



Important Notice for Successful EPIK-Seoul Applicants

Congratulations on becoming a successful EPIK-Seoul teacher! Please read this 'Important Notice for Successful EPIK-Seoul Applicants' thoroughly and follow the guidelines carefully. Any problems or delays that arise from your failure to follow the notice will be your own responsibility. As you are a successful EPIK-Seoul teacher, you have been granted a teaching position in the SMOE (Seoul Metropolitan Office of Education) as stated in your contract. Thus, withdrawing from the EPIK program without a justifiable reason will cause great difficulties to the SMOE and EPIK. Applicants who must withdraw for unavoidable reasons must contact the EPIK office in Seoul by e-mail at epik2@korea.kr and provide their full name and the reason for the withdrawal, and receive a reply from the EPIK office noting their consent to withdraw.

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

1. Contract Submission & E-2 Visa Issuance

(1) Please ensure that you hold a valid E-2 visa *prior* to arriving in Korea. **You cannot attend the EPIK-Seoul orientation, nor work in Korea, without the E-2 visa** (except F4 or F2-1 visa holders).

(2) Different Korean consulates or embassies may have different procedures or requirements for the visa application, so please check with the Korean Embassy/Consulate where you will be applying for your visa. You can often find information on their website, but it is strongly recommended to call to confirm the details. Be sure to inform the Korean Embassy/Consulate that you are a successful *EPIK* applicant because the requirements are normally simpler for EPIK applicants.

(3) To apply for the E-2 visa at the Korean Embassy/Consulate, you will likely require:

- One completed visa application form
- One recent passport-type color photo
- Your passport and a photocopy of the ID page of your passport
- The visa application fee (in cash only)
- The EPIK Notice of Appointment
- One copy of your contract signed on every page*

You may also be required to submit:

- Your original university degree
- One sealed transcript
- A photocopy of your criminal record check

* Submit one copy of the contract to the consulate/embassy and keep one contract for yourself. **You do not need to mail a contract directly to your agency or EPIK.**

2. Arrangement and Notification of Flight Details

(1) **Please arrange for your flight to arrive on August 20th (Thurs.) at Incheon International Airport (ICN) between approximately 8am and 8pm KST.**

(2) When your flight arrangement has been confirmed, please inform the appropriate application office 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).

***These details are due by August 13th, 2009.**

- **Teachers who applied through a recruiting agency:** Please contact the recruiting company where you applied.
- **Applicants who applied directly through the EPIK Office in Korea (online or via email):** Please contact the appropriate coordinator at the EPIK Office - Eric Martin (epik1@korea.kr) or Joshua Kim (epik2@korea.kr).
- **Applicants who applied through a Korean consulate or embassy** Please contact Donghee Kim (kdonny@korea.kr) at the EPIK Office.
- **Applicants who applied through their university:** Please contact your university or the EPIK Office: Grace Jeong (mireh@korea.kr)
- **Applicants who applied through KOTRA:** Please contact your Korea Business Center.

※ In August, 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 a stamped notice indicating any documents that must be submitted before the contract can take effect. The contract can be cancelled if you do not submit the required documents before the orientation.

Other documents that you will need to prepare (if applicable) include:

(1) Original diploma.

(2) Original Teacher's/TESOL/TEFL/CELTA certificates (for EPIK-Seoul teachers with level G or higher)

* **Purpose:** EPIK and SMOE (Seoul Metropolitan Office of Education) will check the original certificates since you only submitted copies of the certificates.

(3) Residency Certification (Official proof of residency for tax purposes)

* **Purpose:** To receive income tax exemption.

PLEASE NOTE: This does not apply to Canadian citizens. Also, if you have previously worked for two years or more in Korea, you will not be eligible for this exemption.

* To be issued from the jurisdictional taxation department in your home country. Please contact your local tax office for more information about obtaining the required document as tax procedures vary from country to country and state to state.

4. Entrance Allowance

* Within the first month of the contract, all EPIK-Seoul GETs (Guest English Teachers), 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), and transportation to the orientation or school upon arrival.

* 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 on August 20th, 2009 only.

6. Orientation

(1) Date: **August 20th (Thurs.) to August 29th (Sat.)**

(2) Place: **The Orientation will be held at NIIED (National Institute for International Education)**

43 Ihwajang-gil, Jongno-gu, Seoul, Korea. 110-810, www.niied.go.kr

(For more details, please refer to the Airport Arrival & Shuttle Bus Information and Orientation Venue Information which will be sent to your email by your local application office and also can be found at the EPIK website.)

※ **Please check our website (www.epik.go.kr) regularly for important updates beginning mid August.**

7. Official Medical Report (after entry into Korea)

EPIK-Seoul 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-Seoul 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 Seoul Metropolitan Office of Education. Your co-teacher will be able to assist you with this process when you arrive at your final placement.

If an EPIK-Seoul teacher is found to be addicted to drugs/alcohol or is infected with HIV/contagious diseases, the contract will be cancelled and the teacher must return to his/her home country at their own expense. In that case, any or all expenses for entry, departure, or stay in Korea, including medical fees, will be borne by the EPIK-Seoul teacher.

8. Contact Information

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

※ **If you have applied online, or through a consulate, embassy or university, you can contact the 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: epik2@mest.go.kr

Fax: 82-2-765-9947