

# Exchange Visitor Program Application (Teacher Category)

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## J-1 Visa Sponsorship

July 2016

Office of Educator Licensure  
75 Pleasant Street  
Malden, MA 02148  
[www.mass.gov/ese/licensure](http://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 (J-1 Visa) Sponsorship Application

### Program Objective:

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 teachers sharpen their professional skills and participate in cross-cultural activities in schools and communities, and they return home after the exchange to share their experiences and increased knowledge of the United States and the U.S. educational system. Such exchanges enable foreign teachers to understand better U.S. culture, society and teaching practices at the primary and secondary levels, and enhance U.S. students' knowledge of foreign cultures, customs and teaching approaches.

### Eligibility Requirements:

(d) **Teacher Eligibility** Foreign nationals are eligible to participate in exchange visitor programs as full-time teachers if, at the time of initial application to the sponsor, an individual making such application demonstrates to the satisfaction of the sponsor that he or she:

#### (1) Either:

(i) Meets the qualifications for teaching at the primary, including pre-kindergarten, or secondary levels in schools in his or her home country; is working as a teacher in his or her home country at the time of application; and has at least two years of full-time teaching experience; or

(ii) Is not working as a teacher in his or her home country at the time of application, but otherwise meets the qualifications for teaching at the primary (including pre-kindergarten) or secondary levels in schools in the home country; has had at least two years of full-time teaching experience within the past eight years; and, within 12 months of his or her application submission date for the program, has or will have completed an advanced degree (beyond a degree equivalent to a U.S. bachelor's degree) in education or in an academic subject matter that he or she intends to teach or that is directly related to his or her teaching subject field;

(2) Possesses, at a minimum, a degree equivalent to a U.S. bachelor's degree in either education or the academic subject field in which he or she intends to teach;

(3) Satisfies the teaching eligibility standards of the U.S. state in which he or she will teach (*e.g.* meets minimum educational requirements, has passed teacher training coursework at a sufficiently proficient level, has provided an evaluation of foreign teaching preparation coursework, has demonstrated the requisite prior teaching experience), to include any required criminal background or other checks;

(4) Is of good reputation and character; and

(5) Agrees to come to the United States temporarily as a full-time teacher of record in an accredited primary or secondary school. Exchange teachers may teach a variety of subjects and levels at their host

school or schools, if qualified, but at the pre-kindergarten level, may teach only in language immersion programs.

#### **Additional Eligibility Requirements per 62.24 (e) *Teacher Selection***

1) Exchange visitor must:

- Provide references from one colleague and one current or former supervisor, attesting to that teacher's good reputation, character and teaching skills;
- Possesses sufficient proficiency in the English language to function in U.S. classrooms and to function on a day-to-day basis, in accordance with the provision for selection of exchange visitors set forth at §62.10(a)(2); and
- Submit a letter from the head of a school in another country, preferably that teacher's home country, which states that school's willingness to work with the exchange teacher on the cross-cultural activity component set forth in paragraph (h)(1)(ii). The foreign school with which the exchange teacher plans to work must be at the same academic level as the foreign teacher's proposed host school. The letter submitted as part of the foreign teacher's application package must be signed by the head of the school or another individual in an appropriate position of authority to speak for the school within the foreign country's school system; the official signing the letter must list both email and telephone contact information. The letter may be submitted in English or in the original language of the home country with an English translation; the name, title/organization and contact information of the translator must be noted on the translation.

**Exchange Visitor Program Application Checklist:** For the application to be considered complete the following must be submitted to the Massachusetts Department of Elementary and Secondary Education (ESE).

- ✓ [Bachelor's degree equivalency report](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html) (from a nationally recognized agency - see list at <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html>)
- ✓ Completed Exchange Visitor Data form for DS-2019 (see attached)
- ✓ Statement of Eligibility (to be completed by education advisor/hiring school district) (see attached)
- ✓ Statement / verification of English language proficiency (see attached)
- ✓ Two references – one from colleague and one from current or former supervisor, attesting to teacher's good reputation
- ✓ Letter from head of school in applicant's home country stating their willingness to work with the exchange teacher on the cross-cultural activity component of program
- ✓ Written offer of full-time teaching positions from the accredited primary (including pre-kindergarten level) or secondary school in which exchange teacher will teach
- ✓ Photocopy of passport
- ✓ [SEVIS I-901 Fee](#) – approximately \$200.00. Please check Student and Exchange Visitor Program (SEVP) SEVIS I-901 Fee processing website for current cost. <https://fmjfee.com/i901fee/desktop/index.jsp>



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## Request for Sponsorship Exchange Visitor Data Form for DS-2019

Family/Last Name	First Name	Middle Name
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Name as It Appears on Passport (Please provide photocopy of passport picture/name and address)

Date of Birth	City of Birth	Country of Birth
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Country of Citizenship	Country of Legal Permanent Residence
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**Contact Information: Foreign Address:**

Address 1	Address 2
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City	Country	Province/Territory	Postal Code
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Email (personal)	Phone Number (Personal)
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**Contact Information: U.S. Mailing Address:** (if none – default to 75 Pleasant Street, Malden, MA 02148)

Address 1	Address 2
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City	Country	Province/Territory	Postal Code
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Email (personal)	Phone Number (Personal)
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**Primary Site of Activity (Host School District):**

Name of School	Position Offered	Salary
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Address 1	Address 2
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City	Postal Code	Phone Number
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Email (school )

**Request for Sponsorship**  
**Exchange Visitor: Dependent/Spouse Data Form for DS-2019**

Family Name	First Name	Middle Name
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Name as It Appears on Passport (Please provide photocopy of passport picture/name and address)	Relationship to Exchange Visitor
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Date of Birth	City of Birth	Country of Birth
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Country of Citizenship	Country of Legal Permanent Residence
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**Contact Information: Foreign Address** (can write Same, if same as exchange visitor)

Address 1	Address 2
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City	Country	Province/Territory	Postal Code
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**Contact Information: U.S. Mailing Address** (can write Same, if same as exchange visitor)

Address 1	Address 2
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City	Country	Province/Territory	Postal Code
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Email (personal)	Phone Number (Personal)
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**\*Please complete this form for each dependent and/or spouse accompanying you.**



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## Statement of Eligibility

*The intent of this form is to verify that the exchange visitor noted below is eligible to participate in the Teacher Exchange Visitor J1-Visa program.*

Applicant's name: \_\_\_\_\_

I have verified that the above named exchange visitor meets one of the following requirements:

- ☐ Meets the qualifications for teaching at the primary, including pre-kindergarten, or secondary levels in schools in his or her home country; is working as a teacher in his or her home country at the time of application; and has at least two years of full-time teaching experience; **or**
- ☐ Is not working as a teacher in his or her home country at the time of application, but otherwise meets the qualifications for teaching at the primary (including pre-kindergarten) or secondary levels in schools in the home country; has had at least two years of full-time teaching experience within the past eight years; and, within 12 months of his or her application submission date for the program, has or will have completed an advanced degree (beyond a degree equivalent to a U.S. bachelor's degree) in education or in an academic subject matter that he or she intends to teach or that is directly related to his or her teaching subject field;

I further verify that the exchange visitor:

- ✓ Possesses, at a minimum, a degree equivalent to a U.S. bachelor's degree in either education or the academic subject field in which he or she intends to teach;
- ✓ Satisfies the teaching eligibility standards of the U.S. state in which he or she will teach (*e.g.* meets minimum educational requirements, has passed teacher training coursework at a sufficiently proficient level, has provided an evaluation of foreign teaching preparation coursework, has demonstrated the requisite prior teaching experience), to include any required criminal background or other checks;
- ✓ Is of good reputation and character; and
- ✓ Agrees to come to the United States temporarily as a full-time teacher of record in an accredited primary or secondary school.

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

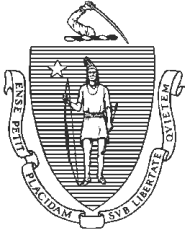
Telephone # \_\_\_\_\_

Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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## Statement / Verification Of English Language Proficiency

*The intent of this form is to verify that the exchange visitor noted below possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. The hiring district and/or education advisors may verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the hiring district and/or education advisor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.*

**Applicant's name:** \_\_\_\_\_

*\*Please provide a brief summary below, of how you verified the exchange visitor's English language proficiency.*

I have verified that the above named exchange visitor possesses sufficient proficiency in the English language to function in U.S. classrooms and to function on a day-to-day basis, in accordance with the provision for selection of exchange visitors. This was done using the following method/process:  
(insert explanation here)

Printed name: _____	Printed name: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Name of Organization: _____	Name of Organization: _____
Date: _____	Date: _____
Telephone # _____	Telephone # _____
Email: _____	Email: _____

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