Visiting International Teacher

A Guide for School District Staff

Roles and Responsibilities – TEA & Programs

TEA Staff

- Establishes the procedures to ensure compliance with the agency's policies and regulations.
- Collects all applications and fees required for issuance of the VIT certificate.
- Reviews and processes VIT applications for certificate issuance.

Exchange Visitor Program

- Applies to become a TEA-Approved Exchange Visitor Program.
- Facilitates recruitment and selection of candidates and sponsor visiting teacher visas.
- Verifies English language proficiency.
- Maintains communication with TEA and school district partners.

Roles and Responsibilities – Teachers & Schools

Visiting Teachers

- Creates a TEA Login account with given social security number.
- Uploads a copy of their DS-2019.
- Submits an official course by course foreign credential evaluation.
- Pays all application and fingerprinting fees.
- Completes fingerprinting.

School Districts and Charter Schools

- Ensures that the visiting teacher not only meets the essential qualifications for the position but also possesses the necessary out-of-country certification required to effectively address the specific needs of the teaching assignment. This verification process helps maintain high educational standards and guarantees that students receive instruction from qualified professionals.
- Submits VIT application recommending the teacher for certificate issuance.

Who is eligible for a VIT certificate?
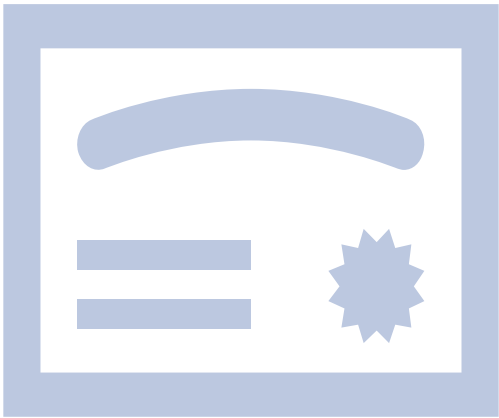
VIT Certificate Eligibility
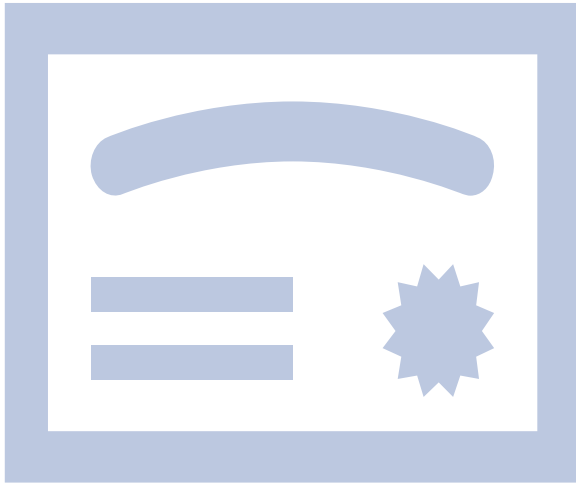
Certified, experienced educator supported by a TEA-Approved Exchange Visitor Program

Educator visa type is J-1

VIT Certificate Extension Eligibility

VIT certificate holder supported by a TEA-Approved Exchange Visitor Program

Educator visa type is J-1

Teacher is active and in good standing with TEA-Approved Exchange Visitor Program

VIT or Out-of-Country

Visiting International Teachers

Visiting teachers must be actively enrolled in a TEA-Approved Exchange Visitor Program

The intention is to obtain temporary certification for foreign educators coming to the U.S. to teach, study, conduct research, demonstrate special skills, and share teaching practices and experiences.

Out-of-Country Certified Educators

Those not actively participating in a Teacher Exchange Visitor Program.

The intention is to become a fully certified educator in Texas and will follow the application process outlined for Out-of-Country certified educators.

Applicants must meet all standard certificate requirements, including English language proficiency.

TEAL Account Setup

Social Security Number

- Candidates must obtain a Social Security number to create a TEA Login account.

Educator Requests for a New Account

- The candidate should create a new user account to ensure they have the necessary access to the system.

TEAL Account Setup – View TEA ID

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: ▓▓▓▓

After the educator successfully sets up their account, they will gain access to their TEA ID number.

⬇

The educator should then provide their TEA ID number for online submission of their application.

⬇

Reminder – Educators must upload a copy of the **DS-2019** form and **submit a foreign credential evaluation**.

VIT Online Application

VIT applications are submitted online via the Educator Certification Online System for Entities (Green Screen).

VIT initial and extension applications are submitted on behalf of the educator by the employing school district.

Visiting International Teachers are expected to upload a copy of their DS-2019 directly to their educator account.

NEW - An official Foreign Credential Evaluation is also required for issuance of the VIT certificate.

Online Application VIT Menu Access

Verify your Educator Certification Online System for Entities Access

You must have "District_Educator Aide" access to view the VIT Menu.

Educator Certification Online System for Entities

Educator Certification Online System for Entities

⭐ Please submit a Help Desk ticket for assistance. Educators can self-serve by checking the status of their documents and applications in their accounts. Certificates that are up-to-date will display today's date at the bottom of the page. Clear your cache if the date shown is older.

ISD
Roles: District_Fingerprint Update, District_Educator Aide, District_Submit Permits

VIT Online Application – Apply for VIT

VIT Online Application – Educator Profile Setup

Educator Profile Setup

Instructions

Please verify this is the home address for this educator. The educator's email address is also REQUIRED. We use email as the primary method to communicate with the educator.

Demographics

Social Security Number: *

Gender: *

TEA ID:

Date of Birth: *

First Name: *

Phone:

Middle Name:

Driver License #:

Last Name: *

DL State: Other Foreign

Suffix: Select

Email Address: *

Ethnicity/Race: *

Address

○ United States and other US Territories

○ Foreign Address

Address: *

Address:

City: *

City/Locale:

State: *

Province Abbreviation:

(If applicable)

Zip: *   -

Postal Code: Country: Select

[Continue]   [Cancel]

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VIT Online Application – Profile Error

Educator Profile Setup

* Please enter educator's race.
* The educator's email address is required. We use email as the primary method to communicate with the educator. Status changes, reminders, fingerprint information and other important actions pertaining to the educator's credentials will be communicated to them with this email address.

Instructions −

Please verify this is the home address for this educator. The educator's email address is also REQUIRED. We use email as the primary method to communicate with the educator.

VIT Online Application – Educator Affidavit Setup

Educator Affidavit Setup

Has this educator ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?

Yes ○ No ○

Has this educator ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?

Yes ○ No ○

Applicant's Affidavit:

"I, jennifer.rivera3, an authorized representative of ZZ Visiting International Teacher - SBEC, verify that I have entered on-line, truthfully and correctly, the information regarding this Visiting International Teacher application.

I verify this educator has fulfilled all requirements for issuance of the Visiting International Teacher Certificate, to include the following:

1. Holds a valid teaching credentials from the country of origin based on the equivalent of at least a United States baccalaureate degree ;

2. Has met general requirements prescribed in 19 TAC 230.11, including demonstrated English language proficiency;

3. Has criminal activity clearance from the country of origin;

4. Has demonstrated subject matter competence in the subjects(s) taught, as defined by the Texas Education Agency in compliance with federal requirements.

I verify that the school district will provide the educator with intensive supervision consisting of structured guidance and regular and ongoing support."

Continue

VIT Online Application – Entity Details

Entity Visiting International Teacher Details

Application Information —

Name:	Test Jennifer Test VIT
SSN:	333-22-2111
Effective Date:*	08/01/2025
Teaching Exchange Program (Sponsor):*	Education Service Center Region 13

View Credentials Held

Current Degree Information —

No degree on record.

New Degree Information —

Highest Degree Earned:	Bachelors
Date Conferred:	08/19/2012
State:	Other Foreign
Texas Institution:	Select Texas Institution
Or Out Of State Institution:	Name of Foreign Institution

Select Certificate —

☑ Initial Visiting International Teacher certificate.

☐ 1st Extension of Visiting International Teacher certificate.

☐ 2nd Extension of Visiting International Teacher certificate.

Submit   Cancel

VIT Online Application – VIT List

Entity Visiting International Teacher List

Succesfully recommended the educator for the VIT application.

Instructions −

Only applicants that are participating in a TEA approved J-1 visa teacher exchange program may be issued a Visiting International Teacher Certificate. **NOTE:** Applied refers to an application for which additional information is needed and the application is not complete. Click on the name of the applicant you wish to recommend for a certificate to complete and submit the application. To remove an application, click on the "Remove" check box, then select "Remove Selected Recommendations" at the bottom of the page.

* Indicates that the application has been approved/deactivated/denied/pending investigation and it cannot be removed.

Search −

Filters	School Year	Select only	Days to show		
School Year ▾	2024-2025 ▾	All ▾	All ▾	**Q Search**	**⊗ Reset**

Visiting International Teacher List −

Show 10 entries   Search: Filter results...   **⬇ Export to CSV**

Name	Type	TEA ID	Application Date	Status	Pay Fee ☐ All	Pay FP ☐ All	Remove
Test Intern	Visiting International Teacher	1868699	08/20/2024	Applied	☐	☐	☐
Jennifer test	Visiting International Teacher	2355957	01/03/2025	Deactivated	☐	☐	*
JamesJamesJames TestTestTest	Visiting International Teacher	2367387	01/03/2025	Deactivated	☐	Blocked	*
Test Jennifer Test VIT	Visiting International Teacher	2589549	02/25/2025	Submitted to TEA	☐	☐	☐

Showing 1 to 4 of 4 entries

Previous **1** Next

▤ Pay Selected Fees Online   **✖ Remove Selected Recommendations**

Checking the status of VIT Applications

Applied

- The application was **not** successfully submitted. Click on the educator's name and complete the application. You must click "Submit".

Submitted to TEA

- The VIT application was successfully submitted to TEA. Please allow time for processing.

Recommended

- TEA has reviewed the application and authorized the certificate for issuance, but the application is pending completed fingerprints or the VIT application fee. You may want to communicate to the educator to check their account for missing items.

Certified

- The VIT certificate has issued online.

Deactivated

- The application was deactivated by TEA staff.

What happens after I submit the VIT application?

Allow 5-7 business days for the certificate to be processed and issued online. **All required documents must be received.**
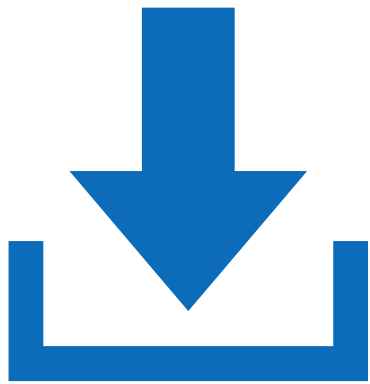
You may check the status of applications in ECOS Entities under Visiting International Teacher > VIT List.

Educators will receive an email notification from "TEA No Reply <no-reply@tea.texas.gov" when a VIT application is submitted, if items are missing, and when the certificate is issued online.
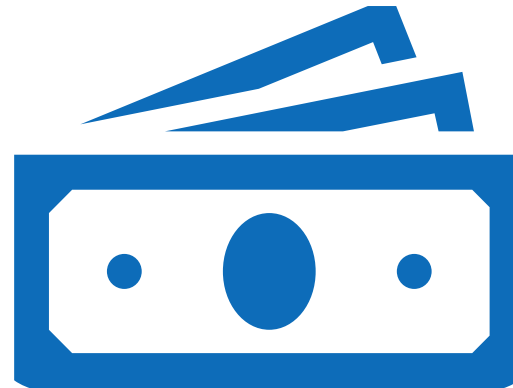
Educator Next Steps
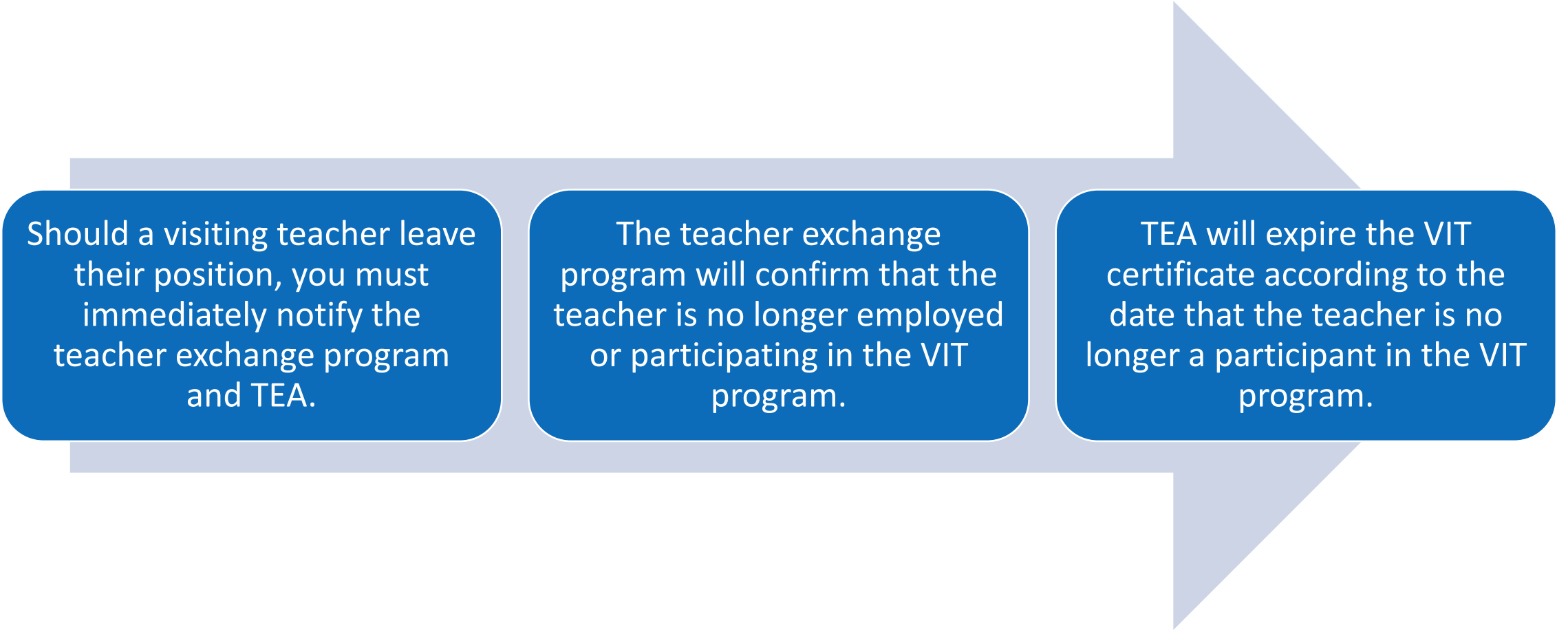
Upload DS-2019

Submit Foreign Credential Evaluation

Pay Application and Fingerprinting fees

Complete Fingerprinting

VIT Certificate Deactivation

Should a visiting teacher leave their position, you must immediately notify the teacher exchange program and TEA.

The teacher exchange program will confirm that the teacher is no longer employed or participating in the VIT program.

TEA will expire the VIT certificate according to the date that the teacher is no longer a participant in the VIT program.

Frequently Asked Questions

TEAL Account set up?
- Educators are encouraged to create their own TEA Login account. Educators must first obtain their social security number before setting up their TEA Login.

Educator process?
- Educators are expected to pay the application and fingerprinting fees via their online account. The educator will be able to pay application fees and schedule their fingerprinting appointment as soon as the VIT application is submitted online.

School Districts process?
- School district staff is responsible for submitting the VIT application online. VIT Applications should be submitted within 45 instructional days from the date of the assignment.

Out-of-Country Review of Credentials process?
- Out-of-country applicants who are applying for a review of credentials independently of a teacher exchange program should follow the application process outlined for Out-of-Country certified educators.

Name Corrections?
- Educators may upload a copy of their current passport or state ID directly to their account. TEA Staff will correct the educators name at the time the VIT application is processed.

Frequently Asked Questions Cont.

Texas Education Agency

Is a new DS-2019 form required for an extension?	• To be issued the VIT extension, educators must upload a new and current copy of their DS-2019 form.
Who is eligible for a VIT extension?	• The maximum limit on a VIT certificate is 5 years. The VIT certificate is effective once issued and will expire, used or not. The applicant must be actively enrolled and in good standing with the visiting teacher exchange program.
When to submit VIT extension application?	• You may submit VIT extensions 3 months before the expiration date of the current certificate and not more. If the application is submitted too soon, an error message will display.
Visiting teacher is no longer employed with our district?	• Immediately notify the teacher exchange program and TEA via the TEA Help Desk.

Visiting International Teacher Resources

§230.41. Visiting International Teacher Certificates

Acceptable Foreign Credential Evaluators list

Contact us for support

Educator Preparation, Certification and Enforcement

- Office Support Direct Number: 512-936-8400
- For Educator Certification Support, select option 2
- Hours: Monday to Friday 8:00 am-4:30 pm
- Help Desk: Educator Certification and CPE

Fingerprinting and Registry Support

- Phone Support Number: 512-936-8400, Option 3
- Hours: Monday to Friday 9:00 am– 12:00 pm
- Help Desk: Fingerprinting and Do Not Hire Registry

TEA website: Visiting International Teachers