Texas Education Agency

Visiting International Teacher

A Guide for International Teachers

What is the Visiting International Teacher Certificate?

The VIT certificate enables international teachers participating in a teacher exchange program to learn, teach, and share their teaching methods and experiences in Texas schools.

This certificate is valid for three years and can be extended for an additional two years, allowing for a **maximum of five years**. Candidates must remain actively enrolled and maintain good standing within a TEA-approved Exchange Visitor Program.

Steps For VIT Certification

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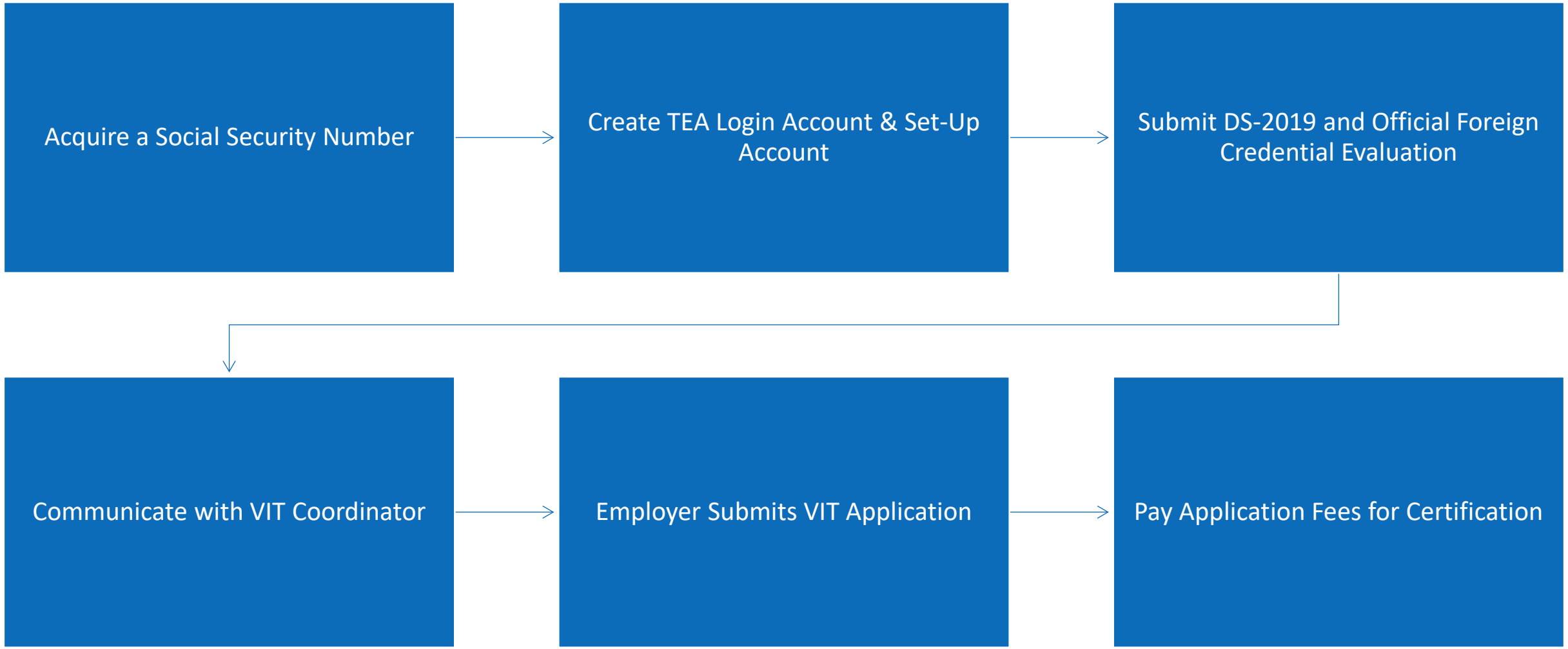

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Acquire a Social Security Number

Social Security Number is Required

Before a certificate can be issued, you must complete the fingerprinting process. To complete this process, you need a **Social Security number**. For additional support and guidance, contact your VIT coordinator or Teacher Exchange Program.

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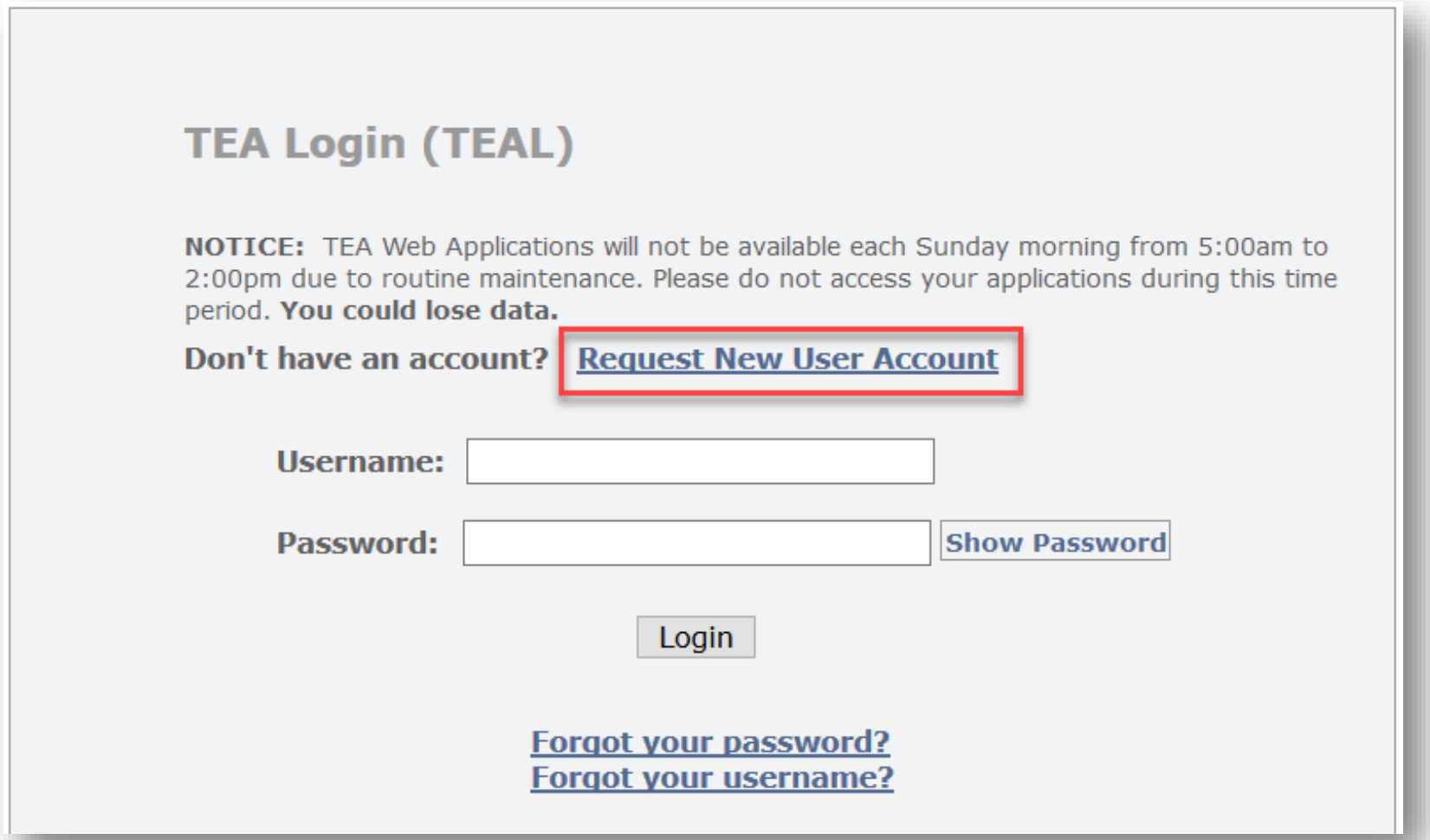
TEA Login Account & ECOS Profile

TEA Login Account

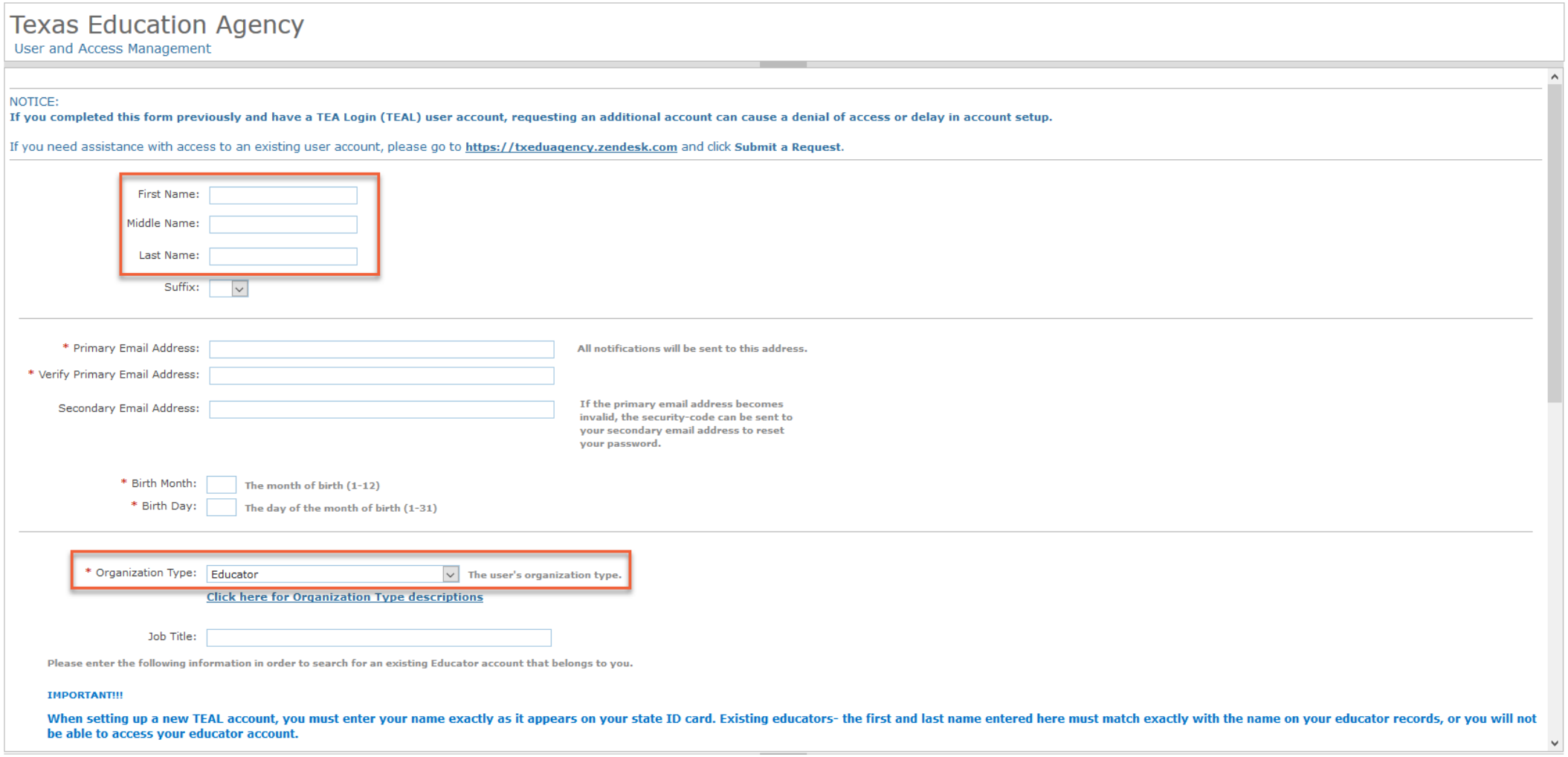
Request TEAL User Account

Your TEA Login (TEAL) account is used to access the **Educator Certification Online System (ECOS).** In ECOS you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

TEA Login Account – Request a New User Account



TEA Login Account



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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://txeduagency.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: Educator — The user's organization type.
Click here for Organization Type descriptions

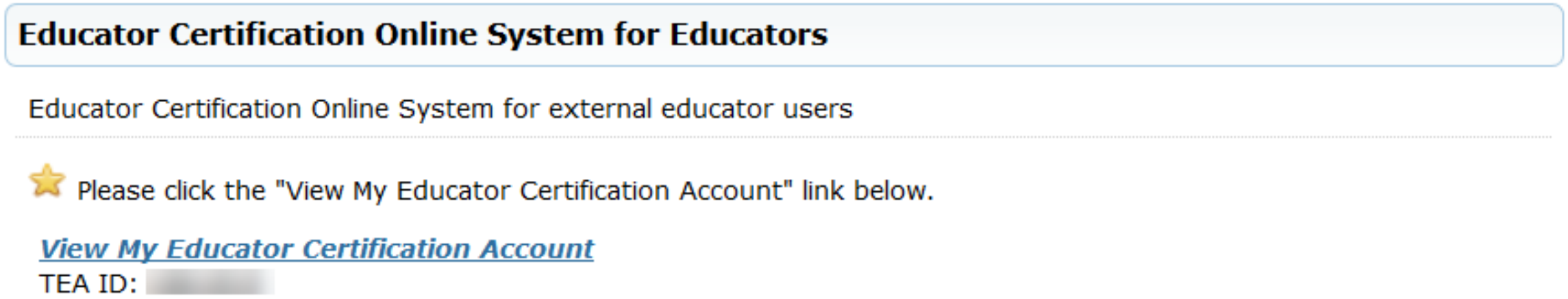
Job Title:

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

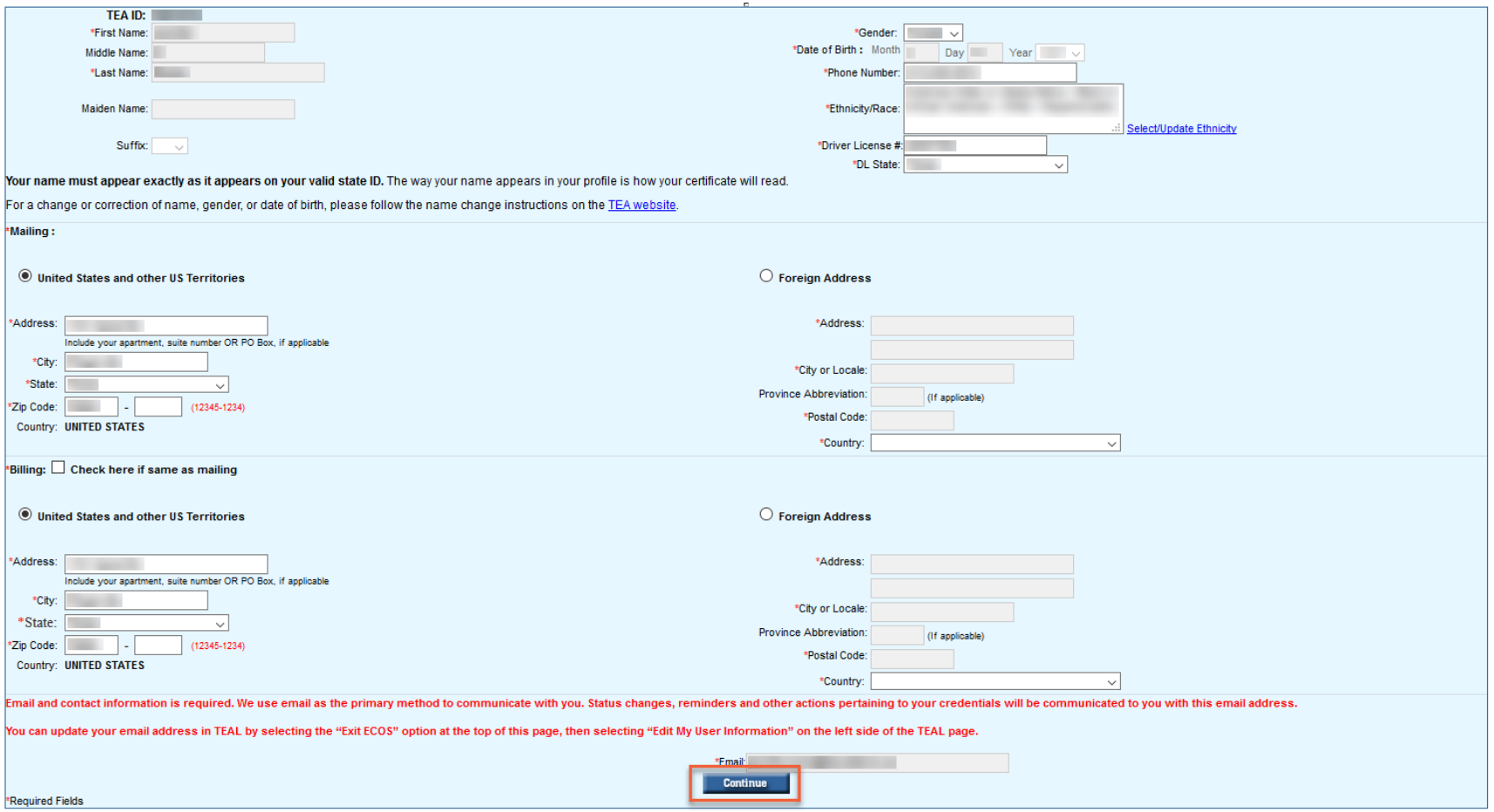
IMPORTANT!!!

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.

TEA Login Account – ECOS Profile



TEAL Login Account - ECOS Profile



If you do not have a valid driver's license, you may enter 000000

For DL State, you may enter "Other Foreign"

Once you receive a valid state ID, you can come back and update your profile at any time.

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Submitting & Uploading Documents

Communicate with VIT Coordinator

Communicate with your employer and/or VIT coordinator to confirm the creation of your educator profile, TEAL account, and TEA ID number. This ensures all required documents are submitted timely to your employer and TEA.

Required Documents

Foreign Credential Evaluation

Submit an original course-by-course evaluation by a recognized foreign evaluation service.

For your credential evaluation to be accepted, you must select a company listed on the TEA website.

Completed evaluations must be emailed by the service provider to OSC75@tea.Texas.gov or can be uploaded directly by your employer.

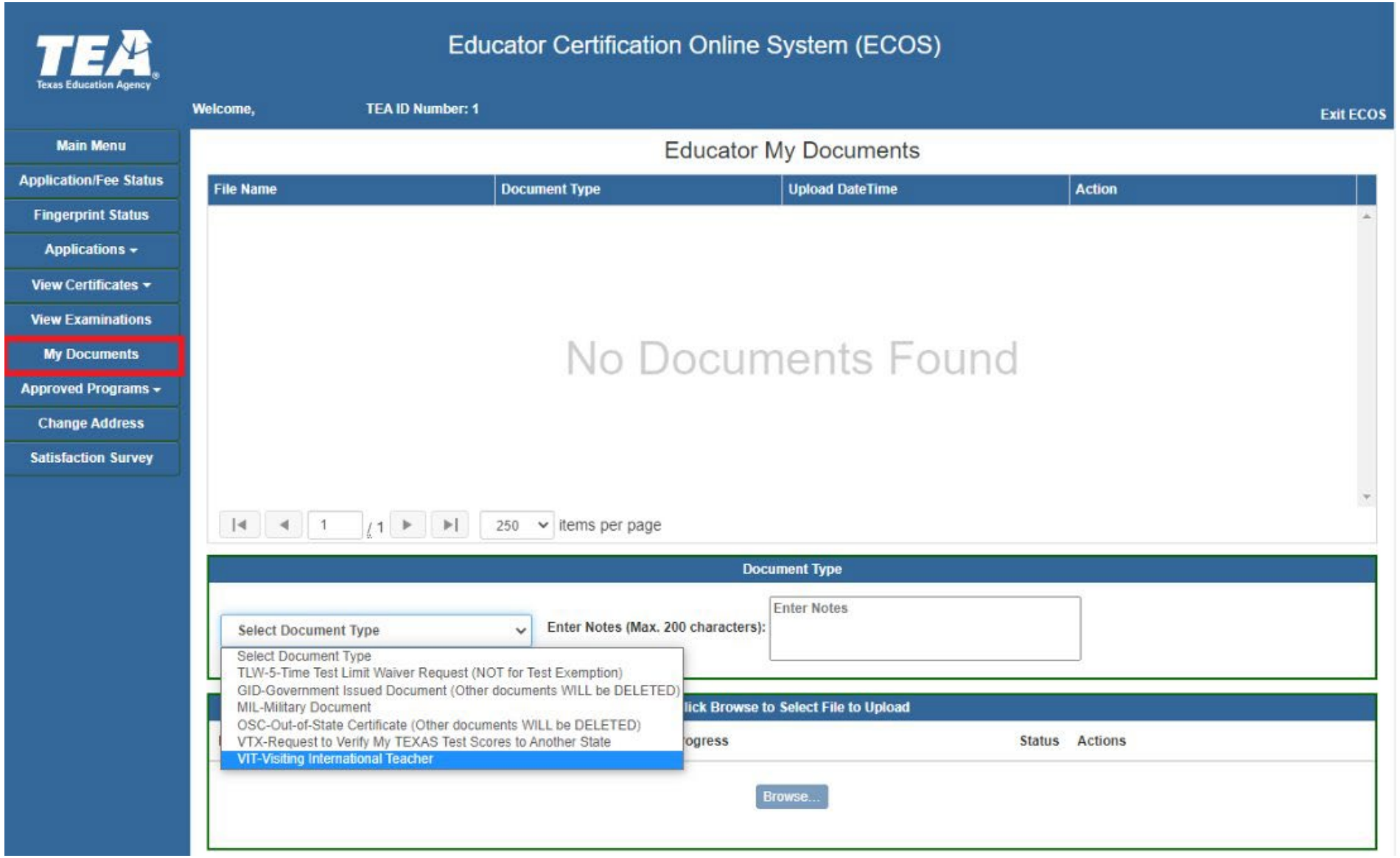
DS-2019

This document is provided to you by your teacher exchange program and is required for issuance of the VIT certificate.

Upload the DS-2019 document directly to your educator profile from the Educator Main Menu under **My Documents** tab. Select the Document Type "VIT – Visiting International Teacher."

Uploading instructions can be read here.

How to Upload Documents



Click on **"My Documents"** from the left Main Menu.

Select the Document Type "**VIT – Visiting International Teacher**." You must enter a note to upload a document.

Upload a copy of your **DS-2019** form (provided by your teacher exchange program sponsor) and **the foreign credential evaluation** document.

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Pay Application Fees for Certification

Submit VIT Application

VIT applications are submitted on your behalf by your employing school district. Please reach out to your human resources **VIT coordinator** to check the status of your application.

After they submit the application for you, you will be able to pay the $78.00 application fee online.

The fingerprinting fee is $39.00. A breakdown of this fee is explained here: Fingerprinting for Certificate Applicants.

VIT Application Submitted by ISD (Email)

Once your employing school district has submitted the VIT application, you will receive a confirmation email from: TEA No Reply <no-reply@tea.texas.gov>

From: TEA No Reply <no-reply@tea.texas.gov>
Sent:
To:
Subject: ISD Visiting International Teacher

Educator Name,

A new application has been submitted for the following certificate by _____ ISD.

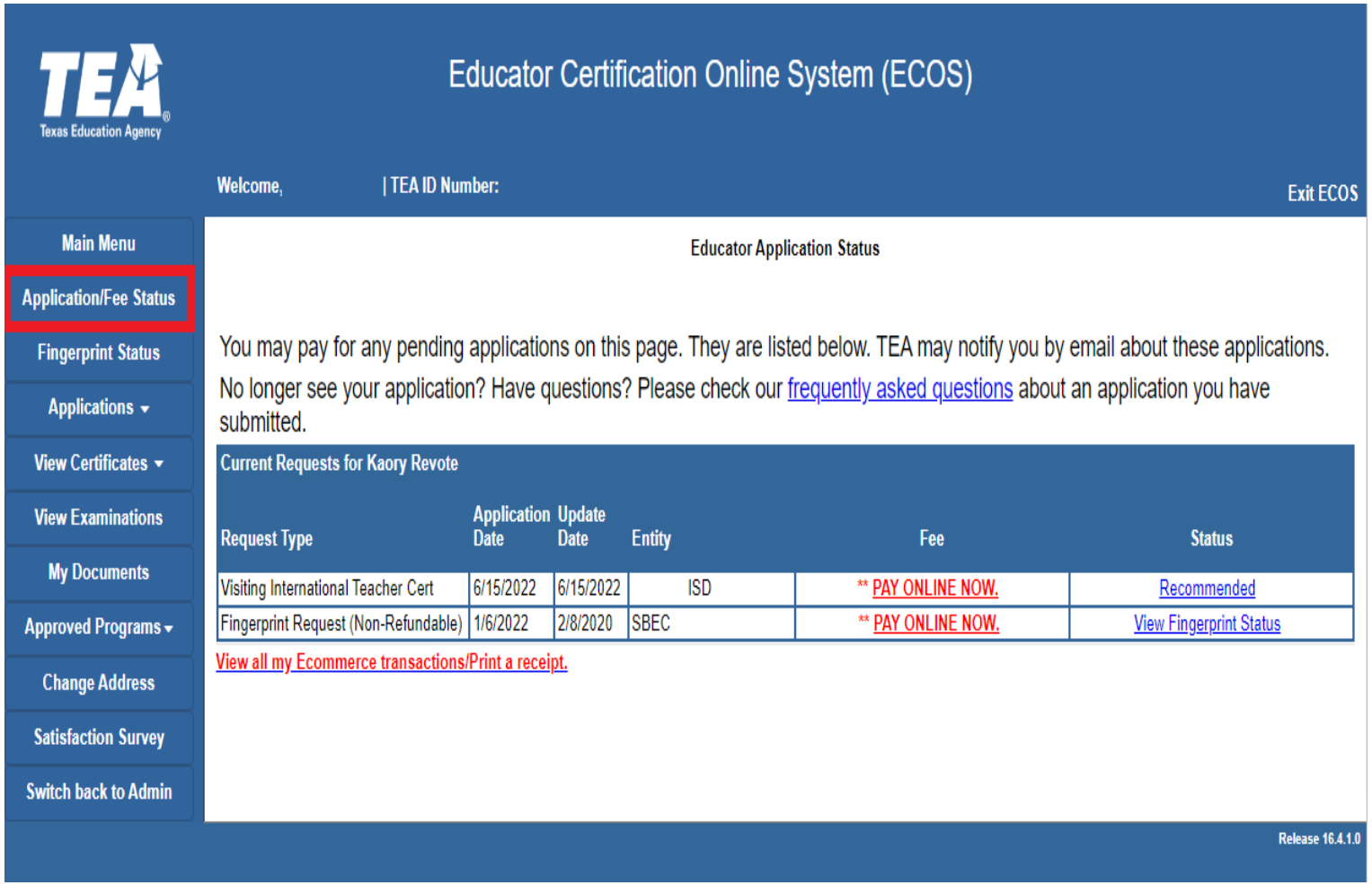
Visiting International Teacher. Date:

Please log into your TEA account to pay the required application and fingerprinting fees. Your certificate will not be issued until all required documents, fees and fingerprinting is complete.

You will receive an email once the certification is issued and viewable online.

***This is a system generated information email - please do not respond.**

How to pay for your VIT Application Online



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.

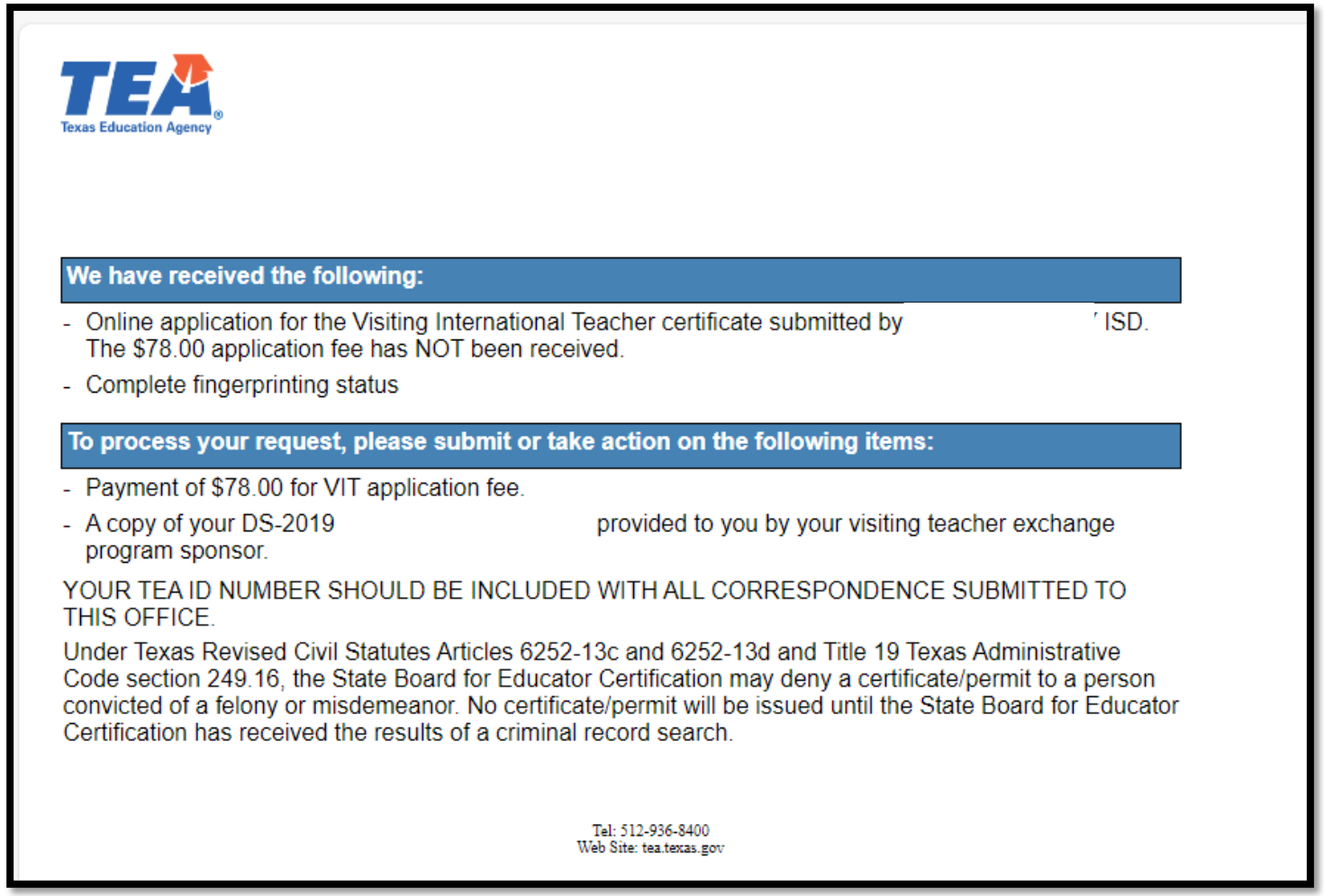
Application Processing Time

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 in your educator profile.

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

Sample Notification Letter



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We have received the following:

- Online application for the Visiting International Teacher certificate submitted by ' ISD. The $78.00 application fee has NOT been received.
- Complete fingerprinting status

To process your request, please submit or take action on the following items:

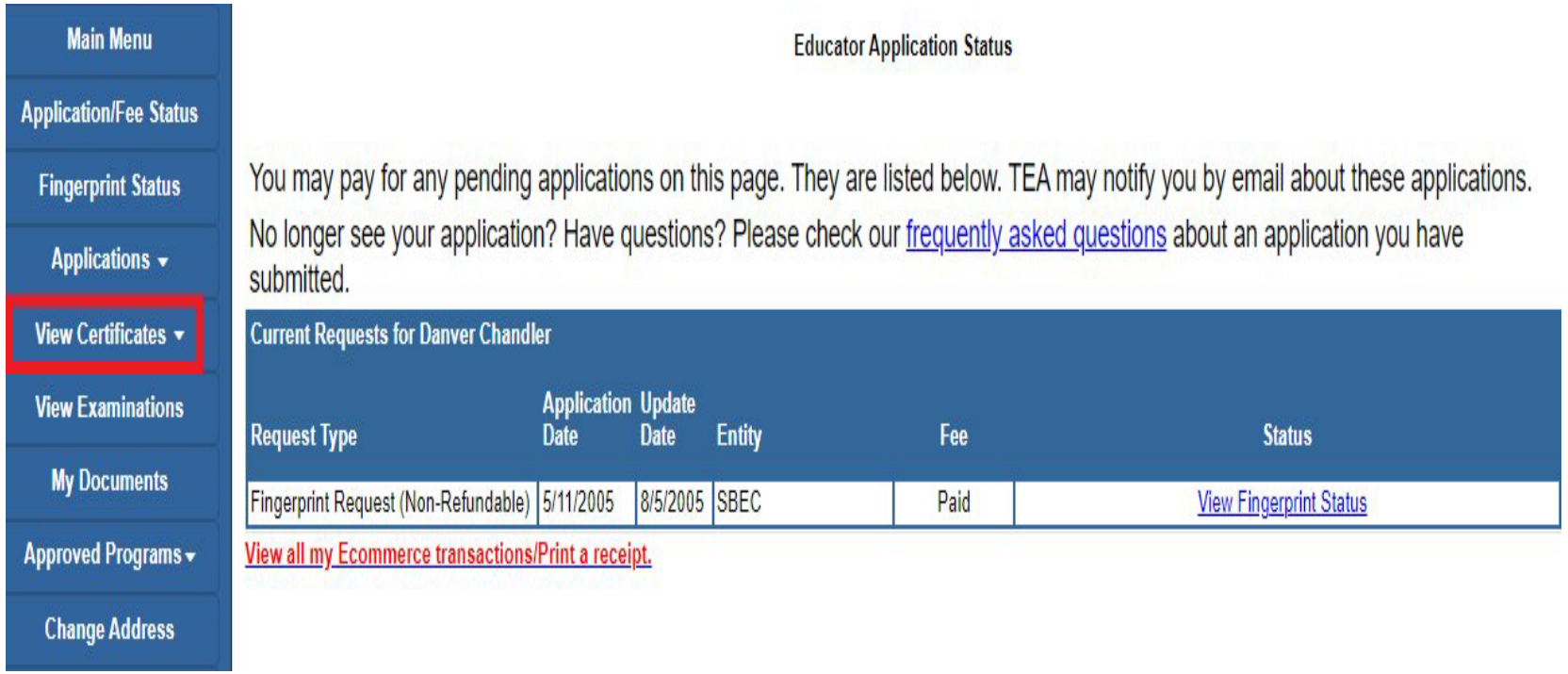
- Payment of $78.00 for VIT application fee.
- A copy of your DS-2019 provided to you by your visiting teacher exchange program sponsor.

YOUR TEA ID NUMBER SHOULD BE INCLUDED WITH ALL CORRESPONDENCE SUBMITTED TO THIS OFFICE.

Under Texas Revised Civil Statutes Articles 6252-13c and 6252-13d and Title 19 Texas Administrative Code section 249.16, the State Board for Educator Certification may deny a certificate/permit to a person convicted of a felony or misdemeanor. No certificate/permit will be issued until the State Board for Educator Certification has received the results of a criminal record search.

Tel: 512-936-8400
Web Site: tea.texas.gov

Check Application Status



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.**"

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