

Important Notice for Successful Applicants

Congratulations! Please read this notice thoroughly and follow the guidelines. **Any problems that arise from a failure to follow the directions in this notice will be the sole responsibility of the applicant.**

※ **Applicants who withdraw from the program, for any reason, after final placement will NOT be eligible to re-apply for the following two terms. Applicants who withdraw without informing the EPIK Office will be prohibited from applying in the future.**

※ **Applicants who decide to withdraw must return their contract and Notice of Appointment to the EPIK Office via mail within a month of their withdrawal.**

1. Contract Signing & E2 Visa Issuance

(1) Please make sure to sign every page of the contract included with this package. Visit a Korean Consulate/Embassy to apply for an E-2 visa or apply by mail. This contract is a temporary contract used for visa purposes only. You will sign two additional contracts at the end of orientation. One will be for your own records and the other will go to your POE/MOE. You will not be able to sign these final contracts without submitting any and all missing documents. If you were expecting a pay grade that is different than the pay grade stated in the contract provided, this discrepancy will be addressed when you sign the final contract in Korea if all relevant documents have been submitted.

- ★ We strongly recommend that you apply for your visa in your home country. Trying to obtain a visa in a different country may result in delays and/or other complications.
- ★ If you plan on receiving your visa outside of your home country, please contact your coordinator or agency as soon as possible to discuss specifics.

(2) You must ensure that you are in possession of an E-2 visa prior to arriving in Korea. **You cannot attend the EPIK orientation or work in Korea without an E-2 visa** (excluding F visa holders or those with Korean passports).

- ★ Please note that applicants who hold Korean citizenship or dual citizenship must enter Korea with their Korean passport and need not apply for a visa.
- ★ Current E2 visa holders can extend their visa status as long as their current Alien Registration Card (ARC) is valid through mid-March.

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

* In some cases, a copy of the criminal record check, sealed transcripts, and/or the original or a photocopy of the diploma may be required, so please check with the Korean Embassy/Consulate where you will be applying for their visa specifics. Please inform the Korean Embassy/Consulate that you are a successful EPIK applicant as this will affect the necessary process.

* When applying for the visa, you may be asked to include a Korean phone number and address in your application. Please refer to Appendix 1 located at the end of this document for details. **Do NOT** use EPIK's address or phone numbers.

2. Arrangement and Notification of Flight Details

- (1) When your flight arrangements have been confirmed, please inform your EPIK coordinator or recruiting agency of your flight details with your full name, flight number, and date & time of arrival at **Incheon International Airport (ICN)**.
- (2) **Please arrange your flight based on the following information:**

	TEAM 1	TEAM 2
Arrival Date	February 19 th (Wed)	February 20 th (Thu)
Registration Time	7:30 am – 1:30 pm*	7:30 am – 1:30 pm*
	*Please note that shuttles are limited in seating and availability. As such, there may be delays in boarding regardless of your check-in time at the EPIK counter.	
Arrival Airport	Incheon International Airport (ICN)	Incheon International Airport (ICN)
Registration	Terminal 1 (<u>NOT Terminal 2</u>) Arrival floor (1F) Gate #14, Desk #72, 73	Terminal 1 (<u>NOT Terminal 2</u>) Arrival floor (1F) Gate #14, Desk #72, 73
MOE/POE	Daegu, Gangwon, Gwangju, Gyeongbuk, Gyeongnam, Incheon, Jeju, Jeonbuk, National Schools, Sejong	Busan, Chungbuk, Chungnam, Daejeon , Gyeonggi, Seoul

(3) **Pick-up Service to Orientation**

- ★ **The last bus will leave the airport at 2:00 pm.** Your flight should arrive no later than 12:30 pm. If you can only find flights arriving after 12:30pm, we recommend flying-in the night before. If you arrive earlier than the scheduled date, please come to the EPIK counter on the correct date. You will be responsible for finding your own accommodations and are liable for all costs incurred if arriving early. If you miss the last bus, you will need to arrange your own transportation to the orientation venue and must inform your coordinator or agency.

3. General Information for the February 2020 Orientation

	Period	Venue	MOE/POE
TEAM 1	Feb. 19 th (Wed) – Feb. 26 th (Wed)	Konkuk University Glocal Campus (Chungbuk)	Daegu, Gangwon, Gwangju, Gyeongbuk, Gyeongnam, Incheon, Jeju, Jeonbuk, National Schools, Sejong
TEAM 2	Feb. 20 th (Thu) – Feb. 27 th (Thu)	Konkuk University Glocal Campus (Chungbuk)	Busan, Chungbuk, Chungnam, Daejeon , Gyeonggi, Seoul
<p>[IMPORTANT] <i>The meals are usually buffet style with different choices available but cannot be tailored to everyone's diet. Please note that there will be NO dedicated vegetarian, etc. option during the orientation.</i></p>			

- ★ For further detailed information about the EPIK orientation, please visit our website. Updates will be made to the EPIK website (www.epik.go.kr) around early February for more details.

4. Documents to be Prepared before Entry

- **Missing documents: Please check the top of the first page of this document to see if you have any documents that must still be submitted.** Any missing documents or additional documents (e.g. copies of teacher's/TESOL/TEFL/CELTA Certificates/apostilled diplomas/ proof of teaching experience) must arrive at the EPIK office by the date provided to you by your agency or coordinator.

5. Entrance Allowance

- (1) In most cases, EPIK teachers will receive a 1,300,000 KRW Entrance Allowance from their POE/MOE within the first month of the contract. This excludes those who will change the sojourn period/status of their existing visas from within Korea. The final decision regarding entrance allowance eligibility and when the funds will be disbursed is determined by the POE/MOE. The entrance allowance is intended to assist with initial set-up costs for EPIK teachers including: airfare, transportation to the orientation or school upon arrival, etc. **Applicants who were hired by the Busan MOE, the Chungbuk POE, the Daegu MOE, the Incheon MOE and the Jeju POE will receive their entrance allowance after 6 months.**

- (2) Since you will not receive your entrance allowance until approximately one month after you start teaching (excluding Busan, Chungbuk, Daegu, Incheon and Jeju), please bring enough funds to support yourself for about one month (approx. \$1,000 USD).

6. Official Medical Report (after entry in Korea)

- (1) EPIK teachers must complete a medical check-up 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. This will be arranged by EPIK during orientation. You are expected to prepare about **50,000 KRW in cash** for your medical check-up.
- (2) If any EPIK teachers test positive for any illegal substance(s), their contracts will be subsequently terminated. In such cases, the EPIK teacher must return to their home country immediately with any and all expenses for entry, departure, stay in Korea, and medical fees, etc. to be borne by the EPIK teacher.

7. Mandatory Training Requirement

★ EPIK Online Pre-Orientation

* All successful EPIK applicants must complete the online pre-orientation course before their arrival at the orientation site. **Once you complete the course, please print out the certificate and pack it with your belongings to present during the orientation.** Your completion status for this will be reported to your POE or MOE.

* You will be invited to this by Englishunt through email and can access the Pre-Orientation Course at <http://www.epik.go.kr> -> Online Pre-orientation-> Log in-> Register or <http://epik-pre.englishunt.com>.

-ID: Your Email Address (as indicated on your EPIK application) **-PW: 1111** (preset)

* An invitation will be sent sometime after **January 13th**.

* If you do not receive an invitation from EPIK's partner company, Englishunt, please contact them at epik@englishunt.com or by phone at +82-70-7439-4873.

※ Please check our website regularly for important updates or feel free to connect with us on any of the following sites. There you will find instant updates, places to connect with other EPIK teachers, videos about the orientation, teaching techniques, EPIK life and more!

 [Facebook.com/EPIKprogram](https://www.facebook.com/EPIKprogram)  [Twitter.com/EPIKprogram](https://twitter.com/EPIKprogram)  [Youtube.com/EPIKprogram](https://www.youtube.com/EPIKprogram)

[Appendix 1]

When applying for your visa, you may be asked to include a Korean address and phone number on the visa application form. If requested to do so, you must list your Office of Education's address and phone number as listed below. Please do not use EPIK's address.

<u>Seoul</u> Songwol-gil 48, Jongno-gu (Sinmunno 2-ga 77) Seoul 03178 Calling from outside Korea: 82-2-399-9464 Calling within Korea: 02-399-9464	<u>Gyeonggi</u> 700, Dongil-ro, Uijeongbu-si Gyeonggi-do 11759 Calling from outside Korea: 82-31-820-0609 Calling within Korea: 031-820-0609
<u>Daegu</u> 11, Suseong-ro 76 gil, Suseong-gu Daegu 42123 Calling from outside Korea: +82-53-231-0359 Calling within Korea: 053-231-0359	<u>Daejeon</u> 89, Dunsanro, Seogu, Daejeon 35239 Calling from outside Korea: +82-42-616-8334 Calling within Korea: 042-616-8334
<u>Busan</u> Hwaji-ro 12, Busanjin-gu (Yangjeong 1-Dong 455-1) Busan 47119 Calling from outside Korea : 82-51-860-0387 Calling within Korea: 051-860-0387	<u>Ulsan</u> 375 (Yugok-dong) Bukbusunhwan-doro, Jung-gu, Ulsan 44540 Calling from outside Korea: +82-52-210-5484 Calling within Korea: 052-210-5484
<u>Chungbuk</u> Cheongnam-ro 1929 (sannam-dong 4-11) Seowon-gu, Chongju-si Chungbuk 28635 Calling from outside Korea : 82-43-290-2767 Calling within Korea: 043-290-2767	<u>Chungnam</u> 22, Sunhwaro, Hongbuk-myeon, Hongseong-gun, Chungnam 32255 Calling from outside Korea: +82-41-640-7543 Calling within Korea: 041-640-7543

<p><u>Jeonbuk</u></p> <p>111 Hongsan-ro, Wansan-gu</p> <p>Jeonju-si, Jeonbuk 55065</p> <p>Calling from outside Korea : 82-63-239-3337</p> <p>Calling within Korea: 063-239-3337</p>	<p><u>Jeju</u></p> <p>5, Munyeon-ro (Yeon-dong 311-46),</p> <p>Jeju-si, Jeju-do 63119</p> <p>Calling from outside Korea: +82-64-710-0266</p> <p>Calling within Korea: 064-710-0266</p>
<p><u>Gyeongbuk</u></p> <p>511 Docheongdaero, Pungcheon-myeon,</p> <p>Andong-si, Gyeongsangbuk-do 36759</p> <p>Calling from outside Korea : 82-54-805-3262</p> <p>Calling within Korea: 054-805-3262</p>	<p><u>Gyeongnam</u></p> <p>241 Jungangdaero, Uichang-gu, Changwon-si,</p> <p>Gyeongsangnam-do 51430</p> <p>Calling from outside Korea : 82-55-268-1398</p> <p>Calling within Korea: 055-268-1398</p>
<p><u>Gangwon</u></p> <p>2854 Yeongseo-ro, Chuncheon-si</p> <p>(Sanong-dong 84) Gangwon-do 24223</p> <p>Calling from outside Korea : 82-33-258-5527</p> <p>Calling within Korea: 033-258-5527</p>	<p><u>Gwangju</u></p> <p>Gwangju Institute of Creative Convergence Education</p> <p>10 Uijae-ro, Dong-gu Gwangju 61491</p> <p>Calling from outside Korea : 82-62-220-9757</p> <p>Calling within Korea: 062-220-9757</p>
<p><u>Incheon</u></p> <p>9 Jeonggak-ro, Nam dong-gu, Incheon 21554</p> <p>Calling from outside Korea : 82-32-420-8196</p> <p>Calling within Korea: 032-420-8196</p>	<p><u>Sejong</u></p> <p>2154 Hannuridae-ro (Boram-dong 664-15),</p> <p>Sejong City 30151</p> <p>Calling from outside Korea: +82-44-320-2218</p> <p>Calling within Korea: 044-320-2218</p>

★ For teachers placed in national schools, specific school information will be provided by your coordinator or agency directly.