

LMU Foreign Language Evaluation Guidelines for the Fulbright U.S. Student Program

Department of Modern Languages and Literatures (MDLL)

University Hall, 3rd floor, UH 3900 | 310-338-3051

Chinese, French, German, Italian, Japanese, & Spanish Languages only*

- 1) Offered only to the LMU community: students, faculty and staff, and alumni.
- 2) Applicants must contact the MDLL Senior Administrative Coordinator at (310) 338-3051 or email Erika Rycina at erika.rycina@lmu.edu to request a Foreign Language Evaluation (FLE).
 - a) ONIF recommends you send your request around August 1, 2024. Please note that FLEs won't be scheduled until after the start of the fall semester, August 26, 2024.
 - b) Indicate if and when you last completed a LMU language course, e.g., *SPAN 3431 in Spring 2024*.
- 3) Students must use their LMU email address when requesting a FLE from the MDLL Administrative Coordinator. Please also include your Student ID.
 - a) If you are an alumni and no longer have access to your LMU email, please include your graduation year and Student ID in any correspondence.
- 4) The Chair of MDLL will assign the appropriate language evaluator and send the applicant additional instructions.
 - a) Applicants may first be asked to complete a 20-minute placement exam via Brightspace.
 - b) After the placement exam, you will receive contact information for your language (faculty) evaluator.
 - c) **FLEs will be conducted via Zoom, unless otherwise arranged.**
- 5) It is the applicant's responsibility to make an appointment with the assigned faculty member. **FLE appointments must be scheduled between August 26 and October 1, 2024.**
Note: this is the only form acceptable to submit after LMU's campus deadline of August 31.
- 6) The evaluation must take place during regular semester hours –Monday to Friday, from 9:00 a.m. to 4:00 p.m. PT—and may be conducted virtually for applicants outside of the Los Angeles area.
- 7) After the evaluation, the applicant will enter the language evaluator's contact information into the Slate online application system. This will initiate the online submission of the FLE.
- 8) Faculty language evaluators must submit completed FLE forms in Slate by **October 8, 2024**.

For more info on FLEs, visit: <https://us.fulbrightonline.org/instructions-for-foreign-language-evaluators>

**ONIF may be able to provide FLE assistance for other languages. Please request evaluations for languages not listed above at least 4 weeks before the national deadline. Contact fellowships@lmu.edu with any questions.*



Office of National & International Fellowships (ONIF)
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