MEMORANDUM

TO: Department Chairs
FROM: Janna Harton, Administrative Manager
       Department of Languages, Literatures and Cultures
DATE: December 17, 2019
SUBJECT: Graduate Foreign Language Translation Exam

Please be advised that the next foreign language translation exam, testing doctoral students’ reading knowledge in a foreign language, is scheduled for Wednesday, April 8, 2020 from 7:00pm to 9:00pm in HU 290. (English PhD students taking the Advanced Competency Exam will start at 6:00pm.)

The exam will be proctored by Professor Carmen Serrano. Currently, the exam is offered in French, German, Italian, Portuguese, Russian, or Spanish. Advisors of students inquiring about being tested in languages other than those listed should contact LLC at jsaatman@albany.edu. Students are permitted to use bilingual dictionaries (only books, not electronic versions) during the exam, but no other language or grammar aids. **Students must bring a photo ID with them to the exam.** For information on Frequently Asked Questions see: [https://www.albany.edu/llc.academics.shtml#translation](https://www.albany.edu/llc.academics.shtml#translation).

*Doctoral students interested in sitting for the exam should provide the following information:*

- Name
- Mailing address
- Telephone & email
- Student number (EMPL ID)
- Field of study/department
- Foreign language to be tested

Please communicate this information to your Graduate Advisors and doctoral students, and ask that interested students email jsaatman@albany.edu with the above information **no later than Wednesday, March 25, 2020.** Please note: Late requests cannot be accommodated.

cc: Cynthia Fox, LLC Chair
Carmen Serrano
Janine Saatman