Dear Prospective J-1 Visitor:

You have been invited by the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Maryland to participate in a J-1 Exchange Visitor program.

Effective January 5, 2015, the Department of State’s J-1 Exchange Visitor Program requires that all scholars be screened for English proficiency.   The intent is that all Exchange Visitors possess sufficient English language skills to function on a day-to-day basis and to successfully participate in their program.

Your English Proficiency Interview will be conducted by the Maryland English Institute (MEI) at the University of Maryland.  The interview fee is $100.00.

1. Go to <http://goo.gl/H32Uon> to buy a booking voucher.
2. MEI receives notice of purchase and emails a voucher number to you.
3. Upon receipt of the voucher number, go to <http://goo.gl/oT5mDA> to book your interview.
4. MEI receives notice of booking (minimum 2 day advance notice).
5. Please make sure that you are available for the interview at the booking time and be ready for your interview.  Please remember to have your passport ready so the interviewer can verify your identity.  MEI will contact you using skype. MEI recommends that you use a headset during the interview. The headset microphone makes it easier for the interviewer to understand you, while the headset earphones make it easier for you to understand the interviewer.
6. MEI will record the results and forward them to ISSS.

Please note: While interviews can be rescheduled, the test fee of $100 is non-refundable.  You will receive a confirmation email when you complete your booking. That email contains a "cancel" link that you can use if you need to reschedule.  If you cancel your appointment, the voucher number you received becomes valid again (voucher numbers are one-time use only), so you can then reuse the number to reschedule your appointment.

Please contact Connie Jesse at [cjl@umd.edu](mailto:cjl@umd.edu) if you have any questions.