



Teach USA

APPLICATION CHECKLIST

All applicants must upload/complete:

- ✓ **Passport:** Scanned copy of your valid passport- page with photo, name and issuance information. Your passport should be valid for at least 6 months beyond your program end date. If it is valid for less than 6 months, consult Cultural Vistas.
- ✓ **Resume or CV:** An up-to-date chronological outline of your academic and work experiences in English.
- ✓ **Non-tourist visas:** Copies of any previous **non-tourist** United States visas you have obtained, including any previous DS-7002 forms if you have participated in previous J-1 Visa programs.
- ✓ **Statement of Motivation:** Instructions are provided on the application website. Please provide a thorough response or you may be asked to submit more information.
- ✓ **Cross-Cultural Activity:** J-1 Teachers are expected to plan and report on the activities designed to provide opportunity for Americans to learn about your culture and students in your home country to engage with Americans. Please provide your initial thought and ideas for the coming year in your application.
- ✓ **Budget Worksheet ([Download](#)):** This Microsoft Excel Workbook is provided by Cultural Vistas via email attachment. Funding and expense estimates should be made in USD. Once complete, you will upload this to your online application.
- ✓ **Proof of English:** Please upload any test scores you received in the last 2 years if you have one. We will also schedule a phone call with you.

Proof of Teacher qualifications:

- ✓ **Diploma or Certificate:** Copy of your Diploma or Certificate in English or accompanied by official translation. Your degree must be equivalent to a U.S. bachelor's degree in either education or the academic subject field in which you plan to teach.
- ✓ **Credential Evaluation:** Purchase a formal evaluation of your degree from a credentialing service which states the equivalent U.S. degree. We do not need a course-by-course evaluation though your school may if you need to apply for a U.S. teaching license.

[What is a credential evaluation?](#) [Where can I find an agency for this?](#)

- ✓ **Teaching certification or license** (if applicable to your country)
- ✓ **Letter of Recommendation from a colleague** (in English) attesting to your good reputation, character and teaching skills. The letter should be signed and dated.
- ✓ **Employment verification letter(s)** ([Download Sample](#)): Letter(s) from your current/ most recent school employer(s) confirming that you have at least 2 years teaching experience as the lead teacher or teacher of record in a primary or secondary school outside of the U.S. (Assistant or student teaching, substitution does not count)
 - Letters should be signed by the current or former supervisor (in English) attesting to your good reputation, character and teaching skills. The letter should be dated and include the start and end date of your employment and include the grade levels and/or subjects taught.
- ✓ **Signed U.S. School Contract:** Upload a copy of the contract or offer letter you received from the school signed by you.
- ✓ **Signed contract with recruitment agency** (if applicable) Upload a copy of the contract or agreement you signed with your recruiter. This refers to third-party recruiters that you may have contracted with to find you a position.

Applicants who are not currently teaching at home:

If you are not currently teaching in your country now and are enrolled in an advanced degree in education or the subject you plan to teach, you must submit **a letter from the head of a school** in your home country confirming its willingness to participant in one of the cross-cultural activities you will conduct to facilitate dialogue between U.S. students and those in the same grade level in your country. This letter should be signed, dated and include the email and phone of the signatory, submitted in English or accompanied by official translation.

Applicants with Dependent Spouse and/or Child(ren):

Dependent Application: Upload a copy of the following as applicable:

- Marriage Certificate (in English or accompanied by official translation)
- Birth Certificate (Child) (in English or accompanied by official translation)
- Passports for spouse and children

Please note that all documents uploaded to your Cultural Vistas online application must be officially translated to English by either the university or an official translator. We retain the right to request additional documentation if necessary.

If you do not follow these instructions carefully, it will delay your application.