

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

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Houston Independent School District  
 Site of Activity Address: 4400 W. 18th Street, Houston, TX, 77092, United States

**POSITION INFORMATION**

**Position Title** Teaching Assistant  
**Start date - Earliest** 2025-07-22 **Latest** 2025-07-22  
**End date - Earliest** 2026-06-06 **Latest** 2026-06-06  
**Stipend** 24,537.00 \$ per year  
**Estimated tips** 0  
**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	Houston Independent School District
Web site	<a href="https://www.houstonisd.org/">https://www.houstonisd.org/</a>
Primary contact name	Andreina Savelli
Title	International Recruitment Coordinator 2

Phone 1	713-556-7381
Email	andreina.savelli@houstonisd.org

## Section 2

### DETAILED POSITION INFORMATION

Site of Activity address	4400 W. 18th Street, Houston, TX, 77092, United States
Position Title	Teaching Assistant
Special requirements	Home country background check is required. The program is 10-12 months long, depending on the start date and is not eligible for extensions.
Position details and description	<p>TEACHING ASSISTANT 10- MONTH PROGRAM</p> <p>POSITION SUMMARY Under direct supervision, performs duties that are instructional in nature or may deliver direct services to students or parents. Serves in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Assists with test administration. May provide specialized assistance for students with special needs.</p> <p>ILLUSTRATIVE DUTIES</p> <ul style="list-style-type: none"> <li>• Assists teacher(s) with student academic goals, by assisting with small groups of children or an individual child.</li> <li>• Assists teacher(s) in the enforcement of classroom management and behavioral plans, creating an environment that is appropriate for learning.</li> <li>• Assists with supervising students during breakfast, recess, lunch, dismissal, special events, and programs.</li> <li>• Assists teacher(s) in the preparation of paperwork for the ARD/IEP process. Collects and enters data for completion of special education reports and documents.</li> <li>• Assists teacher(s) with the planning, preparation and implementation of differentiated instruction for individual students and groups.</li> <li>• Performs other job-related duties as assigned.</li> </ul>
Department	Education
Training Schedule	Monday to Friday, 40 hours / week
Average hours per week	40
Stipend	\$24,537.00
Is Overtime available	No
Required skills	<ul style="list-style-type: none"> <li>• Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.</li> <li>• Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.</li> <li>• Effective written and verbal communication skills, with the ability to interact professionally with individuals at all levels.</li> <li>• Ability to train independently as well as collaboratively in a team environment.</li> <li>• Demonstrated problem-solving abilities and adaptability in a dynamic training environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiarity with office procedures, equipment, and basic technological tools.</li> <li>• Commitment to maintaining confidentiality and handling sensitive information with integrity.</li> <li>• Strong interpersonal skills and a customer service-oriented approach.</li> </ul>
Required experience	<p>Education: Minimum of an Associate's degree or 48 credit hours of transcript college credit from an accredited college or university.</p> <p>Complete Foreign Credential Evaluation- General prior to arriving in the U.S.</p> <p>Experience: 0-1 years</p>
English level	Excellent
Supervisor	Andreina Savelli

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	District policies sent upon hire.
Dress code	<p>The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent of Schools. Employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees and the district.</p> <p>Employees shall keep their hair and facial hair groomed neatly.</p> <p>Employees will not be allowed to display any jewelry, tattoos, brands, or similar artifacts that are either obscene, distracting or may cause disruptions to the educational environment.</p> <p>Clothing should be clean, pressed, and wrinkle-free. Attire should fit appropriately (not excessively tight or loose). Dress pants, dress shirts, and blouses are acceptable. Professional dresses and skirts are acceptable. Professional footwear is required at all times. Employees required to wear District-issued uniforms are expected to wear the assigned uniform.</p>
Uniform provided?	No
Cost to Exchange Visitor	0.00
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	Not required

Will Exchange Visitor incur a cost for screening	No
Cost to Exchange Visitor (if applicable)	N/A
When is screening fee due	N/A
<b>Payment</b>	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	<p>NES and Non-NES Salary tables can be found via 2024-2025 school year HISD Compensation Plan, this is a relative example of the 2024-2025 school year potential salary tables.</p> <p>J1 participants may be subject to various taxes, insurance, and retirement deductions (TRS) and may also qualify for various benefits. Please visit the links below for additional information regarding payroll at <a href="https://www.houstonisd.org/Page/69109">https://www.houstonisd.org/Page/69109</a> and for benefits at <a href="https://www.houstonisd.org/hisdbenefits">https://www.houstonisd.org/hisdbenefits</a></p>
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 find more information on fingerprints here:  <a href="https://tea.texas.gov/texas-educators/investigations/fingerprinting/fingerprinting-for-certificate-applicants">https://tea.texas.gov/texas-educators/investigations/fingerprinting/fingerprinting-for-certificate-applicants</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. Needs within 6 months of school start date.)</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 advise your HR for any further information on taxes being withheld from your paycheck.  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>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 <a href="mailto:support@geovisions.com">support@geovisions.com</a> with any questions.</p> <p>For Housing there are certain realtors who are able to assist, we recommend contacting them during your housing search:  •Aaron Miller <a href="mailto:Agm@aaronmillerrealty.com">Agm@aaronmillerrealty.com</a> Ph: 713-294-2765.  •Carmeli Gonzalez <a href="mailto:carmeli.realtor@gmail.com">carmeli.realtor@gmail.com</a> Ph: 915.691.4390 (She speaks Spanish).</p>
<b>Training / Orientation</b>	
Host Entity provides training/orientation	Yes
Description	HISD New Employee Orientation, 1 day
Will Exchange Visitor be paid during training/orientation	No
Length of training/orientation	1 day
Will Exchange Visitor incur a cost for training/orientation	No
Cost to participant	N/A

When is training fee due	N/A
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#### 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	Vista on Gessner
Contact name	Vista on Gessner Office
Address	6425 S Gessner Dr, Houston, TX, 77036
E-mail	<a href="https://www.vistaongessner.com/">https://www.vistaongessner.com/</a>
Phone	(832) 500-3250
Web Address	<a href="https://www.apartments.com/vista-on-gessner-houston-tx/9thfeq7/">https://www.apartments.com/vista-on-gessner-houston-tx/9thfeq7/</a>
Cost per participant	1000.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	1000.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Varies. Please do your own research and come to the US with at least \$3,000 for housing. You will need deposit and 1st month of rent upfront, plus fees.
Is deposit refundable	Yes
Can housing be co-ed	No

Distance between work site and housing	13 miles
Transportation details	Public transportation available in the city Bikes Uber Lyft
Description	Please remember that it is participant's responsibility to find and secure housing before coming to the US. Please research apartments in the area and contact properties beforehand. Good websites for resources are: <a href="https://www.apartments.com/">https://www.apartments.com/</a> <a href="https://www.zillow.com/">https://www.zillow.com/</a> <a href="https://www.rent.com/">https://www.rent.com/</a> <a href="https://www.thathoustonapartmentlist.com/">https://www.thathoustonapartmentlist.com/</a> <a href="https://www.affordablehousing.com/houston-tx/">https://www.affordablehousing.com/houston-tx/</a> Please stay safe and mindful in your searches. Always reach out if in doubt! our support is here to help you navigate and stay safe!
Number of beds per room	1
Number of bedrooms	1
Exchange Visitors per property	1
Exchange Visitors per room	1
Bathrooms per property	1
Bedding and towels	No
Cost of bedding and towels	40.0
Bedding and towel payment due	N/A
Kitchen facilities	Present
Additional items must bring	Please buy your own toiletries, bedding, dishes, towels, etc. Most apartments are not furnished, please be mindful since you might need to purchase additional furniture like bed, desk, dresser, etc.
Additional comments	Please know that every single option that you find will require a deposit. Average cost of deposit is usually 1 month of rent. Therefore, upon coming to the US you will have to pay 1 month of rent ahead, plus 1 month worth of the deposit. Some apartments also do not include bills such as: electricity, internet, water, etc. Please do your research to have clear financial expectations.
Included in cost	Varies, please make sure to ask those questions while researching apartments in your area.
Additional items included in cost	A lot of the times apartments charge application fee. Please pay attention to all the small details as they can build up. Make sure to bring at least \$3,000 with you to the United States to cover the first month of rent, deposit, and some necessary things you might need to buy, such as dishes, towels, bedding, etc.
Housing deposit due	Housing deposit due upfront most of the time, along with the first month of rent.
Housing deposit refundable	Yes

Further information on housing refund policy	Varies, please clarify and do a walk-through before signing any agreements and documents to make sure the damage was there before you have moved in, if there is any.
Lease required	No
Length of lease	12 Months
Further information on length of lease	Leases usually run 12-18 months. Please be aware of the renewal and application fees.
Fees additional comments	Varies. Please do your own research and come to the US with at least \$3,000 for housing. You will need deposit and 1st month of rent upfront, plus fees.

## 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	George Bush Intercontinental Airport Houston and William P Hobby
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Andreina Savelli at <a href="mailto:andreina.savelli@houstonisd.org">andreina.savelli@houstonisd.org</a> at least two (2) weeks prior to your arrival.</p> <p>Please input the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Should you arrive in the US outside of the preferred arrival times, please see the below for the closest hotel for an overnight stay.</p> <p>Accommodation:  La Quinta Inn &amp; Suites Houston Bush Intl Airport E (Average at \$78 Per/Night)  18201 Kenswick Dr, Humble, TX 77338, United States  <a href="https://www.wyndhamhotels.com/laquinta/">https://www.wyndhamhotels.com/laquinta/</a>  Contact: +12814461300</p> <p>Taxi cab:  A &amp; M CAB (This app can be found on Google Play)  1023 Meek Rd, Humble, TX 77338, United States  <a href="https://am-taxis.co.uk/">https://am-taxis.co.uk/</a>  Contact: 086022283024</p> <p>Every J-1 teacher will be assigned a campus-based mentor who will support instruction, classroom management, parent concerns, etc. as well as provide support adjusting to the policies and procedures of HISD.  Teachers will also receive access to at least 3 real estate agents that have helped HISD J-1 teachers secure housing, along with names of banks and preowned car dealers that have helped J-1 teachers in the past.</p> <p>Houston has two international airports. Bush Intercontinental Airport (IAH) (<a href="https://www.fly2houston.com/iah/ground-transportation">https://www.fly2houston.com/iah/ground-transportation</a>) is located approximately 22 miles north of downtown Houston, and William P. Hobby (<a href="https://www.fly2houston.com/hou/ground-transportation">https://www.fly2houston.com/hou/ground-transportation</a>) is located 11 miles south of downtown Houston. A variety of ground transportation services are available to and from the airport. Note: International passengers who arrive at Terminal D will proceed through Customs &amp; Immigration to the Terminal E international arrivals hall.</p>

Should Exchange Visitor contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitor should report	Host School
Phone number	713-556-7381
Preferred arrival days	Monday-Friday
Preferred arrival times	8am - 5pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	16200 Dillard Dr. Houston, TX 77040
Distance of SSO from SOA	8.7 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	Yes
Other Social Security assistance provided	Please refer to your Arrival email for more information on the application process.  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.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

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