

## I. Program Description

The Teach and Learn in Korea (TaLK) Program invites young, adventurous college students and recent graduates to teach English to elementary school students living in the rural areas of South Korea. Funded by the Ministry of Education (MOE), the TaLK Program aims to cultivate a strong desire to learn English through the use of innovative and engaging classroom teaching methods designed by our own scholars. While teaching, participants will have the opportunity to learn about the many facets of Korean culture and find time to travel to distinct regions of the Korean peninsula. TaLK is the perfect program for those who aspire to lead the next generation and who seek to gain personal and professional enrichment through teaching.

## II. Eligibility

### 1) Nationality

- Citizens of Australia, Canada, Ireland, New Zealand, South Africa, the United Kingdom or the United States of America
- Overseas Koreans who are permanent residents in one of the aforementioned countries
- Korean citizens who have lived in one of the aforementioned countries as temporary residents for at least 8 years (with the intention of obtaining permanent residency), and who have completed both primary and secondary education in that country.

### 2) Education

Bachelor's degree candidates who have completed at least two (2) years of undergraduate education,

- Be mentally and physically healthy and capable of performing assigned duties and responsibilities.

***\*\*Upon arrival in Korea, all TaLK scholars will undergo a mandatory medical checkup, inclusive of drug and AIDS testing. If a scholar does not satisfy the health requirements, his/her scholarship will be rescinded.***

### III. Job Description & Responsibility

#### 1) General Information

- TaLK scholars are required to participate in an online pre-orientation and on-site four (4)-week orientation program, and are prohibited from engaging in any activity (including other part-time jobs) not stated in their contract for the entire duration of the contract.
- The duties of the TaLK scholars are carried out under the guidance of the supervisor designated by the Provincial Office of Education (hereinafter "POE").

#### 2) Job Description

- Teach English in after-school classes in the elementary school designated by the POE during the term of scholarship.
- Prepare teaching materials and activities for English language education.
- Assist with activities related to English language education and other extracurricular activities organized by the school, the POE or the community.

### IV. Scholarship Term and Place of Work

#### 1) Scholarship Term

- One scholarship term lasts for the duration of one (1) year, exceptionally six (6)-month. The scholarship may be extended for an additional period.
  - 1-year scholarship: August 1, 2014-July 31, 2015
  - 6-month scholarship ends January 21, 2015
- **Overseas Korean males who are dual/multiple citizens or permanent residents in one of the aforementioned countries must choose the six (6)-month contract and should directly contact the Military Manpower Administration to determine the total duration of his stay in Korea.**

#### 2) Teaching Hours

- Monday through Friday, 15 hours per week
- Class schedule is subject to change based on the school's needs.
- TaLK scholars may be assigned to more than one school.
- TaLK scholars are expected to show up at least an hour before class instructions to prepare for their lessons. Class preparation time is not considered overtime.

#### 3) Place of Work

- The POE will decide placements in accordance with the available quota. Refusal of placement may result in disqualification from the program.
- List of Participating Provincial/Metropolitan Offices of Education:
 

- Gangwon	- Sejong	- Jeonnam
- Chungnam	- Jeju	- Gyeongbuk
- Incheon	- Jeonbuk	- Gyeongnam

## V. Benefits

### 1) Monthly Stipend (\*subject to tax withholding)

- Payment of the monthly stipend - a fixed amount of 1,500,000 Korean Won (KRW) - will be allocated in March and September for the February and August start terms, respectively. During the preparatory orientation in February and August, room and board will be provided instead of the monthly stipend.

### 2) Settlement Allowance (one-time payment)

- A fixed amount of KRW 300,000 is given soon after arrival at elementary school.

### 3) Housing or Fixed Monthly Rent

- The POE will decide the type of housing for each scholar. Monthly housing settlement (a fixed fee of KRW 400,000) may be provided instead, if a scholar wishes to make his or her own housing arrangement before his or her arrival in Korea. *Any fees, charges, taxes and expenses incurred in using the apartment shall be borne by the scholar.*

### 4) Entrance Allowance & Exit Allowance

- The Entrance/Exit allowances of KRW 1,300,000 will be provided upon the commencement and completion, respectively, of the Scholarship Term.

### 5) Medical Insurance Coverage

- All TaLK scholars are provided the Study Abroad Health Insurance Plan during the TaLK scholarship period. *Each POE reserves the right to choose the type of insurance plan for their TaLK scholars and the scholars must adhere to the decisions made by their POE.*
- 100% reimbursement is not applicable under the Study Abroad Health Insurance Plan. *Medical insurance coverage does not begin until the school registers their scholars for an Alien Registration Card (ARC).*

### 6) Vacation Leave

6-month contract	7 business days
12-month contract	14 business days - 7 business days per semester

- Vacation leave must be requested at least 15 days in advance and must be authorized by the Principal.
- Under no circumstances should any TaLK scholar be absent without notifying the mentor teacher. A doctor's medical report (or a physician's note) must be submitted if sick leave is taken for three (3) or more calendar days. All class periods missed due to sick leave must be made up.

### 7) TaLK Orientation

- The online pre-orientation training and on-site orientation are designed to give TaLK scholars the foundation they need to make a successful start in their teaching career and life in Korea.
- Each participant will have the opportunity to learn about life as a TaLK scholar and a chance to have his/her questions and concerns be answered during the on-site orientation period. They will also have the opportunity to meet with their POE supervisor, mentor teacher and Korean scholar(s).

→ Online Pre-orientation : to be completed prior to their entry to Korea

- TaLK On-site Orientation: August 4-22, 2014

- POE Orientation & School Placement: August 22-29, 2014

- All expenses including food, accommodation and participation in activities during the on-site orientation will be covered by the TaLK Program. *If, for any reason, a scholar fails to complete the orientation, it will be considered as a breach of the scholarship term, thereby prohibiting them from further participation in the program.*

## 8) Buddy System

- POE-designated co-scholars (Korean university students) will be made available based on the Overseas TaLK scholar's Korean proficiency.

## 9) Government Scholarship Certificate

- A certificate of Korean Government Scholarship will be awarded at the end of the scholarship term to those who have successfully completed their term in the TaLK Program.

## 10) Cultural Experience Programs

- A variety of programs for experiencing the Korean culture will be arranged by the POE. Cultural experiences may be held on the weekends or weekdays under the POE's discretion.

# VI. Application Instructions and Information

## 1) Online TaLK Application

- All program applicants are required to complete an online application (Parts A&B) by creating a TaLK (My Page) account on the TaLK Web site at [www.talk.go.kr](http://www.talk.go.kr). A registered, valid e-mail address and password are required to access the online application form.
- Incomplete applications will not be considered.
- After submitting the application, applicants can view their application or check the status of their application **by logging in to MY PAGE**.
- Once the application office starts the initial screening process, changes to your application cannot be made.
- In case of any technical difficulty while completing the online application, the forms can be downloaded, completed and sent via e-mail to [talkkorea@korea.kr](mailto:talkkorea@korea.kr).

## 2) Application Offices

- **Korea:** TaLK Office in *Seoul*
- \*\*Applicants residing in Ireland or South Africa must apply directly to the TaLK Office in Seoul.
- **Australia:** Korean Embassy/Consulate in *Canberra and Sydney*
- **Canada:** Korean Embassy/Consulate in *Toronto, Montreal, Ottawa and Vancouver*
- **New Zealand:** Korean Embassy/Consulate in *Wellington and Auckland*
- **UK:** Korean Embassy/Consulate in *London*
- **USA:** Korean Embassy/Consulate in *DC, Atlanta, Boston, Chicago, Honolulu, Houston, LA, New York, San Francisco and Seattle*

## 3) Checklist of Items Required for a Complete Application

\*\*The following application documents and support materials must be received by the application offices by the set deadline. **NOTE: INCOMPLETE APPLICATIONS WILL DELAY PROCESSING AND/OR LOSE PRIORITY.**

### ■ Application Part A: Applicant Profile & Photo

- Information on Emergency Contact, Education and Work Experience must be fully provided.

- A hand-written signature is required at the bottom of the application.
- A passport type, head shot picture with a solid background is required for international safety and identification purposes.
- Applicants residing in Ireland or South Africa or in Korea at the time of application must select "Seoul TaLK Office" as their "Location of the Application Office."

#### ■ Application Part B: Personal Essay & Self Medical Assessment

- The type-written essay should be a minimum length of 700 words and a maximum length of 1,000 words.
- The metric system ("cm" as unit length and "kg" as unit mass) must be used when indicating height and weight on the medical self-assessment.
- A hand-written signature is required at the bottom of the medical self-assessment.
- A doctor's note is required *only* for any medical condition that requires special attention. A doctor's note form is available at [www.talk.go.kr](http://www.talk.go.kr) under the "Required Documents" section.

#### ■ Application Support Materials

- **A Lesson Plan** \*\*This document will give the application evaluators an idea of the applicant's awareness of their future role as instructors.
  - Estimated duration: 40 minutes
  - Creativity, research, and a thorough understanding of lesson activities must be displayed.
  - Key Expressions: Useful conversational phrases that students will have command over by the end of the lesson.
  - Development: Thorough, step-by-step description of three (3) core activities that incorporate key expressions.
  - In addition to the subject that you will be teaching (the "what"), elaborate on the steps you need to take (the "how") to ensure your students have fully understood and can freely use the key expressions.
  - Provide worksheets if you intend to use them (either include them in the lesson plan on a new page, or attach them as separate documents).
- **Two Recommendation Letters (Signed and Sealed)**
  - Preferably from a professor, or current/former employer
  - Invalid if e-mailed, faxed, photocopied, or opened
  - Invalid if recommendations are made by family members or friends
  - Invalid if recommended by high school teachers unless the applicant is in his/her first semester in college.
  - If hand-carried to the application office, a stamp or signature must be on the back flap of the envelope.
  - For returning scholars, one of the letters must be written by their former mentor teacher.
- **An Official School Transcript (Stamped and Sealed)**
  - The transcript must bear the college seal, date, and appropriate signature.
  - If hand-carried to the application office, the school seal, stamp, or signature must be on the back flap of the envelope.
  - [Note] Korean citizens who are not a permanent resident in one of the aforementioned countries must also submit a Verification Letter of Education (or Transcript) from their primary and secondary schools from their country of current residence. In the Verification Letter of Education, the duration of attendance at the school must be indicated as well as the signature of the appropriate school administrator.
- **A Letter of Pledge (Signed)**
  - This document is for informational use only and is a placeholder until we receive your actual Criminal Record Check.

- **An Apostilled, Nationwide Criminal Record Check** \*Mandated by the Ministry of Justice of Korea
  - **U.S. applicants must submit an FBI fingerprint CRC:**  
<http://www.fbi.gov/hq/cjisd/fprequest.htm>
  - Under the International Apostille Agreement, applicants can obtain the Apostille stamp from designated authorities: <http://www.apostilleinfo.com>
  - \*\*An Apostilled, **state-level criminal record check** applies only to U.S. & Australian applicants who have been residing in the same state since the beginning of high school.
  - \*\*Canadian applicants must get their CRCs notarized at the nearest Korean Embassies/Consulates.
    - CRC must be issued within six (6) months from the application submission date.
    - CRCs are non-returnable.
  - \*\**The TaLK Office will not provide the Entrance and Exit allowances to those who do not submit this document. Failure to submit this document may also result in a deportation order.*
- **A copy of the passport photo page**
- **A copy of Permanent Residency Certificate** (for Korean Nationals)

#### 4) Application Process & Timeline

- Important Dates to Remember
  - Arrival Dates: August 2-3, 2014
  - TaLK Orientation: August 4-22, 2014
  - POE Orientation & School Placement: August 22-29, 2014
- The Seoul TaLK Office employs a rolling acceptance system.
  - The local application offices will close on May 30, 2014.
  - Applications submitted after May 30<sup>th</sup> will be considered late and may be placed on the waitlist. Late applicants may be offered the option to be an early applicant for the next recruitment term. Early applicants are given priority consideration.
- Applicants may check the status of their application at anytime by logging into MY PAGE.
- Make sure to read **Acceptance Notice** on "MY PAGE" for visa information.
- If the offer is declined or unclaimed for seven (7) days from the time the acceptance package is sent, the offer will be rescinded and given to the first available applicant on the waitlist.
- In case of declining the scholarship, make sure to indicate the decision by clicking "No" and send us a refusal letter stating the reason(s) via e-mail at [talkkorea@korea.kr](mailto:talkkorea@korea.kr).
- Forfeiting after accepting the TaLK scholarship will affect the applicant's acceptance into the TaLK Program in the future.
- Details of location and elementary school will be **listed** on **your** "My Page" under "Placement" after mid-July.
  - \*\**The TaLK Office reserves the right to rescind the acceptance offer at any time in the case that the applicant altered, falsified or omitted information during the application process; lacks the capability to successfully perform the scope of work; and/or has engaged in behavior that displays a lack of judgment or integrity.*



<div>1Nationality</div> <div>Complete Online Application</div> <div> 1. Create a TaLK MY PAGE Account 2. Fill-out and submit Applications A&amp;B on MY PAGE </div>	<div>2Preliminary Screening</div> <div> <div>Interview</div> <div> 3. Local application office will call to set-up an Interview date 4. Complete the interview with the local application office </div> <div>Note Local application office for exchange students is the host university : standard applicants in Ireland &amp; South Africa is the Seoul TaLK Office</div> </div> <div> <div>Submit Materials</div> <div> 5. Submit hard copies of required documents in person or via post mail to the local application office </div> <div>Note Exchange students must submit all documents to their host university in Korea</div> </div>			
<div>3Screening</div> <div>Korean Embassy/ Consulate Review</div> <div> 6. Wait while your documents are placed under initial review </div> <div>Note You will be notified of Initial screening results via e-mail</div>	<div>Seoul TaLK Office Review</div> <div> 7. Wait while your documents are placed under final review </div> <div>Note The Seoul TaLK Office may call for an Interview</div>	<div>4Results</div> <div>Complete Online Application</div> <div> 8. Receive accept e-mail and accept or decline the scholarship offer on MY PAGE </div> <div> 9. Carefully read all materials in the acceptance package </div> <div>Note Acceptance package will be sent via e-mail and requires a response within seven(7) days or the offer will be rescinded</div>		
<div>5Preparation for Korea</div> <div> <div>Arrange Flight Ticket</div> <div> 10. Standard applicants must purchase their flight ticket top Incheon International Airport (ICN). Applicants are also expected to enter their arrival information on My Page for shuttle preparation to the orientation venue. </div> <div>11. An Entrance Allowance to offset some of the costs will be provided</div> <div>Note All flight ticket information (Flight number, date and time of arrival) must be submitted via MY PAGE</div> </div> <div> <div>Obtain Visa</div> <div> 12. All applicants except Korean citizen must obtain an E-2 or F4 visa. Those who arrives Korea without the valid visa will be required to leave to get a visa at their own cost. </div> </div>	<div>6Arrival in Korea</div> <div> <div>Attend Orientation</div> <div> 13. TaLK Office orientation leaders will pick you up from the airport 14. Participate in the general TaLK Preparatory orientation and the POE/MOE orientation </div> </div> <div> <div>Start TaLKing!</div> <div> 15. Arrive at school and start teaching English and learning about Korea! </div> </div>			

#### NOTES:

- Documents must be received by the TaLK Office in Seoul by April 11, May 12 and June 13 for early-first round, early-second round or standard round consideration, respectively. **Deadlines for local application offices are earlier than dates listed**, so contact your local Korean Embassy/Consulate for their schedule.

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## 5) Disclaimers & Reminders

- Overseas Koreans in their 1st or 2nd year of undergraduate study must check their F-4 visa eligibility before applying.
- Only those candidates who pass the preliminary/initial screening conducted by the Korean Embassy/Consulate will undergo the final review by the TaLK Selection Committee.
- TaLK does not disclose any information to individual applicants regarding their application status.
- TaLK does not grant acceptance deferments.
- All application materials are non-returnable.
- Joint application does not mean a guarantee of acceptance into the TaLK Program or the same placement.
- Placement preference mentioned during the interview may be taken into consideration but is not guaranteed.
- Placements in Seoul, Gyeonggi, Gwangju, Daejeon, Daegu and Ulsan are not offered.
- All e-mail correspondences and inquiry calls are kept on record and considered part of the evaluation process.
- New applicants have priority consideration over returning scholars.
- Returning scholars must submit new application documents and undergo the entire application process.
- Forfeiting after accepting the TaLK scholarship offer will affect the applicant's acceptance into the TaLK Program in the future.

## Contact Information

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