary competence can be obtained
- Should be able to manage adequately after some additional formal language training
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

![Fulbright Scholar Program logo]

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Comment on the applicant's language skills relative to the proposed project. (1000-character limit, including spaces and punctuation)

Indicate how the evaluation was determined and conducted. (250-character limit, including spaces and punctuation)

Indicate how you know the applicant, and for how long you have known them. (250-character limit, including spaces and punctuation)

Preview your evaluation

Before you submit, you can preview your evaluation. After submitting it, you will not have access to edit, or change it.

Below the *Submission* section, click **Preview**. You can use this to save a copy for your reference: click the *Print* icon to save the letter as a PDF.

When you are done reviewing the evaluation, click the *Back* button on your browser window to return to the recommendation (evaluation) form.

Submission

To certify your evaluation, type your name into the text box.

If needed: click *Save for Later* to save your work. This does <u>not</u> submit your letter. Be sure to submit it before the deadline.

Click **Submit** when you are ready to submit.

Once submitted, this message will appear: *We have successfully received your letter of recommendation for (Applicant Name) to IIE*. You can also display a copy of your evaluation and print or save it for your records.

Once submitted, close the browser tab/window.

Confirmation Email

You will also receive an email confirming your submission.

> **From**: Fulbright U.S. Scholar Program (scholars@iie.org)

> **Subject**: Language Evaluation Successfully Submitted for *Applicant Name*

Questions?

If you encounter issues completing or submitting your letter, please email Scholars@iie.org for assistance. Please include the applicant's name in your email.