

## Host School Application

This application serves as a basis for issuing the Certificate of Eligibility form DS2019, which the exchange teacher will need in order to apply for the J-1 Exchange Visitor Visa.

- IMPORTANT:
1. All information on this form is subjected to verification
  2. After an applicant has been accepted, IER must receive a copy of the written job offer
  3. Please submit a copy of school accreditation by State Department of Education

Length of position: \_\_\_12 months \_\_\_24 months \_\_\_36 months (Maximum) \_\_\_other specify\_\_\_\_\_

### HOST SCHOOL PROFILE

School District Name \_\_\_\_\_ Address \_\_\_\_\_

Website \_\_\_\_\_ School Phone Number \_\_\_\_\_

Number of Employees \_\_\_\_\_ Estimated Number of Students \_\_\_\_\_

Contact Person Name/Title \_\_\_\_\_

Contact Person Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### TEACHER ASSIGNMENT INFORMATION

Name of Teacher: \_\_\_\_\_ Assigned Campus: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Grade assigned: \_\_\_\_\_ Subject taught: \_\_\_\_\_

Proposed Start Date for above teacher: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Are any above assigned subject(s) deem as a shortage area by county or department of education in your state?

\_\_\_ Yes \_\_\_ No. If yes what subject(s) are considered as shortage \_\_\_\_\_

Does your district require teachers to pass specific tests or have specific credentials to teach these subjects?

\_\_\_ Yes \_\_\_ No. If yes, list the tests or credential \_\_\_\_\_

What is the estimated cost for the test(s) or credentials? \_\_\_\_\_

Please describe any contribution the school/district can make toward this cost: \_\_\_\_\_

What options, if any, does the school/district offer for teachers who do not pass required tests on the first attempt?

Describe the policy or procedure the school/district follows if it determines a teacher is not meeting its standards after being hired:

Name of the organization that has accredited the school: \_\_\_\_\_

Has the school to which the teacher will be assigned ever been on a state watch list, probationary status...etc.?

\_\_\_\_ Yes      \_\_\_\_ No

Is a medical exam required before the teacher can begin teaching?      \_\_\_\_ Yes      \_\_\_\_ No

Will the teacher be subject to drug testing? \_\_\_\_ Yes      \_\_\_\_ No

**FINANCIAL ARRANGEMENT**

If teacher has been pre-selected, indicate below the fees the school/district has agreed to pay. If teacher will be selected during videoconference or in-person interviews arranged by IER, indicate the amounts the school/district is willing to pay. (Final payment decisions for these candidates can be discussed during job interview.)

1. Please check the following IER program fees that school/district is willing to pay for the teacher(s):

Program Fees

\_\_\_\_ \$3000 First Year    \_\_\_\_ \$1500 Second Year    \_\_\_\_ \$1500 Third Year

\_\_\_\_ \$60/monthly J1 Mandatory Insurance Policy with IER

\_\_\_\_ \$180 SEVIS (Student and Exchange Visitor Information System) fee payable to U.S government

2. The school/district will pay the following portion of the teacher's travel from home country to the U.S

\_\_\_\_ All    \_\_\_\_ Half    \_\_\_\_ None    \_\_\_\_ Other \$ \_\_\_\_\_

Please state any other benefit(s) the school/district will provide at no cost to the teacher (such as housing, computer, use of a vehicle, etc.) and list the estimated monthly value of each:

3. Transportation available for participant's commute to work:

\_\_\_\_ Employer-provided (car, van, shuttle bus)      \_\_\_\_ walk      \_\_\_\_ public transportation

\_\_\_\_ Participant will need own car      \_\_\_\_ Other: \_\_\_\_\_

4. Will there be any payroll deductions for housing, visa fees, or other items? \_\_\_\_\_ Yes \_\_\_\_\_ No

### OBJECTIVES OF THE TEACHING PROGRAM

- State the goal or objectives for the J-1 teacher to accomplish.
  
- State the objectives the host school wants to accomplish for the teacher exchange program

### ORIENTATION/TRAINING

- Outline any in service training opportunities, activities and projects that will be available to the teachers. (Example: attend the state teacher's convention; be faculty advisor for the science team)
  
- How J-1 teacher will be evaluated and methodology for the review of the teacher's performance and how often the review is performed.
  
- Describe the school location, local community and student population. (Example: The school is located in a rural area that has only 2000 resident and 30% of our students are ESL students (English is a second language).
  
- Describe the orientation program that will be provided to the J-1 teacher. What activities teacher can expect when reporting to the school. (Example: touring a school, meet the faculty and staff, new teacher orientation)
  
- Explain how host school can provide assistances to the J-1 teacher in transit their life to the local community. (Example: help finding an accommodation, transportation arrangement, assist with applying SSN and open a bank account...etc.)

## **CULTURAL ACTIVITIES**

- List activities that will be exposed the teacher to the U.S. culture and provided through the host school. (Example: holiday parties, school homecoming)
  
- Give a list of local attraction that can benefit J-1 teachers in learning about American culture, such as museums, capital, beaches and what are the strengths to attract people to come to the community.

Payment is due within 5 business days upon a confirmation of hiring is signed by both the host school and the participant. Payment must

- Be made payable to IER
- Be in U.S dollars
- Include a bank service charge with the full amount of the fees (we regret that payments that are not in the proper form or that have a service charge deducted will delay the processing of the application)

Send completed application to: [info@iexpertresources.com](mailto:info@iexpertresources.com)