BridgeUSA Logo 

**BridgeUSA: Exchange Visitor Program**

**Request for Extension Application**

**(Teacher Category)**

**December 2023**

**Office of Educator Licensure**

**135 Santilli Highway**

**Everett, MA 02149**

**www.doe.mass.edu/licensure**

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| MA State Seal | Massachusetts Department of Elementary and Secondary Education | |
| Office of Educator Licensure | Telephone: (781) 338-6600 |
| 135 Santilli Highway, Everett, MA 02149 | TTY: N.E.T. Relay (800) 439-2370 |

**BridgeUSA: Exchange Visitor Program**

**Request for Extension Application**

**(Teacher) Category**

**Overview:**

The Exchange Visitor Teacher program promotes the interchange of U.S. and foreign teachers and enhances the mutual understanding between the people of the United States and other countries. Exchange teacher appointments to positions within accredited primary or secondary schools are temporary, even if the teaching positions are permanent, and do not lead to tenure. The program length may not exceed three years unless an extension of one or two years is applied for and approved by ESE and the Department of State.

The ESE will consider applications for extensions on a case-by-case basis for exceptional or unusual circumstances. Requests for extensions (completed application) must be submitted to ESE at least four months prior the beginning of the desired extension period for the exchange visitor (typically by the end of February). Once ESE approves a request for an extension; the non-refundable extension fee will be processed and the complete application and proof of payment will be sent to the Department of State for final approval.

The Department, at its discretion, may authorize a sponsor to extend an exchange teacher's participation for either one or two additional years beyond the initial three-year exchange period. However, it is the Department of State who gives the final approval of the request. If an exchange visitor requests a two-year extension but is only approved (by either ESE or the Department) to extend their program for one year, they may submit another request for an extension four months prior to their extended program end date. A request for another extension must be accompanied by a new Request for Extension Application form and the payment of another non-refundable extension fee.

Please keep in mind that the purpose of the teacher extension process is to allow the exchange teacher to remain at their original host school (not to move to another school within the same district) for two additional years. The host school/district is under no obligation to offer an extension. Therefore, at the end of the exchange, if an exchange visitor program is not extended the teacher is expected to depart the United States.

**Federal Regulations:**

Part 62: Exchange Visitor Program

§62.24   Teachers.

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(j) *Duration of participation.* Exchange teachers may be authorized to participate in the Exchange Visitor Program for the length of time necessary to complete the program, which may not exceed three years unless a specific extension of one or two years is authorized by the Department as set forth in paragraph (k) of this section.

(k) *Program extensions.*

(1) Sponsors may request from the Department an extension of an exchange teacher's exchange by either one or two years, but not by a semester or by other fractions of academic years.

(2) The sponsor's request for extension must include:

(i) A letter of reference on official letterhead written by the host school or host school district administrator responsible for overseeing the exchange teacher that describes the exchange teacher's performance during the previous three years of the exchange and how the host school has benefited from the exchange teacher's presence (***the name of the host school/site of activity must be listed in the letter or letterhead***); and

(ii) a document describing how the exchange teacher over the previous three years has engaged his or her classroom, the wider host school or host school district, or community through the cross-cultural activity component (***submission of all cross-cultural activity reports to include the current year’s report***)...

**(3) Sponsors must submit their extension request and supporting documentation for the extension to the Department no later than three months prior to the beginning of the desired extension period for the exchange teacher.**

(4) Sponsor requests for extension must include proof of payment of the required non-refundable extension fee as set forth in §62.17.

**Exchange Visitor Program Request for Extension Application Checklist:**

For the application to be considered complete, the following must be submitted to the Massachusetts Department of Elementary and Secondary Education (ESE).

* Completed ***Request for Extension Application*** form (see attached form)
* **Letter of reference written on official letterhead of school district/host school**:
  + *The letter of reference needs to be on official letterhead written by the host school or host school district administrator responsible for overseeing the exchange teacher that describes the exchange teacher's performance during the previous three years of the exchange and how the host school has benefited from the exchange teacher's presence. The letter of reference must list the name of the exchange teacher and the name of his/her current host school.*
* Copies of all three cross-cultural activity reports completely filled out for both Activity 1 and Activity 2 (see Cross-cultural Activity Report form);
* Non-refundable extension fee – currently $367.00 (per request) can be paid via personal or bank check. Checks should be made out to the **Commonwealth of Massachusetts** and can be mailed to:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

c/o Maria Frederick

135 Santilli Highway

Everett, MA 02149

* Once the extension fee is processed by ESE and submitted to the Department of State, it is non-refundable even if your request is not approved by the Department of State.

**\*All supporting documents noted above, along with the required fee must be submitted to the Massachusetts Department of Elementary and Secondary Education by March 1st at the very latest or the request for extension will not be processed.**

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| **BridgeUSA: Request for Extension Application** | | | | | | | | | | | | | | |
| *The intent of this form is to request an extension (maximum of two years) to the Exchange Visitor Program (Teacher category) three-year limit.* | | | | | | | | | | | | | | |
| **Applicant’s name *(Please print)*:** | | | |  | | | | | | |  | | | |
| **Please check off the type of extension requested.** | | | | | | | | | | | | | | |
|  | **1 Year Extension** (Please note, if you are approved for a one year extension and you decide to apply for an additional 1 year extension; you will be required to submit a new request and extension request fee.) | | | | | | | | | | | | | |
|  | **2 Year Extension** | | | | | | | | | | | | | |
| Please provide a brief summary of the reason/reasons why, you are making this request. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Signature of Applicant/Exchange Visitor: | | | | |  | | | | | | | | | |
| ***The following information should be completed by School District/Host School Principal or Superintendent.*** | | | | | | | | | | | | | | |
| Has the applicant received a rating of Proficient or higher on their annual educator evaluation? | | | | | | | | | | | Yes |  | NO |  |
| Name of School District/Host School (please print): | | | | | |  | | | | | | | | |
| Name of Host School Principal or Superintendent (please print): | | | | | | | |  | | | | | | |
| Signature of host school Principal or Superintendent: | | | | | | |  | | | | | | | |
| Title: |  | | | | | | | | | | | | | |
| Email: | |  | | | | | | | | | | | | |
| Telephone # | | |  | | | | | | Date: |  | | | | |

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