

*Spanish Visiting Teacher Program*  
**Application Timeline & Checklist**  
 School Year 2013-2014

**Timeline**

Open .....Applications/contracts are due  
 April 29, 2013..... Candidates selected  
 May 29, 2013..... Confirmation by to/from school/district  
 June 2013..... J1 Visa application/processing  
 Early July 2013..... Orientation of teachers in Spain  
 Late July 2013 ..... Arrival of visiting teachers  
 July 29-August 2, 2013 ..... Orientation of teachers in Indiana

**Checklist**

Please ensure that the following items are included in the application packet to ensure that it may be processed in a timely manner:

- Completed application form, signed and dated by the proper district/school official.
- For community/charter schools, the additional signature of the authorizing official from the sponsoring institution, if applicable.
- Copy of your school or district’s salary schedule for teachers for the 2013-2014 school year.
- Signed program contract.
- Check or purchase order for the application processing fee in the amount of \$125.00 payable to CIESC.
- 2013-2014 School Calendar.
- Optional: Brochures about the school or district that can be shared with the visiting teacher application.

**Please send the original signed copy of this application along with your initialed and signed program contract to:**

Mary Ann Dewan, Ph.D., Executive Director  
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 Indianapolis, IN 46268-2512  
 Questions: (317) 387-7101 or [maryann.dewan@ciesc.k12.in.us](mailto:maryann.dewan@ciesc.k12.in.us)  
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