**EXCHANGE STUDENT LETTER OF NOMINATION**

**(Please print onto your university’s letter headed paper)**

[Date]

Dear Amanda Mack,

I am writing to nominate the following student(s) to K-State for the upcoming term:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name**  | **Last Name**  | **Date of Birth****Ex: 20 Aug 2003** | **Sex (M/F)** | **Term**  | **Email Address** |
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Please confirm the following for your student(s):

Does the above listed student(s) have an unsatisfactory disciplinary record at their home institution?

[ ] **YES** (If yes, please explain)

[ ] **NO**

English Proficiency (select **one** of the options below):

[ ] I confirm that the above-named student has a sufficient level of English language knowledge to take courses taught in English and function on a day-to-day basis based as indicated in exchange agreement. *If English proficiency is verified by a separate department, please attach supporting documentation*

[ ] The above student has adequate results from a recognized English language test. (Please attach scores). Information on minimum requirements for recognized tests can be found on the [Office of Recruitment and Admissions website](https://www.k-state.edu/admissions/undergrad/manhattan/apply/international/english-proficiency.html).

[ ] The above student does not have adequate English proficiency and will need to take an English Placement Test. *Contact* *elp@ksu.edu* *to register for the WildCAT English Proficiency Test.*

\**Transcripts: starting January 2024, student transcripts will only be available in a digital format. We are NOT able to send physical copies of transcripts to our partners.*

Sincerely,

[Recipient Name]

[Title]

[Institution Name]

[Country]