



MEMO

**DATE:** May 9, 2019  
**TO:** Department Heads, Graduate Coordinators, and Deans  
**FROM:** Jim Ahern, AVP for Graduate Education  
**RE:** REMINDER - OPIc Exam Requirement for International Graduate Teaching Assistants

Oral Proficiency Interview (OPIc) test results are now available in SalesForce. Your department now has the ability to review OPI scores in order to determine whether or not an incoming student can be hired as a Graduate Teaching Assistant. Only scores submitted after January 2019 are available in SalesForce. If you need an OPI result from prior to 2019, please contact Petra Heinz ([pheinz@uwyo.edu](mailto:pheinz@uwyo.edu)) in the English Language Center.

Please make sure that all of your international (non-native English speaking) graduate assistants you want to hire or rehire as Graduate Teaching Assistants (GTAs) have sufficient English proficiency to be hired in these positions. An OPIc score of at least Advanced Low is required for all GTA positions with laboratory and/or seminar direct-instruction duties. An OPIc score of at least Advanced Mid is required for a GTA to serve as a primary instructor for a course. Please note, since all Office of Graduate Education-funded GTAs (aka, Academic Affairs-funded” or “state-funded”) must have direct-instructional duties, only students with Advanced Low or higher may be hired into these positions. An OPIc score of at least Intermediate High is required for someone to be an instructional support GTA with no direct-instruction duties (such positions may not be funded using Office of Graduate Education funding).

*Incoming students.* If you have reason to believe that an incoming international graduate student will ever be employed as a GTA while at UW, I recommend that you direct such students to take the OPIc as soon as possible. For those incoming international graduate students who are intended to be employed as GTAs in fall 2019, please direct them to take the OPIc as soon as possible and by no later than August 1 in order to avoid any last-minute funding and/or assignment changes.

*Continuing students.* All current international graduate assistants who have not yet taken or did not pass the Oral Proficiency Interview will have to show proof of an Oral Proficiency Interview (OPIc) with a passing score of Advanced Low or higher in order to be rehired as Office of Graduate Education-funded GTAs in fall 2019. Please direct these students to take the OPIc as soon as possible and by no later than August 1, 2019.

Exceptions to the above may be directed to my office ([GradEd@uwyo.edu](mailto:GradEd@uwyo.edu)). Information regarding UW’s OPIc requirement for Graduate Teaching Assistants and how to register to take the OPIc can be found at: [http://www.uwyo.edu/elc/international-teaching-assistants/graduate\\_admissions/index.html](http://www.uwyo.edu/elc/international-teaching-assistants/graduate_admissions/index.html).