

Official translations are required with any foreign language documents.

SHORT ANSWER QUESTIONS:

- ✓ **Statement of Motivation:** Instructions are provided in the application. Please provide a thorough response or you may be asked to submit more information.
- ✓ **Cross-Cultural Activity:** J-1 Teachers are expected to plan and report on the activities designed to provide opportunity for Americans to learn about your culture and students in your home country to engage with Americans. Please provide your initial thoughts and ideas for the coming year in your application. There are specific question prompts.

DOCUMENTS TO UPLOAD

- ✓ **Passport:** Scanned copy of your valid passport- page with photo, name and issuance information. Your passport should be valid for at least 6 months beyond your program end date. If it is valid for less than 6 months, consult Cultural Vistas.
- ✓ **Resume or CV:** An up-to-date chronological outline of your academic and work experiences in English.
- ✓ **Non-tourist visas:** Copies of any previous **non-tourist** United States visas you have obtained, including any previous DS-7002 forms if you have participated in previous J-1 Visa programs.
- ✓ **Budget Worksheet** ([Download the blank template](#)): Funding and expense estimates should be made in USD. Be sure to check out the helpful links and resources on the first tab to research cost of living and discuss with your school as well for local insight.

Proof of Teacher qualifications:

- ✓ **Proof of English:** You may submit evidence of an English test issued in the last 3 years (TOEFL, TOEIC, IELTS or similar) *IF you have taken one*. If you have not:
 - complete the [Duolingo English Test](#) and upload your certificate
 - or we will contact you to complete an online interview after you submit the application.
 - **EF Standard English Test and other non-proctored tests are not accepted**
- ✓ **Diploma or Certificate:** Copy of your Diploma or Certificate in English or **accompanied by official translation**. Your degree must be equivalent to a U.S. bachelor's degree in either education or the academic subject field in which you plan to teach.

- ✓ **Credential Evaluation Report: IMPORTANT!** Purchase a formal evaluation of your degree from a credentialing service which states the equivalent U.S. degree. We do not need a course-by-course evaluation though your school may if you need to apply for a U.S. teaching license.

[What is a credential evaluation?](#) [Where can I find an agency for this?](#)

We recommend: [The Evaluation Company Application - Cultural Vistas](#) (General Analysis)

Check out this [GUIDE](#) for more information about credential reports.

- ✓ **Teaching certification or license** (*if applicable to your country*): proof you are certified to be employed as a teacher in your region/country such as license, registration with teacher professional body, etc.
- ✓ **Letter of Recommendation from a colleague** ([Use this Template](#)) attesting to your good reputation, character and teaching skills. The letter should be signed and dated.
- ✓ **Employment verification letter(s)** ([Use this Template](#)): Letter(s) from your current/ most recent school employer(s) confirming that you have at least 2 years teaching experience as the lead teacher or teacher of record in a primary or secondary school outside of the U.S. (Assistants, student teaching, substitution, online schools or other non-K-12 work does not count)
 - Letters should be **signed and dated** by the current or former supervisor (in English) attesting to your good reputation, character and teaching skills. The letter should include the start and end date of your employment and include the grade levels and/or subjects taught.
 - If you have only worked at your current school for one year, this means you need two letters of verification including the current school.
 - **You must use the Sample linked above or we will ask you to redo it!**

CONTRACTS

- ✓ **Signed U.S. School Contract:** Upload all pages of the contract or offer letter you received from the school, **signed by you AND the school**. If you have an offer letter which did not require your signature, please sign and date anyway for our files.
- ✓ **Signed contract with recruitment agency** (*if applicable*) Upload a copy of the contract or agreement you signed with your recruiter. This refers to third-party recruiters that you may have contracted with to find you a position.

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SPOUSE AND CHILDREN

Applicants with Dependent Spouse and/or Child(ren):

Timeline: Decide when you want to bring your dependents. *There are several factors to consider. Use this GUIDE to help you weigh the pros and cons.*

1. Apply now for J2 sponsorship and J2s can arrive with you or shortly after.
2. Apply later after you have settled in the U.S.

To apply now for J2 sponsorship: Upload a copy of the following if you plan for them to join you first semester. J2 Fee and full insurance will be due with your application if you want to attend the visa interview together.

- Marriage Certificate (in English or accompanied by official translation)
- Birth Certificate (Child) (in English or accompanied by official translation)
- Passports for spouse and children

Please note that all documents uploaded to your Cultural Vistas online application must be officially translated to English by either the university or an official translator. We retain the right to request additional documentation if necessary.

If you do not follow these instructions carefully, it will delay your application.