



# AIPT Exchange Programs Application Information and Instructions

This application serves as a basis for issuing the Certificate of Eligibility, which the exchange visitor participant (the teacher) will need in order to apply for the J-1 Exchange Visitor Visa. The participant will receive a copy of the completed application form and should take it when applying for a J-1 visa at a U.S. Consulate in his or her home country.

- Your application must include:
- This form with answers typed, all questions answered completely and in English
  - Verification of accreditation
  - Payment of fee based on length of program (unless paid by teacher)

Send completed application to: [TeachUSA@aipt.org](mailto:TeachUSA@aipt.org) or fax to 410.997.0139

- IMPORTANT:**
1. All information on this form is subject to verification.
  2. After an applicant has been accepted, **AIPT must receive a copy of the written job offer.**

Length of position:  6 months  12 months  24 months  36 months (maximum allowed)  Other:

### Host Organization Profile

School District or School Name \_\_\_\_\_ Location (city, state) \_\_\_\_\_

Date of Application (month/day/year) \_\_\_\_\_ Type of School (Elementary, Middle, High, etc.) \_\_\_\_\_ Number of Employees \_\_\_\_\_ Est. Number of Students \_\_\_\_\_

Web Site Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Mr.  Ms. Applicant Contact Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(person completing this application)

### Exchange Visitor Participant Information

Has the school/district already identified a teaching candidate?  No  Yes (complete this section)

Mr.  Ms. First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Citizenship \_\_\_\_\_

E-mail \_\_\_\_\_

### Location of Program

Name of School/Worksite \_\_\_\_\_ Department \_\_\_\_\_

This school is:

Public

Street Address of School (NOT school system headquarters address) \_\_\_\_\_

Private

Parochial

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Website (if school has its own) \_\_\_\_\_

### Person who will supervise the Exchange Visitor

Supervisor's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

If same as school address, check this box and leave the section blank

Supervisor's Job Location Street Address (NOT school system headquarters address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Supervisor's E-mail \_\_\_\_\_

**Attorney Information** (if applicable) Is a law firm representing you in presenting this application?  No  Yes (complete this section)

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Attorney Name \_\_\_\_\_ Firm Name \_\_\_\_\_

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Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**School/District Representative** (person responsible for receiving AIPT correspondence)

Representative is same as Supervisor name on previous page:

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

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Street Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

If representative has different name but same contact information as supervisor, check here and leave section blank

**Qualifications and Credentials**

Grade(s) this position will teach \_\_\_\_\_ Subject(s) to be taught \_\_\_\_\_

Has your county or state department of education identified a teacher shortage in the subject(s)?  Yes  No

Does your district require teachers to pass specific tests or have specific credentials to teach these subjects?  
 No  Yes (if "yes," list the tests or credentials): \_\_\_\_\_

What is considered a passing score on each required test? \_\_\_\_\_

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? \_\_\_\_\_

What other qualifications, if any, are required to teach in your school district? \_\_\_\_\_

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

**Please note:** Name the organization that has accredited the school: \_\_\_\_\_

**Only accredited schools may participate.** Has the school to which the teacher will be assigned ever been on a state watch list, probationary status, etc.?  
 No  Yes (explain): \_\_\_\_\_

Reasons for selecting this teacher (answer only if candidate has already been identified): \_\_\_\_\_

Proposed **Start** Date (month/day/year) \_\_\_\_\_ Proposed **End** Date (month/day/year) \_\_\_\_\_

- Nearest Airport \_\_\_\_\_
- Is successful completion of a medical exam required before participant can begin teaching?  Yes  No
  - Will the teacher be subject to drug testing?  Yes  No
  - Is successful completion of a police check required before participant can begin teaching?  Yes  No

- How did AIPT's program come to the attention of your school/district?

- I am a previous host employer with AIPT     Conference     AIPT Web Site  
 Participant     Other

**Financial Arrangements**

\$\_\_\_\_\_ per  hour  week  month

Hours Worked Per Week      Maintenance Wages (*salary*)

- I certify that this salary is the same as that paid to U.S. teachers with comparable experience.  Yes  No
- Participant will be paid:  weekly  biweekly  monthly  other (*please explain*):
- Overtime—If applicable, estimated number of overtime hours: \_\_\_\_\_ hours per week.  
Overtime rate of: \$\_\_\_\_\_ per hour

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

**1. AIPT's program fees are as follows:** Less than 3 months: \$1025  
 3-6 months: \$1525    7-12 months: \$2025    13-24 months: \$2825    25-36 months: \$3925

**Upon selection of an acceptable candidate, school/district will pay this portion of AIPT program fee:**

- All     Half     None     OTHER: \$

**2. The U.S. government imposes a \$180 for J-1 Teacher visa holders.** AIPT collects this Student and Exchange Visitor Information System (SEVIS) fee, forwards it to the U.S. government, and provides the application with a receipt that must be presented when applying for a visa at a U.S. consulate. This fee may be paid by either the employer or the candidate.

**Upon selection of an acceptable candidate, school/district will pay the \$180 SEVIS fee:**  Yes  No

**3. 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 participant (such as housing, computer, use of a vehicle, etc.) and list the estimated monthly value of each:

**Personal Expenses**

*(gives the participant an idea of the costs and conditions of living in your area of the U.S.)*

Transportation available for the participant's commute to work:

- Employer provided (*car, van or shuttle bus*)       Public (*bus, subway, rail, ferry*)  
 Walk       Participant will need own car  
 Other:

- Estimated monthly transportation expenses: \$ \_\_\_\_\_
- Estimated monthly cost of housing and food in area where teacher will work:  
Housing: \$ \_\_\_\_\_ /month      Food: \$ \_\_\_\_\_ /month
- Please describe any assistance the school/district can provide in finding housing:

**Outline of Program**

*(If not completing this application electronically, please attach the answers to these questions on a separate sheet of paper. Be sure to address all items.)*

**1. TEACHING PROGRAM**

- Describe the type of class to which the teacher is likely to be assigned (on grade level, gifted and talented, etc.), estimated class size, and major curriculum objectives for this teacher's subject and grade. Explain some of the concepts and skills this teacher will be expected to help students acquire. If possible, include a copy of the course curriculum and/or sample lessons with this application.
- Give an overview of the types of in-service training opportunities, activities and projects that will be available to the teacher. *(Example: attend the state teachers' convention; be faculty advisor for the math team)*
- Describe how often and by whom the teacher will be evaluated and/or counseled. For example, whether the teacher will receive progress reports or have periodic reviews, and, if so, how often will they occur:

**2. OBJECTIVES OF TEACHING PROGRAM**

- State the goals or objectives for the participant to achieve as a result of this J-1 teacher program.
- State the objectives the organization has for the teacher program.

**3. ORIENTATION OF THE TEACHER**

Briefly describe the socioeconomic environment of the area in which your school is located.  
*(Example: The school is in a suburban county between two major East Coast cities. The semi-rural areas of the county are undergoing rapid residential development, and many of the homes being built cost more than \$300,000, which is considered quite expensive for this region. Our students' families come from more than 40 different countries and English is a second language for approximately 30% of our students. )*

Describe the orientation program for the school/district. Tell what the participant can expect on the first day(s) as a teacher in your school district, such as being given a tour of the school, attending orientation meetings, being linked with a mentor, or some other method of orientation.

Explain how the participant will be oriented to the community in which he or she will live. For example, describe any assistance you plan to provide, such as help in finding housing, locating grocery stores, getting a Social Security number, establishing a bank account; providing brochures of local attractions, maps of public transportation systems, etc.

**4. CULTURAL ACTIVITIES**

- List activities that will be organized through the host organization that will expose the teacher to U.S. culture. For example, holiday parties, opportunities to chaperone school dances:
- Give examples of activities available in the immediate community. If the community is small, tell whether museums, amusement parks, concert halls, beaches, etc. are in nearby towns. Mention your area's strengths and why it is a good place to learn about American culture and a good place to teach. If the school is in a major metropolitan area, explain how the teacher will be made aware of activities and attractions in the area:

**Program Terms  
and Conditions**

**SCHOOL SYSTEM OBLIGATIONS AND RESPONSIBILITIES**

**Read and check the statements below to indicate acceptance and agreement.  
Please also sign the application before sending to AIPT.**

*In order for AIPT to approve a participant to teach in your school district under AIPT sponsorship, you must accept the responsibilities and obligations listed here. Your signature means that you understand and agree to the conditions as stated. **This is considered a binding agreement between AIPT and your organization.***

*I agree to the following conditions:*

- I affirm that this application and teacher syllabus truly reflect the content of the offer being extended to the international exchange visitor participant.
- I understand that AIPT, and not the school or school district that I represent, is the legal sponsor of this program and of this exchange visitor.
- I certify that sufficient classroom space, equipment, and guidance will be provided to help ensure the teacher's success.
- I agree to immediately notify AIPT by phone or e-mail, and then by signed letter, of any circumstances that differ from the statements made in this application. Any changes that affect the participant and accompanying dependents will be submitted to AIPT **in advance** for approval. Such changes include, but are not limited to, school assignment, length of program, and maintenance wages paid.
- To the best of my knowledge, the participant intends to enter the United States for a teaching program and does not intend to abandon his/her non-immigrant status. I will not encourage nor assist the exchange visitor participant to stay in the United States beyond his/her program end date, which is the end date shown on the Certificate of Eligibility document governing the participant's admission and stay in the United States. I certify that I will not assist in any way to help a participant change visa categories. I further understand that 36 months is the maximum time allowed for the AIPT J-1 Teacher Program.
- I understand that AIPT may visit my school, by appointment, to discuss the progress of the teaching assignment with the participant and his/her supervisor.
- I agree to respond to any requests by AIPT concerning my organization's participant(s) in a timely manner and to complete any paperwork, including program evaluations, as required by AIPT.
- I understand that AIPT has the right to withdraw sponsorship from any exchange visitor participant whose employing school/district does not comply with the agreed-upon AIPT-sponsored program, compelling that participant to leave the country. If a situation of irreconcilable differences arises between the exchange visitor and the school, AIPT may try to replace the teacher but is not obligated to do so.
- I understand that in the case of a visa denial, the party paying the program fee is due a partial (50%) refund after the Certificate of Eligibility is returned to AIPT. If the Certificate of Eligibility is not returned to AIPT, then AIPT reserves the right to withhold additional funds or to refuse a refund request. All refund requests must be received by AIPT within 60 days of planned program start date.

*I understand and agree to the conditions above as set forth in this School/District Application. I realize that if I do not fulfill my obligations and responsibilities as stated, AIPT may end its sponsorship of my school's exchange visitor program participant(s).*

Signature:  
(required)

Date:

Full Name (please print):

Title:

School or District Name:

*If you have any questions about the program conditions stated above, or other program details, it is important that you contact AIPT.*

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## **AIPT (SPONSOR) OBLIGATIONS AND RESPONSIBILITIES**

AIPT is responsible for:

- Ensuring that the selected candidate meets all requirements for participation in the J-1 teacher program.
- Ensuring that the participant's credentials correspond with the position described in the School District's application.
- Ensuring that the school district complies with all Exchange Visitor Regulations, including assuring adherence to the teaching activity and evaluation.
- Responding to any inquiries from the U.S. Department of State regarding the Exchange Visitor.
- Reporting any incidents that would bring notoriety to the Exchange Visitor Program.
- Reporting any changes of teacher's address to the Student & Exchange Visitor Information System (SEVIS).

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10400 Little Patuxent Parkway, Suite 250 • Columbia, MD 21044-3519 U.S.A. • Tel: 410.997.2200 • Fax: 410.997.7813 or 5186  
TeachUSA@aipt.org • www.aipt.org