



Visa Request Checklist, Non-US Citizen Teacher Provo City School District

School _____ For School Year _____

Teacher's Name _____

Teaching Assignment _____

_____ Job Posting Requisition #

_____ Date opened

_____ Date Closed

_____ Number of Qualified Applicants

_____ List why other candidates were not selected?

Teachers must meet the following criteria to qualify for Provo City School District to sponsor an H1B Visa.

_____ Currently successful as a teacher in Provo City School District.

_____ Most recent evaluation average at or above 3.3 overall performance rating.

_____ Have a current USOE Teaching License in CACTUS, including all endorsements needed for the position they currently fill, or Foreign Teaching License accepted by USOE, or adequate progress on ARL plan.

_____ Provide Provo District HR Office a copy of all PRAXIS test results needed for a USOE Teaching License and associated endorsements (see above).

_____ Necessary for the specific District Program.

_____ Recommended by current school principal (signature below).

Teacher's USOE Teaching License – valid from _____ to _____

USOE License endorsements _____

Teacher's current VISA allows work in the US from _____ to _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Deputy Superintendent Signature _____ Date _____