

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