

Application to host Foreign Language Teaching Assistant

Please indicate your institution's interest to host a language assistant through the FLTA Program and return the completed form to:

*Institute of International Education
FLTA Program
809 United Nations Plaza
New York, New York 10017
E-mail: flta@iie.org
FAX : 212-984-5484.*

1. SPONSORING SCHOOL'S NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: (____) _____ FAX: (____) _____

SCHOOL WEB ADDRESS: _____

Supervisor Name: _____ E-mail Address _____

Please attach a description of your school, school district and surrounding community.

2) **School official responsible for FLTA** (coordination of application, housing/transportation arrangements, allocation of stipend/salary, etc.)

Name _____ Title _____

Work phone number _____ Address _____

Home phone number _____ Email address _____

3) **Sponsoring School Calendar**

Reporting Date of the FLTA _____

Dates of sponsoring school's academic year: Beginning: _____ Ending: _____

4. ASSISTANTSHIP LEVEL OFFERED:

(please circle one)

Elementary Middle School High School

DUTIES

Please check the appropriate duties expected of the FLTA and give APPROXIMATE HOURS PER WEEK (please note that assistants are permitted to work up to 20 hours per week):

Assist teaching _____ Making materials _____ Tutoring _____

Practicing lessons _____ Attending faculty meetings _____ Attending parent meetings/conf.

Other (specify): _____

Please attach a full description of teaching assistant responsibilities with the completed application.

5. Financial Considerations:

IIE FLTAs must either receive from their host institution a monthly stipend great enough to cover the cost of housing, meals and daily living expenses or be provided with free housing and meals and a monthly stipend (\$400 -\$600) to cover daily living expenses.

Host institutions may also provide a travel grant and/or health insurance. J-1 Exchange Visitor regulations require that all students have adequate health and accident insurance which comply with minimum coverage. However, neither a travel grant nor health insurance coverage are required financial support. FLTAs who do not receive the benefit of a travel grant or health insurance coverage will have to cover these necessities out of their own personal funds.

Please complete fields for the scenario that best indicates the offered arrangement:

a. Free Room and Board _____ Stipend amount per month \$ _____

b. Free Room _____ Stipend amount per month \$ _____

c. Free Board _____ Stipend amount per month \$ _____

If you are offering any additional supplemental funds, please indicate the amount below:

Weekly \$ _____ Monthly \$ _____ Academic Year \$ _____

Please indicate the purpose for any additional supplemental funds (ex. travel grant, health insurance):

6. Please indicate what living arrangements will be facilitated for your assistant and the estimated costs:

Apartment Rental: approximate cost per month \$ _____

Room Rental: approximate cost per month \$ _____

Home Stay: _____ (Sponsoring Family Information)

Names & ages of all family members _____

Relationship to School: _____

(School Family, Faculty, Administration)

Other (Please specify) _____

Please describe the living arrangements offered (e.g. own bedroom, shared bath, kitchen and laundry privileges)

7. Please indicate what transportation arrangements to/from school will be required:

Walk (approximate distance) _____

Bus (approximate cost) _____

Other (please specify) _____

8. Academic Commitment

Please note that assistants are required to take at least two courses per semester at a post-secondary accredited educational institution in addition to their TA activities in order to fulfill full-time J-1 exchange visitor student requirements. The institution listed on this application **MUST** be the institution where the FLTAs will be taking classes. The institution cannot be changed after the FLTA's terms have been signed. Please ensure the institution is aware of and in agreement to the FLTA taking the required 2 classes per semester.

Name of College/University your FLTA will attend:

Street Address of College/University your FLTA will attend :

Phone _____ Website _____

Name of contact at College/University your FLTA will attend: _____

Phone: _____ Email: _____

Is the university accessible by public transportation?

Date of Fall and Spring semester college/university coursework

Dates of holidays or intersession periods: _____

Please attach a brief description of the College/University your FLTA will attend

9. Tuition Commitment

In order to host an FLTA, your school must make arrangements for a tuition and fees waiver or payment method with the secondary accredited educational institution listed above. The waiver and/or payment must be in place before the FLTA arrives. The secondary accredited educational institution must also send IIE acknowledgement of this agreement before an offer of assistantship will be made to your selected FLTA.

Will your school make arrangements for a tuition and fees waiver for the required two courses per semester? (please circle one) Yes No

Estimated dollar amount of tuition and fees waiver you are providing \$ _____

If you are unable to make arrangements for a tuition and fees waiver, how will your institution cover the cost of tuition and fees for the FLTA's coursework? Please provide details regarding the tuition/fees award:

Estimated dollar amount of the tuition/fees award you will be providing \$ _____

For the following responses, you may attach a separate sheet if necessary

10. How do you plan for the assistant to promote the study of his/her language in your

school?

11. How do you plan for the assistant to promote the study of his/her language in your community?

12. Please provide any other information you would like the FLTA Program to be aware of?

13. VISA AND INSURANCE INFORMATION

IIE will issue a SEVIS generated DS-2019 form to the assistant. The DS-2019 is required in order for the assistant to secure a J-1 student visa. The United States government has mandated that an internet-based system be implemented to enable schools and the Department of Homeland Security to exchange information on the immigration and academic status of international students, teachers, scholars and their dependents, nation-wide. This program, called the Student and Exchange Visitor Information System (SEVIS) is also used by the US government to track the arrivals and departures as well as continued enrollment, academic training, on campus employment and other important related activities. IIE is responsible for complying with SEVIS regulations.

14.. Checklist for application (please check before submitting)

- Completed application form
- Brief history and description of your school including location (rural or urban, population, climate, etc.)
- Home stay family or alternative housing arrangements identified, information provided on application.
- Full description of Teaching Assistant responsibilities with the completed application
- Transportation plan attached (details of local transportation to/from school & coursework)
- Post-secondary accredited educational institution identified, contact identified, tuition award secured.

Application completed by:

Name _____

Title _____

Signature _____

Date _____