

J-1 Intern and Trainee Programs Offer Letter Agreement Form

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: UCP Charter Schools
 Site of Activity Address: 4780 Data Court, Orlando, FL, 32817, United States

POSITION INFORMATION

Position Title Teaching Assistant
Start date - Earliest 2025-07-07 **Latest** 2025-07-19
End date - Earliest 2026-12-20 **Latest** 2026-12-23
Stipend 15.00 \$ per hour
Estimated tips 0
Average hours per week 37
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	UCP Charter Schools
Description	We are a community of tuition-free Charter Schools with eight campuses across Central Florida. Our vision is to create fully inclusive learning communities where we provide a comprehensive and well-rounded education through unique experiences and individualized instruction. We are committed to teaching state standards in a way that is most relevant to each child's learning process and strengths.

	Our curriculum integrates Technology, Arts, and Project Based Learning to inspire innovation and interpersonal development. At UCP Charter Schools, we value academic results as much as we value the process of learning, For us that means not only educating students but also helping them cultivate an appreciation for learning.
Web site	https://www.ucpcharter.org/
Primary contact name	Dr. Ilene Wilkins
Title	CEO
Phone 1	407-852-3303
Email	lwilkins@ucpcf.org

Section 2

DETAILED POSITION INFORMATION

Site of Activity address	4780 Data Court, Orlando, FL, 32817, United States
Position Title	Teaching Assistant
Special requirements	Home country background check is required.
Position details and description	<p>SPECIAL EDUCATION TEACHING ASSISTANT</p> <p>To assist the lead teachers in the preparation and management of activities for students with special needs to ensure that each student is provided an exemplary education by meeting individual needs.</p> <p>Participants serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.</p> <p>RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:</p> <ol style="list-style-type: none"> 1. Assist students to and from class. 2. Assist the students with personal needs to perform learning 3. Provide one-on-one assistance to help students with simple intermediate tasks. 4. Escort or assist students to and from lunch and assist with feeding, as necessary. 5. Assist students with cognitive, behavioral and/or physical challenges. <p>The US school systems may differ from the school systems in your country. Students that need special education services are educated in the same school with the students that do not require these services. You may be placed in a general education classroom to assist students who need special education services, assist small groups of students who require these services or in self-contained classes where only special needs students are present. This will depend on your school and group placement.</p>
Department	Education
Training Schedule	8am - 3:30pm
Average hours per week	37
Stipend	\$15.00
Is Overtime available	No

Required skills	Computer Skills Patience Love of children Flexibility Team work
Required experience	Experience working with children.
English level	Excellent
Supervisor	Dr. Ilene Wilkins

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	district policies sent upon hire
Dress code	Business casual or jeans with a UCP Logo Polo Shirt
Uniform provided?	Yes
Cost to Exchange Visitor	0.00
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	Yes
Description of drug screening policy	Required
Will Exchange Visitor incur a cost for screening	No
Cost to Exchange Visitor (if applicable)	UCP covers the cost
When is screening fee due	UCP covers the cost
Payment	
Payment schedule	bi_monthly
Allowances, bonuses, and/or incentives	UCP will partially cover the sponsor's program fee. Please contact GeoVisions for details.
Description	<p>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. You can also visit IRS website for more information on J1 taxes: https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1</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.

Training / Orientation

Host Entity provides training/orientation	Yes
Description	2 five day training - Part 1 - Specific to International Staff (culture, logistics). Part 2 - New Education Academy (teaching strategies)
Will Exchange Visitor be paid during training/orientation	Yes
Will Exchange Visitor incur a cost for training/orientation	No

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	The Plaza at Millenium
Address	1948 Lake Atriums Cir, Orlando, FL, 32839
Phone	(386) 999-3730
Web Address	https://www.apartmenthomeliving.com/apartment-finder/1948-Lake-Atriums-Cir-Orlando-FL-32839-18642624
Cost per participant	1500.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No

Is deposit refundable	Yes
Can housing be co-ed	No
Description	This is a housing lead ONLY. Please research your own housing and secure the spot for yourself prior to coming into the program. Please research apartments or houses for rent in Orlando.
Number of beds per room	1
Number of bedrooms	2
Exchange Visitors per property	2
Exchange Visitors per room	1
Bathrooms per property	2
Bedding and towels	No
Cost of bedding and towels	100.0
Additional items must bring	Bring your own toiletries and a towel.
Included in cost	Cost is \$1,100-1,500 per apartment per month. We strongly advice to find roommates.
Housing deposit refundable	Yes
Lease required	No

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	Orlando
Airport/bus/train pickup provided	No
General arrival instructions	Contact Host School at least two weeks prior to arrival. Detailed instruction will be provided.
Should Exchange Visitor contact Host Entity before arrival	Yes
Preferred arrival days	any
Preferred arrival times	any - transportation options may be limited based onb arrival time of day

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	5520 Gatlin Ave Suite 101 Orlando FL 32812
Distance of SSO from SOA	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	<p>EV will need to secure social security info prior to beginning work. Host company is not involved in process.</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>

Section 7

POTENTIAL CULTURAL ACTIVITIES

Monthly activities planned by school will be offered
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International Teacher Trainee Program Information

The J-1 Teacher trainee program -This non-immigrant visa is used to allow foreigners with an education degree or studying to be a teacher to train with a U.S.-based host organization for up to 18 months.

Teacher Trainees (18-month program)– Graduated with a BA degree at least a year ago and have at least one year of classroom experience.

UCP Teacher Trainees/Interns – What we are looking for:

- Prefer experience working with students with a variety of disabilities (physical, behavior, and cognitive)
- Creative and able to think “out of the box.”
- Enthusiastic and love to teach and learn.
- Comfortable using technology.
- Flexible and a good problem solver
- Willing to share their culture/customs with our staff and students.
- Comfortable being away from home/family for an extended period of time.
- Understand this is not a “teacher” job – you would be the paraprofessional in a classroom supporting a teacher.
- **Understand this is not a pathway to US citizenship and is only a 18 month visa. You must return to your country for at least two years after the visa period is over.**

Intern Pay/Benefit Information:

- Salary is \$15/hour.
- UCP provides Paid Time Off/Sick Time, and Life Insurance and pays for the health insurance via the visa company.

J1 Visa Costs for Participants:

UCP will pay to the J1 Visa Agency:

- Your visa/health insurance fees include the SEVIS fee for just the trainee.

Your Costs:

- J2 Visa Fee (if bringing spouse or children) - \$1120 and their health insurance (required)
- Consulate visa application fee: appr. \$180 (paid directly to US consulate)
- Any other fees that the visa company requires.

Your Other Costs:

- Airfare to/from USA.
- Move In expenses (Deposit for an apartment (could be \$2,000) and furniture.
- Regular living expenses (housing, food, transportation, etc.)
- Please note that applicants should have enough funds to support themselves for 2-4 weeks until they finish training/on-boarding and get their first paycheck from UCP. The visa company recommends you bring about \$5,000.

What are the steps to becoming a UCP Teacher Intern?

1. Complete the Google Intro Form: <https://forms.gle/ozc64oC6gyPfl85A7>
2. Attend an Intro Webinar
3. Info will be screened, and some candidates will be selected to participate in a 1:1 Interview with a member of our Education Leadership Team.
4. If offered a position - complete the UCP Application and receive a job offer letter.
5. Submit application/required paperwork to J1 Visa Agency Sponsor
 - a. Some visa agencies require an additional interview.
6. J1 Visa Agency will provide a DS-2019 (Certificate for Exchange Visitors)
7. Make an appointment with your country's embassy.
8. Receive final approval.
9. Begin making housing arrangements.
10. Arrive in USA by July 19, 2025 to begin "J1 Teacher Intern Cohort Orientation" on July 21, 2025.
 - a. You need to be in the USA ten (10) days before able to submit for your social security card to allow you to legally work/be paid.
 - b. UCP Charter Schools will provide a training stipend (\$100 a day) for the days you are doing pre-training/orientation.

What should you be doing now?

Gathering Paperwork to prepare to submit to Visa Agency:

- Resume
- Passport
- Background check report in English
- Diploma
- Employment letter(s) of reference showing 2+ years' experience.

Other Information/Considerations:

- Our plan is to bring a new cohort of 6-8 Teachers trainees this cycle.
 - Hopefully, there will at least two J1 teacher trainees at your school so you can share housing. We already have some trainees/international teachers at each school.
- Orlando does not have a good public transportation system so likely will need to Uber/Lyft (\$20-\$30 a ride) or look at purchasing a car.
- Housing: UCP will assist in identifying housing options including:
 - Apartments/Houses for Rent– will need furniture - \$600-\$700 per person per month per person for a shared 3-bedroom house plus utilities.

- Room to rent in a house with a family – generally furnished - \$500/month (limited availability)
- Quad Student Housing – furnished - \$800/month all included (only available near some of the schools)
- Cultural Exchange:
 - As part of the program – plan to develop activities to share your country’s culture with our students/staff.
 - UCP plans to create a “buddy” program with a US teacher/paraprofessional and will plan activities.
- Family/Children:
 - We understand that you are able to bring your family (spouse/children) with you and they would be issued a J2 Visa (cost is \$1120 per year). Children can attend the school based on their age/grade you will be teaching. Children K-12th grade attend school for free.
- End of Visa:
 - The term for the J1 Teacher trainee is 18 months.
 - **When the J1 Visa is complete, you must return to your country for two years and then can apply for other visa options including a new J1 visa.**