



LETTER OF AGREEMENT

July 5, 2018

Ms. Jeneille Branen
Palouse Prairie Charter School
1500 Levick Street
Moscow, Idaho 83843

Dear Ms. Jeneille Branen,

This Letter of Agreement will confirm arrangements made between Palouse Prairie Charter School (“Palouse Prairie Charter”) and the Exchange Visitor Unit at the Institute of International Education (“IIE”) for Ms. Meng Chen (hereinafter “Exchange Visitor”) to participate in an exchange opportunity in the Teacher category at Palouse Prairie Charter in Moscow, Idaho. Subject at all times to Exchange Visitor’s eligibility for visa sponsorship under the laws of the United States and their compliance with the terms and conditions of visa sponsorship, IIE agrees to act as exchange visitor visa sponsor for Exchange Visitor. IIE’s responsibilities and obligations as visa sponsor are based on and subject to then-current regulations of the United States Department of Homeland Security (“DHS”) and United States Department of State (“DOS”), and are subject to modification should J-1 exchange visitor requirements change.

Palouse Prairie Charter is serving as the third-party in arranging Exchange Visitor’s stay and will supervise the exchange, which will provide Exchange Visitor with an opportunity to engage in dialogue with American colleagues, exchange ideas and stimulate international collaborative efforts. It has been determined by both IIE and Palouse Prairie Charter that Exchange Visitor’s background, education, needs and prior professional experiences are suitable for this exchange and that their English language proficiency will allow them to successfully participate in all aspects of the exchange opportunity. Moreover, Palouse Prairie Charter certifies that Exchange Visitor satisfies the teaching standards of the state of Idaho in which they will teach. It is IIE’s understanding that Exchange Visitor will utilize their background in Chinese languages and literature to teach the Mandarin Chinese language to students. Palouse Prairie Charter will be required to submit to IIE a written statement outlining any additional elements of the exchange within one week following Exchange Visitor’s arrival in the United States. Should Exchange Visitor’s participation in this exchange change in any way, Palouse Prairie Charter must notify IIE immediately.

Exchange Visitor’s exchange will take place at Palouse Prairie Charter from August 15, 2018 to June 7, 2019. Should the dates for this exchange change, Palouse Prairie Charter must notify IIE immediately. It should be noted that under current law, J-1 sponsorship in the Teaching category cannot exceed three (3) calendar years. Upon completion of the exchange program, Exchange Visitor is expected to return home to fulfill the exchange. The financial provisions during Exchange Visitor’s stay in the United States are described as follows: IIE understands that Exchange Visitor will receive an annual salary in the amount of \$37,000 from Confucius Institute Headquarters (Hanban) to fund all of their expenses during their stay. We suggest that they bring personal funds to supplement their salary. Their salary and personal funds should be used to cover all expenses incurred.

In compliance with J-1 visa regulations, this exchange program is to be a structured program of teaching activities at an accredited primary school in the United States. Exchange Visitor is expected to devote at least 32 hours per week to teaching, preparing lesson plans, organizing classroom activities, monitoring student achievements, assisting

students with their studies, engaging in professional development activities, and communicating with parents.

Exchange visitor must also participate in the following cross-cultural activities, which are a mandatory part of their exchange program and agree to fulfill this requirement. They must complete each of the following two types of activities during each academic year: 1.) Make a presentation to the U.S. host school or in the community at a public forum such as an assembly in a nearby school, museum, or civic organization and share aspects of their cultural heritage with their U.S. communities (ex. History, traditions, music, art etc.). Exchange teachers at international schools must complete this activity in the community; and 2.) Facilitate dialogue or other cultural exchange activities between students in the U.S. host school and the foreign school where the exchange visitor taught in their home country (ex. Virtual exchange via Skype). Failure to fulfill this requirement may be grounds for dismissal from the program.

Palouse Prairie Charter represents and warrants that this exchange is not being used to fill a labor need, is temporary in nature, is not designed to recruit and train aliens for employment in the United States, and otherwise complies with the laws and regulations of the United States. Further, Palouse Prairie Charter agrees not to offer employment to Exchange Visitor. Additionally, Palouse Prairie Charter will cooperate with IIE in the conduct, supervision and evaluation of the exchange in accordance with United States Government J-1 visa regulations, for which IIE, as the Exchange Visitor sponsor, is responsible. Palouse Prairie Charter shall use its best efforts to enforce the "two year home physical presence requirement" pursuant to Section 212(e) of the Immigration and Nationality Act, if applicable.

In accordance with applicable regulations, IIE, as the exchange visitor sponsor, and Palouse Prairie Charter will provide Exchange Visitor with pre-arrival information and documentation, orientation materials, monitoring, written Terms of Appointment between IIE and the Exchange Visitor outlining the Exchange Visitor's United States program activities, responsibilities and funding arrangements, and will be generally available on an on-going basis to assist this exchange visitor as may be required. In addition, in accordance with its obligation to determine compliance with minimum health insurance coverage requirements under the J visa regulations, IIE understands that Exchange Visitor will be provided coverage through ISO Health Insurance.

Upon execution of this Letter of Agreement by Palouse Prairie Charter, IIE will prepare Terms of Appointment for Exchange Visitor to sign. Thereafter, IIE will prepare a packet of important information to send to Exchange Visitor in China via Federal Express. The packet will include and is not limited to: one SEVIS-generated Form DS-2019, comprehensive instructions on applying for a J-1 entry visa, paying the one-time mandatory DHS SEVIS fee, securing a Social Security Number if they do not already have one and obtaining a driver's license in the United States. Upon receipt, Exchange Visitor should present the Form DS-2019 to the United States Embassy nearest their home in order to secure a nonimmigrant J-1 Exchange Visitor entry visa.

As visa sponsor, IIE will be responsible for Exchange Visitor's program validation and maintenance of their SEVIS record in order to preserve their legal status in the United States. Exchange Visitor will be required to complete a final overall evaluation report upon completion of their program for IIE.

If Exchange Visitor plans to request an extension of their program beyond the current end date of June 7, 2019, they must do so while their program is still active. In order for IIE to process an extension of their program, Exchange Visitor and Palouse Prairie Charter must submit the required documents at least one month in advance of their program end date. They must also sign and return the extended Terms of Appointment, which will be provided by IIE, in order for IIE to process the extended Form DS-2019. IIE's fee for extension of J-1 sponsorship for up to one year is \$500.

For the visa sponsorship services provided pursuant to this Letter of Agreement, Palouse Prairie Charter agrees to pay IIE a total of \$1,500 for visa sponsorship; \$500 for each additional year of sponsorship, if requested. Promptly upon the receipt of an invoice from IIE, but in any event within thirty (30) days thereof, Palouse Prairie Charter will transfer the total amount due in U.S. dollars for services to IIE. In the event that Exchange Visitor withdraws from the Program after IIE issues the Form DS-2019 but before the Program commences, Palouse Prairie Charter shall pay IIE \$750 for exchange visitor program sponsorship.

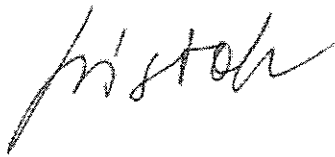
If you agree to the terms of IIE's sponsorship of Exchange Visitor's J-1 visa as set forth herein, please sign this Letter

of Agreement in the space provided and return it at your earliest convenience. If you have any questions, please do not hesitate to contact Ms. Kristina Scheurle at:

Cultural and Professional Exchanges
Division of Exchange Visitor Sponsorship
809 United Nations Plaza
New York, NY 10017
Email: jvisasponsorship@iie.org

The agreement will be in force as of the effective date of this Letter until the latter of (a) June 7, 2019 (program end date) or (b) the end date of any Terms of Appointment in effect.

Acknowledged and agreed as of the date first written above:

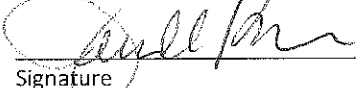


7/5/18

Silja Sistok
Exchange Visitor Sponsorship Lead

Date

For Palouse Prairie Charter School:



7/6/18

Signature

Date

Jenille Branen

Print Name

Executive Director

Title

