



# TEACH **ENGLISH** IN **KOREA**



**Are you ready for an adventure???**



## *Guide to Teaching English in Korea*

*Presented by OK Recruiting*

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Congratulations!

If you are reading this guide, it means you have either taken the first step in your career as an English Teacher in Korea or you are discovering the opportunity for the first time.

No matter what step you're at, this guide is intended to help you understand the process of becoming a teacher as well as introducing you to Korea itself.

We hope that you enjoy reading through this guide as much as we have enjoyed creating it.

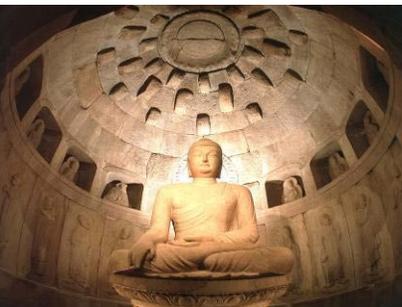
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## About OK Recruiting ...

Established in October 2006, OK Recruiting has been specializing in placing qualified native English speakers in various Educational institutes throughout South Korea, providing guidance and face-to-face or telephone consultation, and being the representative to our clients through a close relationship.

We believe in the professionalism and the accuracy of the information we provide, and the honest approach to the job placement unlike many others. The two main concepts that guide our business principle working with our clients are Resource for Teachers, and Partnership with Teachers.



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## Why Korea?

People come to teach English in Korea for many different reasons. Some come simply for the experience of living in a different culture.

For some the opportunity to travel is what draws them.

For some the motivation is the opportunity to impact the lives of others. For some it's the ability to save money,

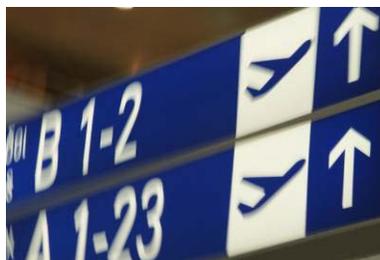
And for most it's the combination of all the above factors.

Korea has a burgeoning economy, a competitive educational system, and a population eager to learn English. In fact, Korea spends more money per capita on private education than any other country in the world. Thus the opportunity for native English speakers in Korea is truly extraordinary.

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## Requirements

- \* Must be a native English speaker and a passport holder from the United States of America, England, Australia, New Zealand, or South Africa.
- \* Hold a Bachelors degree in any discipline from an accredited university.
- \* Have a clean criminal background.
- \* Must enjoy working with children of all ages.
- \* Must be able to make a 12 month commitment.
- \* Be open minded and have a desire to experience and learn a new culture.



## Compensation and Benefits

### 12 month renewable contract includes...

- Free Air flight to and back from Korea
- Free Housing – Furnished single studio apartment
- Health Insurance (50% paid by employee and 50% paid by employer)
- Paid time off for vacation (10 days) and national holidays (10-15 days)
- Salary of 2,100,000 ~3,000,000 won/month (\$2,000 - \$2,900 U.S. Dollars)
- Severance bonus of 2,000,000 won at end of 12 month contract.

### Sample Savings Chart

Income	Korean Won
12 month Salary (at 2 million won)	24,000,000 won
Severance Bonus	2,000,000 won
<b>Total</b>	<b>26,000,000 won</b>
Taxes and Expenses	
Taxes and Medical Insurance	1,560,000 won
Accommodations (Rent)	FREE
Flight	FREE
Utilities	500,000 won
Living Expenses	8,400,000 won
<b>Total</b>	<b>10,460,000 won</b>
<b>Expected Savings</b>	<b>15,540,000 won</b>

\*Numbers used are estimates based on the experience of other teachers and will vary depending on person and the current exchange rates. Living expenses include food, entertainment, transportation, eating out in restaurants regularly, going out to a pub a couple of times a week and miscellaneous purchases.

Getting a job as an ESL teacher in Korea can seem at first a daunting task with all the paperwork and visa requirements involved. Rest assured, we will walk you through each step of the way and making sure that all of your questions are answered in a timely manner.



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## Screening Process

The first step in getting a job in Korea starts with an informal interview with one of our associates. This is an opportunity for you to get any questions you might have answered as well an opportunity for us to get to know you and evaluate whether you may be a good fit for the positions we have available.

Teaching English in Korea is not for everyone, it really does take a special type of personality to go to an unfamiliar country for 12 months. It requires that you are someone who is open to new ideas and new ways of doing things, as well as being flexible and adaptable to new surroundings and situations. Just as you would want us to evaluate and make certain the quality of schools you are placed in, we also owe it to our schools to make sure that only qualified teachers are presented to them.



**Deciding to teach English in Korea is a huge decision and most of our teachers have a ton of questions. We suggest making a list of all the questions you might have so that you will remember to ask them. Unless it's written down, many people forget the questions and never ask!**

## Sending your Documents

Following the screening process, if you have been selected to continue on in the process, you will be notified via email and sent an application packet. You will fill out the application and mail it to us along with the following documents that will be used to obtain an E-2 Visa (Visa for Teaching English in Korea).

- Original Diploma from College or Copy of Diploma with Apostille (Bachelors)
  - \* Original Diploma will be returned to you after Visa Processing.
- Sealed Transcript from College (Bachelors)
  - \* Please obtain 2 from your school and send us 1 while holding onto the other.
  - \*\* The transcripts must be sealed and not opened.
- National Criminal Background Check with Apostille
- Copy of Passport (Photo Page)
- 2 Passport Photos
  - \* Please obtain 4 and send us 2 while holding onto the others.
- Self-medical check form (included on the last page)
  - \* Print it and fill out the form and sign
- Signed employment contract
  - \* You will get this from us once you get a job in Korea



### What is an Apostille ?

An Apostille is a certificate which verifies the seal and signature of the person who authenticated the document (a Notary Public in this case). There are 2 steps in getting an apostille certificate attached to your document.

1. Get your document notarized (jurat) by a notary public.
2. Send your document to the Secretary of State or an equivalent governmental agency in your state to get the apostille certificate.

A list of agencies that provide apostilles can be found by going to [www.apostilleinfo.com](http://www.apostilleinfo.com)

## Interview

Once we have received your documents, we will offer you a school based on the preferences you have indicated on your application and set up a phone interview for you.

\* Please note: Most if not all phone interviews may be held during late evening hours U.S. time. This is due to the time difference between the U.S. and Korea.



The duration and difficulty of the interview will vary depending on the school and the interviewer.

Some teachers tell us that they were asked many difficult questions while others tell us that it was simple 5-10 minute conversation.

The duration and difficulty of the interview is not a determining factor.

In most cases, we have already told them what a wonderful teacher you are!!

### Interview Tips

1. Make sure to answer the phone right away and let the interviewer know you were expecting the call.
2. Speak slowly and enunciate clearly.
3. Don't interrupt the interviewer.
4. Sound upbeat, enthusiastic, and remember to smile! (Believe it or not, a smile carries through in your voice and can leave a very lasting impression)
5. Listen carefully and let the interviewer know that you are paying great attention.
6. Elaborate on answers rather than simply giving a yes or no answer.
7. Ask questions regarding education (curriculum, textbook, etc.). You want to let the interviewer know you are serious about teaching English.
8. Clear the room and make sure you are in quiet area.
9. Have pen and paper ready for note taking.
10. Have a glass of water ready in case you need to wet your mouth.
11. Remember to say "thank you" .

## Getting a Visa

Now that the interview is over and the school wants to extend an offer to you, you will receive a contract for the school and we will review it with you to make sure that all of the important elements are included.

After reviewing the contract you will sign it and fax or email it to us. After receiving your signed contract, we will send it to Korea along with your documents and apply for an E-2 Visa from the Korean Immigration Department.

Normal processing time for a visa is 5-10 days after which we will receive a Visa Confirmation Number.

Once this number has been received you will be contacting the Korean Consulate closest to you and making an appointment for a Visa Interview. You must go in person to this interview after which they will stamp a Visa in your passport.



### **Important notes about the consulate process**

There are currently 10 Korean consulates spread throughout the United States and each consulate may have slightly different procedures for getting your Visa. It's important that you contact the consulate nearest you to find out exactly their process.

In general, the following applies:

1. The Visa Interview is quite simple and quick; they just want to make sure that you do not have ill intentions for going to Korea.
2. Cost for Visa is \$45 - \$65 (you will be responsible for this payment and will not be reimbursed)
3. You must bring them 1 sealed University transcript and 2 passport photos. (Some consulates do not require so please check)
4. Pre-paid and pre-addressed envelope for them to mail the passport back to you. (We highly encourage overnight delivery)

## List of Korean Consulates in the United States.

### **Korean Embassy in Atlanta**

229 Peachtree St. NE, International Tower Suite 500 Atlanta, GA, 30303  
TEL: 404)522-1611 FAX: 404)521-3169  
Jurisdiction: **Georgia, Florida, Alabama, South Carolina, North Carolina, Tennessee**

### **Korean Embassy in New York**

460 Park Ave. 57th St. 6th Fl. New York, NY 10022  
TEL: 212) 692-9120 FAX: 212) 421-3028  
Jurisdiction: **Connecticut, Delaware, New Jersey, New York, Pennsylvania, West Virginia**

### **Korean Embassy in Washington D.C**

2450 Massachusetts Avenue N.W. Washington, D.C. 20008  
TEL : 202) 939-5600;3 FAX : 202) 797-0595  
Jurisdiction: **Washington D.C ,Virginia, Maryland**

### **Korean Consulate General in San Francisco**

3500 Clay St. San Francisco, CA 94118  
TEL: 415) 921-2251 FAX : 415) 921-5946  
Jurisdiction: **Colorado, Northern California, Utah, Wyoming**

### **Korean Consulate General in Los Angeles**

3243 Wilshire Blvd., Los Angeles, CA 90010  
TEL: 213) 385-9300 FAX: 213) 385-1849  
Jurisdiction: **Arizona, Nevada, New Mexico, South California**

### **Korean Consulate General in Boston**

One Gateway Center 2nd Fl. Newton, MA 02458  
TEL: 617) 641-2830 FAX: 617) 641-2831  
Jurisdiction: **New Hampshire, Rhode Island, Maine, Massachusetts, Vermont**

### **Korean Consulate General in Chicago**

NBC Tower Suite 2700, 455 North Cityfront Plaza Dr. Chicago, IL 60611  
TEL : 312) 822-9485 FAX : 312) 822-9849  
Jurisdiction: **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin**

### **Korean Consulate General in Seattle**

2033 6th Ave., #1125 Seattle, WA 98121  
TEL: 206) 441-1011 FAX: 206) 441-7912  
Jurisdiction: **Idaho, Montana, Oregon, Washington**

### **Korean Consulate General in Houston**

1990 Post Oak Blvd., #1250 Houston, TX 77056  
TEL: 713) 961-0186 FAX: 713) 961-3340  
Jurisdiction: **Arkansas, Louisiana, Oklahoma, Mississippi, Texas**

### **Korean Consulate General in Hawaii**

2756 Pali Highway Honolulu, Hawaii 96817  
TEL: 808) 595-6109 FAX: 808) 595-3046  
Jurisdiction: **American Samoa, Hawaii**

## Packing for your Trip

Hooray! If you've made it this far, you now have a passport stamped with your Visa to Korea and your ready to embark on your new adventure.

All that is left is packing for your trip and hopping on a plane!

Packing for a 12 month trip must seem a daunting task and so we've prepared a list of things you might consider bringing to Korea. Keep in mind that you are allotted two 50lb bags and one carry on. Also this list is not an exhaustive one and you should prepare in advance what you want to bring with you.

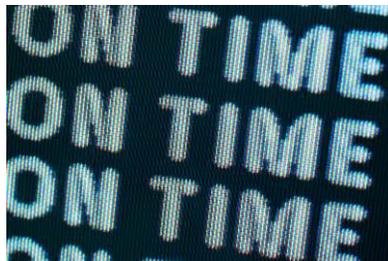
\* Clothing for 4 Seasons - *Korea has 4 distinctive seasons so you will want to make sure you have clothes for warm as well as cold weather.*

\* Bath Towels - *Koreans usually use smaller hand towels even for drying after a shower, this may take some getting used to so bringing 1 or 2 bath towels may be appropriate.*

\* Deodorants - *Deodorants are not commonly used in Korea and may be difficult to find. Although more and more are showing up in store shelves, they may be much more expensive than in the States.*

\* Feminine Products - *For female teachers, your brand of feminine products may not be available in Korea, so if you are particular to a specific brand, you might consider bringing a year's worth.*





## Getting to Korea

By now, you would have received your itinerary by email indicating your flight schedule. You can now simply go to the airport and show them the itinerary to receive your boarding pass.

Your flight to Korea will be a long one, depending on what city you are departing from, the journey may last as long as 20 hours when you include layovers. Be sure to have a good book to read and make sure to get as much sleep as possible during the flight.

Once you arrive in Korea, either someone from the school or one of our drivers will meet you at the gate to pick you up and take you to your new school. Simply look for the person holding up a sign with your name on it!

You've finally made it! Your adventure is ready to begin! The next few days will be a flurry of activities as you get adjusted to your new job as well as life in general. So many things to see, do, and experience. Remember to take things slow and take as many pictures as possible. This part of your life will surely be one to remember!



### **Be sure to arrive early to the Airport**

As you are most likely aware, security at airports is at an all time high and checking in can be a long process. Make sure to arrive at the airport 2-3 hours in advance of your flight so that you do not miss the flight.

If for any reason, you end up missing your flight, please reschedule for the next available flight and call us immediately to advise us of the new schedule (please leave a message if after business hours).

You will be responsible for any airline fees associated with changes due to missed flights.

## Being an English Teacher

One of the most common questions we are asked is “do I have to speak/learn Korean in order to become a teacher in Korea?” The answer of course is that proficiency in Korean is not a requirement or even a preference for you to be a teacher in Korea. In fact very few if any of our teachers speak a word of Korean when they first arrive.

The idea behind hiring native English teachers is that you will immerse the students in English. In fact many schools have rules about only speaking English in the classroom.

Teaching is often 95% relationship building and 5% modality. It's about your ability to connect with your students much more so than about having the “right” pedagogical system. You will find that most students are very interested in getting to know you and your life back home. Your job is to show as much interest in getting to know them and motivating them to practice their English skills with you.

When you arrive at your school you will typically be given a few days to shadow another teacher as well as be given a prepared curriculum to work with. After your initial orientation, you will be given your own classes of students and your new career as an ESL teacher will begin.

Many first time teachers worry about whether they will be a good teacher. What we find is that most teachers find their worries to have been unfounded as they quickly adapt and develop their own styles of teaching. The most important factor is that you genuinely like



### **The 30 instruction hours a week contract.**

Most contracts from schools will call for teaching 30 hours a week. This does not include time needed for preparation or grading. You can expect to be working 40 hours a week; however your actual teaching hours will be limited to 30 hours a week

## About Korea

Once known to the western world as the “Hermit Kingdom”, due to its insular policies. Today’s Korea is a vibrant and dynamic country that has become a hub of commerce in Asia being home to some of the world’s largest transnational corporations such as Hyundai, Samsung, LG, etc..

Having the 3<sup>rd</sup> largest economy in Asia and the 13<sup>th</sup> largest economy in the world, Korea offers its visitors all the amenities of a developed nation along with a culture and heritage stemming from its 5,000 year old history.

Korea is a beautiful mountainous peninsula stretching south from Northeast Asia that offers dynamic views of Mother Nature as the majority of its land mass is covered with mountains and surrounded by three characteristically different oceans.

### *Quick Facts:*

Capital: Seoul

Population: 48 million

Government: Representative Democracy

Climate: Temperate with 4 distinctive seasons

Currency: South Korean Won (KRW)

Major Holidays (2008)

- January 1 (Tue.) New Year’s Day
- January 25 ~27 (Sun. ~ Tue.) Lunar New Year’s Day
- March 1 (Sun.) Independence Movement Day
- May 2 (Sat.) Buddha’s Birthday
- May 5 (Tue.) Children’s Day
- June 6 (Sat.) Memorial Day
- August 15 (Sat.) Liberation Day
- October 2~4 (Fri. ~ Sun.) Chuseok (Korean Thanksgiving Day)
- October 9 (Sat.) National Foundation Day
- December 25 (Fri.) Christmas



Map of Korea



## Getting Around in Korea

One of the greatest things about being in Korea is the cheap and easy public transportation available everywhere. While some teachers choose to purchase vehicles, most teachers enjoy not having to deal with the cost or hassle of owning one and find that public transportation meets all of their needs.

### Flight

Korea is served by 8 major international airports and 7 major domestic airports, making it convenient to travel to other parts of the country or to overseas destinations.

### Rail

Korea has an excellent railroad network that criss cross throughout the country, making it easy and affordable to travel to other cities.

Services are frequent (15-60min) on most routes and you have the option of choosing amongst 3 classes of trains (\*not all classes are available in all routes)

*KTX - High Speed Express (Travels up to 186 miles/hr)*

*The Saemaoul Train – First Class*

*The Mugungwha Train – Second Class*

### Bus

Most if not all cities in Korea have buses that travel locally within the cities as well as intercity buses that connect the cities together.

### Subway

The cities of Seoul, Busan, Daegu, Gwangju, Daejeon, and Incheon are serviced by subways making travel easy and cheap in the cities.





## Things to do in Korea

Korea offers visitor a myriad of experiences and adventures that is sure to never leave you bored. Whether you want to immerse yourself in Buddhist culture by partaking in a temple stay over the weekend, spend a day relaxing at the beach, join a group of friends for a snow boarding trip, or just hang out at the local coffee shop, one thing is for sure, you will never find yourself with nothing to do !

Here is a small sampling of things to do while in Korea:

**Boryeong Mud Festival** - What started out as a marketing event in 1998 to bring exposure to cosmetic products made with mineral rich Boryeong mud, has quickly grown to become an annual festival for locals and foreigners alike to engage in mud fighting, mud sliding, and pretty much anything else that involves mud.

<http://www.mudfestival.or.kr/lang/en/index.jsp>

**Temple Stay** - Step away from the distractions of modern life as you partake in a cultural experience that will leave you with a clear mind and body. Learn about Korean Buddhism by joining the Buddhist monks for a weekend of participation in meditation, tea ceremonies, and even communal Buddhist meals. One does not need to be a Buddhist to participate.

<http://eng/templestay.com>

**Adventure Korea** - A privately run company that organizes trips throughout Korea for foreigners. Offers teachers a great opportunity to meet other foreigners while engaging in activities such as hiking, paintballing, or visiting a regional festival.

<http://www.adventurekorea.com>

**Jeju Island** – A picturesque island located off the southern shores, is considered the Hawaii of Korea.

<http://english.tour2jeju.net/main/index.php>

For more information on things to do while in Korea, visit the following websites:

[www.visitkorea.or.kr](http://www.visitkorea.or.kr)



## Taking the Next Step

We hope that reading through this guide has been informative and that it has helped you to become familiar with becoming an ESL Teachers in Korea. While we have attempted to highlight as much aspects about the opportunity as possible, we understand that you may still have many more questions. Please do not hesitate in contacting us with your questions; we will do our best to answer them as accurately as possible.



If you have already not done so, please visit our website at [www.okrecruiting.com](http://www.okrecruiting.com) .

One of our representatives will be in touch with you shortly to get the process started for you.

## Contact Information

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Phone: 82.2.415.6743

Skype: jayokrecruiting

### 1. How much is the Salary?

As an English Teacher in Korea, you can expect to earn about 2.0 ~ 2.1 million won per month. More may be offered depending on your qualifications.

### 2. How often do I get paid?

You will be paid monthly according to the school's schedule. Usually the 9th or 10th of each month.

### 3. Does my nationality matter?

To qualify for a Visa in Korea working as a English Teacher (E-2 Visa) you must be a passport holder from the U.S., Canada, U.K., Australia, New Zealand, or South Africa. This is a legal requirement from Korean Immigration and we have no way around it.

### 4. Why does the website application require my photo?

A photo of you is needed as the schools in Korea will not have the opportunity to meet with you in person before they hire you. A photo is a powerful tool and a good way to show off your professional demeanor.

### 5. Do I have to pay for my airfare?

The cost of your flight is fully covered in your contract! While some schools and companies require you to pay your flight in advance and be reimbursed later, it is our policy to make sure that your flight is paid in advance. Once your visa is approved, you will receive an itinerary and/or e-ticket with a confirmation number. Just take this number with you to the airport and show them your passport to receive your ticket.

### 6. What is the housing like?

For a single teacher, you will be provided a single studio apartment and for couples, 1 bedroom apartments are available. All apartments are modern and western styled. While your apartment will be small compared to the U.S., it will be clean and conveniently located to your school (usually 10 - 15 minute walking distance).

### 7. Can I go for a shorter term (less than 1 year)?

Unfortunately, all of our positions require that you make a 12 month commitment.

### 8. Do I need a TESOL/TEFL certification?

While being certified to teach English will help you find a position, it is not a requirement and we encourage people with or without certification to apply.

### **9. Do I need to speak Korean?**

No, you will not need to speak any Korean to qualify for this position. Some teachers however do pick up books of tapes to learn some rudimentary Korean as this will enhance your social experience while there.

### **10. I don't have a Bachelors degree, can I still go?**

No, The Bachelors degree is a requirement from the Korean Immigration Department

### **11. How much do you charge?**

Nothing, we are paid by the schools in Korea to assist them in finding qualified teachers. We never charge anything to prospective teachers.

### **12. When do the positions start?**

We have positions available year round and we will work with you to find a school and start date that meets your schedule.

### **13. Will I have internet access in Korea?**

Korea is one of the most "wired" countries in the world. You can either have internet access in your apartment or use a Internet Cafe know as "PC Bang" which can be found everywhere throughout out Korea.

### **14. Will it be expensive calling home?**

Technology has made calling overseas extremely cheap. Many teachers communicate to family and friends in the U.S. by using internet technologies like MSN, Yahoo, AOL, Skype. Cheap calling cards are also often used to communicate using phone.

### **15. How much money should I bring?**

We recommend that teachers bring at least \$500 to last them until their first paycheck which may be 1 month from their arrival.

### **16. Do I need vaccinations?**

There are no required vaccinations to travel to Korea. However, you may want to visit other countries while in Korea, if this is the case, please consult with your doctor before you travel.