



Ministry of Education, Youth, Sports and Culture

10 June, 2019

Dear COBEC Partners:

Please note the following requirements for future application for Permits to Teach to ensure that they are completed in a timely manner. The actual documentation must be FedEx or Mailed 3 months prior to arrival of applicant.

PERMIT TO TEACH

Interns /Student (Teacher) Exchange/ Study Abroad Program

1. Official letter from the foreign educational institution endorsing/ recognizing the program and confirming the foreign institution's *coordinator* both foreign and local counterparts.
2. Brief Outline of the Program's Objectives and Scheduled Activities/Work plan for duration of stay in country
3. A package with required documentation for each foreign student/teacher:
 - (i) A complete application form (in duplicate)
 - (ii) **An E- transcript** confirming **current** standing at the foreign educational institution
 - (iii) **A notarized copy of passport ID page**
 - (iv) **A notarized copy of police record** from country of origin
 - (v) **A notarized copy of medical certificate** (comparable to the Official GOB medical form specifications)

Sincerely,

Carol Babb

Mrs. Carol Babb
Chief Education Officer