

The background features a series of concentric, hand-drawn style circles in various shades of gray. Three small, stylized panda-like figures are positioned on these circles: one in the upper left, one in the lower right, and a larger one in the lower center. A dark gray horizontal band with a vertical striped pattern on the left side spans the middle of the page.

V. EPIK Orientation Guidelines and Policy

1.

EPIK Orientation Guidelines



1 | General Rules

All participants are expected to adhere to the following rules:

1. All lectures are mandatory. Please refer to the daily schedule at the front of this guide book.
2. During the orientation, please make sure to always sign the attendance sheets every morning and afternoon before the classes.
3. Be sure to dress appropriately. **Please wear your name tag at all times.**
4. **Bring your orientation book and be seated 10 minutes earlier for every lecture.**
5. You are to notify the EPIK office if you 1) will be absent from a lecture, 2) plan to leave the campus, or 3) plan to stay overnight outside the dormitory. For insurance purposes, you must complete an off-campus excursion form available at the EPIK office each time you leave the campus.
6. Damaging any facility equipment will result in a fine.
7. Smoking and alcohol are strictly prohibited inside any University buildings.
8. Locate fire escapes and fire equipment in case of emergency.
9. Please keep your valuables with you or safely locked away.
10. It is your responsibility to keep your dorm room clean.
11. Visitors are not allowed to stay overnight in the dormitory.

2 | Expulsion from Orientation

If one of the following situations occurs, you will be expelled from the dormitory and your contract with EPIK will be subsequently terminated:

1. If your orientation attendance is negligent
2. If you do not follow the dormitory rules
3. If drinking alcohol affects your orientation attendance, reputation or performance
4. If you are found gambling or engaging in any type of violence or abuse
5. If you do not follow the instructions required for the orientation session

3 | Staying in the Dormitory



All participants are expected to adhere to the following rules:

1. Dorm is locked with automatic shutoff from 1:00am until 5:00am so all EPIK teachers must be in their rooms at that time.
2. In case of emergency, please follow the instructions of the dormitory staff.
3. Others:
 - ① Smoking is not allowed in the dormitory.
 - ② Drinking alcohol and gambling are strictly prohibited in the dormitory. Please keep noise to a minimum so that you do not disturb others.
 - ③ To ensure everyone's comfort, please keep your room clean and avoid slamming doors.
 - ④ Do not change your assigned room. If necessary, permission must first be obtained from the EPIK office.
 - ⑤ You are responsible for your personal effects.
 - ⑥ For insurance purposes, you must complete a permission to leave form <Appendix 5> available at the EPIK office each time you leave the campus for overnight stay.
 - ⑦ Please separate your garbage into recyclables and non-recyclables.
 - ⑧ Internet access is available in each room when participants have their own laptops.

ID : cadk0100 PW : dk1212

2.

EPIK GETs' Duties and Regulations



Article 1 (Purpose)

These regulations are made for the purpose of setting forth the duties and conditions of employment for Guest English Teachers (GETs) who participate in the English Program in Korea (EPIK).

Article 2 (Title)

As a general rule, the official title of a native English assistant teacher working in EPIK is Guest English Teacher.

Article 3 (Performance of One's Duties)

GET should perform one's duties with sincerity.

Article 4 (Duties) GETs shall perform the following duties:

1. To assist Korean teachers with their English class(es) and/or jointly conduct English class(es);
2. To prepare teaching materials for English class(es);
3. To assist with the development of teaching materials related to English language education;
4. To assist with activities related to English language education and other extracurricular activities within the place of employment;
5. To conduct English conversational class(es)/course(s) for Korean teachers and students, and
6. To perform other duties as designated by Employer including various English programs during the vacation.

Article 5 (Codes of Conduct)

1. GETs are to conduct themselves in a professional manner at all times within the school. The following will not be tolerated:
 - a. Offensive behavior of any kind: verbal or written, symbols, or gestures directed at a particular person;
 - b. Racial slurs;
 - c. Offensive verbal harassment of a sexual nature or physical/verbal abuse;
 - d. An offensive working or academic environment that may substantially or unreasonably interfere with another individual's work.



- e. Drugs, assault, theft or any other activities violating Korean law or rules.
2. GETs must not disclose any confidential information about their co-workers, school or program that they have acquired during the term of employment.
3. GETs are expected to be courteous to all staff members in their school.
4. During working hours, GETs are required to do their best to conduct effective and outstanding classes.
5. GETs shall not be involved in any activities, which may cause harm to the teachers/students or be detrimental to the reputation of POE/the school.
6. GETs are asked to dress in a professional manner. (Exception: summer/winter camp sessions.)

Article 6 (Forbidden Clause)

GET shall not engage in any other jobs (including part-time jobs) not authorized by POE during the term of employment.

Article 7 (Work Place)

1. GETs shall work at Elementary/Middle/High Schools under each POE or other designated educational facilities of POE.
2. POE may designate multiple work places for GET as the need arises.
3. POE may designate GET to work at other educational facilities under POE on a part-time basis as needed.

Article 8 (Working Hours)

1. GETs shall work eight (8) hours per day for five (5) calendar days per week from Monday to Friday and shall not work on Saturdays, Sundays and any national holidays of the Republic of Korea unless required by POE. In this case, additional pay or other remuneration will be given.
2. The work hours of GETs usually follow the normal work hours of Korean government civil servants. However, such work hours may be adjusted by the Principal as he/she deems appropriate.
3. Actual class instruction hours of GET shall not exceed twenty-two (22) hours per week. If GETs' actual weekly class instruction hours exceed twenty-two (22) hours, GETs shall be entitled to a supplementary class instruction pay of ₩20,000 per class.
4. The head of the work place may require GETs to work overtime in addition to normal work days and work hours. In this case, overtime pay(₩6,000 per hour) will be provided.

Article 9 (Attendance Book)

GETs need to sign-in and obtain approval for the following matters:

Absences, tardies, early leaves, unofficial leaves for personal reasons (i.e., bank, post office, etc.), and official trips (i.e., school visits, interviews, immigration, visa trip, etc.)

Article 10 (Attendance & Tardiness)

1. All the hours will be totaled from GETs tardies, early departures and leaves for personal reasons. For each total amount of 8 working hours, the day(s) will be deducted from the allotment of vacation days.
2. In case of emergencies, tardies, absences, unofficial leaves, and official trips, GETs must call the co-teacher/vice principal ahead of time (No e-mails).
3. If GETs are absent without giving any notice or without prior approval, the salary for that month will be deducted by the amount calculated on a pro rata basis for the number of unauthorized absent days.

Article 11 (Sick Leave)

1. GETs shall be entitled to a paid sick leave if an illness or injury prevents him/her from performing the duties under the contract, provided that he/she obtains Principal's prior consent.
2. If GETs take a sick leave for more than seven (7) consecutive days (inclusive of national holidays, Saturdays and Sundays), GETs shall submit a medical doctor's report to Principal.
3. GETs' paid sick leave during the term of employment shall not exceed eleven (11) working days. If GETs require a sick leave for more than eleven (11) working days, GETs may take a further sick leave without pay.
4. If GETs report a sickness fraudulently, it cannot be approved as a paid sick leave.

Article 12 (Paid Leave)

1. GETs shall be entitled to a vacation period of a total of twenty-one (21) calendar days (during the Term of the Employment set forth in Article 5 hereof. Employees working in a school system shall have vacation for ten (10) calendar days during the summer and eleven (11) calendar days during the winter recess respectively; employees working in a training center shall take their vacation time in the period outside the training session times. If the requested vacation period interferes with smooth work operations, employer/employee negotiate alternate vacation dates.
2. GET shall apply for and obtain Principal's consent to take leave at least fifteen (15) calendar days in advance.
3. The length and date of GETs' leave can be changed through the approval of Principal when GETs face special circumstances.
4. If GET resigns within 6 months employment, only 7 days will be acknowledged for vacation and the exceeding vacation days taken will be deducted (by the amount taken on a pro-rata basis) from the salary.

Article 13 (Special Leave)

1. GET may take a special leave for a number of days (inclusive of national holidays, Saturdays and Sundays) as set forth below for each of the following events:



- a. Seven (7) calendar days for GETs' marriage.
 - b. Seven (7) calendar days for the death of GETs' parent or spouse; Five (5) calendar days for the death of GETs' child.
 - c. In case of female GETs, ninety (90) calendar days for a maternity leave.
2. Special leave specified in item (1) is available with pay. However, maternity leave shall be available with pay for only the first sixty days (60).
 3. Special leave not mentioned above will be taken under separate consideration by the principal of the school.

Article 14 (Complaints/Requests)

1. GETs may submit a written complaint/request to the principal or Supervisor.
2. GETs are asked to first approach the co-teacher who will seek the proper measures to get the matter resolved.
3. The principal will call a meeting for the parties involved to resolve the matter in an expedient and judicious manner.

Article 15 (Teaching & Evaluations)

1. GETs must abide by the teaching hours and also keep track of students' attendance.
2. GETs may not leave the classroom or leave the trainees unattended during teaching time for matters such as making copies, getting a cup of coffee, making phone calls, checking e-mails, etc.
3. GETs shall perform with respect towards students and teachers.
4. GETs should have all teaching materials ready prior to class time for effective teaching.
5. GETs are asked to use a more interactive approach in the classroom. As a general rule, GETs should stand while teaching.
6. GETs can be asked to evaluate students' performances and language proficiency development according to the criteria provided by the school.
7. GETs are asked to refrain from belittling the students and from making derogatory remarks against the school and the teachers.

Article 16 (Supplementary Classes)

GETs are required to supplement the classes they missed for sick leaves and special leaves.

Article 17 (Observation)

GETs shall be available for class observations by the principal, POE staff, or visitors as assigned by the supervisor.

Article 18 (Document Security)

GETs should keep documents and articles in a designated file cabinet with locks upon leaving his/her office. In particular, confidential documents or articles should be kept separate from general

documents or articles.

Article 19 (Resignation)

1. GETs shall perform the duties set forth under Article 3 of the contract during the term of employment set forth under Article 5. However, if GETs should desire to resign from the EPIK and thereby terminate this contract, GET must give Principal/POE a thirty(30)-day prior written notice of resignation stating a date and a reason.
2. In the case of GETs resigning within the first 6 months of the current contract, GETs are responsible for his/her returning flight as well as refunding the airfare for the entry flight (or exit allowance) given in Article 11 (1) of the contract and the settlement allowance given by Article 13.
3. In the case of GETs resigning after six months, the airfare for the return flight home shall be borne by GETs and his/her visa shall be cancelled.

Article 20 (Expiration of Contract)

1. For GETs who have successfully completed their contracts, POE will:
 - a. Provide a return flight home (A copy of the air ticket and an official receipt must be submitted.) or exit allowance
 - b. Provide instructions on how to receive the national pension.
 - c. Collect GET's health insurance card.
 - d. Calculate all bills owed(phone, electric, gas, etc.).
 - e. provide severance pay (equivalent to approximately one month's salary) within 14 days after the successful completion of each one-year contract according to the labor laws in Korea.
 - f. require GETs to compensate for damage or loss of appliances or furniture before leaving, and vacate the house on the day of lease contract completion.
2. GETs who have successfully completed the contract may ask for a letter or release or a reference letter.

Article 21 (Termination of the Contract)

1. Employers may terminate or cancel the contract upon occurrence of any one of the following events:
 - a. If GETs violate the laws of the Republic of Korea.
 - b. If GETs fail to perform or unsatisfactorily perform any of the duties stipulated in the contract.
 - c. If GETs fail to perform his/her duties for more than seven (7) consecutive days without prior approval.
 - d. If any of the information provided in GETs' application is neither true nor accurate.
 - e. If it is determined that GETs are prevented from or incapable of performing his/ her duties set forth in Article 3 of the contract for a medical reason, whether physical or psychological. (If requested by POE, GETs must be immediately available for a medical examination.)



- f. If sick leave (paid and unpaid) used by GETs pursuant to Article 15 of the contract exceeds thirty (30) days.
 - g. If GETs fall under the Article 26 Section 3 of these regulations.
2. In the event that the contract is terminated pursuant to the foregoing (1), Employers shall pay GETs a pro-rated salary based on the number of days actually worked by GETs. In such an event, GETs shall be responsible for the return flight to his/her home country. GETs' visa will subsequently be cancelled.
3. In the event of termination of the contract pursuant to any of the provisions set forth in the foregoing (1), GET shall immediately refund any loans given by EPIK pursuant to Article 11(1) of the contract.

Article 22 (Renewal)

1. The term of employment stated in Article 5 of the contract may be renewed by a mutually written agreement between POE and GETs, provided that each renewed employment term does not exceed one (1) year.
2. There will be two stages for renewal. The first is based on a summary of the principal/supervisor's evaluations of GETs' classes as well as GETs' work status (absences, tardies, sick days, early leaves) and attitude. If GETs receive 70%+ (or equivalent), then stage two will be conducted. The second stage involves a classroom observation. A minimum score of 70% must also be reached for renewal.
3. In the case of renewal of the contract pursuant to the foregoing (1), GET shall be given two weeks (14 days) of paid home leave prior to the new contract. However, the principal, due to conditions of the work place, may delay the paid home leave up to a period of 6 months from the beginning date of the new contract upon agreement with GET.
4. In the event GETs travel to his/her home country pursuant to the foregoing (1), GETs' round-trip airfare (or contract renewal allowance) shall be reimbursed by Employer. The round trip airfare shall be based on the rate provided for in Article 11 of the contract. In special cases, GETs may request to travel to a country other than his/her home country. The cost of the roundtrip airfare must be less than the cost to his/her home country.
5. Upon renewal, GETs should submit an official medical report including HIV & drug (TBPE) test results and are responsible for their visa extension at the immigration office, submitting the following: signed contract, certification of employment, and copy of POE registration.

Article 23 (Orientation)

1. GET shall complete an orientation conducted by the EPIK or POE before the commencement of the term of employment provided under Article 5 of the contract (renewing GETs and those employed outside of the regular recruitment season can be exempted and GETs with approval by the EPIK or POE can be also exempted).
2. Employee will not be entitled to any compensation for the portion of the orientation which falls

outside the Term of Employment as under Article 5 of the contract.

3. If GETs do not fully complete the orientation without prior consent from POE, this contract shall be subsequently terminated and GETs must return to his/her home country. In this case, the return airfare shall be borne by GETs, and the loan for the flight to Korea provided for in Article 11(1) shall not be available to GET. GET's visa shall subsequently be cancelled.

Article 24 (In-service Training)

1. POE provides in-service training each year. GETs are obligated to participate during these training sessions.
2. If any part of a training session for any reason missed, there might be negative repercussions upon consideration for contract renewal.
3. GETs should make efforts to improve their teaching skills.

Article 25 (Housing)

1. GETs are asked to keep their apartments or leased houses clean and undamaged.
2. GETs should refrain from actions that might annoy neighbors.
3. GETs should keep their places safe and any dangers should be reported to the Principal immediately.

Article 26 (Award & Penalty)

1. GETs may be awarded additional vacation days by the Principal in recognition of their work.
2. GETs who are extremely insincere in conducting their classes or fail to abide by their duties, who are not cooperative with his/her principal (co-teacher or Supervisor), who breach school orders, and who violate 'EPIK GETs' Duties and Regulations' will be subject to a verbal/written warning by the Principal/POE Supervisor in charge.
3. If GETs receive more than two written warnings, they can be subject to contract termination.

Article 27 (Indemnity)

GETs shall indemnify for and keep POE harmless from any liability or damages arising from or in relation to any negligent, intentional, or illegal activity of GETs during the term of employment under the contract.

Article 28 (Other)

If a dispute or disagreement should arise in connection with or outside these regulations and it can not be resolved through the discussion between members of the POE and GETs, it shall be resolved by the Code of Conduct for Korea Government Civil Servants and The Law of Working Conditions for Korea Government Civil Servants.



As a Guest English Teacher, I promise to abide by the duties and conditions by signing these regulations.

Date : . . 2009

School:

Name:

Signature:

3.

Administrational Task Timeline



Timeline	Task	Who can help?	Where to go...
Week 1	① Health Check (if not completed at orientation)	A co-teacher	A large, certified hospital that can provide all the necessary tests.
	② Alien Registration Card (ARC)	A co-teacher	The (local) Korea Immigration Service office in your province
Week 1 or 2 (depending on if ARC is necessary)	③ Open a bank account (only if applicable)	A co-teacher	A bank close to your school for convenience.
Week 2 or 3	④ National Health Insurance Card (NHIC)	Co-teacher/School Administration Office	Co-teacher/School Administration Office
Week 4	⑤ Receive your first pay cheque!	Co-teacher/School Administration Office	Your Main School administers your pay
End of Month 1	⑥ Receive the Entrance Allowance	A co-teacher/National EPIK Office	If you have not received your Entrance Allowance of ₩1.3 million (minus the cost of the medical exam) by the end of the first month of your contract, please contact us (see notes).
Any time	⑦ Register with your national embassy	Your national embassy	The website of your national embassy may offer details
	⑧ Get a cell phone	A very nice co-teacher (not part of their duties)	A reputable cell phone dealer
Month 2	⑨ Thank your co-teacher(s) for all their help!	Your first pay cheque.....	Your co-workers' favourite pizza place, to have them deliver pizza to your teachers' lounge (not mandatory, but highly recommended!)
Months 8-10 (variable)	⑩ Decide to Renew/Complete your contract, or Re-apply	A co-teacher/National EPIK Office	The appropriate level of administration according to your decision: School, POE, or National EPIK Office
Month 11	⑪ Extend your visa	A co-teacher	Your (local) immigration office (the one where you obtained the ARC)
Month 12	⑫ Prepare to transfer funds back home (for departing teachers)	A co-teacher, if necessary	Ask your bank how to transfer funds once you have departed the country.
	⑬ Apply for a Pension Lump-Sum Refund (if applicable)	A co-teacher, if necessary	www.nps.or.kr English
Month 13	⑭ Receive your Severance Pay and your Exit Allowance	A co-teacher/School Administration Office	Your main school (the one that administers your pay)



Notes for Administrative Task Timeline

1 Health Check (if not completed at orientation) Week 1

A health check is mandatory to obtain an Alien Registration Card (the final step in formalizing your legal stay in Korea). Requirements may differ from province to province, but you will likely be required to provide the results of a full physical exam as well as an HIV test and a TBPE drug test (TBPE stands for Tetrabromophenolphthalein Ethyl Ester).

These tests can all be obtained from a large, certified hospital. If your co-teacher is unsure about what is appropriate, they should contact your provincial Korea Immigration Service office. The name for Immigration Office in Korean is 출입국관리사무소.

2 Alien Registration Card (ARC) Week 1

The Alien Registration Card (ARC) is your identification card for your legal stay in Korea. You must apply for your ARC as soon as possible after your arrival. You will apply for the ARC at your local Korea Service Immigration office (출입국관리사무소). Most provinces have only one such office.

To avoid waiting in line at the immigration office, you can schedule an appointment online at www.immigration.go.kr | English | On-Line Service | Reservation

Required Documents

Please have your co-teacher call your local office to learn exactly what you need, but you will likely need:

- Your passport
- 2 colour passport photos (3cm x 4cm)
- Proof of Employment (provided by your school)
- The POE Business Registration Number (provided by your school)
- The application form
- A processing fee of ~\10,000 or ~\50,000 (bring cash).

➡ Important: When you go to the Immigration Service office, you can apply for two types of visa: a Single-entry visa or a Multiple-Entry visa. If you intend to travel abroad during your year in Korea, you will want to get a Multiple-entry visa. The Multiple-entry visa will cost approximately ~\50,000.

The process may take 7-10 business days.

3 Open a bank account (only if applicable) Week 1 or 2

The national EPIK office will open a bank account with Nonghyup bank for teachers arriving at the orientation on time. Nonghyup is a large national bank with many branch offices in even rural areas.

However, banks are only open during normal business hours (Monday – Friday, 9am – 5pm). This means that you may need to do most of your banking during the school day. If there is no Nonghyup bank near your school, you may want to consider opening another account at a more convenient bank.

Likewise, if you missed the opportunity to open an account at the orientation, you will want to open an account in order to receive the Entrance Allowance from the national EPIK allowance to receive your monthly pay from your school.

A passport should be sufficient for opening an account, but some banks/branches may insist that an ARC is required.

Sending Money Home

Many teachers will want to send money home. Although they do not advertise it, quite a lot of banks are also Western Union agents. For a reasonable fee (~ ₩30,000), you can send money to any Western Union branch in the world. Alternatively, you can have your Korean bank transfer money to a bank in your home country. In this case, you would need to provide your Korean bank with the swift code of your home bank. The fee for this kind of transfer would be similar to the Western Union fee.

4 | National Health Insurance Card (NHIC) Week 2 or 3

The National Health Insurance Card (NHIC) proves that you are insured under the National Health Insurance Program. You will need to present this during visits to a doctor or hospital. In order to get the card, you first need your ARC. As soon as you have obtained the ARC, you should apply for the NHIC. All employees have such a card, so your school should be familiar with the process, but it can't hurt to give them a friendly reminder to apply for the card on your behalf.

You can expect the application to take about 2 weeks.

A monthly Health Insurance Premium of ~4.77% gross income is mandatory for all Korean and foreign employees. Like all other Korean work places, the employer (your school) pays 50% of the premium and the employee pays 50%. Based on an average ESL teacher's income, this will be approximately ₩50,000-60,000 per month deducted directly from your pay cheque.

5 | Receive your first pay cheque! Week 4

Generally speaking, your pay will be issued on the 25th of each month. There are many factors for your School Administration Office to figure out when they issue your pay check. For example, they must learn about taxation rules for a teacher of a specific nationality, specific allowances (or lack thereof) for work in rural areas or work at more than one school, calculating pension pay for foreign



workers, etc.).

Please be patient and expect small snags while your school learns the procedure. Please also keep in mind that your pay day is different than the Korean teachers' pay days, so it can happen that your payment is accidentally missed. Likewise, when the 25th of the month falls on a weekend, it can also be unintentionally skipped. In either case, politely remind your co-teacher to inquire with the School Administration Office about receiving your pay promptly.

It is recommended that you politely ask for a "Detailed Statement of Pay" for each month, so that you can see how the different allowances/fees have been paid/deducted.

The pay statement may be entirely in Korean, but you can expect to see deductions for: Income Tax (~₩30,000 – 40,000); Residence Tax (~₩5,000); National Pension Premium (~₩90,000 – 100,000); and the National Health Insurance Premium (~₩50,000 – 65,000). The aforementioned deductions are mandatory for all Korean and foreign employees alike, with the exception of the Income Tax (see notes).

You will probably also see another deduction on your pay statement of approximately ₩50,000-60,000 for meals. Your school(s) will offer meals at the cafeteria and, by default, your school will probably sign you up to pay for these meals (just like your Korean co-teachers). We encourage you to use this option as it is cheap (only about ₩3,000 per meal) and healthy and a good way to bond with your co-workers and explore Korean culture. However, there may be appropriate reasons why you would like to opt out of paying for the cafeteria lunches. If so, have your co-teacher notify the School Administration Office and they will not deduct the fee, but you will need to bring your own lunches.

Notes:

- In accordance with (the absence of) international tax agreements, Canadians are not eligible for tax exemption.
- If you have already worked in Korea for two years, you will not be eligible for tax exemption.
- Other nationals may be exempt from paying tax in Korea if they can prove tax residency in their home country. In order to do this, you would need some kind of Residency Certificate from your home country. You must inquire about the details by contacting the appropriate government body in your home country. We cannot offer advice or help with this because the laws and processes are complex, subject to change and beyond our specialization and understanding.
- If you prove tax residency after your first month's pay, any taxes you have already paid will be reimbursed to you.
- Please be patient with your first pay cheque it may take time for your school to figure out exactly how it should be done.

6

Receive the Entrance Allowance End of Month 1

The Entrance Allowance of ₩1.3 million (minus the cost of the health check, if it was administered at orientation) is administered by the National EPIK office. If you had a bank account made at the orientation, you do not need do anything else and you can expect the payment within the first month of

your contract.

If you missed the opportunity to open a bank account at the orientation, you will need to supply the National EPIK office with a visual copy of your bank book (the page with your name and account number) in order for the office to issue the Entrance Allowance. DO NOT send any bank account information by email. Have your School Administration Office fax a copy of your bank book to the National EPIK office at 02.765.9947, ATTN: Cho Su-gyeong (조 수경). If you have not received the Entrance Allowance by the end of the first month of your contract (or, 3 weeks after you faxed your bank account info), please have your co-teacher contact Ms. Jo (조 수경) at 02-3668-1408.

7 | Register with your national embassy - Anytime

This is not necessary, but recommended for security and emergency situations. You should check the website of your national embassy in Korea for details about how to register.

8 | Get a cell phone - Anytime

It is not the duty of your school or co-teacher to help you get a cell phone, but if you ask kindly, they may be willing to assist you with this. Please understand that it may only be possible to get a pre-paid phone because most retailers insist that you sign a year contract, which you can only do if you have a visa that is valid for at least another 365 days (which you probably won't have).

If you have a good Korean friend, they may be able to set up an account for you under their name. Please do not ask your coworkers to open an account under their name.

9 | Thank your co-teacher(s) for all their help! Anytime (maybe after your first pay cheque)

The co-teacher(s) who help you with all the administrative and bureaucratic challenges you must accomplish are not receiving any extra payment for their efforts. Often, you will be unaware of how much time and energy (and perhaps money) they have truly spent to help you get settled in Korea and navigate the many bureaucratic hoops.

It is a common Korean custom for one person to purchase a snack or meal for a whole group when they have something to celebrate and it would be a very nice gesture to hold a small informal celebration in your office to thank your co-teacher(s) for their efforts. Pizzas, cakes or boxes of oranges would all make good gifts.



10 | **Decide to Renew/Complete your contract, or Reapply Month 8-10**

The goal of the National Ministry of Education, Science & Technology is to put one Native English Teacher in every school in Korea. Therefore, if your school feels positively about your performance at the school, it is almost certain that they will inquire if you would like to renew the contract. The timing varies according to the POE, but the question should probably be addressed about two months before the end of your current contract. If you agree to renew the contract with your school, it is quite a simple procedure: you will agree to sign a new contract at the appropriate time (varies according to the POE) and then get a new health check to apply for a new visa at your local provincial immigration office.

Occasionally, there may be acceptable reasons to change schools within the same POE (e.g., you are currently teaching high school and have your heart set on elementary). If you feel that you have a good reason/motivation for potentially switching schools, have your co-teacher contact your POE to inquire about the possibility.

Changing POEs (Re-applying)

There are many good reasons to renew your contract with your current POE:

- you will get an extra 2 weeks of paid vacation
- you are sure to jump up a level in pay (exception: Level 1+)
- working more than one contract at the same location shows strong credibility to potential future employers
- you will avoid the bureaucratic hassles of re-applying
- you will not have to move
- you will be familiar with the work environment and expectations

However, it is understandable that there are valid reasons for changing POEs. Applying to a different POE is the same as applying the first time around. In this case, you are re-applying, not renewing (renewing is done with the same POE). Because there is no integration between the various POEs, you must submit all same the original documentation that a new applicant must submit. This process can take quite a while from overseas, so it is recommended that you start quite early. Also, positions in the more popular provinces tend to fill first, so it would be prudent to contact us about the best time to apply.

11 | **Extend your visa Month 11**





If you hold a year-long visa, the visa that you obtained at the beginning of the year will almost certainly expire several days before the end of your contract. Therefore, you will need to extend your visa for a short period of time. To do this, you will have to go to the immigration office where you ob-

tained your ARC. You cannot apply for the visa extension earlier than two months before the end of your current visa. In other words, you must apply for the extension in the last 60 days before your current visa expires.

IMPORTANT NOTE: Be sure to get the visa extension **BEFORE** your current visa expires. Leave ample time for processing (inquire at your local office).

Required documents

You will likely need:

-  Your passport
-  Your Alien Registration Card
-  Your current contract
-  A processing fee: ~₩30,000

If you are renewing your contract, you will need to get a visa extension as well. In addition to the above requirements, you will also need to produce a new contract, Proof of Employment (provided by your school), the POE Business Registration Number, and another health check. Essentially, it will be very much like the first time you applied for your Alien Registration Card.

12 | Prepare to transfer funds back home (for departing teachers) Month 12

Chances are that you will depart from Korea before your Entrance Allowance and Severance Pay are reimbursed in full (this can take up to one month). Therefore, it is prudent to ask your bank about how to transfer the funds to an account in your home country when you are not in Korea. Ask them if there are any forms that might make it easier.

13 | Apply to have your pension returned (if applicable) Month 12

All Koreans and foreigner employees pay equally into the National Pension Insurance Plan. According to pension agreements between Korea and several governments, some nationals are able to get a Lump-Sum Refund of their pension premiums upon exiting Korea. The refund is currently available to citizens of Australia, Canada and the United States.

If you are a citizen of one of these three countries and you would like to receive a refund, it is best to make arrangements before you depart Korea. To find the form, go to the National Pension Service website at www.nps.or.kr | English | Foreigners and Lump-sum Refund. This page will explain when and how to fill out the necessary form. There is also a link to a very accessible brochure, “Guide to the National Pension for Foreigners” at the bottom of the main English NPS webpage.



14 | Receive your Severance Pay and your Exit Allowance Month 13

Your main school will administer both your Severance Pay and the Exit Allowance. It would be wise to keep important contact information for your school in case there are delays in receiving these reimbursements - if you have problems, you will want to contact them. For various reasons, it may take up to one month for your school to issue the Severance Pay and Exit Allowance. You might receive both payments separately, or together. Please note that the Severance Pay is roughly equivalent to one month. It is actually calculated using a complex, automatic formula provided by the Ministry of Labor based on the earnings you have made and the number of days you have worked. If you have taken unpaid leave during your year, the Severance Pay maybe less than you might expect because it is based on your earnings, not a flat “full month’s pay”.

YOU MUST COMPLETE A FULL 12 MONTH CONTRACT IN ORDER TO QUALIFY FOR THE SEVERANCE PAY AND EXIT ALLOWANCE.

Resources

Specific

Korea Immigration Service (for Alien Registration Card and visa extensions)www.immigration.go.kr | English

National Health Insurance Corporationwww.nhic.or.kr/eng

English helpline: 02-390-2000

National Tax Service

www.nts.go.kr/eng

Foreigners helpline: 02-397-1440 or 02-2076-5711

National Pension Service

www.nps.or.kr | English

English consultation: 1355 (no area code required)

Ministry of Labor

www.molab.go.kr | English

www.molab.go.kr/kr/oneclick/standard01/retire_cal.htm (severance pay formula)

Counseling Helpline: 031-345-5000

General

Hi-Korea | e-Government for Foreigners

www.hikorea.go.kr

EPIK National Office

www.epik.go.kr

Counseling helpline: 02.3668.1400

The background features a series of concentric circles in various shades of gray, creating a ripple effect. Three stylized panda heads are positioned at different points along these circles: one in the upper left, one in the lower right, and a larger one in the lower center. A dark gray horizontal band crosses the middle of the page, containing the section header. To the left of this band, there is a vertical gray bar and a series of thin, parallel vertical lines.

VI. APPENDIX

Appendix 1

Medical Check up Info

Medical Check up Guide

- Step 1: Register for your medical check up in a rest area (1F), Building #7.
- Step 2: Go to room 301 for your medical check up.
- Step 3: Go to room 310 for your Hearing Test.
- Step 4: Go outside and board the hospital bus for X-ray Test.

Medical Check Up Form

No.()

Placement (POE)		Name	First	Last
① Eye sight (시력) :	▪ Rt. () ▪ Lt. ()	※ Hide your <u>left eye</u> with the spoon first.		
② Height (신장) :	cm ▪ Weight (몸무게) :	kg		
※ Take off your jacket and shoes.				
③ Urine Test(요검사) (✓) <input type="checkbox"/>	※ Take your urine at least over 1/3 of a cup. (Use the restrooms on the 1F, 2F, 3F or 4F)			
④ Blood Test(혈액검사) (✓) <input type="checkbox"/>	※ Please bare your right or left arm.			
⑤ Blood Pressure(혈압)	/	mmHg		
⑥ Hearing Test(청력) → Room # 310 :	▪ Lt. () ▪ Rt.()			
⑦ X-ray (✓) <input type="checkbox"/>	Go outside and get on the X-ray bus. - Any metal in your body is not allowed. - Please hold your breath at the moment the doctor is going to take an X-ray on the machine. ▪ If you finish your X-ray test, please submit this sheet to the EPIK Staff and take some snacks.			

Appendix 2

Movie Story Synopsis

King And The Clown



Feb. 21 (Sat)

Two performing clowns produce a satirical play, which criticizes the country's ruler. While this makes them highly popular amongst the common people, it gets them into a world of trouble with the authorities. The two performers are arrested and accused of treason, a crime that carries the death penalty. The clowns then make a deal with the King - if they can make him laugh with their play, he will spare them. They are successful, and become the official entertainers of the royal court. Things become more complicated, however, as the king shows increasing affection towards one of the clowns and they realize that their lives may have begun down an irreversible path. A thrilling drama exploring secret desire in the top echelons of power, King And The Clown is a taboo-breaking cinematic treat that tackles subject matter rarely seen in Korean Cinema.

200 Pound Beauty



Feb. 23 (Mon)

As the ghost singer for pop idol Ammy and a popular phone sex partner, the bright and lovable Kang Hanna attracts everyone with her beautiful voice. But in real life, she is overlooked and made fun of because of her obesity. She secretly likes manager Sang Jun, but does not have the courage to tell him. When a malicious joke leaves her humiliated and heartbroken, Hanna makes a drastic decision: full-body plastic surgery. One year later, a slim and drop-dead gorgeous Hanna saunters into auditions, and easily wins over Sang Jun with her beautiful looks and voice. With her newfound beauty, Hanna gets everything she's ever wanted, including fame and love. But what will everyone think when they discover her true identity, and the secret behind her transformation?

Brotherhood of War



Feb. 24 (Tue)

The full impact of brotherly love is shown in this touching Korean blockbuster that teams up superstars Jang Dong Gun and Won Bin. The film revolves around two brothers who are drafted into the army by force during the outbreak of the Korean War in the 50s. Jang Dong Gun plays Lee Jin Tae, a simple family man who makes every effort to excel in his duties in order to achieve an early release from the military services for his younger brother. Unaware of his older brother's good intentions, Jin Seok is increasingly upset by his brother's cavalier actions. The misunderstandings between the two keep accumulating until Jin Seok accidentally comes across an unposted letter to his family and makes a fateful decision

The Host



Feb. 25 (Wed)

Gang Du's family is the epitome of dysfunction. His brother is a cursing, molotov-throwing unemployed college graduate; his sister Nam-Joo is a professional archer with self-esteem issues. Gang Du spends his days running a snack stall near the Han River, and his only hope, indeed the family's hope, is on the shoulders of his daughter, Hyun-seo. Unbeknown to everyone, a horrible monster has been growing in the polluted waters of Han River, and it snatches Hyun Seo from their life. Unable to get any help from the authorities, the family is determined to get Hyun Seo back on their own, no matter what it takes

Appendix 3

Korean Folk Village Info

- The Korean Folk Village opened on October 3, 1974 as an open-air folk museum and international tourist attraction for both Korean and foreign visitors. It is the home of true Korean heritage where many features of Korean culture have been collected and preserved for succeeding generations to see and learn about.
- Korean Folk Village is the home of the true Korean heritage where many features of the Korean culture have been collected and preserved for succeeding generations to see and learn about.
- A traditional marketplace offers the exotic flavors of Korean cuisine from various regions. Shops stock a variety of traditional handicrafts and souvenirs. “Farmers’ Music and Dance” and “Acrobatics on a Tightrope” are performed in the performing arena twice a day. In spring, autumn and on big holidays, traditional holiday customs and ceremonies of coming-of-age, marriage, and funeral and ancestor memorial are recreated.



<Nong Ahk - Korean Traditional Farm Music>

Menu Options for Lunch in Korean Folk Village

Restaurant No.	Menu	Price
1	닭곰탕 [dak-gom-tang] Chicken Soup	₩7,000
1	순두부 [soon-dubu] Soft tofu soup with rice	₩5,000
2	꼬치구이 [kko-chi-gu-i] Skewered pork	₩2,000
2	김치전 [kim-chi-jeon] Kim-chi pancake	₩6,000
4	감자전 [gamja-jeon] Potato pancake	₩6,000
4	해물파전 [hae-mul-pa-jeon] Pancake with seafood and green onion	₩10,000
11	동동주 [dong-dong-ju] Korean rice wine	₩9,000
11	동동주(반병) [dong-dong-ju-ban-byung] Korean rice wine (1/2 bottle)	₩4,500

- Tip 1 > When you order food, tell the restaurant number and the name of food in Korean, and pay cash for food.
ex) Number 1, dak-gom-tang Number 2, kko-chi-gu-i
- Tip 2 > Make groups of 3~4 and order different foods and share them.
- Tip 3 > We made the list above for the strangers to Korean food. There are various Korean foods on the menu, therefore if you are already used to Korean food, you may order as you want.



Appendix 4

Introduction of Korean Traditional Performances

Binari (Gosadeoksam)

Binari put emphasis on shedding light on the history of space where we have existed since the creation of the universe, dispelling bad luck that our ancestors compared to an existence equivalent to germs in modern medicine, getting rid of the misfortune or disaster that human beings can face at any time unexpectedly and the life purified by the well-wishing remarks, wealth and water. Literally, Binari is the sound that wishes the individual and group to expel the bad luck and realize the wishes and hopes and hopes that everything goes well.

Salpuri (Dance of Exorcism)

Also called ‘Towel Dance’, It is the dance that prevent disaster or misfortune.

Salpuri is a highly expressive solo dance of spiritual cleansing the only tool the dancer uses is a long white scarf.

As she dances, the dancer goes through a series of emotions from sadness to invigorating joy.

Fan Dance

It is the creation dance, the most widely-known among other dances in Korea, using the fan to express the nature on earth, such as the mountain, flower, wave, butterflies, etc.

Taepyungmu (Dance of peace)

It is the royal court dance for ritual purpose to wish the peaceful rule of king of the nation and royal house with its perfect sophistication and beauty of form that focuses on the internal configuration.

Samulnori

The traditional tune express the beauty of nature in Korea through the Samulnoli musical instrument. It is a very fast and powerful tune that makes the audience feel the explosive energy inherent in Korean rhythm accompanied by the improvised performance and technique of performers.

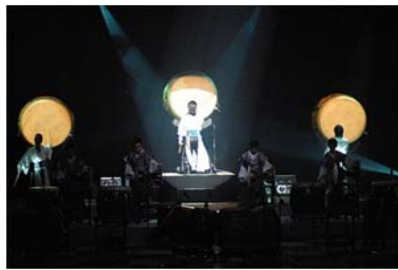
Pangut

Pangut shows the freedom and richness by bringing the good-matching tune based on the dance and abundant technique into harmony. Rather than putting emphasis on the beautiful line, the final goal is to offer an open stage where the audience can participate in, dance and move their shoulders up and down in merriment with the performers narrowing the physical distance, using Heochum dance with strong characteristics and deep dance tune. Various form of Jiinpuli which looks as if the formation were divided and converged around Sangsoi is also giving the pleasure and fun through Beoseumche

performed by individuals.

Opening Performance: Daybreak

The pulsing sound from the beginning of the world opens the path of history through the energy emitted during the daybreak time before the sunrise. It is the sound from the drum in the sky resonating broadly, and is the tune composed to make the audience feel the energy of Korean race. Various rhythmic variation is added to the basic 2 time rhythm and shows the power and magnificence of Korean rhythm. It is the ensemble that brings our resonance to the deity in the sky through the large drum.



(Opening Performance: Daybreak)



(Samulnori)



(Fan Dance)



Salpuri (Dance of Exorcism)


Appendix 5

Permission To Leave

No. _____

Class		Dorm No.	Room	
Name				
Destination				
Emergency No.	Contact			
From	Date			
	Time			
To	Date			
	Time			
Reason				

I am applying for and request permission to leave.

2009. 2. .

Name _____ Signature _____

=====

 Permission granted by the EPIK Staff

Name _____ Signature _____

- ▶ Prior to leaving the campus, complete this form and submit it to the EPIK Staff.
- ▶ Prior to an off campus overnight stay the EPIK Coordinator must be informed 24 hours in advance.
- ▶ Please inform the EPIK Staff upon returning from your off campus overnight stay.
- ▶ You are responsible for any incidents or accidents occurring outside the dormitory during your off campus overnight stay.

Appendix 6

Facilities for Your Convenience

Dormitory

* Room Furnishings:

- Individual items: Bed, Sheets, Blanket, Pillow Case, Closet, Desk, Chair, Bookshelf
- Shared items: Phone (Internal calls only), Waste Basket

* Internet Service

Internet access is available in each room with your laptops
(ID: cadk0100 PW: dk1212)

* Gym (B1) – Hours: 06:00am ~ 12:00am Monday to Sunday



Cafeteria

* Meal time

Please be punctual for meals. Food is only available during posted meal times. The name tag is your meal pass.

Meals	Breakfast	Lunch	Dinner
Time	07:30am~08:50am	12:30pm~1:50pm	5:30pm~6:50pm

- Meals are self-serve.
- After your meal, place your leftovers in one bowl and put it in the appropriate disposal area. Paper waste should be separated from food waste.
- Put the utensils, bowls, plates, and tray into the proper designated area.
- Take only as much as you can eat.

* Health Service

✳ **Daytime: 9:00am ~ 9:00pm Monday to Friday**

- First Aid Kits: Available at the EPIK office
(EPIK Office: Building #7, Room #303 ☎ 041-550-1089, 1099)

✳ **After 9:00pm : EPIK Office in Dormitory (☎ 041-550-1089, 1099)**

- Emergency Patients: Contact EPIK staff

📖 **University Library: Building #5**

- Reading Room: 9:00am ~ 6:00pm Monday to Friday

📖 **To Receive Mail and Use Photocopiers/Printers**

- Daytime (9:00am ~ 9:00pm): At the EPIK office (Rm #303)
- After 9:00pm: At the EPIK office in Dormitory

📖 **Post Office and Bank**

✳ **Campus Post Office**

- Location: Student Hall
- Hours: 9:00am ~ 5:00pm Monday to Friday

✳ **Bank: Woori Bank**

- Location: Building #5
- Hours: 9:30am ~ 4:30pm Monday to Friday
- Services: Depositing, Withdrawing, Transferring, Exchange, ATM (operating 08:00 ~ 22:00), and other

📖 **Public(Pay) Telephones**

✳ **Phone cards**

- Phone cards for international calls (hereafter 'IC') as well as domestic calls can be purchased at the convenience store. Cards can only be purchased in 10,000 won denominations.(USA, Canada: 238 minutes, UK: 200 minutes)

✳ **Directions for long-distance dialing**

① If you are dialing from landline phones

- Dial 001
- Dial the appropriate country code:

Australia	61	Canada/US	1	Ireland	353
New Zealand	64	UK	44	Japan	81

- Dial the area code (excluding '0') and the telephone number.

※ Example: to call ☎ 212-123-4567 in New York

☎ 001-1-212-123-4567

② If you are using an international calling card

- (For public phones only) Press the "Red button" on the dial pad.

- Dial relevant mandatory connecting numbers.
- Choose a preferred language service.
- Press card number.
- Dial country code, area code, and telephone number in order.

● **Other facilities at the Student Hall (Bldg #11)**

Convenient Store, Book Store, Optic store, Bakery, Hair salon etc.



● **Call Taxi Service**





☎ 041-563-3000, 041-574-3800 or 041-555-0292

Appendix 7

Dorm Door Locks Info



How to operate digital door locks

To open Door from outside

			
① Push the front door panel up and it will slide up.	② The number board will be on the blue neon.	③ Key in the codes "0000 *", Press the *key and beep will sound	④ Slide the panel down and the Door will unlock.





※ Pin Number : 0000 *

To open Door from inside

1	2
 <p>◎ Press the button on top of the handle</p> <p>Beep will sound</p>	 <p>◎ Push the handle down to open the door</p> <p>Beep will sound</p>

To change the Door lock code

(※ Please discuss with your roommate before you decide on your code and enter it.)

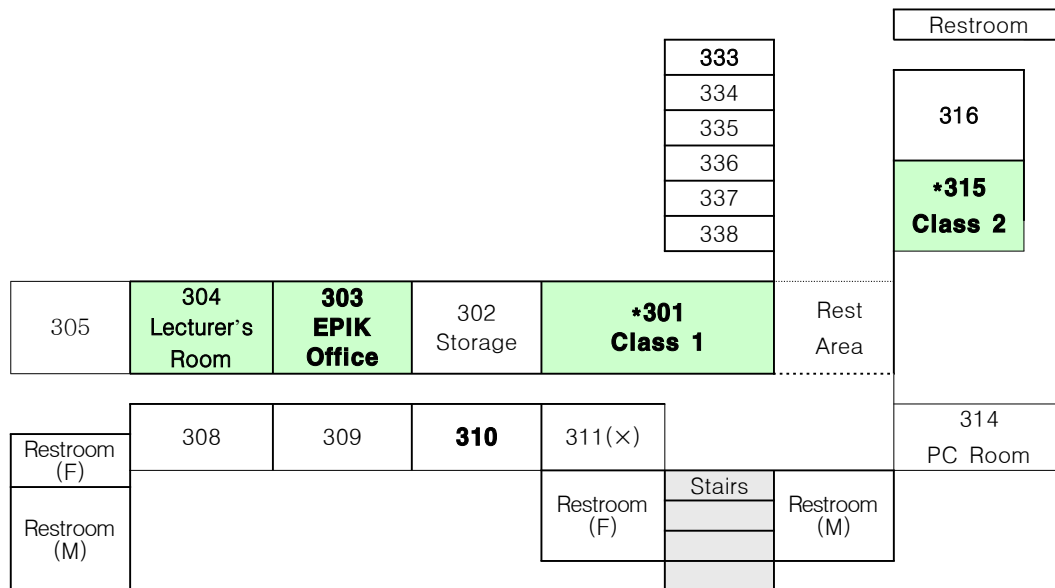
			
① Open the door and slide the panel up on the back side of your door.	② Press the button third from your left.	③ Key in your new codes in the front of your door and press*	④ Confirm your new pin number to see if it works.

Note: Keep your door open during the whole process and check new codes before you close your door.

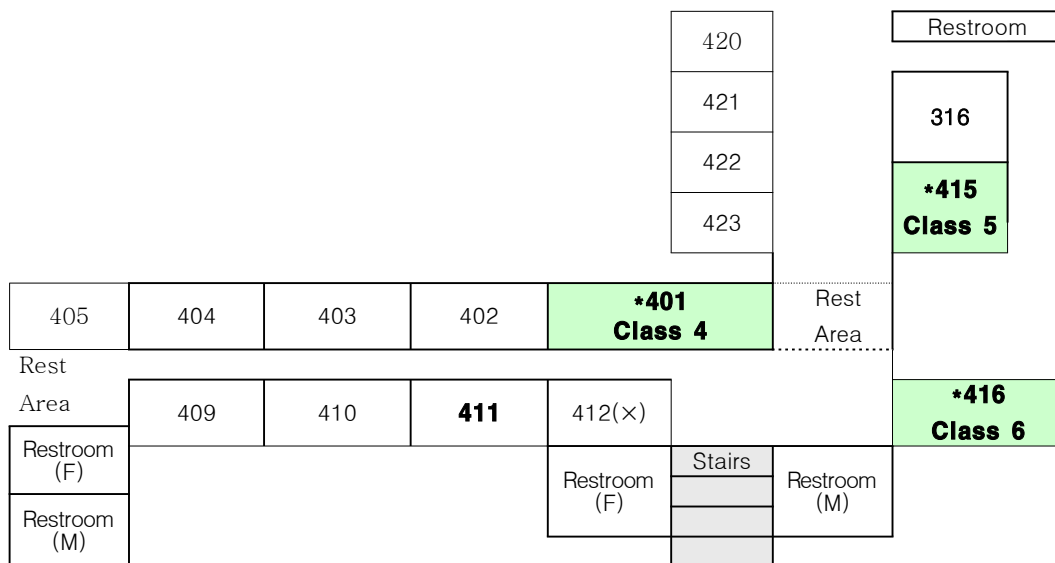
Appendix 8

Floor Plans of the Training Building (Social Science Hall)

✳ 3rd Floor



✳ 4th Floor



Appendix 9

Dankook University Campus Map



① College of Dentistry	⑦ Social Science Hall (EPIK Office 303) (Training & Medical Check up)
② Gymnasium	⑧ Science Hall
③ Arts Hall	⑨ 2 nd Science Hall
④ Dormitory	⑩ Agricultural Hall
⑤ Yulgok Memorial Central Library (Bank)	⑪ Students Hall (Post office, Bookstore) (Opening/Closing Ceremony)
⑥ Liberal Art and Science Hall	⑫ University Medical Hospital

EPIK Office Contact Information

EPIK Office (Feb.19-Feb.27) Social Science Building in Dankook University Room #303, San 29, Anseo-dong, Cheonan-si, Chungnam, 330-714, Korea TEL: 041-550-1089, 1099 FAX: 041-550-1169 (Dorm) 041-550-3304 (Room 303)	EPIK Office(Seoul) National Institute for International Education (NIIED) Room #303, 43 Ihwajang-gil, Jongno-Gu, Seoul, 110-810, Korea TEL: (02) 3668-1400, 1401 FAX: (02) 765-9947 Email: epik@mest.go.kr www.epik.go.kr
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