

**Request to Waive SITA Training**

International students and other non-native English-speaking students (International Teaching Assistants) who receive a Graduate Teaching Assistant position at FAU must successfully complete the **Seminar for International Teaching Assistants** (SITA) during the first semester of their GTA assignment in order to maintain eligibility for GTA tuition and stipend benefits. International Teaching Assistants (ITAs) may apply to waive SITA requirements if they meet specific proficiency criteria. Please submit this waiver form, with your Department Chair's signature, to [sita@fau.edu](mailto:sita@fau.edu) (subject line: SITA Waiver Request). Deadline information is available on the [SITA](#) website. Late or incomplete waivers will not be considered.

**SITA Waiver Eligibility:** To be eligible for the waiver, you must meet one of the language proficiency criteria, complete an interview with the Academic Director of the Intensive English Institute (IEI), and receive departmental chair's recommendation

**STEP 1. Personal and Program Information**

Z# \_\_\_\_\_ Date: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
College: \_\_\_\_\_

**STEP 2. Proof of language proficiency**

**Language Proficiency Criteria (check at least one of the following options below):**

- iBT TOEFL composite score of 80+ with a minimum score of 26 in the speaking section, OR
- IELTS minimum score of 7 overall and minimum score of 7 in the speaking section
- Studied and received bachelor's degree or higher from an institution of higher education with the primary medium of \_\_\_\_\_ instruction in English

**STEP 3. Departmental Recommendation.**

The chair of the department where you will be completing your assistantship must support your waiver request by signing below:

Department: \_\_\_\_\_ Department Chair Name: \_\_\_\_\_  
Department Chair Email: \_\_\_\_\_ Department Chair Signature: \_\_\_\_\_

**STEP 4. Virtual interview**

After you complete the information above and obtain your Department Chair's signature (steps 1, 2, and 3), please submit the form via email to [akatzennell@fau.edu](mailto:akatzennell@fau.edu) (subject line: SITA waiver request). You will be contacted to schedule the interview, which will consist of a brief discussion with Ms. Aviva Katzenell, Academic Director for the Intensive English Institute (IEI) who also serves as the SITA program administrator. This conversation enables assessment of American classroom experience and speech comprehensibility

After the interview, the SITA program administrator will forward this document with comments and recommendations to the Graduate College for final review and approval.

**UNIVERSITY USE ONLY: SITA ATTENDANCE REQUIREMENTS**

Interview Comments (to be completed after the interview by the SITA program administrator)

**American classroom experience:**

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**Speech comprehensibility:**

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**Recommendation:**

Required to attend full SITA Course (American Classroom Experience and Pronunciation)

Required to attend SITA American Classroom Experience only

Required to attend SITA Pronunciation only

SITA course not required; comments:

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**Signature** (Executive Director of CGE or Academic Director of IEI may sign this form)

**Name:** \_\_\_\_\_ **Position** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**UNIVERSITY USE ONLY: GRADUATE COLLEGE**

The Graduate College must approve the SITA waivers. The SITA program administrator will submit the waiver information to the Graduate College after you complete the **SITA interview with the IEI Academic Director**. You will receive notification via email regarding the outcome of your waiver request.

This waiver request has been approved.

This waiver has been denied. The student must attend the SITA as indicated in the SITA Attendance Requirements Section.

**GRADUATE COLLEGE DEAN (OR DESIGNEE):**

**Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Copies to: Department Chair; SITA Program Administrator, Graduate College

Center for Global Engagement  
777 Glades Road, DP-49  
Boca Raton, FL 33431 Phone: 561-297-3049  
<http://www.fau.edu/international/internationalassistants.php>

FAU Graduate College  
777 Glades Road, SU 80, Room 101  
Boca Raton, FL 33431 Phone: 561-297-1175  
<http://www.fau.edu/graduate/>