



Do not **handwrite!**

Thank you for choosing Cultural Vistas as your J-1 Teacher sponsor! Please complete ALL sections thoroughly. Incomplete phrases and brief responses will result in delays.

Review the program qualifications and requirements before you begin! [OVERVIEW](#)

Pay close attention to exact education and work experience. They must meet visa requirements in addition to your criteria.

The prospective teacher must sign this application prior to signing any school contracts to demonstrate he or she has all the pertinent information necessary to make an informed decision about his or her participation in the program.

Send completed application to: teach@culturalvistas.org after the teacher has reviewed and signed it.

Processing time requested* *based on receipt of both host and teacher applications*

Standard- 4-6 weeks

Expedited- 10 business days review (\$1350 additional)

Participant Information

Teacher Full Name:

Country of Citizenship:

Email:

Employment Start Date:*

First Day of School:

*Start date should be the first date teacher is expected to begin duties inclusive of any teacher orientations. You do not need to add extra time for settling in. Teachers are allowed to arrive 30 days in advance of the start date.

Teachers will be approved for a 3 year period. After that, you and the teacher can request two more years through a special process. There are annual renewal fees for year 2 and 3 paid in spring.

Host School Profile

Name of district (if applicable):

Name of assigned school:

Type: Private Public Public, Charter Native American Reservation

Grade levels: Pre-school* Elementary Middle High

**Pre-school/Pre-K positions are only allowed in language immersion programs*

No. of Teaching staff in the school:

No. of Students in the school:

No. of J-1 Teachers in the school:

No more than 20% of teaching staff can be J-1

School Street Address:

City/State/Zip:

(Above address is the only address the teacher will be authorized for employment. All changes must be approved by CV.)

Phone:

Website:

Name of the organization which has accredited the school:

If no accreditation process exists at the state level, public schools must be able to demonstrate they are meeting the state's standards annually unless they have a private accreditation certificate. Cultural Vistas reviews publicly available data on school accountability or other metrics to assess public school eligibility. Private schools must also be accredited.

Supervisor Information

Name of Teacher's Supervisor:

Title:

Email:

Phone:

Address same as above? YES NO

School Street Address:

City/State/Zip:

School Representative (responsible for communicating with Cultural Vistas, if different from supervisor)

Name:

Title:

Email:

Phone:

Address same as above? YES NO

School Street Address:

City/State/Zip:

Teacher Selection

Date of teacher interview:

Name of interviewer:

Method of interview: In-person Video Phone

Does the applicant possess adequate English ability to communicate with students, staff and parents to perform the role of teacher as well as to navigate living in the community?

YES NO

Teacher Selection

What experience or education does the teacher have for the grade level and subjects offered?

How did you recruit this teacher? Did you OR the teacher engage any outside organization such as a staffing agency or recruiter? If so, please explain and include the name of the organization.

Proposed Position (this cannot be changed in future without CV permission)

Position Title:

Subjects: *(please specify- don't write Science)*

Grade levels taught:

Is it a Special Education position? YES NO

Mild to Moderate

Moderate to Severe

Self-contained classroom

Resource Room

Push-in

Pull-out

Is pre-school/pre-K part of the role?

YES, I certify that the pre-school classes assigned are part of an elementary language immersion program where students learn 50% in a non-native language as required by J-1 Visa regulations.

This position is: Full-time, min. 32 hours per week AND Teacher of record* YES NO

**is responsible for delivery of instruction, lesson planning, grading and evaluation of all students in the class*

Describe the teacher's class, estimated class size, and major curriculum objectives for this teacher's subject and grade. Explain some of the concepts and skills this teacher will be expected to help students acquire.

Describe other typical duties expected outside of formal teaching such as lunch/recess supervision, car line pickup duties, after school meetings, etc.

Will the teacher have a teaching assistant or paraprofessional? YES NO Unclear

Will the teacher have dedicated planning time every day? YES NO

Position Requirements- School is responsible for establishing eligibility for state licensing before hire.

Is the teacher required to obtain a state license? YES NO

Please list the **specific name of the license** as listed by the state:

What is the deadline to obtain it?

What are the costs and how much will the school cover?

Please list the **specific tests** the teacher is required to take.

Must the teacher pass the **test(s)** prior to starting employment? YES NO

If not, when is the deadline to take the test?

What are the costs and how much will the school cover?

Will the teacher be subject to drug testing? YES NO

Is a medical exam, test or vaccine required in order to begin teaching? YES NO

Is successful completion of a police check required in order to begin teaching? YES NO

Is a Social Security Number required for the background check? YES NO

**it may take a few weeks to issue the SSN which can delay this process, and possibly teacher compensation or the start of duties. Please prepare for this.*

Compensation and Benefits

Annual Salary: Paid: First Paycheck:

Hours per week*: Estimated No. of overtime hours per week:

Be realistic and include anything outside of regular school hours such as after school meetings or duties.

Overtime rate of pay:

Teacher's on-site daily schedule:

Is the position, including benefits, duties, responsibilities, hours of employment, and compensation, commensurate with those of similarly situated U.S. teachers in the school district or host school? YES NO

Provide a weblink to your salary scale document, if applicable.

Have you completed your assessment of the teacher's place on your salary scale? YES NO

If not, when will this occur and the salary be adjusted?

Please outline any other relocation stipends or bonuses provided including whether before or after arrival.

Please explain any funding, resources or assistance you can provide to the teacher's dependents that may accompany.

Teacher Costs (this section is required to assist teacher with understanding full costs of program)

Estimated* Deductions: (per pay period)

Estimated tax deduction:

Mandatory retirement deduction (if applicable):

Insurance deduction (teacher):

Other:

Estimated* Expenses

Monthly Transportation Expenses:

Monthly Cost of Housing (single):

Monthly Cost of Food (single):

*Not exact, range is fine

Available Transportation Options:

Car is necessary in our community.

Employer provided

Car provided

Arrange a carpool

Other

Public Transportation

is widely available and convenient to the school location. This is a realistic choice for living in our community.

is limited and may or may not be convenient to your assigned schools and where you live.

Community Assistance (required)

How will you assist the teacher with housing/housing resources? (finding housing is difficult without U.S. credit or SSN)

Informational resources will be provided such as relocation brochures, lists of apartment buildings, real estate agents.

A staff member can answer questions and make suggestions such as neighborhoods.

A real estate agent or relocation provider will be recommended at no cost.

We will take the teacher to view various housing options.

We will arrange housing for the teacher:

Short-term stay

Long-term stay

Rent cost:

No cost to teacher

Do the majority of your staff live in the neighborhoods surrounding the school?

YES, many staff find it suitable and affordable for their needs.

NO, most staff commute from across the area.

Explain how the school will assist the teacher in orienting to the community and settling in. Ex. locating grocery stores/amenities, getting a Social Security number, establishing a bank account; finding local attractions, maps of public transportation systems, etc.

Teacher Orientation

Briefly describe the community of the area in which your school is located.

(Example: The school is in a suburban county between two major East Coast cities. The semi-rural areas of the county are undergoing rapid residential development. Our students' families come from lower and middle income levels from more than 40 different countries and English is a second language for approximately 30% of our students.)

Describe the orientation program at your school. Include workshops, meetings, tours, mentor programs or other ways you will help the teacher navigate a new environment and new curriculum.

Give an overview of the types of professional development or additional learning opportunities, activities and projects that will be available to the teacher.

Describe how often and by whom the teacher will be evaluated (regular progress reports and/or periodic reviews) including what happens if performance standards are not met. *Teachers should be given feedback in writing and CV must be consulted before termination.*

What are the goals and objectives for the SCHOOL in hosting this teacher and participating in the Exchange Visitor Program?

Cultural Activities

- 1) Describe activities the school will organize to expose the teacher to U.S. culture. AND
- 2) Give specific examples of unique activities in the community/local area the teacher can do.

Visa Requirements: The teacher is required to plan and conduct two types of activities within the community and school 1) sharing his or her culture 2) connecting U.S. students with students in the home country. **How will your school support the teacher in completing this?**

Billing Details

Choose below which party is responsible for the fees listed. See next page for more details on Insurance.

Fees		Teacher	School
New School Registration (if applicable)	\$300		
Administration Fee:	\$1750		
SEVIS (DHS Mandatory Fee):	\$220		
Expedited Application Fee:	\$1350		
Dependent DS-2019 Processing Fee:	\$750		
Teacher Insurance:			
Standard Insurance:	\$720/yr		
Enhanced Insurance:	\$1200/yr		
Family Insurance:	\$1440/yr		
Dependent Insurance:			
Standard Insurance:	\$720/yr		
Family Insurance:	\$1440/yr		

**All insurance pricing is per person*

Who at the school should receive the invoice?

Name:

Email address:

J-1 Teacher Insurance. *This section is for your reference only.*

Teachers are required to purchase Cultural Vistas' insurance or an option we provide prior to approval of the program for at least the first year. J-1 and J-2 Dependents are required to have insurance coverage that meets the federal regulations below. If your school is able to offer coverage that meets federal requirements, the teacher may be able to switch later. Teachers are free to choose both coverages to suit their needs. Coverage must be continuous.

To remain compliant with the commensurate benefit regulation, schools must offer teachers any plans offered to U.S. teachers.

Pursuant to 22 CFR Part 62 Exchange Visitor Program Regulations, Minimum coverage must provide:

1. Medical benefits of at least \$100,000 per accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Expenses associated with the medical evacuation of exchange visitors to his or her home country in the amount of \$50,000; and
4. Deductibles not to exceed \$500 per accident or illness.

Insurance policies secured to fulfill the requirements of this section:

1. May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards;
2. May include provisions for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefits per accident or illness; and
3. Must not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Any policy, plan, or contract secured to fill the above requirements must, at a minimum, be:

Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B + " or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify;

Federal, state or local government agencies; state colleges and universities; and public community colleges may, if permitted by law, self-insure any or all of the above-required insurance coverage.

School System Obligations and Responsibilities

Read all of the statements below and sign the application to indicate acceptance and agreement. In order for Cultural Vistas to approve a participant to teach in your school district under Cultural Vistas sponsorship, you must accept the responsibilities and obligations listed here. Your signature means that you understand and agree to the conditions as stated. This is considered a binding agreement between Cultural Vistas and your organization.

I certify this teacher will be an employee of the school, under the school's direct supervision and paid directly by the school.

I certify that this teaching position, including benefits, duties, responsibilities, hours of employment, and compensation, are commensurate with those of similarly situated U.S. teachers in the school district or host school where the exchange teacher is assigned to teach. This includes the benefits package offered to J-1 teachers which should be commensurate with locally hired teachers.

I certify the position is full-time with a minimum of 32 hours per week of teaching duties as teacher of record including lesson planning, curriculum development, grading, and field trip planning for students and that this teacher's appointment is temporary, even if the teaching position is permanent, and does not lead to tenure.

I certify that this teacher satisfies any teaching eligibility standards set by the state to include any criminal background or other checks as well as any required teaching licenses. School personnel have assessed the teacher's education and experience and determined the appropriate license the teacher can obtain which is specified in this application. Should the teacher be deemed ineligible for the license needed, the teacher may be removed from the school or position by Cultural Vistas.

I certify that sufficient classroom space, equipment, training and guidance will be provided to help ensure the teacher's success. This includes regular and specific feedback that assists the teacher in their development and at least one written format per year.

I understand the host school I represent is responsible for abiding by all applicable federal, state, and local labor and wage laws including the Fair Labor Standards Act and that teacher exchange visitors will comply with collective bargaining agreements.

I understand that Cultural Vistas, and not the school or school district that I represent, is the legal sponsor of this program and of this exchange visitor. I agree to respond to any requests by Cultural Vistas concerning my organization's participant(s) in a timely manner and to complete any paperwork, including program evaluations, as required by Cultural Vistas.

I agree to immediately notify Cultural Vistas by phone or e-mail of any circumstances that differ from this application. Any changes that affect the participant and accompanying dependents will be submitted to Cultural Vistas in advance for approval. This includes, but is not limited to, school assignment, length of program, school leave and wages paid or any performance issues that arise and could lead to termination. I will also alert Cultural Vistas of any serious impacts to, or incidents related to the teacher's health or safety as soon as possible. Any deviation from the information in this application may be grounds for moving the teacher to another school or position.

My school or district will not encourage or assist the teacher to stay in the United States beyond the program end date, the end date shown on the Certificate of Eligibility, including assistance with changing visa status while on the J-1 Visa. I understand that 5 years is the program maximum.

I understand that Cultural Vistas may visit my school, by appointment, to discuss the progress of the teaching assignment with the participant and the supervisor or other school personnel.

If the teacher chooses an insurance plan offered by the school, the school will provide proof of visa compliance and coverage upon request. If the teacher or the school does not provide proof of compliant coverage, or the teacher does not maintain continuous coverage, the program will be terminated requiring the teacher to depart the U.S. or the teacher can purchase CV insurance when possible.

I understand that Cultural Vistas has the right to withdraw sponsorship or remove the teacher from the school at any time. I understand if Cultural Vistas determines the school has lost accreditation or no longer considers the school accredited, the teacher will be given the option to change schools.

I understand that Cultural Vistas and its partners undertake a variety of activities to adequately prepare participants for their program abroad, including, but not limited to: information on health and safety issues in the host country, insurance issues, housing and accommodation, visa and residency requirements, political and cultural conditions, roles and responsibilities of partners and host companies, and select laws specific to the United States. Beyond this preparatory information, a range of issues related to a participant's experience can occur and are beyond the control of Cultural Vistas and partners. Cultural Vistas and its partner organizations cannot:

- Guarantee the safety of participants or eliminate all risks from the participant's environment while in the United States;
- Prevent participants from engaging in illegal, dangerous or unwise activities;

- Assure that home-country standards of due process apply in overseas legal proceedings or provide or pay for legal representation for a participant;
- Assume responsibility for the actions of persons not employed or otherwise engaged by Cultural Vistas, for events that are not part of the program, or that are beyond the control of Cultural Vistas and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Bear liability for any financial obligation that the participant may incur due to lack of adequate insurance coverage outside of any program-provided insurance;
- Assure that home-country cultural values, norms, and laws will apply in the United States.

I hereby attest that I have read and understood the Conditions of Participation and Liability Information listed above, and I accept them as binding for the duration of the program. I acknowledge and accept the limitations to the liability of the administering organization as listed above. I hereby release Cultural Vistas, Inc., its officers, directors, agents, partners, representatives, successors, and assignees from any claims and causes of action, heretofore or hereafter arising, known or unknown, by reason of violence or natural disasters affecting me or my property while participating in this program.

I agree that arbitration is the required and exclusive forum for the resolution of any and all disputes between me and Cultural Vistas, Inc., in accordance with the arbitration agreement posted online at <http://culturalvistas.org/legal#arbitration-agreement>.

I attest that I have read and understand the information given above and certify that all statements made by me in this application are true and correct.

Name:

Title:

Signature:

Date:

Teacher Acknowledgement

I confirm I received this application prior to signing any school contracts. I understand that this document represents the basic minimums of the position and additional duties, assignments, procedures and instructions will be provided upon starting the position. I will follow the guidance and instruction of the school and perform my duties to the best of my abilities within the rules provided by Cultural Vistas.

Name:

Signature:

Date:

Send completed application to:

teach@culturalvistas.org