

Departmental Request for Authorization of the TEPAIC Exam at Indiana University  
(Test of English Proficiency for Associate Instructor Candidates)

Department Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
(who scores should be emailed to)

Director of Graduate Studies or Chair Name: \_\_\_\_\_

Month of Exam: \_\_\_\_\_ Department Level Required to Teach: \_\_\_\_\_

**Student Information**

| Last Name | First Name | Student E-mail | Student ID # | Exam Score | Exam Year | Waiver                   |
|-----------|------------|----------------|--------------|------------|-----------|--------------------------|
|           |            |                |              |            |           | <input type="checkbox"/> |
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*\*If you have more students being authorized than slots above, please email [TEPAIC@iu.edu](mailto:TEPAIC@iu.edu)*

**Please review the following guidelines regarding authorizing student exams:**

- By authorizing the above students, I certify that they have the minimum English proficiency test scores for TEPAIC, these should be **no older than two years**. The minimum requirements are below:
  - Internet-based TOEFL (TOEFL iBT) 79
  - Print-based TOEFL 550
  - IELTS 6.5
  - Pearson PTE 53
  - MELAB 79
  
- Should a student not have the minimum scores, or their scores are older than two years, a departmental authorization memo is required. The memo should include the following:
  - Explanation of reasoning as to why the department is requesting the TOEFL waiver.
  - Waiver memo should be signed by Unit head or DGS.
  - Waiver must be on departmental letterhead
  
- I understand that if the student(s) do not pass the TEPAIC at the level required for teaching in their department, **before being allowed to take the exam a second time, they must demonstrate proficiency through performance on the TOEFL or IELTS or successfully complete T502 "Communication Skills for International Associate Instructors."**
  
- I certify that the authorized students for this exam will be teaching within the next calendar year. Students who will not be teaching in the calendar year should not be authorized.
  
- I understand that students should be told **not** to register before the registration period. **Registrations must be received by 5:00 p.m. on the day of the deadline, any student who submits a registration after this will not be tested in this exam cycle.**