



## Important Notice for Successful Applicants

Congratulations on becoming a successful EPIK teacher. Please read the 'Important Notice for Successful Applicants' thoroughly and follow the guidelines. Any problems that arise from a failure to follow the directions on this notice will be the responsibility of the applicant.

As you are a successful EPIK teacher, you are given a teaching position in the POE (Provincial Office of Education) stated in your contract. Thus, withdrawing from the EPIK program without a justifiable reason will cause great difficulties to the POE and EPIK. Applicants who must inevitably withdraw with a reasonable cause must contact the EPIK office in Seoul by e-mail at [coordi@mest.go.kr](mailto:coordi@mest.go.kr) and give their full name and the reason for the withdrawal and receive a reply from the EPIK office noting their consent. Please, write only “March 2010 Withdraw” in the subject line.

**※ Applicants who decide to withdraw must notify and receive written approval from the EPIK office in advance or the applicant will be prohibited from re-applying to EPIK in the future.**

### 1. Contract Signing & E2 Visa Issuance

(1) **Please sign your 2 contracts upon receiving them.**

Keep one contract for yourself and take the other contract to the Korean Consulate/Embassy to apply for the E-2 visa. All applicants must also sign a third copy of the contract after arrival.

(\* The EPIK office will keep the third copy of the contract.)

(2) Please ensure that you are in possession of the E-2 visa prior to arriving in Korea.

**You cannot attend the EPIK orientation, or work in Korea, without the E-2 visa**  
(except F4 or F2-1 visa holders).

(3) To apply for the E-2 visa at the Korean Embassy/Consulate, the following items are required: your signed contract, the Notice of Appointment, your passport, visa application fee, 2 recent passport sized photos and a sealed transcript.

\* In some cases, a copy of the criminal record check and the original diploma may be required, so please check with the Korean Embassy/Consulate where you will be applying for your visa. Please inform the Korean Embassy/Consulate that you are a successful applicant for EPIK.

## **2. Arrangement and Notification of Flight Details**

(1) **Please arrange for your flight to arrive on Feb. 18<sup>th</sup> (Thu.) at Incheon International Airport (ICN).**

(2) When your flight arrangement has been confirmed, please inform your application offices of your flight details with your full name, flight number, departure airport, date and time of departure, and date and time of arrival at Incheon International Airport (ICN). Due date: Feb. 3<sup>rd</sup>.

i) Applicants who applied through Korean consulates or embassies:

Please contact Korean consulates/embassies or

The EPIK Office: Dong Hee Kim (kdonny@korea.kr)

ii) Applicants who applied through their university:

Please contact your university (MOU applicants only) or

The EPIK Office: Dong Hee Kim (kdonny@korea.kr)

iii) Applicants who applied through the EPIK Office in Korea (direct applicants):

Please contact the EPIK coordinator who conducted your interview::

-David Pennell ([coordi@mest.go.kr](mailto:coordi@mest.go.kr))

-Elizabeth Chin ([epik2@mest.go.kr](mailto:epik2@mest.go.kr))

-Wendy Couch ([epik@mest.go.kr](mailto:epik@mest.go.kr))

iv) Applicants who applied through recruiting agencies:

Please contact the **recruiting companies who you applied through**

**※ In February, many EPIK applicants will book their flight tickets.**

**We recommend that you reserve your flight early in order to find a cheaper ticket.**

### 3. Documents to be Prepared before Entry

※ Please check page 1 of your contract for required documents. The contract can be cancelled if you do not submit the required documents before the orientation.

- (1) Original diploma or a letter of confirmed graduation
  - \* Purpose: to obtain your Alien Registration card within 90 days of your arrival in Korea.  
(All recent graduate students should make sure to submit their degree before starting the contract.)
- (2) Original Teacher's/TESOL/TEFL/CELTA certificates (for level 1, 2+, 2 EPIK teachers)
  - \* Purpose: EPIK and POE (Provincial Office of Education) will need to verify these certificates because only copies of the certificates were submitted during the application process
- (3) Residency Certification (Official proof of residency)  
(With the exception of Canadians & Irish)
  - \* Tax laws vary between countries. Please contact your local tax office for more information.
  - \* Purpose: to receive Income Tax Exemption
  - \* If you have previously worked for more than two years in Korea, you will not be eligible for this exemption.
  - \* Issued from the jurisdictional taxation department in your home country

### 4. Entrance Allowance

- \* Within the first month of the contract, all EPIK GETs, regardless of level, will be provided with 1,300,000 KRW of Entrance Allowance.
- \* The entrance allowance is intended to assist with several initial costs for the GETs including: airfare, a medical examination in Korea (~70,000KRW), transportation to the orientation or school upon arrival, and transportation to and from the later orientation for latecomers.
- \* Since you will not be receiving your entrance allowance until the end of the first month of your contract, we recommend that you bring 1,000,000~1,500,000 KRW with you to Korea.

### 5. Pick-up Service

- \* Pick-up service from the airport will be provided by EPIK **only on Feb 18<sup>th</sup>, 2010.**

## **6. Orientation**

\* There will be detailed information about the orientation place, date, etc. on the EPIK website in early-February. ([www.epik.go.kr](http://www.epik.go.kr))

**※ Please check our website regularly for important updates beginning early-February**

## **7. Official Medical Report (after entry in Korea)**

★ EPIK teachers must complete a medical examination in Korea including a physical examination, a blood test, a chest X-ray examination, etc., and obtain an official medical report issued from a hospital which has been designated by the Korean Government.

★ EPIK teachers must submit the original official medical report to an immigration office in Korea in order to obtain their Alien Registration card. EPIK teachers must also submit a copy of the medical report to the Provincial Office of Education. Your co-teacher will be able to assist you with this process when you arrive at your final placement.

★ If any EPIK teachers are found to be addicted to drugs/alcohol or are infected with HIV/contagious diseases, their contracts will be cancelled and they must return to their home country at their expense. In that case, any or all expenses for entry, departure, or stay in Korea, including medical fees, will be borne by the EPIK teachers.

## **8. Online Pre-Orientation Course**

EPIK newly opened an online pre-orientation course for all successful EPIK candidates to help understand basic teaching principles and Korean culture. It will be available from Dec. 28<sup>th</sup> 2009 to May 2010 (6 months). You will be invited from EPIK by email for the verification of your ID and pin number. We highly recommend you to attend the free online orientation course before starting your contract.

## **9. Contact Information**

**※ If you applied through a recruiting agency, please contact your recruiting agency for all inquiries leading up to your arrival in Korea.**

**※ EPIK Office in Seoul, Korea**

**Tel: 82-2-3668-1400/1401/1402**

\* If you are in Seoul, dial 3668-1400/1401/1402

\* If you are in Korea but not in Seoul, dial 02-3668-1400/1401/1402

**E-mail :** [coordi@mest.go.kr](mailto:coordi@mest.go.kr)

**Fax : 82-2-765-9947**