

Comprehensive Checklist

J1 - VISA

List of Required Documents - WMA

Resume

- Ensure all information is accurate.
- Confirm that education and experience sections are included.
- If the candidate is working in another country, check for a valid residence permit
- (Note: A work permit is not the same as a residence permit).

Passport Verification

- Verify that the name and details of dependents (if any) match the information on the passport.
- Check that the Date of Birth entered is the same as that on the passport.
- Ensure the passport is not expired.
- Confirm that the passport has at least 3 years of eligible time remaining.

Background Check Report

- A criminal background check is required.
- Must be issued by a government entity.
- Should be from a national source, not local.
- Must indicate the candidate has no criminal record.
- Acceptable government entities include the Department of Justice, Ministry of Interior, or National Police Commission.

Employment Letter of Reference

- Aim is to confirm at least 2 years of work experience.
- Can be a standardized form or a traditional reference letter.
- Must be printed on school stationary and signed by a school official (e.g., School Administrator, Head of School).

Letter of Reference from a Colleague

- Required from one colleague.
- Should attest to the teacher's good reputation, character, and teaching skills.

Letter of Reference from a Supervisor

- Required from one colleague.
- Should attest to the teacher's good reputation, character, and teaching skills.
- No specific format or contact information requirements

Current School Cultural Activity Letter

- Required form the head of a school in another country, preferably the teacher's home country.
- Must express willingness to collaborate on cross-cultural activities.
- Must be at the same academic level as the foreign teacher's proposed host school.
- Must include both email and phone contact information for the official signing the letter

Diploma

- Must prove the candidate has at least a bachelor's degree
- Degree should be relevant to the subject the candidate intends to teach.

Foreign Education Evaluation

- Must have a degree equivalent to a U.S. Bachelor's Degree
- Evaluation must be from a recognized Credential Evaluation Organization like NACES, SpanTran, etc.
- The date of the evaluation is not relevant.

Copy of Teaching Certificate

- Verified copy: Required.
- If the home company does not issue certificates, proof of employment is needed

*** Subject to the discretion of the specific school district ***

Proof of English Language Proficiency

- Many sponsors require proof of High Intermediate English Skill.
- Acceptable proofs include TOEFL, Cambridge CEA, IELTS, ACTFL, or a signed letter from an English School or University
- If tests are not accessible, a video interview can be arranged at the time of the job offer.

Teacher School Offer Letter

Presented only after a job offer has been extended and accepted in the U.S.

- Obtained at the time of job offer and acceptance
- Should be a written offer of full-time employment
- Maybe a traditional letter or generated by the school's software program.
- Must be accepted and signed by the teacher.