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| **Department:** | **Phone**: |
| **Contact name:** | **Email**: |

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| **Last name** | **First name** | **UID** | **Taken Interview?** | **Appointed?** | **If not appointed, will department pay\*?** | **Choose Date:**  **November Interview**  **OR**  **January Full Evaluation** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |
|  |  |  | **Yes  No** | **Yes  No** | **Yes  No** | **Nov  Jan** |

**\* The fees are $75 for the interview and $100 for the microteaching portion of the exam. The Graduate School pays these fees for students who have been appointed at TAs. Students must document that they have been appointed by presenting their letter of appointment when they check in for the orientation session.**

**The following ITAs have already achieved a speaking section score on a standardized English test that exempts them from the ITA screening.  (Qualifying speaking section scores are 26 or higher on iBT TOEFL, 8.0 or higher on the IELTS or 80 or higher on the PTE.) Scores must be in SIS in order to process the teaching clearance request.**

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| **Last** **name** | **First** **name** | **UID** | **TOEFL**/**IELTS/**  **Pearson**  **Speaking** **Subsection**  **Score** |
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