General Information for Teaching with GEPIK in Korea

WHO IS ELIGIBLE? Those who hold a Bachelor’s degree in any field, though preference is given to English or Education majors. Teaching experience and knowledge of Korean are not necessary.

You need to be flexible, open to a challenge, and willing to spend a year in a Korean public school. It helps to have some tutoring experience. If you have taught anything or been a camp counselor, that is helpful for you.

This is a job. You need to be reliable and willing to work hard. You teach about 22 hours a week, and put in five full days at school.

1. Placement. You can request an elementary, middle or high school, and an urban or rural setting. If you have a friend there, you can ask to be placed near the friend. There is no guarantee that any of your requests will be met. Placements are determined by the Gyeonggi-do office to meet their needs. All placements are in Gyeonggi Province, which is the area surrounding but not including Seoul. See map on left.

2. Departure dates. The usual fall starting date is Sept. 1, though the actual date is usually confirmed in summer. Earlier departure is sometimes available for those intending to start graduate school the next fall.

Normally everyone meets in a hotel in Chicago near O’Hare the night before the flight. Your costs are covered (room and dinner, not breakfast). Family members or friends are welcome to join, but must pay their own costs. You have to get yourselves to Chicago.

3. Airline tickets. You need to pay for your own airline ticket. It usually costs between $700 and $850 one way on Korean Airlines, which goes directly from O’Hare to Seoul (in 14 long hours!). If you fly to O’Hare from your official home, you can include that cost as part of your airline ticket cost. The ESL Office will let you know the phone number of a travel agency in Chicago that will arrange the tickets for you so that everyone can travel together.

You will then call in a credit card number to the travel agency, and also let them know if you will be flying to Chicago from somewhere else. You will be reimbursed shortly after you arrive in Korea. You need to keep all your pieces of paper, boarding passes, and so forth to submit for reimbursement.

4. Housing. Your school will provide you with a furnished apartment. You pay utilities, as well as the security deposit of roughly $900 (deducted from your salary over three months). You will receive ~$300 in won on arrival to buy necessities for your apartment. You do not pay rent.

5. Salary and other money matters. The salary is normally 2,000,000 Korean won per month. Currently this is around $1750.00. If you complete your contract year, you are exempt from US and Korean taxes. Also upon completion of the year’s contract, you receive a 13th month of salary plus reimbursement of your pension contributions.

Health insurance and pension are deducted from your monthly salary. Insurance is around $50.00 per month. Medical care in Korea is good.
You will need some cash to get started. Salaries are paid on the 25th of each month, so you will not be paid for a few weeks after you arrive.

6. The work visa. By late May, all materials should be submitted to the ESL Program. We will then send packets to Korea for approval. The Gyeonggi-do Office of Education will return approved contracts and a letter of appointment to us.

You need to complete a visa application form and get a $45.00 cashier's check or money order made out to the Korean consulate. We will need your passport as well. We will send the visa application to the Chicago Korean Consulate.

7. Teaching information. Your job is to assist a Korean co-teacher. What this means varies. You may have a great deal of independence. Later in the process we will send you a set of guidelines and materials prepared by former TTGs. You can meanwhile think of visuals, photos, and other items to help you "make English come alive" for the students.

7. History. This is the seventh year that the University has sent recent graduates to Gyeonggi-do. The feedback is amazingly positive. You can read what some people have said about it in the Korea binder in the ESL office at 5134 Helen C. White. It is open 8-4:30 Monday through Friday.

Korea is a warm and friendly country with a passion for English.

Classes are large.
TIME LINE AND PREPARATION STEPS

STEP ONE  Due by April 15, 2010.  Earlier is better!
- Application with official passport photo glued on. Make 2 extra copies.
- Resume - 3 copies
- Two recommendation letters.
- Medical self-assessment form
- Criminal record check and apostille
- Two copies of picture page of passport
- Interview in person

1. Submit your application and resume, three copies each. Glue a passport photo on the application. Other types of photos are not acceptable.
2. You will need two recommendation letters, one of which should attest to your good character. They can be addressed and sent to me.
3. You need an interview in person. I can usually see people on Wednesday afternoon or any time on Friday in my office. You can drop in or email/phone to arrange an interview.

This should be enough to determine whether or not this program is right for you. After receiving these items, we can let you know if you have been accepted to go to Korea.

4. Fill out the medical self-assessment form. A medical exam is not needed. You will be asked to get one in Korea after you arrive and pay for it as well.
5. The criminal record check is vital. Go to the Crime Information Bureau, 17 W. Main Street, Madison, phone 266-7314. The cost is $18.00. They need your full name and date of birth to complete the criminal check plus an original photo ID for verification purposes (like a driver’s license). The on-line form is not acceptable.
   Then you need the criminal check apostilled. This can be done by the Office of the Secretary of State of Wisconsin. They are at 30 W. Mifflin, 10th floor. A form is on line at http://www.sos.state.wi.us/apos_process_policy.htm and is also available at the CIB office.
6. Submit two copies of the photo page of your passport. Be sure that your passport will not expire earlier than September 2011

STEP TWO  To be done immediately AFTER you graduate

- Sealed and stamped official copy of transcript
- Letter from Registrar (ESL gets this from the Registrar at the UW) certifying your graduation
- Three copies of the contract, signed on each page
- Two copies of the security deposit agreement

STEP THREE  This will take place in June or early July.
- Work visa application with photo glued on
- Copy of picture page of passport
- $45.00 cashier's check or money order made out to the Korean Consulate
- Passport. You will have to send the actual passport for the visa to be placed inside.

You are responsible for turning in your materials. Incomplete application packets cannot be processed.

Materials can be sent to:
Sandra M. Arfa, Director  email arfa@wisc.edu
Program in English as a Second Language
5127 Helen C. White Hall
600 North Park Street
Madison, WI  53706   USA
Tel:  (608) 263-3783