

Exchange Teacher Bulletin

Amity Institute

Exchange Teacher Program

Amity Exchange Teachers provide interactive cross-cultural experiences for US students, while offering solutions to faculty shortages in critical subject areas. Amity teachers are qualified to teach a variety of subjects including Math, Science, Special Education, Foreign Languages, Bilingual Education and English as a Second Language. Teachers can be sponsored on the J-1 visa for up to three years.

As certified, professional educators, Exchange Teachers must be fluent in English, have a minimum of three years teaching experience and possess a professional teaching license or equivalent in their home country as well as an academic background in education.

These international educators offer invaluable perspectives to primary and secondary students by diversifying their educational experience. Throughout their assignment, Exchange Teachers are asked to share aspects of their culture with students, faculty and community. Fostering positive images of different cultures, Exchange Teachers address faculty shortages, increase staff diversity and provide students with valuable role models.

There are no costs to the school when interviewing and hiring international teachers. The visa sponsorship fees are generally charged to the teacher.

Officers, who interview potential candidates throughout the world.

Screening Officers are international education professionals, including Fulbright employees, professors, and



Arrangements to share these fees can be made on an individual basis between the teacher and the school.

There are two ways that Exchange Teachers can be placed in a US school. One option allows schools to select teachers through the Amity Admissions Department. Admissions recruits qualified teachers in cooperation with overseas representatives, or Screening

Amity alumni. Through this method, schools can request dossiers from Amity and conduct interviews with these candidates.

Another option is the preselect method. If a school would like to hire an international teacher who is not an Amity applicant but meets the program's qualifications, Amity can review the teacher's credentials and potentially provide visa sponsorship.

Amity Institute Programs

Exchange Teacher

The Exchange Teacher Program arranges for certified, experienced teachers from other countries to serve as temporary faculty at primary and secondary levels in the US. Exchange Teachers can be assigned to a school for up to three years and are compensated at rates similar to their American colleagues.

Intern Teacher

The Intern Teacher Program provides volunteer teaching assistants to serve as models of language and culture in US schools at all levels. Interns assist in the classroom for up to 25 hours per week, take personal study classes and live with American Host Families.

Mission

Building international friendship and cultural understanding through teaching exchange since 1962.



Program Facts

Length of Assignment

Exchange Teachers can spend up to three years as visiting faculty at a school in the US. Once an Amity teacher is selected by a school, he or she is responsible for teaching the assigned classes. Employment follows local laws and regulations.

Location

Exchange Teachers are placed in a diverse range of geographic locations. They are assigned to public or private schools which are located throughout urban, suburban and rural areas. The Exchange Teacher should request sufficient information from the Host School/District in order to make an educated decision to accept or decline an offer.

Change of Assignment

Any request for a change of assignment must have valid and urgent reasons. A request for a change of assignment can be made only if all mediation and intervention options have been exhausted. Amity Institute must approve any employment changes or assignment transfers.

A school representative will meet the Exchange Teacher at the airport or final destination and transport them to the temporary residence. The Exchange Teacher must arrange for transportation to and from school. He or she should work with the host school in researching automobile costs and/or public transportation options.



Cultural Event Requirement

Exchange Teachers are encouraged to share their culture by conducting cultural presentations, events and exercises. In addition, Amity requires that each Exchange Teacher coordinate an Amity Cultural Event, an event involving students, school and community. The logistics of the presentation may vary depending on the subject taught, teacher's schedule, school resources and calendar. Schools should actively support the Exchange Teacher's effort to share knowledge and culture.

Housing & Transportation

The teacher, school and Amity Institute must work together to coordinate temporary housing for the Exchange Teacher prior to arrival. Neither Amity nor the school provides funding for housing but can help in locating a host family or housing resources in the assignment area. Often, schools will provide a host faculty roommate for the Exchange Teacher to stay with for the first few weeks after arrival. Host faculty roommates offer room and board in exchange for a small stipend

Family

Teachers may apply for J-2 sponsorship after one school year pending approval from the host school. Only a legal spouse and/or dependent children under 21 years of age are eligible for J-2 sponsorship by Amity Institute. The US consulate retains the right to deny a J-2 visa.

The sponsored spouse can apply for an Employment Authorization Document (EAD) with US Citizenship and Immigration Services (USCIS) upon arrival. It can take from three to six months to receive the EAD, during which time the spouse is not allowed to work.

Program Facts

End of Assignment

The Exchange Teacher is sponsored on a J-1 visa for up to three years. At the end of this term, the Exchange Teacher and his or her dependents are expected to return to their home country to share their newfound knowledge and experience.

Prerequisites

- Fluent in English
- Three years of documented teaching experience
- Teaching certification (or equivalent) from the home country
- Academic background focused on education/teaching
- Equivalent of US Bachelor's degree
- US state certification eligibility
- Requested documentation submitted with application
- Screened by Amity representative
- Available to conduct interview with school by phone or in person

Invitation Process

The Exchange Teacher applicant:

- Is interviewed by school representatives
- Is offered employment by school/school district contingent upon receiving visa and obtaining US credentials
- Submits his or her original education and employment documentation to school or Amity representative for equivalency evaluation
- Receives Assignment Package from Amity

Materials returned to Amity

Once the Exchange Teacher receives the Assignment Package, the following materials must be completed and signed, then returned to Amity in a timely matter:

- Administrative Fee Agreement
- Health Insurance Memo of Understanding
- Proof of health and evacuation/repatriation insurance (required for US entry)
- Medical Health Evaluation Form
- Health Insurance Options
- Initial Travel and Contact Information Form
- Amity ID card
- Home Return Memo of Understanding

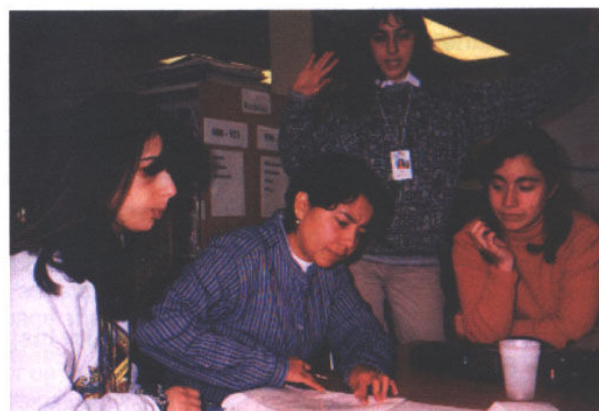
Obtaining a Visa

- Make an appointment to apply for a visa
- Once visa is granted, purchase a plane ticket
- Purchase insurance (required for US entry)

Amity Institute does not have any influence on the decision-making process of the US consular official and can not guarantee that all candidates will be issued a J-1 visa. The time for processing the J-1 visa varies from country to country.

Once in the United States

- Contact Amity Program Counselor immediately and provide US address
- Send copy of stamped DS-2019 form, visa stamp and I-94 card to Amity
- Send all additional required documents
- Apply for Social Security number
- Attend Amity Orientation and/or review Amity Orientation materials
- Attend all school training sessions
- Arrange transportation to and from school
- Make permanent housing arrangements and inform Amity accordingly
- Maintain regular contact with Amity Program Counselor
- Return all requested Amity documents promptly



Cost to Amity Exchange Teacher - School Year

Application Fee	\$50
Visa Fees at Local Consulate: Fees vary by country -Inquire at local US consulate	\$150
SEVIS Fee:	\$100
Airline Ticket:	Varies by location and season
Health Insurance: With Amity suggested provider	\$70 per month (minimum)
Evacuation/Repatriation Insurance: With Amity suggested provider	\$36 per year
Personal Money: To cover living expenses, transportation prior to receiving a salary	Cost of living varies by location
Administrative Fee:	\$1500 -1st year \$750 - 2 nd year \$750 - 3 rd year
J-2 Sponsorship Fee:	\$200 for spouse/\$50 per dependent child

Additional personal or local expenses may occur. They do not warrant withdrawal from the Program.

Host School Responsibilities

Amity Exchange Teacher Candidates

- Requests dossiers for a teaching position
- Reviews dossiers and interviews candidates
- Selects candidate(s) and notifies Amity Institute
- Returns completed Invitation Form, Exchange Teacher Contract and Offer of Employment or Teaching Contract to Amity Institute

Preselected Teachers

- Ensures that Amity receives Exchange Teacher Application form, professional resume, copy of teaching certificate, copy of passport and all other requested Amity documents
- Returns completed Invitation Form, Exchange Teacher Contract and Offer of Employment or Teaching Contract to Amity Institute

Once teacher arrives in the US

- Welcomes teacher, offers information on local community and location of important organizations (bank, Social Security office, hospital, police & fire stations, food/grocery stores)
 - Provides a mentor teacher
 - Provides customary and adequate training to the new teacher
 - Provides resources and support specifically for an international teacher
 - Pays Exchange Teacher at customary rate for proven education and experience
- Assists with state certification process

Schools must submit all materials to Amity Institute at least 60 days before the desired arrival date of the Exchange Teacher.

To inquire about interviewing and/or hiring an Amity teacher, contact the Amity Institute at teachers@amity.org

Amity Institute
www.amity.org

Unless otherwise stated, this Bulletin supersedes all prior information. (c)2006