**Great Lakes Region**

**Faculty International Teacher Procedure**

 Managing an International Teacher is a sizeable undertaking. However, EGA has developed a means by which non-citizens may be employed, and EGA Headquarters will assist the host unit by ensuring that all requirements are met. Consider the educational benefits and do not allow additional paperwork and minimal expense to prevent the hiring of international teachers.

 The following information explains the procedure that must be followed if a host unit chooses to employ a non-citizen of the United States. For any person who does not hold a U.S. social security number or a green card, it is imperative that the proper visa be obtained in order for the individual to be employed in the United States. Failure to comply with this requirement could seriously jeopardize EGA.

 Follow this procedure to hire an international teacher:

**Host Unit, Teacher and EGA Headquarter Responsibilities**

**General Information**

1. Allow six months to a year prior to an event for Visa processing.
2. Mandatory international teacher contracts are contained on EGA’s website under “Document Downloads”, *National Seminar Guidelines; Manuals & Guides* and again under *National Seminar Guidelines* in *Section XI* you will find “*International Touring Teacher”* information. There is also further information in *Section X* that provides Sample Forms, Timelines, Letters, and Contracts and Other Information that may be of assistance to a hosting unit.
3. Tourist/visitor Visa **will not** be accepted! The Teacher must possess a proper working Visa to comply with the mandatory contract.
4. Host unit is responsible for Visa filing fees ($160 minimum) in their budget (in addition to all teaching fees, meals, travel, etc.) – EGA Headquarters will bill host chapter unit upon filing application.
5. Host unit must consider the possibility of incurring additional expenses for air travel since reservations prior to Visa approval are not advisable.

**Prior to issuing a contract**

1. Immediately after an individual is proposed for employment, host unit provides EGA Headquarters with individual’s name, address, telephone number, fax number, and email address.
2. EGA Headquarters will make contact with the individual to determine the state of the Visa.
3. EGA Headquarters will advise the host unit which of the mandatory contracts to use from the website.
4. If the individual possesses a CURRENT business Visa, nothing further must be obtained from EGA headquarters.