

Visiting International Teacher License Application Checklist

This checklist is a resource for candidates to use when applying for an **Ohio 3-Year Visiting International Teacher License**. See the Ohio Department of Education's [Visiting International Teacher webpage](#) for additional information.

Step 1

MEET EDUCATION AND FEDERAL J-1 VISA REQUIREMENTS FOR THE VISITING INTERNATIONAL TEACHER LICENSE.

- You must have the US equivalent of a bachelor's degree and have completed a traditional educator preparation program; **and**
- You must comply with all [U.S. Federal J-1 Visa requirements](#). Please note that you must have prior teaching experience, per federal and state teacher exchange program requirements.

Step 2

EMPLOYMENT WITH AN OHIO SCHOOL OR DISTRICT.

DO NOT apply for this license through the Department's online system until you have completed the following, or your application will be declined. You must:

- Complete the employment process at the Ohio school or district where you will be teaching; and
- Request the school or district's information retrieval number (IRN) to use in the online application; the organization's e-signer must approve your license application. Record the IRN for use with the online application here:

Step 3

COMPLETE BACKGROUND CHECKS.

- You must have current background checks on file with the Department. Please see the [Background Check FAQs webpage](#) for more information.
- Please note that background checks for licensure may only be completed in Ohio through a participating WebCheck facility after you have been issued a [U.S. Social Security Number \(SSN\)](#).

Step 4

PREPARE YOUR UNIVERSITY COURSE-BY-COURSE EVALUATION.

You must provide a course-by-course evaluation of your international university transcripts from an Ohio Department of Education approved provider. You may scan and upload the document per system instructions with your online licensure application or mail them to the Office of Educator Licensure. Please see the [Visiting International Teacher License webpage](#) for instructions.

Step 5

COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.

- Access your [OH|ID account](#) (you will need to [create an OH|ID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online application from your CORE Dashboard:
 - Click *Teachers* under *Apply for a New Credential*.
 - Select *Visiting International Teacher License – 3 Year* and *Apply* to open the application.
 - Select the credential type for the area you have been hired to teach based on the educator preparation program you completed or choose *Multi-Age (P-12)* to select your native language (under *Teaching Fields* in the application).
 - Choose the effective year of the license and enter your employing school or district's IRN under *Valid In Organization*.
 - Complete and submit the application. Note that you will need to re-enter your employing school or district's IRN in the *Superintendent Signature* box.
- See the [CORE User Manual](#) for complete instructions.