



TeachKorea

TEACHING ADVENTURES IN SOUTH KOREA

한국어 강사를 기쁘게합니다!



Hello from TeachKorea!

Thank you for contacting TeachKorea. As the only accredited English Foreign Language (EFL) agency with offices both in South Africa and in South Korea we offer prospective applicants secure and reliable placement with government contracts in the South Korean public school system. Since 2005 TeachKorea has placed over 600 South Africans as English Language Teachers and we are the only South African based agency to be officially recognized by the largest Korean public school English Teachers program, EPIK.

The Right Stuff

Teaching English in South Korea is an adventure and is not for the faint hearted. While you will find yourself living and working in an exciting hi-tech, first-world country you will also have to adjust to a new culture, new food, a new language and a very busy lifestyle.

Self Evaluation

To determine if you have the "Right Stuff" please answer these questions honestly.

| | Yes | No |
|--|--------------------------|--------------------------|
| Do you have a valid South African, British, Irish, American, Canadian, Australian or New Zealand passport? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a bachelors degree, an HDE or a PGCE or are you about to complete one of these qualifications? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is this qualification from one of these countries: RSA, UK, IRE, USA, CAN, AU or NZ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you school for at least 10 years in one or more of these countries: RSA, UK, IRE, USA, CAN, AU or NZ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a good command of English and can you speak it well with a clear, accessible accent? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you consider yourself flexible, adaptable, a team player and do you enjoy working with children? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you in good health, HIV negative and not on any prescription medication? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you never been found guilty of drunk driving or of any more serious crime? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you under 50? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **no** to **any of the questions** then you are a not a suitable candidate.

If you answered **yes** to **every question** then you have the "Right Stuff".

If you have not yet done so please visit our web-site to be fully informed about this opportunity: www.teachkorea.co.za

The Employment Contract

Your 12 month contract is always with a Korean public (government) school so the contract you sign is with the Korean Education Department, most typically with the Provincial Office of Education in the city or province where you work. The contracts are standard Korean teacher contracts and the salary will be in accordance with the national salary scales of Korean teachers. There are slight variations in vacation allocations but the sample contract you can download below will give you an accurate indication of the conditions of service and benefits.

You are required to be at school for 8 hours a day from Monday to Friday. The contract is for 22 Class Instruction Hours per week. If you are at a busy school where you teach more than 22 hours per week you will be paid an extra class rate, typically KRW20,000/hour. You are not required to work on weekends and public holidays. Annual vacation is between 18 and 20 working days leave (weekend days are over and above) split into a summer vacation in July (typically 8 working days) and a winter vacation in January/February (10 working days). If you renew your contract you get an additional 2 weeks of paid leave.

Sample EPIK Contract  [\(Click to download\)](#)

Going to Korea: Finances

There are some up front costs involved with getting to Korea. As TeachKorea is an accredited agency you will not have any placement fees/commissions or be asked for any deposits or service fees. The service rendered to you by TeachKorea is completely free. You do however need to buy a 1 way ticket to Korea once your E2 Work visa has been finalized, this will be refunded to you on your arrival in the form of a Travel Allowance. We suggest you download our **Financial Guide** to plan your finances and preview your **Salary Level**.

TK Financial Guide  [\(Click to download\)](#)

4 Steps to going to Korea

There are 4 basic steps to going to South Korea as an EFL teacher and the entire process can take anywhere from 1 to 6 months depending on the time of year you apply and what documents you have ready.



APPLICATION



KOREAN INTERVIEW



CONTRACT & VISA



FLIGHT TO KOREA

Step 1: Application for an Interview – In order to secure an interview for prospective candidates TeachKorea needs to submit a completed Application Form, a studio quality photograph, 2 X Character Reference Letters and a scan of your passport in order to schedule an interview slot. While we are securing your interview slot we need to submit a full portfolio of the documents needed to process a contract and work visa in anticipation of your passing the interview.

Step 2: Korean Interview – You will be interviewed on the telephone by EPIK or the Education Office of the city or province hiring you on a pre-arranged day and time.

Step 3: Contract & E2 Work Visa – Your contract will be sent to you by courier. On receiving it you will submit your passport to the Korean Embassy in Pretoria for the insertion of your Work Visa.

Step 4: Flight to Korea & Orientation – Once your visa is issued you are ready to fly. TeachKorea will guide you through booking the flight, ground transfers and settling in to your new life in South Korea.

So to begin, here is **Step 1**...



STEP 1 Application – for an interview

In order to be able to present you as a candidate for an interview TeachKorea needs you to submit the following 9 items some by e-mail, some by post or courier and some by both.

1. Application Form
2. Passport Scan
3. Photograph
4. Police Clearance Certificate
5. Two Sealed Character Reference Letters
6. Your Grade Point Average
7. Two Sealed University Transcripts
8. Certified copy of Degree Certificate
9. TeachKorea Agency Agreement Form

1. Application Form

*The Application Form must be submitted by e-mail **and** in hard copy format by post.*

English Program In Korea (EPIK) places EFL Teachers in biannual intakes (February and August) into:

- a) Major Korean cities:
Seoul, Busan, Incheon, Daejeon, Daegu, Gwangju and Ulsan.
- b) Korean Provinces:
Gangwon-do, Gyeongsangbuk-do, Gyeongsangnam-do, Jellobuk-do, Jellonam-do, Chungcheongbuk-do, Chungcheongnam-do and Jeju-do.
- c) The Seoul Metropolis

For more information on these cities and provinces [click here](#) and [here](#).

During each intake 600 – 1,000 new EFL teachers are hired.

All applicants must complete the **EPIK Application Form**  (click to download)

Applicants who specifically wish to apply for a position in the Seoul Metropolis must also complete the **EPIK Seoul Attachment**  (click to download)

To assist you in completing these forms you should also download the corresponding **Instruction Guide/s**:

EPIK Application Instruction  (click to download)

EPIK Seoul Instructions  (click to download)

Step 1: Application for an Interview – Page 3 of 6

Once you have downloaded the Application Form/s you need to fill them in and save them on your computer. For any question that does not apply to you please be sure to type in **N/A** for **Not Applicable** to indicate that you have read and understood the question but that it does not apply to you.

- After you have completed the Application Form save the file and e-mail it to: **yunock@teachkorea.co.za**.
- You then need to print out a hard-copy of the Application Form/s, place your **original signature** in the places indicated and mail the document to TeachKorea using Speed Services, Registered Mail or a courier company to ensure safe delivery.

2. Passport Scan

The Passport Scan need only be submitted by e-mail.

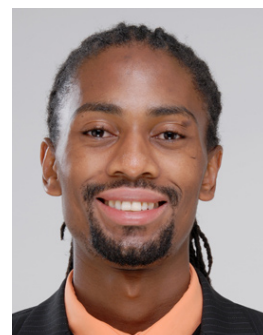
Along with the e-mail you send to **yunock@teachkorea.co.za** with your Application Form you also need to attach a medium resolution scan of your passport. This scan must be clear enough that your face is recognizable and the data on the passport is clearly legible. If you do not have access to a scanner you can post a photo-copy to TeachKorea for us to scan for you. The photo-copy does not need to be certified.

3. Photograph

*The Photograph must be high quality and submitted by e-mail **and** as two passport size prints by post.*

You will need a high quality, well lit, studio photograph in digital format (JPG or TIFF) along with 6 passport size color prints. Dress smartly and smile so that your friendly personality comes through. Please do not submit photographs taken at the family braai, group shots, out of focus, side or 3/4 views or black and white pictures. The effort you put into providing a professional photograph says a lot about your attention to detail and your seriousness about securing a contract. You need to attach the digital photo to the e-mail you send with your Application Form and passport scan to **yunock@teachkorea.co.za**.

You need to include 2 of the passport size prints in the envelope you send with the signed hard copy of the Application Form to TeachKorea. The remaining 4 prints you will need once you arrive in Korea for your Work Visa and Residence Card.



4. Police Clearance Certificate (PCC)

*An **original** PCC from SAPS-CRC in Pretoria must be submitted.*

Background Checks by private security companies are not recognized by the Government of South Korea.

The PCC is the most problematic of all the documents as it takes the longest to acquire – typically over 2 months. Please apply for your PCC **immediately**. Late PCC's are the most common reason why applicants lose their posts in South Korea so please give this document the highest priority.

If you have at any time in the past been convicted by a court of law or paid an admission of guilt fine for an offence such as driving under the influence of alcohol or anything more serious this will show on your PCC and you will not be given an E2 visa.

At this time the South Korean Immigration only recognizes official SAPS-CRC Police Clearance Certificates.

How to apply for a PCC

You need to visit your nearest SAPS Police Station with your South African ID Book and R59-00 in cash to have your fingerprints taken and an application form filled out. This service is only offered by SAPS on weekdays during office hours. Some police stations require you make an appointment to have your fingerprints taken so calling ahead before you visit is a good idea.

If you already have a PCC

PCC's have a 6 month lifespan from the day they are issued so if you already have a PCC please check the date of issue. It needs to valid up to within 1 month of your intended date of arrival in South Korea. If it is due to expire before then you can apply for a reprint. Visit your local Police Station and pay them a R59-00 fee for a reprint. As long as your current PCC is not older than 5 months it is possible to get a fresh PCC without having to submit a fresh set of fingerprints.

The most common problems with the PCC are documents getting lost en route to and from the SAPS CRC in Pretoria. We advise you avoid using the internal SAPS postal system or regular mail with the South African Post Office as we have found both to be at times unreliable. To overcome this problem please use one of these suggested methods.

- a) Take Your PCC Application to Pretoria yourself or send a family member or friend.
- b) Use a courier or a dedicated service like [DOCS4EXPATS](#).

If you are able to take your application in person you need to visit SAPS Criminal Record Centre in person or send someone in to their offices during office hours.

SAPS-CRC

1st Floor, Sanlam Plaza West
271 Schoeman Street
Pretoria 0001

Step 1: Application for an Interview – Page 4 of 6

If you send it yourself be sure to send your application using **Speed Services Counter-to-Door** service at your local post office. You can track it's progress at www.speedservices.co.za. While Speed Services counter-to-counter and Registered Mail are cheaper they do require a SAPS member visit the Post Office to collect your documents which can at times be unreliable.

Once your application has been sent in to SAPS it is wise to monitor it's progress by checking its progress. You can do this either by phoning SAPS-CRC during office hours on one of these numbers:

012-393-3928 or 012-393-3712/3/4/5

or e-mailing them on one of these addresses: crc-nameclear@saps.org.za crc.client@saps.org.za crc.clientserv.sec@saps.org.za

Please don't harass them. It's best to confirm they have received and are processing your application then check back with them after 3 weeks to check on the progress of your application. If you post your PCC Application to SAPS-CRC they will post it back to you using regular mail. This method can be unreliable and PCC's lost in the post is a common problem.

Alternatively, you can submit your PCC application via **DOCS4EXPATS** in Pretoria. This is a professional service which for a nominal fee logs your PCC into the SAPS-CRC offices on a checklist to ensure that it is being attended to and thereafter monitors it's progress on your behalf, collecting it and ensuring it is delivered to you or directly to the TeachKorea office by FedEx. In our experience using DOCS4EXPATS can reduce the processing time of your Police Clearance Certificate by 50%.

DOCS4EXPATS can be found on [Facebook](#)  (click here) or you can e-mail them at DOCS4EXPATS@gmail.com



If you are waiting for your PCC then please confirm your application by e-mailing a scan of the R59 receipt you got at SAPS to yunock@teachkorea.co.za.

Please note that an original SAPS Police Clearance Certificate is required, certified copies cannot be used to apply for a visa.

5. Two Sealed Character Reference Letters

You need to submit at least 2 Sealed Character Reference Letters. These must be posted to the TeachKorea office. Both must be written by people you have studied under or for whom you have worked. Your Character Reference Letters cannot be written by family, friends or your work colleague or neighbour. If you are still studying then at least one letter needs to be from a university professor or lecturer. If you are a teacher then at least one letter needs to be from your school principal or H.O.D. Otherwise the references letters should be written by a manager of a company or organization you've worked for, the pastor of your church, the manager of an organization you've worked for or your sports coach.

Please take great care to ensure the guidelines for the Character Reference Letters which can be downloaded here are followed:

[Character Reference Letter Guide](#)  (click to download)

The layout of the page may vary according to the letterhead on which it is printed but all the elements shown in the guide must be included. It is best to print out the **Character Reference Letter Guide** and make it available to the people you approach for your Character Reference Letters. If you submit your request for a Character Reference Letter via e-mail then download and attach this PDF file to the e-mail you send to them.

6. Your Grade Point Average (GPA)

This is the average mark for all the courses you completed in order to get your bachelors degree, HDE or PGCE. To calculate your GPA add up all the marks you got for all the subjects you studies for your degree then divide it by the total number of subjects. So if you studied 6 subjects in your first year, 5 subjects in your second year and 3 subjects in your third year you must add up the 14 marks and divide the grand total by 14 to get your average mark (GPA). Your GPA must be provided as a percent (70%) and not as a symbol (D+).

Once you have worked this out please fill in your GPA on the **TeachKorea Agency Agreement (page 6)** form in the indicated space.

7. Two Sealed University Transcripts

You need to ask the **Registrars Office**, **Student Records Office** or the **Faculty Secretary** at your university or Teachers Training College to provide you with two sealed transcripts otherwise know as sealed academic records. This document will show a complete record of all the subjects you have studied and marks you where awarded from your first year right to the end of your degree.

- Two sealed envelopes are needed with each envelope containing a complete transcript.
- The envelopes must be sealed across the flaps with an official university stamp.
- Your FULL NAME and the word TRANSCRIPT must be written on the front of the envelope.

To ensure the Sealed Transcripts are correctly prepared you are advised to download this guide and submit it to your university.

[Sealed University Transcript Guide](#)  (click to download)

8. Certified Copy of your Degree Certificate

Please **do not** send us your original degree certificate. Get a photocopy of the original certified at your local Post Office, Police Station or by an attorney or commissioner of oaths.

It is important that the initials, surname and title/rank of the person who certifies the copy and the location of the Post Office or Police Station are clearly written on the certified copy. For example **Mervin Williams – TELLER and Rosebank Post Office** if the person is a Post Officer teller at the Rosebank Post Office. Typically Commissioners of Oaths have a stamp which includes all this information. If any of this information is unclear please turn the page over and write the missing information on the back in clear block letters.

If your original certificate is larger than A4 please use the reduce size facility on the photocopier to fit it on an A4 page. Please ensure that all the information on the certificate appears on the copy (nothing cropped off the edges). If you have completed a Masters Degree or Doctorate then you need to also submit certified copies of these documents.

If you are still completing a degree then you need to download the Provisional Degree & Transcript Guide:

[Provisional Degree & Transcript Guide](#)  (click to download)

9. TeachKorea Agency Agreement

Please print out page 6 of this document, read it, fill it in, sign it and send it to TeachKorea along with the rest of your documents. The **TeachKorea Agency Agreement** defines the relationship between yourself and TeachKorea establishing the obligations and responsibilities of both parties.

Apostilles

The original **Police Clearance Certificate** and the **Certified Copy of your Bachelors/Masters Degree/s** must be Apostilled by the South African Government. TeachKorea will arrange for your documents to be apostilled so please do not delay the submission of your documents to TeachKorea by sending these documents to Pretoria for the attachment of an apostille.

Application For An Interview: Checklist

Please use this checklist to ensure that you have correctly submitted your **Application for an Interview**. Failure to submit **all of these items** will delay your application. As TeachKorea received many applications we do not always have the resources to follow up prospective candidates who have omitted one or more items. So please follow up on documents you have posted by tracking them on www.sapo.co.za or www.speedservices.co.za and informing us when they arrive at the Simonstown Post Office so we can collect them.

Items to be sent by e-Mail to yunock@teachkorea.co.za

- Application Form/s – EPIK (and SMOE if applicable)
- Passport Scan
- Photograph
- A scan of your Police Clearance Certificate (PCC) or a scan of the R59 receipt showing that you have already applied for one.
- Grade Point Average

Items to be sent to TeachKorea by Speed Services (Counter – To – Counter)

- Application Form/s – EPIK (and SMOE if applicable) with your original signatures
- 2 X Passport Size prints of the Photograph
- Original Police Clearance Certificate (PCC) or photocopy of SAPS receipt for R59 to confirm that you have applied for a PCC
- 2 X Sealed Character Reference Letters
- Certified copy of your degree certificate/s (if still completing final year than a copy of your most recent transcripts).
- 2 X Sets of sealed transcripts (full academic record) if you have already completed a bachelors degree, HDE or PGCE.
- The TeachKorea Agency Agreement



SPECIAL NOTE ON YOUR MEDICAL STATUS

Please understand that you will **automatically undergo a compulsory medical examination** on your arrival in South Korea during which you will be tested for TB, HIV and illicit narcotics. If you test positive for any of these your contract will be cancelled and you will have to leave Korea immediately. You will not be reimbursed the costs of your trip to Korea or the medical examination and you will be required to purchase your own ticket back home. If you are unsure about your HIV or TB status **please test it before your departure to Korea** at a clinic. TeachKorea cannot be held responsible if your contract is cancelled due to your ignorance of your personal health status and TeachKorea will not finance your return ticket to South Africa.

