

Exchange Visitor Program Request for Extension Application (Teacher Category)

J-1 Visa Sponsorship

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Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148
www.mass.gov/ese/licensure

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Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6600

TTY: N.E.T. Relay (800) 439-2370

Exchange Visitor Program Request for Extension Application (Teacher) Category

Overview:

The Exchange Visitor Teacher program promotes the interchange of U.S. and foreign teachers and enhances the mutual understanding between the people of the United States and other countries. Exchange teacher appointments to positions within accredited primary or secondary schools are temporary, even if the teaching positions are permanent, and do not lead to tenure. The program length may not exceed three years unless an extension of one or two years is applied for and approved by ESE and the Department of State.

The ESE will consider applications for extensions on a case-by-case basis for exceptional or unusual circumstances. Requests for extensions (completed application) must be submitted to ESE at least four months prior the beginning of the desired extension period for the exchange visitor (typically by the end of February). Once ESE approves a request for an extension; the non-refundable extension fee will be processed and the complete application and proof of payment will be sent to the Department of State for final approval.

The Department, at its discretion, may authorize a sponsor to extend an exchange teacher's participation for either one or two additional years beyond the initial three-year exchange period. If an exchange visitor requests a two year extension but is only approved (by either ESE or the Department) to extend their program for one year, they may submit another request for an extension four months prior to their extended program end date. Please note that a request for another extension must be accompanied by a new Request for Extension Application form and the payment of another non-refundable extension fee.

Federal Regulations:

Part 62: Exchange Visitor Program

§62.24 Teachers.

(j) *Duration of participation.* Exchange teachers may be authorized to participate in the Exchange Visitor Program for the length of time necessary to complete the program, which may not exceed three years unless a specific extension of one or two years is authorized by the Department as set forth in paragraph (k) of this section.

(k) *Program extensions.*

(1) Sponsors may request from the Department an extension of an exchange teacher's exchange by either one or two years, but not by a semester or by other fractions of academic years.

(2) The sponsor's request for extension must include:

(i) A letter of reference on official letterhead written by the host school or host school district administrator responsible for overseeing the exchange teacher that describes the exchange teacher's performance during the previous three years of the exchange and how the host school has benefited from the exchange teacher's presence; and

(ii) a document describing how the exchange teacher over the previous three years has engaged his or her classroom, the wider host school or host school district, or community through the cross-cultural activity component, if these activities are not already detailed in the exchange teacher's annual reports.

(3) Sponsors must submit their extension request and supporting documentation for the extension to the Department no later than three months prior to the beginning of the desired extension period for the exchange teacher.

(4) Sponsor requests for extension must include proof of payment of the required non-refundable extension fee as set forth in §62.17.

Exchange Visitor Program Request for Extension Application Checklist:

For the application to be considered complete, the following must be submitted to the Massachusetts Department of Elementary and Secondary Education (ESE).

- ✓ Completed **Request for Extension Application** form (see attached form)
- ✓ Letter of reference written on official letterhead of school district/host school:
 - *The letter of reference needs to be on official letterhead written by the host school or host school district administrator responsible for overseeing the exchange teacher that describes the exchange teacher's performance during the previous three years of the exchange and how the host school has benefited from the exchange teacher's presence.*
- ✓ Summary of cross-cultural activities conducted over previous three school years (see attached form);
- ✓ Non-refundable extension fee – currently \$367.00 (per request). Please note; the non-refundable extension fee **will not be processed by ESE until and unless the ESE approves the request for an extension** and submits the request (which must include the proof of payment) to the Department of State. Once the extension fee is processed by ESE it is non-refundable even if your request is not approved by the Department of State.



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Request for Extension Application

The intent of this form is to request an extension (maximum of two years) to the Exchange Visitor Program (Teacher category) three year limit.

Applicant's name (Please print): _____

Please check off the type of extension requested.

1 Year Extension (Please note, if you are approved for a one year extension and you decide to apply for an additional 1 year extension; you will be required to submit a new request and extension request fee.)

2 Year Extension

Please provide a brief summary of the reason/reasons why, you are making this request.

Signature of Applicant/Exchange Visitor: _____

The following information should be completed by School District/Host School Principal or Superintendent.

Has the applicant received a rating of Proficient or higher on their annual educator evaluation? Yes NO

Name of School District/Host School (please print): _____

Name of Host School Principal or Superintendent (please print): _____

Signature of host school Principal or Superintendent: _____

Title: _____

Email: _____

Telephone # _____ Date: _____

For ESE Office Use Only

Completed Request for Extension Application Received: Yes No

Notes:

Date Completed Request for Extension Application Received: _____

ESE Request for Extension Application Review Meeting Date: _____

Meeting Participants:

Name:

Title:

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Extension Request Approved by ESE: Yes No 1 Year 2 Year

ESE Rationale for Approval/Denial:

Date Applicant Notified: _____

Date Request Entered into SEVIS: _____

Extension Request Approved by Department of State: Yes No 1 Year 2 Year

Department of State Rationale for Approval/Denial:

Date Applicant Notified: _____

Summary of Cross-Cultural Activities Conducted

Overview of Requirement: The Federal Regulations that govern the Exchange Visitor program require each exchange visitor to conduct, during each academic year of program participation, at least one cross-cultural activity from each of the following two categories:

1. An activity for the teacher's classroom, larger host school or host school district population, or the community at large designed to give an overview of the history, traditions, heritage, culture, economy, educational system and/or other attributes of his or her home country; and
2. An activity that involves U.S. student dialogue with schools or students in another country, preferably in the exchange teacher's home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange.

Applicant's name: _____

** Please describe how you (over the previous three years) have engaged your classroom, the wider host school or host school district, or community through the cross-cultural activity component described above. Your summary should include a general description of the location of the activities, the audience for and participants in each activity; a general overview of each activity, including the topic; and the estimated impact of each activity.*