

Handout 3 – Application for Teacher Exchange



For the exclusive use of the Mexican Authorities

Mexican Consulate at:

**Application Form**

**I. GENERAL DATA**

1. \_\_\_\_\_ Local \_\_\_\_\_ Coordinator \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Teacher Exchange: \_\_\_\_\_

\_\_\_\_\_

2. Address: \_\_\_\_\_ City: \_\_\_\_\_ State ID \_\_\_\_\_  
ZIP/Postal Code: \_\_\_\_\_ Tel. (\_\_\_\_) \_\_\_\_\_ Fax. (\_\_\_\_) \_\_\_\_\_  
email: \_\_\_\_\_

3. Name of the School, Organization or Institution

\_\_\_\_\_

4. \_\_\_\_\_ Name \_\_\_\_\_ of \_\_\_\_\_ the Principal \_\_\_\_\_

5. Address: \_\_\_\_\_ City: \_\_\_\_\_ State ID \_\_\_\_\_  
ZIP/Postal Code: \_\_\_\_\_ Tel. (\_\_\_\_) \_\_\_\_\_ Fax. (\_\_\_\_) \_\_\_\_\_

6. State the total number of Hispanic students attending your institution and the percentage of those who are of Mexican origin:

\_\_\_\_\_

7. How many Mexican teachers do you need?

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**II. TYPE OF ACTIVITIES TO BE PERFORMED BY THE MEXICAN TEACHER.**

8. Type of program in which the teacher would participate

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- ( ) Nine-month school year
- ( ) Summer school
- ( ) Year-round school
- ( ) Migrant Program
- ( ) Bilingual Program
- ( ) English as a second language
- ( ) Other

Specify \_\_\_\_\_

The deadline to send applications to host a Mexican teacher is **February 1<sup>st</sup>**

9. In general, indicate all of the activities that the Mexican teacher may perform. Mark all that apply.

- ( ) Teaching a group
- ( ) Assisting a teacher in a group
- ( ) Working with parents
- ( ) Working with the local community
- ( ) As adviser in the elaboration and use of educational materials
- ( ) Workshops about Mexican history, traditions and culture
- ( ) Workshops for teachers regarding the Mexican educational system
- ( ) Teaching reading and writing Spanish language
- ( ) Self-esteem and identity of the Mexican or Mexican-American students
- ( ) Administrative affairs
- ( ) Others

Specify \_\_\_\_\_

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10. State the teaching level in which the Mexican teacher would be placed

- ( ) Pre-school
- ( ) Kindergarten
- ( ) Elementary
- ( ) Middle school
- ( ) High school
- ( ) Other (Specify) \_\_\_\_\_

11. Describe the schedule for training prior to the beginning of the activities.

\_\_\_\_\_

Indicate the length and dates.

\_\_\_\_\_

Information regarding the local U.S. school population to be attended by the Mexican teachers.

12. Ethnic origin of the students

- ( ) Mexican
- ( ) Mexican-American
- ( ) Latino (other than Mexican-origin)
- ( ) Other

Specify \_\_\_\_\_

13. Approximate number of students to be served \_\_\_\_\_

14. Average age \_\_\_\_\_

15. Number of groups \_\_\_\_\_

16. Number of students per group \_\_\_\_\_

17. Schedules \_\_\_\_\_

**III. INFORMATION ABOUT REQUIREMENTS OF THE SPONSORING INSTITUTIONS OR ORGANIZATIONS FOR MEXICAN TEACHERS PARTICIPATING IN THIS TEACHER EXCHANGE**

18. Room, board and meals will be provided at:

Family home ( ) Hotel ( ) Other (specify)

\_\_\_\_\_

19. Name of the family, hotel or youth hostel

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Tel. (\_\_\_\_\_) \_\_\_\_\_ Fax. (\_\_\_\_\_) \_\_\_\_\_

email \_\_\_\_\_

20. Local transportation will be provided by:.

The host family ( ) Educational Institution ( ) Other ( )

*Binational Teacher Exchange*

Name of the liaison _____
Address _____ _____
City _____ State _____ zip code _____
Home phone _____ Work phone _____ _____
21. <b>Arrival date</b> to the host City: _____
<b>Departure date</b> to Mexico: _____
<b>(The stay must be for a minimum of 3 weeks and a maximum of 8 weeks)</b>
22. If the city does not have airport, please indicate the nearest and how far away it is from the city (in distance and in time) _____
23. The fee cost of the <i>Student and Exchange Visitor Information System (SEVIS)</i> will be provided by (name of the person or institution):_____. In case the person or institution is not able to pay the fee, this must be informed to the Mexican counterpart.
24. Related to the aforementioned stipend, please specify the maximum amount to be given each week <b>per teacher</b> : _____

**IV. PROFILE OF THE MEXICAN EXCHANGE TEACHER**

<b>Preferences</b>
25. Gender: Male ( ) Female ( ) No preference ( )
26. Mexican exchange teacher's command of English language ( ) It is <b>very important</b> . ( ) It is <b>somewhat important</b> ( ) <b>Indigenous language</b> . Specify: _____
<i>(Note: the number of the bilingual teachers that are 100% is limited)</i>
27. Mention some other <b>requirements</b> that you have regarding the Mexican exchange teacher: <i>(State of origin will not be considered as a requirement)</i> _____ _____ _____

29. Has your institution participated in the Teacher Exchange in past years?  
\_\_\_\_\_

30. As reciprocity, is your institution interested to send some exchange teachers to Mexico during 2012?

How many: \_\_\_\_\_ Suggested period: \_\_\_\_\_  
Suggested host Mexican state: \_\_\_\_\_

31. Is your institution able to help the Mexican Exchange Teacher to cover the cost of a health insurance?

Yes ( ) No ( ) In case the person or institution is not able to pay the fee, this must be informed to the Mexican counterpart.

### **32. Binational Exchange Teacher's J-1 Visa**

Policies and procedures that enable Binational Exchange Teachers to enter the U.S. legally and without incident, work in schools, institutions and migrant education programs for a predetermined length of time, and receive a financial stipend for their contributions, the "J-1" visa is considered to be appropriate for use in program sites implementing the Binational Teacher Exchange.

The "J" visa is a non-immigrant visa category established by the Office of Exchange Coordination and Designation and the Immigration and Nationality Act enabling persons to participate in visitor-exchange programs in the U.S. The "J" visa is for educational and cultural exchange programs designated by the U.S. Department of State. The "J" exchange visitor program is designed to promote the interchange of persons, knowledge and skills in the field of education, arts and sciences.

Traditionally, participants in programs such as the Binational Teacher Exchange, have received monetary stipends for their work in U.S. schools, which is allowed with a "J-1" visa. Participants in the "J-1" exchange visitor program must have sufficient funds to cover all of their expenses during the exchange period, or the sponsoring program must provide for these costs, as school districts and migrant programs do by providing room, board, and transportation for Binational Exchange Teachers. Teachers also must have health insurance that meets the requirement of the Exchange Visitor Program

For further information related to the issue and regulations of the J-1 Visa, please visit: <http://exchanges.state.gov/> J-1 Exchange Program

## **V. SECOND PART OF THE BINAITONAL TEACHER EXCHANGE-RECIPROCITY**

Note:

I understand that, as a participant in the Binational Teacher Exchange, I am obliged to send one U.S. teacher to Mexico, for every Mexican teacher this school received. The deadline for the U.S. teacher to complete the exchange in Mexico is \_\_\_\_\_. The dates may be programmed for any time within the school year except for the vacation periods of Easter, Summer (July to August), and Christmas holidays.

The visit of the U.S. teachers to Mexico must be scheduled two months in advance of their trip.

**VI. OBSERVATIONS AND RECOMMENDATIONS**

The deadline to receive applications to host a Mexican teacher is \_\_\_\_\_.

Applications would be on a "first come", "first served" basis; therefore it is highly recommended that applications be as early as possible before the deadline expires.

The total of participating teachers in the \_\_\_\_-Binational Teacher Exchange will be determined by the number of educational institutions in both countries interested in collaborating in this Binational Teacher Exchange. If there are more teachers requesting to participate than the available counterparts, the corresponding U.S. and Mexican authorities are not obligated to find additional counterparts.

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**Signature of the applicant**

<b>NAME</b>			
<b>PLACE</b>	<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>

\* PLEASE SEND COMPLETED APPLICATION TO THE NEAREST MEXICAN CONSULATE\*

