



## Visiting International Teacher Timeline

### January

- Gather information from [VIT web page](#) or call KSDE VIT coordinator (785-296-3163)
- Participate in informational meeting

### February

- Complete "Letter of Intent" by end of month

### March

- KSDE compiles Letters of Intent; gathers details for interviews
- Candidates are pre-screened in Spain
- KSDE coordinates with the Spain Ministry of Education for interviews

### April

- KSDE coordinators interview candidates
- Make candidate recommendation for each Letter of Intent
- KSDE Maintains a file of "wait-list" candidates
- Districts speak with candidates/make job offers if desired

### May

- District sends KSDE "Commit to Hire"
- Candidate sends KSDE an "Agreement to Teach in Kansas"
- KSDE sends Letter of Employment and DS2019 (needed for visa application) to candidate
- District creates plan for mentors. District sends candidate information including pay scale, school year calendar, room assignment, class sizes, housing arrangements, distance to shopping, etc.
- Candidate applies for visa at U.S. Embassy in Spain

### June

- Candidate orders credential evaluation (one copy to KSDE Teacher Licensure, one copy for school district)
- KSDE sends schedule of Orientation session (held in July)



## July

- Candidate attends orientation before leaving home country
- Candidates arrive in Kansas and attend VIT Orientation
- Candidates are fingerprinted, start Teaching License application and apply for Social Security Number
- District contact person and mentors attend last day of Orientation and take the candidate home

## August

- Mentors and candidates ensure all living arrangements are in order
- Visiting Teacher sends teaching license application to KSDE. When credential evaluations arrive, the file will be activated.
- KSDE invoices the district \$2000 per VIT

## September

- Visiting International Teacher Retreat (1<sup>st</sup>-5<sup>th</sup> year teachers participate)
- Classroom observations of 1<sup>st</sup> year teachers by KSDE coordinators

## October

- Classroom observations continue

## November - December

- Teachers planning winter travel out of the United States must submit original DS2019 form to KSDE Coordinator for signature (required for readmission to the US.) Signature is valid for 12 months.

## January – February

- Make a commitment to stay another year

## March – May

- Complete an evaluation of the year
- Adjust living arrangements for the coming year, if needed
- Teachers planning summer travel out of the United States must submit original DS2019 form to KSDE Coordinator for signature (required for readmission to the US.) Signature is valid for 12 months.

## August

- Teachers send teaching license application to KSDE (no fee required)
- Enjoy starting the new school year with experience gained