

J-1 Intern and Trainee Programs  
**Offer Letter Agreement Form**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Manor Independent School District  
 Site of Activity Address: 10335 US Hwy 290, Manor, TX, 78653, United States

**POSITION INFORMATION**

**Position Title** Special Education Teaching Assistant  
**Start date - Earliest** 2025-07-28 **Latest** 2025-08-30  
**End date - Earliest** 2026-06-01 **Latest** 2026-06-10  
**Stipend** 17.00 \$ per hour  
**Estimated tips** None  
**Average hours per week** 40  
**Required Interviews** Sponsor Interview, Host Interview

**HOUSING INFORMATION**

**Housing Model** Participant arranged

**EXCHANGE VISITOR SECTION**

Exchange Visitor Printed Name	Date of birth
Program Start Date	Program End Date
Signature	Date

Sponsor or agency representative name

I confirm that I have read, understood, and agreed to the conditions outlined in this Offer Letter. I agree to adhere to all Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change my position title without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

**Section 1**

**HOST ENTITY INFORMATION**

Entity name	Manor Independent School District
Web site	<a href="https://www.manorisd.net/">https://www.manorisd.net/</a>
Primary contact name	Michelle H. Rocha
Title	Director of Human Resources

Department	HR
Phone 1	5122784468
Email	michelle.rocha@manorisd.net

## Section 2

### DETAILED POSITION INFORMATION

Site of Activity address	10335 US Hwy 290, Manor, TX, 78653, United States
Position Title	Special Education Teaching Assistant
Special requirements	Paraprofessional test and fingerprinting. Fingerprinting fee is \$48.25. High school diploma or GED, Valid Texas educational aide certificate; successfully pass a skills assessment test 48 College Hours/ Associate or Bachelor's degree preferred - Foreign Credential Evaluation (General) may be required
Position details and description	Special Education Teaching Assistant  Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher
Department	Special Education
Training Schedule	Monday-Friday standard full time week of a minimum 40 hours per week.
Average hours per week	40
Stipend	\$17.00
Is Overtime available	No
Required skills	<ul style="list-style-type: none"> <li>• Ability to work well with children</li> <li>• Ability to communicate effectively</li> <li>• Effective organizational, communication, and interpersonal skills</li> <li>• Ability to use personal computer and software to develop spreadsheets, databases, and word documents</li> </ul> <p>48-credit hours is required for this role. Foreign Credential Evaluations are required for participants in this role. We recommend starting this process after confirmation of hire.</p>
Required experience	Preferred experience working with children, in a public education environment
English level	Excellent
Supervisor	Michelle H. Rocha

## Section 3

### POSITION REQUIREMENTS

Grooming	
Grooming standards	District policies sent upon hire.
Dress code	Dress code information is in Employee Handbook and will be explained during orientation. Standard American "business casual" (please google this term for specifics and visuals). Teacher Assistants must be neat, clean, and dressed professionally but are NOT required to wear suits/ties. Slacks, colored shirts, clothing that is not revealing or too tight. Shorts are not permitted. Closed toed shoes.
Uniform provided?	No
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
Cost to Exchange Visitor (if applicable)	N/A
When is screening fee due	N/A
Payment	
Payment schedule	bi_monthly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	None
Description	<p>Interns/ Trainees must submit for their Social Security Number in order to start the clearance process by the school district for their background check. They are not allowed to be on campus with children present until their have the background/fingerprints complete.</p> <p>Please remember that taxes will be taken out of each paycheck. J1 interns and trainees pay 10-15% of their salary in taxes. Please advice your HR for any further information on taxes being withheld from your paycheck.</p> <p>You can also visit IRS website for more information on J1 taxes:  <a href="https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1">https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1</a></p> <p>TB testing is required for all participants: Bring proof of negative TB test (not a skin test, needs to be a chest XRay. Must be within 6 months of school start date.)</p> <p>You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. GeoVisions recommends waiting 10 days for optimal success. Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). Please contact support@geovisions.com with any questions.</p>
Training / Orientation	
Host Entity provides training/orientation	Training provided for duration of program per training plan. New Employee Onboarding and New Employee Orientation
Description	Different phases on the DS-7002/Training plan. Onboarding consists of information for accounts, pay, benefits and employee policies and procedures. New employee orientation is professional development on instructional delivery, resources, and curriculum.

Will Exchange Visitor be paid during training/orientation	No
Will Exchange Visitor incur a cost for training/orientation	No
Cost to participant	N/A
When is training fee due	N/A

#### Section 4

#### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the Offer Letter.

Does Host Entity provide temporary housing?	No
Duration of temporary housing	N/A
Cost of temporary housing	N/A

#### Housing Lead 1

Housing model	Participant arranged
Gender requirement	Any
Housing type	Apartment
Housing name	Prose Manor
Contact name	Front Desk/Reception
Address	11925 Ring Drive, Manor, TX, 78653
Phone	512-682--0796
Web Address	<a href="https://www.prosemanor.com/">https://www.prosemanor.com/</a>
Cost per participant	1821.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	1821.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes

Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Utilities & Internet
Description	<p>Beaming with new features and amenities, Prose Manor welcomes you to a sophisticated apartment community in Manor, TX. Create your comfortable home in thoughtfully designed layouts. Achieve ultimate relaxation around the community with indoor and outdoor amenities. Combined with a prime location near shops and restaurants, Prose Manor creates the home youve been searching for. Contact the leasing office to schedule your tour today.</p> <p>Newly constructed with convenient features and sophisticated details, these one and two bedroom apartments offer upgraded living in Manor, TX. Come home to open layouts with striking details, including wood-inspired floors, granite countertops and Shaker-style cabinetry. Along with plenty of storage space, these brand-new homes create your retreat in a comfortable and tranquil community.</p>
Number of beds per room	1 - 2
Number of bedrooms	1 - 2
Exchange Visitors per property	2 - 4
Exchange Visitors per room	1 - 2
Bathrooms per property	1 - 2
Bedding and towels	No
Bedding and towel payment due	Not Provided, must bring or purchase your own sheets and towels
Kitchen facilities	Yes
Additional items must bring	Personal Items, bedding & sheets
Additional comments	<p>Rental Breakdown  1B 1BA - \$1277 per month  shared by 2 persons  \$638.50 per person, per month.</p> <p>2B 2BA - \$1657  shared by 4 persons  \$415 per person, per month.</p>
Included in cost	Basic utilities - Washer/Dryer - High Speed Internet Access - Air Conditioning
Administration fee	99.0
Administration fee due	\$99 Application fee due before move in
Housing deposit due	Deposit Breakdown 1B 1BA - \$1277 shared by 2 persons \$638.50 per person.

	2B 2BA - \$1657 shared by 4 persons \$415 per person.
Housing deposit refundable	Yes
Further information on housing refund policy	Fully refundable deposit, provided the room is returned in the original clean and undamaged condition it was received in.
Lease required	Yes
Length of lease	15 Months
Further information on length of lease	Please contact/visit website for further details.

## Housing Lead 2

Housing model	Participant arranged
Gender requirement	Any
Housing type	House
Housing name	Beacon at Presidential Heights
Contact name	Front Desk/Reception
Address	14608 John Marshall Bnd, Manor, TX, 78653
Phone	512-866-6676
Web Address	<a href="https://www.zillow.com/apartments/manor-tx/beacon-at-presidential-heights/CYRrYh/">https://www.zillow.com/apartments/manor-tx/beacon-at-presidential-heights/CYRrYh/</a>
Cost per participant	2449.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	2499.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Basic Utilities
Description	Find your new home in Beacon at Presidential Heights in Manor, Texas. Our community offers easy access to Hwy 290, SH 45, and Toll Road 130, positioning you by many work corridors in the Austin and Round Rock regions. You'll be a within 10

	miles from GM, Dell, Samsung, and Applied Materials, as well as a short commute from Tesla and Downtown Austin. Our community brings the perks of urban living while retaining vibrant and open green spaces. Enjoy our resort style pool, pavilion, and soccer field. Relax in our spacious and stylish homes, featuring open kitchens, stainless steel appliances, granite countertops and a private backyard. You'll appreciate the convenient location and beautiful homes that await you in Presidential Heights. All schools in Manor ISD are within 2 miles from our community. Schedule an appointment and learn more about our move-in ready homes!
Number of beds per room	1 - 2
Number of bedrooms	3 - 5
Exchange Visitors per room	1 - 2
Bathrooms per property	2
Bedding and towels	No
Bedding and towel payment due	Not Provided, must bring or purchase your own sheets and towels
Kitchen facilities	Yes - Washer/dryer hookups
Additional items must bring	personal Items
Additional comments	Rental Breakdown 3B 2BA - \$2038 per month  4B 2BA - \$2250 per month  5B 2BA - \$2499 per month
Housing deposit due	Deposit Breakdown's: 3B 2BA - \$1819  4B 2BA - \$2175  5B 2BA - \$2704
Housing deposit refundable	Yes
Further information on housing refund policy	Fully refundable deposit, provided the room is returned in the original clean and undamaged condition it was received in.
Lease required	Yes
Length of lease	15 Months
Further information on length of lease	Please see website for info on lease

### *Housing Lead 3*

Housing model	Participant arranged
Gender requirement	Any

Housing type	Apartment
Housing name	The Flats at Shadowglen
Contact name	Front Desk/Reception
Address	12500 Shadowglen Trace, Manor, TX, 78653
Phone	7372386564
Web Address	<a href="https://www.flatsatshadowglen.com/">https://www.flatsatshadowglen.com/</a>
Cost per participant	1985.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	1985.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Basic Utilities
Description	<p>At the Flats at Shadowglen, you will find the ultimate balance of modern tastes and innovative thinking. Retreat home while staying easily connected with the greater Austin area.</p> <p>Take advantage of social and active amenities all in a walkable neighborhood. With high-tech features and environmentally conscious considerations inside and out, these new apartment homes offer a new standard of living at a surprisingly accessible price point.</p> <p>Every detail has been designed with thoughtful intentions to bring both luxury and innovative features together for an exceptional living experience</p> <p>Your apartment is connected with top-of-the-line technology from video doorbells, smart speakers and programmable thermostats. Unlock your front door with a smart app. Enjoy blazing fast fiber internet by AT&amp;T with all apartments pre-wired with Cat6 cabling. There's ample room to charge your devices with USB outlets in every home.</p>
Number of beds per room	1 - 2
Number of bedrooms	1 - 2
Exchange Visitors per room	1 - 2
Bathrooms per property	1
Bedding and towels	No



Bedding and towel payment due	Not Provided, must bring or purchase your own sheets and towels
Kitchen facilities	Yes
Additional items must bring	Personal Items, bedding sheets & Pillows
Additional comments	Rental Breakdown: 1B 1BA - \$1379 - \$1510 per month.  2B 1BA - \$1765 per month.  2B 2BA - \$1985 per month.
Included in cost	Basic Utilities
Housing deposit due	Deposit Breakdown: 1B 1BA - \$1735.  2B 1BA - \$ 1765.  2B 2BA - \$1985.
Housing deposit refundable	Yes
Lease required	Yes
Length of lease	12 Months
Further information on length of lease	please see website for details on lease

## Section 5

### ARRIVAL INSTRUCTIONS

Geovisions provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Best Arrival Airport	Austin-Bergstrom International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Send your arrival information to Michelle Rocha michelle.rocha@manorisd.net and Angel Love angel.love@manorisd.net (2) two weeks prior to arriving with your flight details and arrival times.</p> <p>You will need to organize your own transportation from the airport to your secured US housing. You must have a secured place to stay for your arrival. Do not get on the plane, if you do not have a safe place to stay upon arriving in the US.</p> <p>Please contact Michelle Rocha at michelle.rocha@manorisd.net and Angel Love angel.love@manorisd.net to inform that you have arrived.</p> <p><b>**Temporary Airport Hotel:</b>  Ramada by Wyndham Austin South  4323 S I-35 Frontage Rd, Austin, TX 78744  512-649-4304</p> <p>Cost: \$80 per night.</p>

	<p>**Uber/Lyft: \$20-\$30</p> <p>No pick ups arranged, but she is the point of contact for arrival/orientation.</p> <p>**Prices are subject to change.</p>
Should Exchange Visitor contact Host Entity before arrival	No
Upon arrival, Exchange Visitor should report	Report to your participant arranged secured housing and contact Michelle Rocha.
Phone number	512-278-4468
Preferred arrival days	Weekdays
Preferred arrival times	Weekdays between 8:00 a.m. - 5:00 p.m. CST

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	Social Security Administration, 5508 Hwy 290 W, Bldg B, Austin, TX 78735
Distance of SSO from SOA	24.5 miles
Will Host Entity provide transportation to the nearest Social Security office	No
Will Host Entity help Exchange Visitor make copies of the necessary documents	No
Other Social Security assistance provided	Please refer to your Arrival email for more information on the application process. We may be able to assist with transportation or coordination for appointments with social security office and airport pick up so please be sure to be in touch with your school contact about this.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Monthly activities planned by school will be offered
School Fair
Historical Attractions/Sites
Interaction and events with co-workers