



**ALIEEP Application Information for**  
**BUD Teacher Exchange Visitor Program**

**2026**

**ENDORSED BY**



**ALIEEP**

**AL**abama International Education and Economic Partnership  
100 N. Union Street, Suite 732  
Montgomery, Alabama, 36104 USA

## Letter From ALIEEP

Dear Prospective Teacher

We are excited that you are interested in serving as an **ALIEEP BUD teacher** at accredited schools in Alabama. The **AL**abama International Education and Economic Partnership (**ALIEEP**) is working to foster global exchange and cultural diplomacy by creating opportunities for exchange visitors within Alabama host schools. Host schools can range from rural, inner-city, and suburban public schools to private schools, and include grades from kindergarten through 12<sup>th</sup> grade (K-12 education).

**ALIEEP** was founded in 2011 and initially worked primarily with Alabama and South Korea on education partnerships, which have since greatly expanded. **ALIEEP** operates under the international mission of the Alabama State Department of Education to provide Alabama school districts with opportunities for cultural exchange and global mobility. Experienced international educators can take this opportunity to explore a new educational and cultural environment through full-time positions with a J-1 visa sponsorship.

Participants learn American teaching methods at host schools, and their students receive a fresh perspective on faraway places, new ideas, and a broader understanding of the world around them. This creates opportunities to build bridges across cultures and instill 21st-century global competency skills in our youth. Collaborating with US teachers will also provide you with reciprocal learning opportunities. **ALIEEP** provides qualified individuals with the J-1 or H-1B visa necessary to pursue full-time, paid teaching positions at accredited K-12 schools.

We look forward to working with you on your journey to enjoy southern hospitality and gain experience in Alabama.

**For questions or concerns, please contact [apply@alieep.org](mailto:apply@alieep.org).**

Sincerely,

**ALIEEP Staff**

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## What **ALIEEP** Provides

**ALIEEP's** staff will support all individuals participating in **ALIEEP** programs, including the Exchange Teacher program. Our role is to support the well-being of exchange visitors by encouraging accredited host schools, providing appropriate cultural and teacher-training support, and serving as an ongoing resource for them. This includes pre-arrival orientation, host school matching and screening, support through the visa process, post-orientation upon arrival, assistance supporting your access to insurance, and liaising with your host school. **ALIEEP** will handle all immigration matters for the duration of your program.

**ALIEEP** has MOUs with most Alabama public school districts, schools, and the Alabama State Department of Education to support mutual education and cultural exchange programs that benefit globalizing educational environments. The Responsible Officer (RO) or an Alternate Responsible Officer (ARO) coordinates the Exchange Visitor Teacher program with **ALIEEP** staff to support the exchange visitor throughout the program. **ALIEEP's** responsibilities include the following:

- Provide program information and materials to prospective exchange visitors, host school districts and schools, and host employers, if applicable, at the time of recruitment and before exchange visitors enter into agreements and/or pay non-refundable fees.

- Provide clear information on recruiting fees and other costs that an exchange teacher may be required to pay due to their participation in the Exchange Visitor program.
- Review completed Exchange Teacher program application packages to ensure prospective exchange visitors are eligible.
- After acceptance into the ALIEEP program and being matched with a host school, the RO or ARO issues the DS-2019, which is required to obtain the J-1 (Exchange Visitor) visa.

*This is done through the Student Exchange Visitor Information System (SEVIS) and is managed under the mandates of the US Department of State and the Student Exchange Visitor Program (SEVP).*

- Program monitoring through a dedicated client relations team and regular evaluation.

The RO/ARO ensures that exchange visitors are provided with the following support and information:

- ✓ A description of the exchange visitor program requires a specific length, location of the school, and the program's objective in summary as significant components with the ALIEEP disclosures.
- ✓ Collect the participant's signed acknowledgement of the disclosures.
- ✓ An appropriate orientation, as defined in the Federal Regulations.
- ✓ Information related to insurance requirements.
- ✓ Sponsor rules that exchange visitors are required to follow while participating in their exchange visitor program.
- ✓ The sponsor's contact information includes the RO or ARO's name, address, email address, and telephone number.
- ✓ Contact information of the Office of Designation, ALIEEP: address, telephone number, facsimile number, website, and email address.
- ✓ A copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required.
- ✓ Wilberforce Pamphlet on Rights and Protections for Temporary Workers
- ✓ Monitor the physical site location, activity, progress, and welfare of exchange visitors to the extent appropriate for the Teacher category.
- ✓ Report in SEVIS any change in the exchange visitor's actual and

current US address, phone number, email address, and primary site activity within ten business days of notification by an exchange visitor.

- ✓ Maintain completed Exchange Visitor Program Application packages, copies of DS-2019 forms, the record of participation in an appropriate orientation, and yearly cultural activity reports for three years from the Exchange Visitor program completion date.

The ALIEEP Team collaborates and shares responsibilities to provide the best services.

- ✓ Report the email address(es) for each accompanying spouse and dependent.
- ✓ Emergency support for the host school and exchange visitors.
- ✓ Cultural, educational activities, and networking events in select cities.
- ✓ Ongoing guidance throughout the program.

The exchange visitor has the responsibility to maintain contact with the RO/ARO to report the following:

- ✓ An exchange visitor must report to the sponsor or sponsor designee within ten calendar days of their arrival in the United States.
- ✓ Must report any changes in their telephone number, email address, actual and current US address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such a change without prior sponsor authorization).
- ✓ Any changes with host schools impacting their visa status or well-being.

## How To Apply

### Application Process

Potential candidates must submit a complete application package, including supporting documents for the ALIEEP BUD Teacher Program. This process helps applicants avoid unnecessary delays and helps ALIEEP provide accurate information to prospective host schools. Please note that all documents must be official and in English. We retain the right to request additional evidence as needed.

The candidate may take the following steps:

- *Initial Application* – [apply@alieep.org](mailto:apply@alieep.org) for an inquiry or a request for

the application form. Return the application form with supporting documents. This initial review with unofficial documents is **FREE**.

- Complete Application Package Review Fee

Must pay a **non-refundable \$500 fee** with the official supporting documents to validate and move forward.

- 1) Passport copy – Passport Biographical page. We cannot accept national identification cards.
- 2) Personal and Professional Reference – Provide references from one colleague and another current or former supervisor, attesting to your good reputation, character, and skills.
- 3) Proof of English Proficiency – Under the provisions for selecting qualified teachers set forth by Federal regulations, ALIEEP has set requirements adequate for classroom instructional levels with a minimum **TOEFL score of 84 or equivalent**.

*ALIEEP will accept IELTS (6.5), Pearson's (56), Cambridge (C1), LangCert (C1), or other equivalent English proficiency tests. For those who do not meet the English requirements, we recommend you contact the Intensive English Programs in Alabama, [www.studyAlabama.edu](http://www.studyAlabama.edu).*

- 4) Statement of Motivation – Provide a personal statement of at least 500 words on one page about your reasons and motivation for participating in the ALIEEP BUD Teacher Exchange Program.
- 5) Teaching Certification or License (if applicable to your country) – Proof you are a qualified teacher in your country or region, such as a teaching certificate, license, professional registration, or other certification. Copies of documentation must be notarized or apostilled (witnessed).

*An exchange teacher cannot serve as principal, assistant principal, school director, guidance counselor, librarian, or teacher trainer. Although these are not approved activities for placements in the Teacher category, teacher applicants may use both their teaching and teaching-related administrative experience abroad to qualify for the Teacher category. You must have at least two years of full-time teaching experience with classroom management.*

- 6) Evaluation of Foreign University Transcript for Proof of Bachelor's degree from a College of Education – Individuals applying to the Teacher Exchange program must provide a credential evaluation of their foreign transcript to verify their bachelor's degree.

Educational Credential  
Evaluators  
Post Office Box 514070  
Milwaukee, Wisconsin 53203  
(414) 289-3400 [www.ece.org](http://www.ece.org)

International Evaluation Service  
Center for Applied Research,  
Evaluation, and Education, Inc.  
+1 (714) 237-9272  
<https://www.iescaree.com/>  
[info@iescaree.com](mailto:info@iescaree.com)

- *Financial Acknowledgement Sheet* – Applicants must complete this form to verify that they understand the services covered by their program fees and realistic estimates of their living expenses while in the United States, not covered by the program fee.
- *J-2 Dependent Agreement and supporting documents (if applicable)* – A J-2 Dependent agreement, financial support for the dependent, a passport copy of each dependent, and proof of relationship to EVT are required before acceptance to the program. For more details, please see the next section regarding adding dependents.

*After completing your entire application package, a qualified candidate will be scheduled for an interview.*

All documents must be submitted to [apply@alieep.org](mailto:apply@alieep.org) with your name and subject matter in the subject line.

Once the initial screening is complete and the program fee has been received, prospective applicants' information will be shared with ALIEEP partner schools or school districts. At this point, the placement fee must be paid. The fees determine the duration of the placement, with an initial term of 3 years (extensions may be considered but are not guaranteed).

Please see the Program Cost page at [www.ALIEEP.org](http://www.ALIEEP.org). The duration of placement can range from 3 months to 3 years. Dependents may be brought along as J-2 dependents, but processing requires an additional fee, and you need to budget for additional financial support for them.

## **Adding Dependents**

Dependents may obtain a J-2 dependent visa. Additional monthly living expenses of \$500 are recommended for each dependent for their adequate support. There is an additional program fee for accompanying dependents. Dependents can be accompanied initially or added later, after the primary

teacher is settled. To bring your dependents, the following information must be provided to ALIEEP:

- Marriage Certificate (Spouse) (Official translation in English)
- Birth Certificate (Child) (Official translation in English)
- Passports for spouse and children

### **Securing a Placement and J-1 visa Process**

The host school match for full placement begins after the entire application package is complete and approved, and the program fee is received. Once a placement match is received and accepted by the Exchange Teacher, the J-1 visa process begins. The ALIEEP's Responsible Officer (RO) or Alternate Responsible Officer (ARO) will confirm your overseas contact details and information and issue a Form DS-2019 for the Exchange Visitor (and dependents if included in the application process).

The DS-2019 is the form issued through the Student Exchange Visitor Information System (SEVIS).

Before applying for a J visa, applicants must pay the I-901 SEVIS fee (as of 2024, \$220), which is required to obtain the DS-2019. The applicants would visit [www.fmjfee.com](http://www.fmjfee.com) to pay the SEVIS fee.

Details on the SEVIS system at <https://www.ice.gov/sevis/overview>. Visa appointments with the US embassy or consulate cannot be scheduled until the SEVIS fee is paid, so you must pay it first. These are further explained later.

### **ALIEEP Exchange Teacher Program Costs and Refund Policy**

All prospective foreign Teachers must assess the anticipated costs of their program and, if accompanied by dependents, the costs for their family. This information section details the Exchange Program Teacher Program (EVTP) Fees charged by ALIEEP, estimated insurance costs, estimated application expenses, and US government fees for the visa process. It also provides information to help exchange visitors estimate their living expenses. ALIEEP has a transparent fee structure and provides as much information as possible so that the applicant clearly understands the costs. The visa application and SEVIS fees are paid directly to the US government.

No approved third-party agencies are currently assisting any part of the ALIEEP BUD Teacher (BridgeUSA Exchange Visitor) Program, including

recruitment, screening, selection, or host school placement. No exchange teacher should pay for such third-party services.

Once you have read the section below on program fees, ALIEEP's refund policy, and estimated living expenses, complete the **Financial Acknowledgement Form** confirming that you understand all your costs and living expenses. A complete application package includes the Financial Acknowledgement Form.

## **ALIEEP Program Fees**

### **Initial eligibility review: FREE**

ALIEEP offers free initial eligibility assessment and consultation with unofficial documentation.

If the applicant meets the essential program eligibility requirements and standards, they will be invited to submit a complete application package for the J program with ALIEEP.

### **Complete Application Package Review: \$500**

- ✓ After receipt of all the program application requirements, the ALIEEP team will thoroughly review and evaluate the official documents, verify the details, and provide further consultation. Complete packages will be approved or denied for J sponsorship.
- ✓ The ALIEEP fee of \$500 for the complete Application Package review is non-refundable and generally paid by the J-1 participant.
- ✓ Costs related to the application package and not covered by ALIEEP include paying for the credential (transcript) evaluation, an English Proficiency Test fee (TOEFL, IELTS, or equivalent English proficiency tests), or any translation required for documents for the application.
- ✓ Exchange visitors pay this fee.

### **School Placement Fee (One-time fee) -- \$1,500**

- ✓ The foreign teacher does not have a teaching position offer in the US and needs to secure one with salary expectations.
- ✓ ALIEEP provides an accredited host school that desires a foreign exchange teacher with an equitable annual salary and benefits.
- ✓ Assistance with resume, interview preparation, and coordination.
- ✓ Exchange visitors pay this fee.

**DS 2019 Sponsorship by ALIEEP (One-time fee) -- \$1,500**

- ✓ ALIEEP shall provide DS-2019 forms to the participant after receiving the Program fee. Dependents may be added at this time for an additional \$500 fee (including all dependents). Please see below for Dependent details. All applicable fees and insurance costs of the participant and the dependent(s) must be paid upfront.
- ✓ ALIEEP makes no claim or representation about the likelihood of the participant's or dependents' application(s) approval of DS-2019 on behalf of the U.S. Department of State to any stakeholders.
- ✓ Complete the compliance screening of the holistic review package to match the foreign teacher and the host school on the SEVIS platform.
- ✓ Complete the pre-arrival, orientation, and post-arrival workshops.
- ✓ Complete the DS-2019 processing for the issuance for J-1 and J-2 visa interviews.
  - Reissuing DS 2019 (additional cost when it was lost or needed)
  - It will be \$175 to reissue the DS-2029 form per reprint or request.
- ✓ Post-COVID, most DS-2019 documents are sent electronically by secure means for free.
- ✓ Participants may pay this portion. If an exchange visitor wants the original DS-2019 sent by courier service, they must pay the shipping cost, such as FedEx, UPS, or DHL fees. Depending on the service location, this cost can vary from \$85 to \$200.
- ✓ Exchange visitors pay this fee.

***Paying the program fees does not guarantee visa approval.***

**J-2 Dependents Application -- \$500**

- ✓ For services to process application sponsorship for J-2 dependents, ALIEEP will charge \$500 for J-2 dependents' document processing. Please note that each dependent pays the DS-160 fee for each interviewee at their home country's US Embassy.
- ✓ Exchange visitors pay this fee.

**J-2 Dependent Work Authorization - \$350**

In addition to the \$470 I-765 filing fee paid to USCIS, ALIEEP also collects a \$350 fee to assist with preparing and filing the I-765 form. If you wish for

ALIEEP to help your J-2 Dependent obtain employment authorization in the US, it will cost \$820. Applying for work authorization is optional, but the exchange visitor must pay the fees.

### **DS-2019 Replacement Fee -- \$150**

Loss or need to change details on the DS-2019 that were not provided initially at the original documents (such as legal name changes, lost form DS-2019, stolen documents, etc.).

### **Annual Fees: \$1,500 per** -- (Paid after visa granted)

- ✓ Program monitoring, support, and administrative maintenance for the teacher's time in the US with 24/7 emergency support.
- ✓ Monitor the mentor-mentee, supervisor-foreign teacher relationship, and student feedback, and provide coaching if necessary.
- ✓ Provide cultural exchange workshops for stakeholders and ensure cultural activities at the host school and with the host family.
- ✓ Either the teacher or the host school may pay this fee.
  - During the first year of the sponsorship, it is collected at the time of initial visa approval and before arrival in the US.
  - Subsequent annual sponsorship fees are collected at the beginning of the academic year from July to September.

### **Extension Fee - \$1,000**

A program extension beyond three years of participation requires special permission from the US Department of State (US DOS). Supporting documents from your host school and ALIEEP must be submitted and approved by the US DOS. Applications must be submitted to the US DOS at least 90 days before the current DS-2019 expires.

*Disclaimer:* All participants and stakeholders, including the Host schools and the representatives, understand and accept that ALIEEP may reject any application for any reason and acknowledge and agree that ALIEEP has sole discretion in administering its responsibilities.

## **Health Insurance:**

The participants and their dependents must have medical insurance coverage with minimum benefits, as described below, as required by the U.S. Department of State [22 CFR 62.14].

- ✓ Medical benefits of **at least \$100,000** per accident or illness
- ✓ Repatriation of remains for \$25,000
- ✓ Expenses associated with the medical evacuation of the exchange visitor to their home country for \$50,000
- ✓ A deductible does not exceed \$500 per accident or illness.

Sponsors must require that their participants (and any dependents entering the United States as J-2 visa holders) have insurance in effect for the duration of their participation in the sponsor's program. An insurance policy secured to meet the benefits requirements must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-" or above, a Standard and Poor's Claims Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above. Alternatively, the sponsor may ascertain that the participant's policy is backed by the full faith and credit of the government of the exchange visitor's home country.

- ✓ All participants must have health insurance during their stay in the United States, including the grace period (before & after their program).
- ✓ All participants do not have to purchase health insurance provided by ALIEEP if the applicant proves their coverage during their stay or the Host School provides the coverage required by the EVP of the DOS for the participants and dependents. However, proof of coverage must be provided to the ALIEEP coordinator and filed before travel if outside insurance is chosen, to provide evidence of compliance.
- ✓ ALIEEP offers health insurance that meets the requirements, which may cost \$75 to \$216 per month per individual participant and dependents. The coverage can vary by age and coverage choices.
- ✓ When applicants purchase health insurance through ALIEEP, they should buy coverage for the entire program duration (if less than one year) or **at least one year in advance** if their program duration is longer than 12 months (as listed in section 3 of the Form DS-2019).

### **Health Insurance Refunds\*:**

An administration fee of \$100 will be charged/subtracted.

If ALIEEP received the insurance payment but the policy was canceled after activation, ALIEEP will refund the portion of the payment returned to ALIEEP by the insurance provider, minus the administration fee.

- ✓ The refund will be for the unused portion of the monthly premium.
- ✓ ALIEEP will refund only after ALIEEP has received that refund from the insurance provider.

### **Applying for Your US J-1 Visa & Interview**

Once you have your DS-2019, you must pay the SEVIS fee. This fee covers the cost of SEVIS system support and is federally required. Fee payment requires a credit card and DS-2019 information at [www.fjmfee.com](http://www.fjmfee.com). Once you have this number, you can proceed to the Consular Electronic Application System (CEAS) at <https://ceac.state.gov/genniv/> to complete your DS-160 and obtain a visa appointment date.

#### **Items to prepare**

- ✓ **Inform the ALIEEP of your appointment date.**
  - We can help you with an interview and help you.
- ✓ Once you have your J-1 visa appointment, you must prepare your documentation appropriately for your visit and interview at the Consular office. Documents to take to your visa appointment:
  - **Nonimmigrant Visa Application, Form DS-160 confirmation.**
  - **Application fee payment receipt**, must pay before your interview.
  - **Valid Passport** for travel to the United States - Your passport must be valid for at least six months after your stay in the United States (unless allowed by country-specific agreements).
  - Each individual who needs a visa must submit a separate application, including any family members listed in your passport.
  - **Photo** – You will upload your photo while completing the online Form DS-160. Pay attention to the visa photo requirements for the place where you are applying.
  - **Certificate of Eligibility for Exchange Visitor Status, Form DS-2019** – After your program sponsor, ALIEEP, enters your information in the Student & Exchange Visitor Information System (SEVIS) database, they will send you the DS-2019 form. All exchange visitors must be registered in SEVIS. If your spouse and/or minor children live in the United States with you, they will each receive a separate DS-2019 form. Make sure the ALIEEP ARO or RO signs the document.
  - **Proof of having paid the SEVIS I-901 fee** ([www.fjmfee.com](http://www.fjmfee.com)).

- **Documentation evidencing financial ability** to meet expenses.
  - **Evidence of English ability** sufficient for the exchange program.
  - **Evidence of residence abroad and intent to depart the U.S.** after completing the program.
  - Proof of payment of the Machine-Readable Visa (MRV) fee.
  - Visa reciprocity fee (if applicable).
  - Letter of Employment Offer from host school or ALIEEP.
- ✓ You should also check the documentation requirements listed on the US embassy or consular website, as they may have some country-specific requirements or recommendations.
  - ✓ Details on visa wait times and recommendations can be found at <https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>
  - ✓ It is also recommended that you review the website of the US consulate or embassy in your region for any specialized recommended documents <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/list-of-posts.html>.

Once your J visa approval is granted, email [TeacherManagement@alieep.org](mailto:TeacherManagement@alieep.org) a copy of your J-1 visa, anticipated arrival date, and flight information or plan.

Typically, applicants should apply for their J visa in their country of origin within the jurisdiction of the US Embassy or Consulate. It is also possible for individuals to apply for a visa at any other consular jurisdiction (outside their country of origin) in which they are physically present, but only if that consular office has agreed to process visa applications from "third-country nationals" (TCNs). Applicants should check with the embassy or consulate website for details of services. Obtaining a J-1 visa at a US consulate outside the home country may often be more difficult or time-consuming, mainly because a consular officer must evaluate the applicant's ties to a residence abroad, and consular officers in the country of an applicant's residence are in a better position to assess the applicant's ties to that country.

### **Fees to the US Government (Not to the ALIEEP)**

#### **SEVIS I-901 Fee: \$220 per J-1 participant (not J2)**

- ✓ All approved J-1 participants with an issued DS-2019 must complete Form I-901 and make the payment before making the visa interview appointment at their Embassy.

- ✓ J-2 dependents are automatically linked to the J-1 in SEVIS, and there is no additional separate payment of the I-901.

### **DS-160 Fee -- \$185 per person**

- ✓ The DS-160 enables each J-1 visitor and accompanying J-2 dependents to make an appointment at their home country's US Embassy.
- ✓ Unlike the SEVIS I-901 fee, each J-2 applicant must fill out and make the payment on a separate DS-160 application in addition to the participating J-1 teacher.

*Disclaimer: All US government filing fees are subject to change at the US government's discretion, and ALIEEP is not responsible for any costs or increased fees. ALIEEP does not work on behalf of any immigration office or attorney for the participants and their dependents.*

## **Other Optional ALIEEP Program Fees (After Arrival in the US):**

### **Extension Fee (Optional) -- \$1,000**

An extension fee of \$1,000 will be incurred for all extension applications received within 30 days of the program end date, if applicable, and in compliance with BridgeUSA. The participating teacher pays for this.

### **Expedited Documents Fee (Optional) -- \$1,000**

The participant may pay an additional \$1,000 fee for expedited processing in an emergency.

Expedited processing guarantees 5 business days from the time the Teacher submits to ALIEEP a formal offer of employment from an accredited US school, along with all accompanying application materials, supporting documents, and relevant payments.

### **DS-2019 Replacement Fee -- \$150**

This administrative fee will be required for replacement documents for lost or stolen documents, regular extensions (within 3 years), or amendments.

## **Optional Certificate Conversion Program**

Your annual salary depends on your qualifications. Having the Alabama Professional Teaching Certificate ensures the highest salary possible.

## Obtaining an Alabama Professional Teaching Certificate

- The exchange teacher program participant pays these expenses.

Most of these expenses are one-time and depend on your ability, readiness, or situation. A foreign teacher's Alabama Teaching Certificate Conversion will affect various conditions for your employment, including the annual salary. Therefore, it is best to contact the ALIEEP Certificate Team, consult your subject field, testing requirements, and qualified certification levels, and determine which Praxis exams to take as early as possible.

- \$250 for the foreign credential conversion process. It is not necessary to take the ALIEEP Educator Program courses.
- ALIEEP Educator Program courses - \$500 per credit. It is a hybrid course with virtual meetings.
  - ✓ There are three (3) courses, each 1 to 3 credit hours.
  - ✓ It is offered with a two-month term in a hybrid format combining online and virtual meetings.
  - ✓ Total of six (6) credit hours.

ALIEEP has intellectual property rights for Alabama's Foreign Teaching Conversion procedure and is a part of the ALIEEP STEAM Educator Program.

Completing the six credit hours of the ALIEEP Educator Program is necessary to succeed in a teaching career in the U.S. The ALIEEP team advocates placement and assists with salary negotiations and employment contracts, with or without contingencies.

- Credential Evaluation or Degree Equivalency Verification: \$150 - \$400 (*You would already be done as part of your complete application package*).
- Document translations (*if applicable*) -- \$25 - \$50 per page.
- **Praxis Exam:** \$120 - \$300 per exam.
  - ✓ **ETS Praxis** (<https://praxis.ets.org>)
  - ✓ Depending on your subject field of teaching, the state licensure exams may vary.
  - ✓ In most cases, **two Praxis exams** would suffice: one **subject field of teaching** and the other in **the Principles of Learning and Teaching** (pedagogical knowledge and readiness).

*ASK ALIEEP Academic Team for the specific Praxis exam number for your subject field of teaching. Many subject fields of exams may confuse you.*

- ✓ The number of exams and types of tests differ depending on the qualifications and certificate levels the foreign teacher pursues.
- ✓ You may need to take it more than once, depending on readiness.
- Background Checks and Fingerprinting: \$50 - \$75
  - ✓ Your host school districts require background checks before completing the employment onboarding process, which cannot be done overseas.
  - ✓ To complete this, the foreign teacher needs a U.S. Social Security Number and residency, which ALIEEP assists with during the **Post-Orientation** period.
- State Government-issued Driver's License.
- Application for State Teaching License Fee or Certification: \$50 - \$75
  - ✓ If a State Teaching Certification is required, or your salary scale is increased.

Contact the **ALIEEP** Academic Affairs team if you have questions about this opportunity. There could be other requirements.

### **Other Fees – Host Schools**

#### **Site Visit Fee - New Partner Host School - \$500**

- ✓ Site visits are required to confirm facilities, meet with host school administrators, determine the favorability for a foreign teacher, and observe work facilities.
- ✓ Partner host schools pay this fee.

### **ALIEEP Program Fee Summary and Refund Policy**

Suppose **ALIEEP** has received full payment for the J-1 Visa application sponsorship. In that case, **ALIEEP** will refund you according to the policies listed below.

For **ALIEEP** to issue a refund, the Partner/Host school and all stakeholders must complete and return the **ALIEEP Cancellation Confirmation Form**. The **\$100 administrative fee** includes all transfer fees, and a service provider's transaction fee, credit card, bank wiring, other bank fees, or postage costs shall be deducted from all refund amounts.

	Program Fees	Cancel <b>before</b> placement	Cancel <b>after</b> issuing DS-2019	Rejection by the US Embassy	After Arrival in the US
Initial Review	FREE	N/A	N/A	N/A	N/A
Full Application	\$500	None	None	None	None
DS-2019 Sponsorship	\$1,500 (one-time fee)	50% refund	25% refund	None	None
Securing Job Placement	\$1,500 (one-time fee)	75% refund	50% refund	25% refund	None
J-2 Dependent	\$500	50% refund	25% refund	None	None
J-2 Work Authorization (Optional)	\$350 fee to ALIEEP \$470 to USCIS	None	None	None	None
Annual Program Fee	\$1,500 (pay after receiving a J visa)	N/A	N/A	N/A	None
Health Insurance *: <i>The administration fee will be deducted from the refund amount</i>	\$75 - \$216 per month & per person	N/A	100%	100%	100% unused (minus \$100 administration fee)
Extension Fee ( <i>Option upon approval by USDOS and ALIEEP</i> )	\$1,000	N/A	N/A	N/A	Only if DOS denies it.
Site Visit Fee (New school)	\$500	75% refund <i>if the site visit is not completed.</i>	N/A	N/A	N/A
Expedited Documents Fee ( <i>Optional</i> )	\$1,000	None	None	None	None

The participants must sign the **ALIEEP Financial Acknowledgement Form** and submit it with your complete application package.

Note that when ALIEEP places a foreign teacher at a host school, the teacher's compensation would be paid directly by the host school or host school district where the exchange or foreign teacher is employed.

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All participants must sign and date this acknowledgment below to prove that they have read this application package in detail and know the participants' obligations and financial expectations. They must complete the form below, scan it, and send it to [TeacherManagement@alieep.org](mailto:TeacherManagement@alieep.org).

The email's subject line must include your full name (first name + last name) followed by "Application Handbook Acknowledgement," unless you upload it to your member portal.

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## ALIEEP PROGRAM PARTICIPANT ACKNOWLEDGEMENT SECTION

### Application Handbook Acknowledgement

<b>ALIEEP BUD Teacher Program 2026</b> <b>Exchange Teacher Program Application Handbook</b>			
<b>J-1 Participant Name:</b>			
<b>Participant Signature</b>			
<b>Signing Date:</b>			
<b>Host School Name (if known):</b>			
<b>Anticipated Start Date:</b>		<b>Program End Date:</b>	



Alabama International Education and Economic Partnership  
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**ALIEEP Application Information for  
BUD Teacher Program 2026 – 2027**