

J-1 Visa Exchange Teacher Program

Documents to Demonstrate Visa Eligibility

You will be asked to submit the following documents which will help AIFS determine your visa eligibility.



VALID PASSPORT

Upload a scanned copy of your valid passport page with your photo, name, and issuance information.

This should be the passport you intend to travel with to the U.S. and must be valid for 3-6 months beyond your intended program end date.



NON-TOURIST U.S. VISA

Upload any/all non-tourist U.S. visas previously received, including DS-2019 forms. Leave this section empty if not applicable.



POST-SECONDARY DIPLOMA

Your diploma or certificate equivalent to a U.S. Bachelor's degree (or higher) in education OR in the subject you are hired to teach.

Must be in English or accompanied by an official English translation.



DOCUMENTED PROOF OF ENGLISH PROFICIENCY

You must be able to successfully teach in an English-speaking workplace and be able to manage an emergency in English.

- **Option 1:** Upload test scores issued in the last 3 years: TOEFL, TOEIC, IELTS
- **Option 2:** Upload a transcript or letter confirming 1+ years of study at a U.S., U.K., Canadian, or Australian academic institution.
- **Option 3:** If no documented proof is available, AIFS will schedule a brief interview with you to evaluate your English skills.

All documents should be in English or accompanied by an official notarized translation. Alternatively, you can choose to utilize AIFS's translation services for \$30-\$50 per page.

Flip for more...



RESUME OR CV

Upload an up-to-date resume/CV that outlines your academic background, teaching experience, and their respective dates and locations.



EMPLOYMENT VERIFICATION LETTER

You must demonstrate 2 or more years of full-time teaching experience outside of the U.S. at a primary or secondary school. Submit a letter, on official letterhead, from your current/ most recent supervisor at a primary or secondary school outside of the U.S. that:

- **Confirms** your employment dates as a primary teacher of record.
- **Attests** to your reputation, character, and teaching skills.
- **Includes** the name, title, contact information and signature of the issuer.

If you only have one year of experience at your current school, also submit an equivalent letter from your supervisor at your previous school.



PARTICIPANT AGREEMENT

Read and sign each page of the Participant Agreement, then upload all signed pages.



J-1 Visa Exchange Teacher Program

Documents to Demonstrate Teacher Program Eligibility

You will be asked to submit the following documents which will help AIFS determine your eligibility to teach and live in the United States.



U.S. EMPLOYMENT OFFER LETTER OR CONTRACT

Upload all pages of the U.S. Employment Offer Letter or Contract provided to you by the American Host School where you will be working.(or equivalent) from your home country.



COLLEAGUE LETTER OF RECOMMENDATION

Submit a letter of recommendation from a colleague that attests to your reputation, character, and teaching skills. The letter should be signed, dated and include contact information.(or equivalent) from your home country.



FOREIGN SCHOOL LETTER OF SUPPORT – CULTURAL PROGRAMMING

Submit a letter from a school in your home country/ country of residence, at the same academic level as your U.S. host school, stating their willingness to collaborate with you on a cross-cultural student/ community activity while you are in the U.S. This letter should be signed by the head of school and include both their contact information.



BUDGET WORKSHEET

Download the linked budget worksheet and complete it using information about the funds you are bringing with you to the U.S., your anticipated pay and benefits from your host school, program fees due to AIFS, and the cost of living in the city and state where you will be living. *Remember that you are required to pay all of your own living expenses, and those of any J-2 dependents accompanying you, out of your own salary. This form is intended to help you understand the costs of participating in the Teacher Exchange program and to help you plan for necessary expenses.*



TEACHING CREDENTIAL

Upload a copy of your current teaching credential (or equivalent) from your home country.



CREDENTIAL EVALUATION REPORT

Purchase and upload a formal evaluation of your degree from a credentialing service which states the U.S. equivalent. Choose a credentialing service with current membership in the [National Association of Credential Evaluation Services](#).

AIFS does not need a course-by-course evaluation but first check if your host school needs this before selecting the type of report to avoid multiple payments.



BACKGROUND CHECK

Complete a criminal background check in your country of residence and upload the results. You will also need to complete a background check and provide fingerprints in the state where you are placed in order to obtain a teaching certificate.

All documents should be in English or accompanied by an official notarized translation. Alternatively, you can choose to utilize AIFS's translation services for \$30-\$50 per page.

WANT MORE INFORMATION?

Contact us:

ProfessionalPathways@aifs.com | (800) 360.7066

[AIFSProfessionalPathways.com](#)

