



TEACHER RULES + REPORTING

1

Report contact info

Home address, phone and email within 10 days of the change. Report change in supervisor.

2

Request program update

You cannot change school or position without advance approval from CV. Tell your school to contact us.

3

Respond to CV requests

In a timely manner for all emails, surveys or other requests for information.

4

Travel abroad

Request permission to travel abroad during your program [HERE](#).

5

Maintain medical insurance

For yourself and J-2s at all times. No gaps allowed. Do not cancel. Your program may be terminated!

6

Do not pursue other employment

ANYWHERE! No second jobs, self-employment, tutoring or cash-based payment for work.

7

Carry your documents

Passport, DS-2019 and I-94 card
J-2 Alien Registration (if needed)
Medical insurance cards

8

Know J-2 rules

J-2s must live with J-1 teacher.
J-2s lose visa status at age 21
Register J-2s if any turn 14 while in the U.S. See [USCIS Registration](#)

9

Note our emergency

Carry or store our # in your phone or wallet
240-240-7511

10

Review the FAQs

At least once a year!
[LINK](#)

REPORTING CYCLE



Mid-year Evaluation

Back to School Survey

Cultural Report

Visa Extension

Insurance renewal