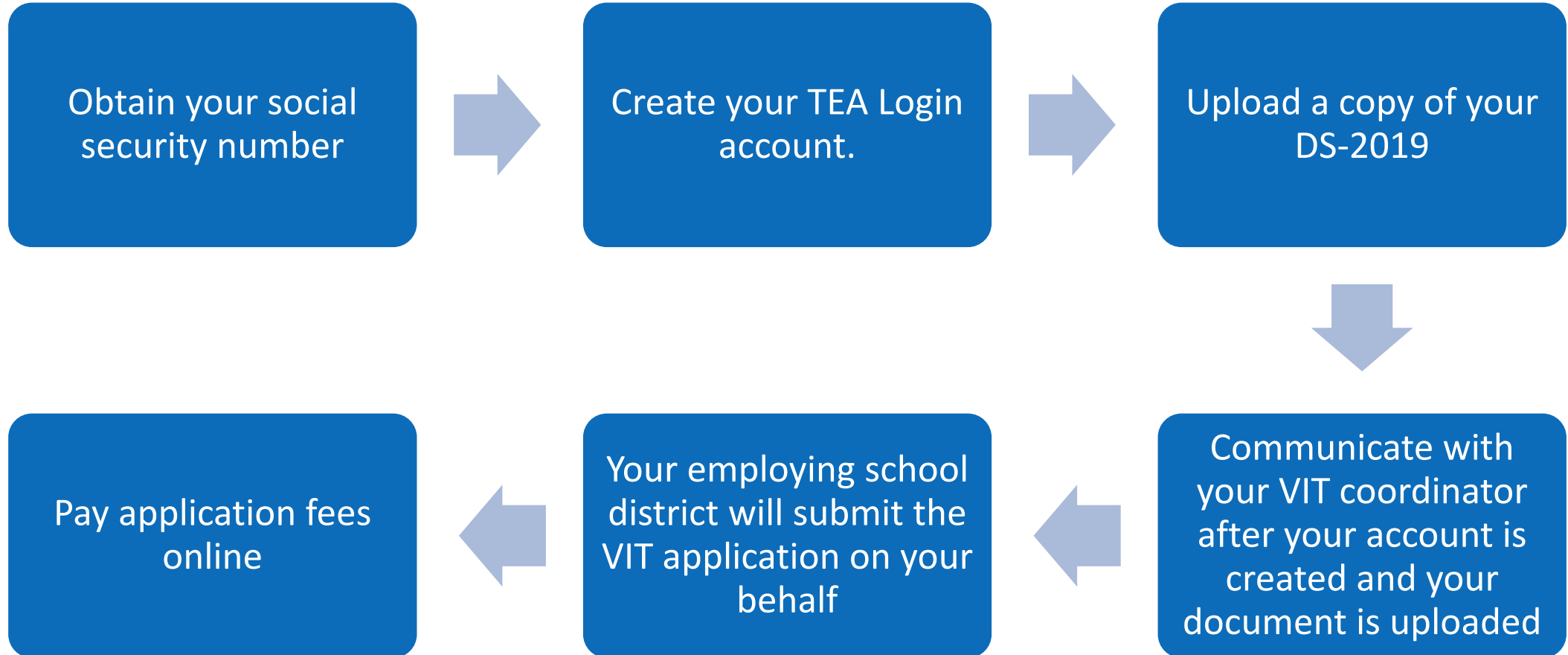


A blurred background image of a classroom. A teacher in a white shirt is on the left, interacting with a group of young students sitting on the floor. The students are diverse in age and ethnicity. The text is overlaid on this image.

# **Visiting International Teacher Instruction Guide for J-1 Visa International Teachers**

# Visiting International Teacher First Steps



# VIT Online Application Requirements



## Initial Application



Online application



\$78 application fee



\$40.25 fingerprinting fee & complete fingerprints



Copy of DS-2019 or Good Standing Letter



## Extension Application



Online application



\$78 application fee



Fingerprinting complete status



Updated copy of DS-2019 or Good Standing Letter

# VIT Online Application Requirements



VIT initial and extension applications are submitted on your behalf by your employing school district.



If you have questions about your VIT application, please reach out to your school district's VIT contact.



You must first obtain a social security number to be issued the VIT certificate.



The fingerprinting process cannot be completed without a valid social security number, and an application for teacher certification cannot be processed without completion of the fingerprinting process.



Upload a copy of your DS-2019 or good standing letter directly to your educator account.



A copy of your DS-2019 form is acceptable. If you choose to upload a good standing letter, the letter must be provided to you by your visiting teacher exchange program sponsor.

# How to request a new TEAL user account

The screenshot shows the TEA website's navigation bar with 'TEAL Login' highlighted. Below the navigation bar is a search bar and a row of menu items: About TEA, Texas Schools, Academics, Finance & Grants, Reports & Data, Student Assessment, and Texas Educators. A banner for 'Texas Home Learning' is visible, featuring a photo of a woman and a child. Below the banner is a 'TEAL Login (TEAL)' section with a notice about maintenance, a 'Request New User Account' link (highlighted with a red box), and login fields for Username and Password. There are also links for 'Forgot your password?' and 'Forgot your username?'.

Go to the TEA website,  
[www.tea.texas.gov](http://www.tea.texas.gov)



Click on **“TEAL Login”** at the top of the page



You will be directed to the TEAL Login (TEAL) page, then click **“Request New User Account”**

# How to request a new user (TEAL) account

Texas Education Agency  
User and Access Management

NOTICE:  
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.  
If you need assistance with access to an existing user account, please go to <https://txeducation.zendesk.com> and click Submit a Request.

First Name:   
Middle Name:   
Last Name:   
Suffix:

\* Primary Email Address:  All notifications will be sent to this address.  
\* Verify Primary Email Address:   
Secondary Email Address:  If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

\* Birth Month:  The month of birth (1-12)  
\* Birth Day:  The day of the month of birth (1-31)

\* Organization Type:  The user's organization type.  
[Click here for Organization Type descriptions](#)

Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you.

**IMPORTANT!!!**  
When setting up a new TEAL account, you must enter your name exactly as it appears on your state ID card. Existing educators- the first and last name entered here must match exactly with the name on your educator records, or you will not be able to access your educator account.

Enter your first and last name exactly as it appears on your passport or government issued ID.



Enter an accessible email address, birth month and birth year.



Select **“Educator”** as the Organization Type.

# How to request a new user (TEAL) account

---

SSN or P number:   
Confirm SSN or P number:  Please type the SSN or P number to confirm. Copy and Paste is not allowed.

**OR**

TEA ID:   
Confirm TEA ID:  Please type the TEA ID to confirm. Copy and Paste is not allowed.

---

**AND**


\* Birth Year:  YYYY  
Confirm Birth Year:  YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

---


\* Phone Number:  Must include area code.  
Cell Phone Number:  Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

\* Street Address:   
\* City:   
\* Country:   
\* State:   
\* Zip or Postal Code:

Enter your social security number with no spaces or dashes, only numbers.



Enter your birth year twice, valid phone number, and valid mailing address.



Click **“Submit”** at the bottom of the page. You will be prompted immediately to create a password.

# Complete TEA Login (TEAL) setup

## Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the "View My Educator Certification Account" link below.

[View My Educator Certification Account](#)

TEA ID:

You may enter 0000000 if you do not have a state ID.

The screenshot shows the TEAL setup form with various fields for personal information, mailing address, and billing. A red box highlights the "Driver License #" field, and a red callout box points to it with the text "You may enter 0000000 if you do not have a state ID." The "Continue" button at the bottom is also highlighted with a red box.

Once logged in, you will see your TEA ID number under the gold star.



Click on the "[View My Educator Certification Account](#)" Link to access your educator profile.



Complete the profile set up and click "**Continue**" at the bottom of the page.



TEA  
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, TEA ID Number: 1 Exit ECOS

**Main Menu**

- Application/Fee Status
- Fingerprint Status
- Applications
- View Certificates
- View Examinations
- My Documents**
- Approved Programs
- Change Address
- Satisfaction Survey

Educator My Documents

File Name	Document Type	Upload DateTime	Action
No Documents Found			

You must enter a note to upload a document.

250 items per page

Document Type

Select Document Type (dropdown menu):

- Select Document Type
- TLW-5-Time Test Limit Waiver Request (NOT for Test Exemption)
- GID-Government Issued Document (Other documents WILL be DELETED)
- MIL-Military Document
- OSC-Out-of-State Certificate (Other documents WILL be DELETED)
- VTX-Request to Verify My TEXAS Test Scores to Another State
- VIT-Visiting International Teacher**

Enter Notes (Max. 200 characters)

Click Browse to Select File to Upload

Browse...

Click on “My Documents” from the left Main Menu



Select the Document Type “VIT – Visiting International Teacher”.



Upload a copy of your DS-2019 form or a copy of a good standing letter provided by your teacher exchange program sponsor.

# Pay for your VIT Application Online

The screenshot shows the TEA Educator Certification Online System (ECOS) interface. The user is logged in as 'Kaory Revote'. The 'Application/Fee Status' menu item is highlighted in red. The main content area displays a table of current requests for the user.

Request Type	Application Date	Update Date	Entity	Fee	Status
Visiting International Teacher Cert	6/15/2022	6/15/2022	ISD	** <a href="#">PAY ONLINE NOW.</a>	<a href="#">Recommended</a>
Fingerprint Request (Non-Refundable)	1/6/2022	2/8/2020	SBEC	** <a href="#">PAY ONLINE NOW.</a>	<a href="#">View Fingerprint Status</a>

Below the table, there is a link: [View all my Ecommerce transactions/Print a receipt.](#)

After the application is submitted you will see a new request under “Application/Fee Status”



Click any of the “PAY ONLINE NOW” links and follow the steps to complete payment.



If you do not see an application to pay for, please contact your school district’s VIT contact.



## Fingerprint Fee \$40.25

Fingerprint payment will be available only after the VIT application is submitted by your school district **and** if you have a social security number.



## Check your email

You will receive a pre-enrollment email from Iden- toGO (nobody@identogo). The email will provide unique codes and instructions on how to schedule a fingerprinting appointment specifically for TEA though Identogo's website.



## Check your status

After your scheduled appointment, the fingerprinting results will transfer directly to TEA within 3-7 business days. **\*\*Check your spam/junk folder in case the email was filtered there\*\***



# How do I check the status of my application?

Educator Application Status

You may pay for any pending applications on this page. They are listed below. TEA may notify you by email about these applications. No longer see your application? Have questions? Please check our [frequently asked questions](#) about an application you have submitted.

Current Requests for Denver Chandler

Request Type	Application Date	Update Date	Entity	Fee	Status
Fingerprint Request (Non-Refundable)	5/11/2005	8/5/2005	SBEC	Paid	<a href="#">View Fingerprint Status</a>

[View all my Ecommerce transactions/Print a receipt.](#)

When your VIT application is approved it will be removed from the Application/Fee Status tab.



From the left menu click “View Certificates”, then “Official Certificate”.

Educator obtains social security number and creates TEA Login account



ISD staff submits VIT application online



VIT Certificate Issued



Educator pays all required fees, completes fingerprinting and uploads DS-2019/Letter

Allow 5-7 business days for your certificate to be processed and issued online once all required documents are received.



You may check the status of your application from the Application/Fee Status tab.



You will receive an email notification if you are missing items, when your VIT application is submitted, and when your certificate is issued online.

# Questions? Submit a request to Educator Certification





Welcome to the TEA Help Desk! > [Submit a Request](#)

## Submit a Request

### Welcome to the TEA Help Desk!

Click on an icon below to look up information or submit your question to TEA staff. If you are unsure of which area to submit your request, please call 512-463-9734 and we will do our best to route your request to the right place.

For a quick orientation to the redesigned TEA Help Desk see the short [training video](#) or [quick reference guide](#).

<b>TEAL Access</b>  Need access to your TEAL account?	<b>Educator Certification and CPE</b>  Do you have educator related questions?	<b>Educator Testing and Preparation Programs</b>  Have questions about educator testing or preparation programs?	<b>Fingerprinting and Do Not Hire Registry</b>  Fingerprinting and Do Not Hire Registry
<b>Grants</b>  Funding Questions	<b>Certificate of High School Equivalency (TxCHSE)</b>  GED, HiSET & TASC	<b>Texas Virtual School Network</b>  Help/Questions	<b>Instructional Materials</b>  Have questions about instructional materials?

**Educator Certification**

[FAQs - Educator Certification](#)

- Why am I not seeing my updated certificate? I can't view my certificate.
- How Do I Print A Copy Of My Certification?
- Request a Name or Date of Birth Change on Your Certification Records

[More...](#)

**Request Form:**

**Your email address \***

**Subject \***

**Description \***

**Your Name (First & Last) \***

**Your Phone # (XXX-XXX-XXXX) \***

**Issue? \***