

Defense Language Institute-Washington Office
Request form for Language Training for Spouses

Program Contact Information

Website: <http://www.dliflc.edu/about/dli-washington/>
Email: dliw@dliflc.edu
Phone: [\(703\) 692-5478](tel:(703)692-5478)

Why train at DLI-Washington (DLI-W)?

Transitioning to an assignment abroad is an exciting and challenging opportunity and one of the best ways to prepare to learn the host nation language of the country to in which you will serve alongside your military member.

DLI-W offers unmatched, world-class language training that will greatly enhance your overseas experience. Additionally, DLI-W provides spouses with the opportunity to obtain industry recognized certification through completion of the Defense Language Proficiency Test (DLPT) and the Oral Proficiency Interview (OPI); having these certifications on your resume can provide a necessary competitive edge when applying for work in the embassy and/or on the economy while in-country.

For more information on DLI-Washington please see <http://www.dliflc.edu/about/dli-washington/>
For more information on the DLPT and OPI please see <http://www.dliflc.edu/resources/dlpt-guides/> and <http://govtilr.org/index.htm>

What to expect?

Training takes place at civilian contracted schools located throughout the National Capital Region (for more information please see our website). As language is conducted in a professional environment, all students are expected to actively participate, complete assigned homework, and take in-course evaluations and exams. Regular attendance at scheduled training is likewise expected and absences should be kept to a minimum.

Full-Time Training: The training day for full-time students consists of six (6) 1-hour class periods with a minimum 30-minute lunch. Exact start and end times vary, but in general training takes place between the hours of 0800 and 1700 daily. Example: if your class starts at 0800 your training will end no earlier than 1430. Spouses will always train together.

*Please note that all training for **non-DAS spouses** is offered on a space available basis and cannot be guaranteed.*

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What is required of you?

DLI-Washington expends considerable resources per student to procure and execute this highly individualized model of language training and, as a result, has developed a structured process to ensure fiscal responsibility and student accountability.

Before completing the enrollment form, DLI-Washington strongly encourages each spouse student to carefully assess the amount of time and resources they have available to commit to training. Determining your level of commitment up front is essential. Once training has been secured, changes are not permitted.

Spouse students are expected to adhere to all DLI-W student policies and procedures; please see the DLI-W Student Handbook on the DLI-W website for more information. To help clarify expectations, business rules have been laid out within this form. Failure to adhere to these business rules may be grounds for termination of training.

For those spouses whose service members are not a part of the DAS a Defense Language Aptitude Battery (DLAB) score is required prior to placement in training. Please work with your service member and your local Education Center to arrange for taking the DLAB.

To participate in language training, return this completed form no later than (NLT) 45 days before the start date of your service member's course. This information can be obtained from your service member's training manager or detailer. No training will be contracted without a completed form. It takes approximately six weeks for DLI-W to put training on contract.

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Enrollment Form

General Information

Spouse Student Name:	Spouse Student Email Address:	Spouse Student Phone Number:	Language of Training:
Sponsor's Name:	Rank:	Training Start Date:	Training End Date:
Sponsor's Status: <input type="checkbox"/> Defense Attaché Service (DAS)/DIA <input type="checkbox"/> Other (Specify)	Service Branch: <input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USCG	Sponsor's Email Address:	Sponsor's Phone Number:
Spouse Student's foreign language proficiency or previous training, if any (include language proficiency scores and date). All non-DAS must provide DLAB score.			
Sponsor's foreign language proficiency or previous training, if any (include language proficiency scores and date):			

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Statement of Understanding (Checking each box indicates you have read and understood the statement.)

1. This request must be submitted at least 45 days in advance of the sponsor's start date. If this form is not returned 45 days in advance of the sponsor's training start date, spouses will not be considered for training.
2. This is only a request for language training. DLI-Washington cannot guarantee that a contract language school will be able to accommodate training for spouses.
3. Training must be conducted under the contract terms applicable to the DLI-W Contract Foreign Language Training Program.
4. Full-time training is 30 hours of class per week; students are at the schoolhouse for a minimum of 6.5-7 hours each day.
5. All students, including spouses, are assigned language proficiency objectives and complete end-of-course testing in accordance with DLI-Washington policy.
6. Status cannot be changed after this request is submitted.
7. DLI-Washington training takes place Monday-Friday, 0700-1800 on the contract schools' premises. Distance learning is only authorized on an exception basis for short-term needs such as temporary injury or emergency.
8. DLI-Washington cannot arrange for training at specific schools based on student's commute or personal preferences. Schools are located in Rosslyn (Arlington), Ballston (Arlington) and downtown Washington, DC. All are Metro accessible.
9. Missing classes, whether a timely cancel or not, may be grounds for DLI-Washington to cancel spouse training. Specifically, missing more than 10% of scheduled classes may result in disenrollment.
10. If spouse training becomes an impediment to successful sponsor training, DLIW may request that the spouse drop from class.
11. In-processing is conducted Thursdays at 1000 in the DLI-Washington office; all students, including spouses, must in-process prior to class start. Please allow up to two hours for these activities.
12. All spouses who complete full-time training must take the DLPT and OPI.

Additional information

DLI-Washington will contract training based on information on this form. Submit signed forms to: dliw@dliflc.edu

Spouse Signature

Date

Sponsor Signature

Date