



## Visiting Teacher J-1 Visa Sponsorship Process SY 2019-20

The Sagamore Institute and Global Indiana are eager to provide excellent responsive service to Indiana schools and visiting (exchange) teachers, providing in-classroom support by expert, certified teachers, and relieving Indiana schools of the sometimes stressful details of hosting a visiting teacher.

### Steps for Securing a Visiting Teacher

Here are the steps for selecting and hosting a visiting teacher after a Dual Language Instruction grant has been awarded:



#### 1. Initiate Process

- a. Complete the School Contact Form at [www.globalindianainc.org](http://www.globalindianainc.org).
- b. Send a contract to the teacher that you select. The teacher must send a copy of the signed contract to Global Indiana.

#### 2. Confirm Commitments

- a. Provide a confirmation of the contract/benefits provision for the teacher matching Department of State requirements (**outlined in the agreement and on <http://J1VisaTeachExc.blogspot.com>**).
- b. Consider the Visiting Teacher Coaching and Mentoring program provided by Sagamore/Global Indiana if you have never hosted an international teacher before (\$3000 per school year and includes coaching, teacher mentoring, observations, and visa processing).
- c. Ensure that the visiting teacher completes required visa paperwork within 30 days of receiving the intro email from Global Indiana.

#### 3. Candidate Approval

- a. A list of candidates will be routed to interested schools/IDOE based on their rankings. IDOE will approve the final candidate list.
- b. Select a teacher from the Indiana DOE-approved candidates.
- c. The school will issue a teaching contract to the teacher, including teaching dates. Have the teacher sign the offer and then forward a copy of the signed offer letter to Martha Martin ([martha@globalindianainc.org](mailto:martha@globalindianainc.org)) along with the teacher's resume.



#### **4. School Information**

- a. Sagamore Institute/Global Indiana will email the visiting teacher, copying the school, explaining the steps necessary to complete the necessary application documentation.
- b. Please provide the teacher with school staff demographics; general school information; and information about the particular region, apartments, transportation, hospitals, stores, etc. Also secure a host family and mentor teacher.

#### **5. Invoicing/Payments**

- a. An invoice will be sent for total services based on the teacher and family and may include the fees for coaching and supervision.
- b. Once payment is received, the J-1 process will be initiated.



**Summary of Costs**

<b>Fees for Full Coaching/Mentoring Program Annually</b>	
Year 1	\$3,000
Year 2	\$2,000
Year 3	\$1,200

<b>Mandatory Fees for VT Visa Processing</b> ( <i>without coaching support for schools who have experience in hosting</i> )	Year #1 - \$1200 + approx. \$370 in DS2019 fees Year #2 - \$800 Year #3 - \$400 <i>optional extension</i> Year #4 - \$400 <i>optional extension</i> Year #5 - \$400
<b>Mandatory Fees for Spouse</b>	\$500/year
<b>Mandatory Fees for Child</b>	\$500/year per child
<b>Mandatory Fee for VT Coaching and Supervision</b>	Year #1 - \$1800 (this includes Welcoming Orientation, one classroom observation a semester by a certified teacher mentor, on demand mentoring and coaching, and emergency crisis counseling and assistance if needed) Year #2 - \$1200 Year #3 - \$800
<b>Timeline</b>	2-4 weeks depending on how quickly both the candidate and school corporation submit required materials
<b>Required Orientation</b>	Global Indiana will present an orientation in Indianapolis in late July 2019
<b>IDOE Screening and Selection Partnership</b>	IDOE will screen potential teaching candidates and submit candidate selections in partnership with school. <b>Qualifications for Teachers:</b> <ol style="list-style-type: none"> <li>1. Must have minimum 2 years' full-time teaching experience at same level (K-12) as the position being offered in Indiana.</li> <li>2. Must be qualified to teach in their country of origin.</li> <li>3. Must have lived outside the United States for 2 years prior.</li> <li>4. Must have English fluency.</li> <li>5. Must have good reputation and character.</li> <li>6. Must have willingness and ability to adapt to living in a new culture.</li> <li>7. No university professors allowed to teach in K-12.</li> </ol>



For more information, visit [www.globalindianainc.org](http://www.globalindianainc.org) and click on: J-1 VISA TEACHER EXCHANGE / Forms.

For additional questions pertaining to the Visiting Teacher Program in Indiana, please Chris Kates, Educator Effectiveness Specialist, [ckates@doe.in.gov](mailto:ckates@doe.in.gov).

### **Organizational Background**

- **Sagamore Institute** ([www.sagamoreinstitute.org](http://www.sagamoreinstitute.org)) – The Sagamore Institute is an Indianapolis-based non-profit, nonpartisan, public policy resource organization. The mission of the organization is to research and analyze difficult issues, to serve as a meeting place for disparate groups, and to offer wise counsel for a world in progress. The Sagamore Institute serves as the fiduciary sponsor for the J-1 Visiting Teacher program and is registered to issue visa forms through the SEVIS system called “DS-2019,” which a teacher candidate will use to apply for a visa in their home country at the U.S. Consulate. This program is administered by Global Indiana, a not-for-profit which resides at the Sagamore Institute.
- **Global Indiana** ([www.globalindianainc.org](http://www.globalindianainc.org)) – Global Indiana is a local non-profit dedicated to equipping and inspiring globally-minded educators and students. We facilitate sister school partnerships, short- and long-term academic exchanges, and provide custom global learning development services. Global Indiana provides excellent, authentic experiences in pursuit of global competence, a 21st-century imperative. We envision a day when all Indiana schools have global partners, faculty with international experience, and systems built on the assets of an intercultural community.