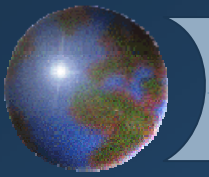


# *The Foreign Language Teaching Assistant (FLTA) Program: Policies and Procedures*

Program Sponsors: United States Department of State's  
Bureau of Educational and Cultural Affairs (ECA)

Program Administrators: Institute of International  
Education



*Enrichment and Professional Development  
Institute of International Education (IIE)*

*FLTA Program Staff*

Director: Carl DeAngelis

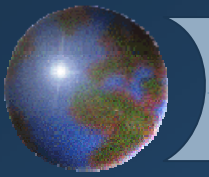
Assistant Director: Edward Monks

Senior Program Officer: Marsha Frith

Program Officer: Eleanor Wendell

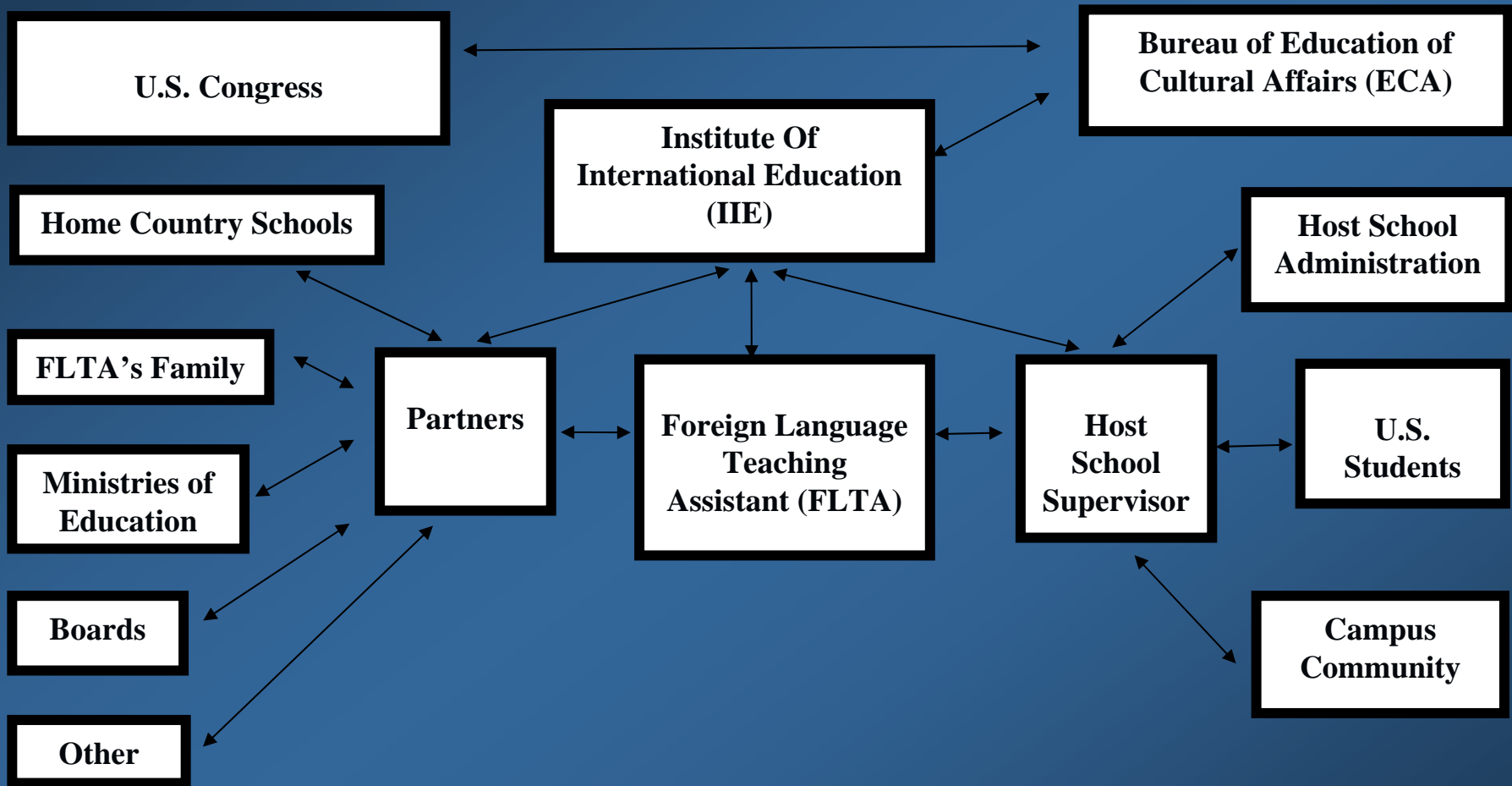
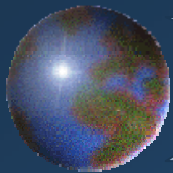
Program Administrators: May Almadani & Karen Forsythe

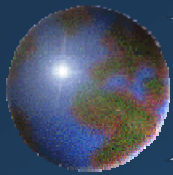
E-mail: [FLTA@iie.org](mailto:FLTA@iie.org)



## *2008-2009 General Program Information*

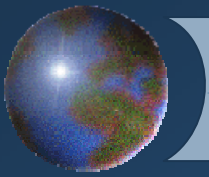
- 420 Fulbright FLTAs (50 non-Fulbright FLTAs)
- 49 countries
- 31 languages
- 48 states
- 280 + colleges and universities





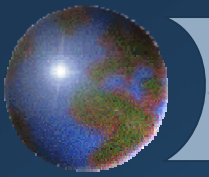
# *A Year of Reports*

- Arrival Information (already submitted)
- Pre-Survey (already responded to)
- Arrival and Address Report Form
- Student Report – Initial
- Initial Program Survey
- Supervisor Survey
- Workshop Registration Information
  - Approval of Itinerary
  - Submission of mini-bio
  - Proposal to Present
  - Proposal for Talent Show
  - Session Selection
  - Meal Selection
  - Other
- Student Report – Mid-Year
- Workshop Survey
- U.S. Student Survey
- Final Report
- Final Survey
- Name to appear on Certificate of Completion
- Approval of Return Itinerary/Submission of Departure form



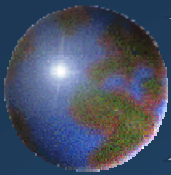
# *Overview*

- Professional development
- Personal enrichment
- Important contribution
- Not Renewable
- Not an opportunity for securing employment in the U.S.
- Not a vacation



# *Requirements*

- Teach or perform teaching assistant duties up to 20 hours per week
- Take two courses per semester
- Submit surveys/reports to IIE in a timely fashion
- Inform us immediately if you are having difficulty meeting program requirements
- Return to home country upon completion
- Be Professional, Take Initiative, Be Adaptable



# Requirements Continued

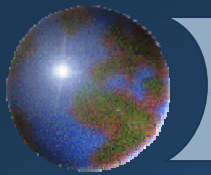
## J-2 Policy

- Housing
- Finances
- Full participation in the program

## Two-year home-country physical presence requirement

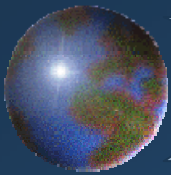
Must reside & be physically present in the country of nationality or last legal permanent residence for two consecutive years following departure from the U.S. before the exchange visitor is eligible to apply for:

- ❖ a *nonimmigrant H* visa as a temporary worker or trainee, or
- ❖ *nonimmigrant L* visa as an intra company transferee.
- ❖ an *immigrant* visa or permanent residence



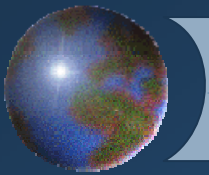
# *The Role of the Institute of International Education (IIE)*

- Your advocate
- Your primary contact
- Your monitor (SEVIS/Insurance)
- The distributor (for most monthly stipends)
- The informer (ECA)
- The mediator (Host Institutions)
- Organizer and administrator of FLTA Orientations and Workshops



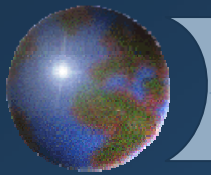
# *TERMS OF AWARD*

- PURPOSE
- NON-DEGREE STUDY PROGRAM
- FLTA PROGRAM STUDY REQUIREMENTS
- HOST INSTITUTION DESCRIPTION
- FINANCIAL PROVISIONS
- ASSISTANTSHIP DUTIES
- PRIMARY CONTACT
- OTHER CONTACTS
- HOUSING
- TRAVEL INSTRUCTIONS TO YOUR HOST SITE
- ENRICHMENT ACTIVITIES
- PROGRAM DATES
- PERSONAL EXPENSES
- TAXES
- DURATION OF STAY
- REVISION OF TERMS
- RIGHTS AND RESPONSIBILITIES OF GRANTEES:
- REVOCATION, TERMINATION OR SUSPENSION OF AWARD:
- REPORTING REQUIREMENTS:
- OTHER REQUIREMENTS AND INSTRUCTIONS:



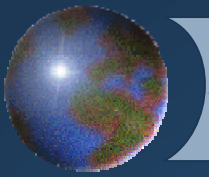
## *Before Writing IIE – Check The Following in your Terms:*

- Financial Provisions
- Personal Expenses
- Taxes
- Non-degree Study Program (Credit/Audit)
- Study Requirements
- Assistantship Duties
- Revocation/Termination/Suspension



## *Using the Handbook as a Resource*

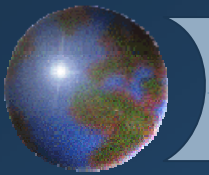
- Forms to submit to IIE (pg 39)
- Applying for a Social Security Card (pg 15)
- Visa to Canada and Mexico (pg 18)
- Buying a car (pg 16)



## *Other Items for your Handbook*

- E-Funds Card
- Payment Schedule
- Work Authorization Letter
- Insurance Card
- Insurance booklet
- Meal Plan Form
- Emergency Contacts

\*You will receive the above at the end of this Orientation Program



# REMINDER

Within 10 days of the Start Date on your DS-2019 you  
MUST SUBMIT:

- Arrival and Address Report Form, Copy of your Processed DS-2019, I-94 and Visa Stamp
  - \* Remember you must inform IIE of address changes within **10 days**

Within 30 days of arrival at your host institution you  
MUST SUBMIT:

- Student Report Form

Other reporting:

- Academic problems
- Changes in personal status
- Health Problems
- Surveys

PLEASE COMPLY WITH ALL REQUESTED DEADLINES

2. Program Sponsor: U.S. Department of State #1 #2 Exchange Visitor Program Number: G-1-11057

Participating Program Official Description: STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.

3. Form Covers Period: From (mm-dd-yyyy): 08-10-2007 #3 To (mm-dd-yyyy): 05-12-2008

4. Exchange Visitor Category: STUDENT NON-DEGREE #4  
 Subject/Field Code: 13.1306 Subject/Field Code Remarks: IIE - Fulbright Arabic FLTA

5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:  
 Current Program Sponsor funds : University :  
 Total :



6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).

7. Edward Monks  
 Name of Official Preparing Form: 301 4th Street, SW, Room 234 Washington, DC 20547  
 Address of Responsible Officer or Alternate Responsible Officer  
 Signature of Responsible Officer or Alternate Responsible Officer

Alternate Responsible Officer  
 Title: 212-984-5494  
 Telephone Number: 07-06-2007  
 Date (mm-dd-yyyy)

8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)  
 Effective date (mm-dd-yyyy): \_\_\_\_\_ Transfer of this exchange visitor from program number \_\_\_\_\_ sponsored by \_\_\_\_\_ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.

Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_ Date (mm-dd-yyyy) of Signature \_\_\_\_\_

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).

The Exchange Visitor in the above program:

1.  Not subject to the two-year residence requirement.

2.  Subject to two-year residence requirement based on:

A.  Government financing and/or

B.  The Exchange Visitor Skills List and/or

C.  PL 94-484 as amended

(ALL USAID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature of Consular or Immigration Officer \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year\*)

\*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.

(1) Exchange Visitor is in good standing at the present time

#5  
 Date (mm-dd-yyyy) \_\_\_\_\_

Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

(2) Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy) \_\_\_\_\_

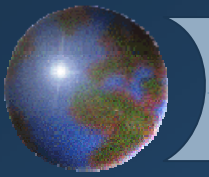
Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.

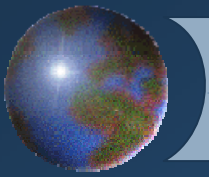
Signature of Applicant \_\_\_\_\_ Place \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_





# *Common Problems*

- Luggage
- Housing issues
- Automated bills
- Food/Meal Plan
- Comparing yourself to others in the program
- Unrealistic expectations



## *Resources for Resolving Problems*

- FLTA Handbook
- Insurance Booklet
- Insurance website

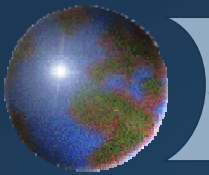
<http://www.sevencorners.com>

- JP Morgan Chase Bank (E-funds issues)  
Toll Free: 1-888-606-7058

- FLTA Program Website

<http://www.flta.fulbrightonline.org>

- On campus International Student Advisor
- Your Supervisor
- The internet
- FLTA Program Staff at IIE ([flta@iie.org](mailto:flta@iie.org))



# *Health Insurance*

- **Steps**

- 1) Read the booklet and visit the website to find what is covered and what will be an additional charge. E-mail or call Seven Corners with specific questions.

- 2) Find a doctor in the network

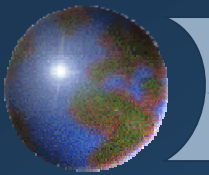
- 3) Make an appointment (\$25 co-pay)

- 4) Bring your insurance card and claim form (on website)

- \*If there is no doctor in network near school.....go to the nearest doctor (be prepared to pay up front)

- **For the cost of the visit**

**Consult the Doctor – Pay first or Submit claim form**



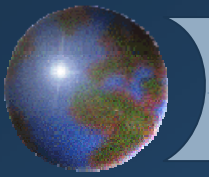
# *Mid-Year Workshop*

December 10-14, Washington D.C.

- Professional Development
- FLTA Networking
- Fun

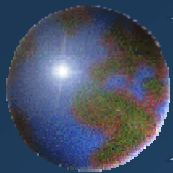
Practical Matters

- Travel to and from
- Expenses
- Expectations and Prohibitions



# *FLTA Newsletter*

- Published monthly
- Theme
- Submissions
  - Article on theme of month
  - Top Ten list on theme of the month
  - Pictures
- Alumni Spotlight



# Certificate of Completion



INSTITUTE OF  
INTERNATIONAL  
EDUCATION

*Certificate of Completion*  
*is hereby granted to*

*Eisa Khan Ayoobi*

*To certify the successful completion of*  
*The Foreign Language Teaching Assistant Program*  
*at*

*Stanford University*

*During the 2006-2007 academic year.*



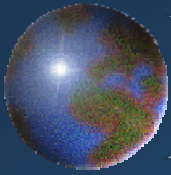
*Carl De Angelis*  
Director

*Enrichment and Professional Development*

*Edward Monks*  
Assistant Director

*Enrichment and Professional Development*





?

# QUESTIONS