2018 年海外華裔青年英語服務營申請受理及審核流程

1. 申請人於報名期間請向各駐外館處或海外華僑文教服務中心（以下簡稱僑教中心）索取報名表格，或逕自僑委會網站（www.ocac.gov.tw）「國內研習資訊」專區或本營隊網站（www.aidsummer.net）下載。

2. 申請人須向就讀學校申請正式成績單併同其他相關報名表件提交居住地附近駐外館處或僑教中心；並另申請一份複本備用。

3. 請以 Microsoft Word 檔案繕打個人自傳或敘述個人成長經驗，並於首頁上方載明姓名、就讀學校、Email 與地址等資料；另請備妥最近個人生活照，其檔案規格（file size）應小於 1MB；同時填妥申請表，並將申請表、成績單複本掃描成電子檔(jpg 或 pdf)備用。

4. 申請人請至營隊專屬網站 www.aidsummer.net 點選 Volunteer Application，開設個人網路帳戶、自設密碼並填寫基本資料。網路系統會送確認 Email 至申請人 Email 帳戶內。申請人點選確認信內連結網址，以自訂密碼進入個人帳戶填寫申請表各項個人資料，並上傳申請表、自述短文、成績單及生活照片，填寫過程中可隨時點選(update)鍵儲存所填資料，以便嗣後再上網進入帳戶修改。另在報名表內，申請人請儘量提供、上傳任何有助於瞭解申請人之相關佐證資料(evidence)，如重要成就、殊榮及事蹟等相關證明、曾參與其他志工服務之證明、SAT 或 ACT 成績單、華語文能力測驗成績、音樂才藝階級認證、球隊比賽獎狀、推薦信等，如無或申請人認為不必要者亦可略過不上傳。

5. 申請人倘不知如何輸入中文，或無中文姓名，申請表上中文姓名欄位可以留白，毋須填寫。

6. 申請人檢查所有資料都正確無誤後，點選 Submit 送出，之後網上個人資料就不能再修改。點選 Print Internet Sheet，顯示印表機版本後，列印網路登錄單。(當所有應上傳的檔案被上傳後，Submit 鍵才會出現在網頁右下方)

7. 申請人請注意護照有效期是否超過 2019 年 1 月 1 日。

8. 申請人請於 2018 年 3 月 1 日前，將申請表件寄（送）達居住地附近駐外館處或僑教中心。

9. 駐外館處或僑教中心收件後，須於 3 月 5 日前上網填寫收件時間及待補正文件，並核對學生與父母的中文姓名、出生日期等基本資料，所填寫之收件情況並將自動傳送至申請人個人帳戶網頁。

10. 申請人可進入個人帳戶網頁左邊收件資訊處，查看駐外館處或僑教中心是否已收到文件無誤。

11. 僑委會將在 2018 年 3 月底統一在營隊網站公告錄取結果，申請人須以個人帳號登錄網頁查詢錄取與否。

12. 錄取者須上網點選同意（Accept）參加，並可進入專屬論壇（Forum）與其他錄取志工交換意見、研究教材，並在網上參與討論教學方法。在確知個人抵（離）臺行程時，請上網至論壇內登錄，俾利承辦單位安排接（送）機事宜。另請醫生填具健康證明表，並至網站個人帳戶上傳影本，再將正本寄交居住地附近駐外館處或僑教中心，以確認同意前來臺灣服務。如錄取者決定放棄參加機會，亦請儘早上網點選拒絕（Decline），並將個人決定以電話告知收件之駐外館處或僑教中心，以便將服務機會轉讓給其他備取者。**錄取者應在五月十五日以前，上傳所購買機票的證明，才會被分發學校，否則主辦單位有權取消錄取資格。**

13. 請各駐外館處或僑教中心建檔彙整收件資料，並隨時將確認不能來臺報到的志工名單回傳僑委會承辦人及審核單位（contact@aidsummer.org），以便上網取消所佔錄取名額。

14. 錄取者在 2018 年 5 月底可從個人帳戶得知分配前往服務學校。

15. 請駐外館處或僑教中心確認網上的在臺連絡電話、父母連絡電話、及其他資料都正確無誤後，將錄取者報名資料影印留底，並在 2018 年 5 月底前將正本連同健檢表郵寄僑委會。

Application Steps for

2018 Overseas Youth English Teaching Volunteer Service Program in Taiwan

1. Download the official forms from this website.
2. Apply for one unofficial transcript including all cumulative grades from the institute(s) of your highest level of education to keep available on hand and request an official transcript (unofficial transcripts may be accepted for college students) and send it together with other related documents to the Culture Center (or ROC Embassy or Mission) nearest your home address as early as possible. A RECEIVED status will be posted to your account within one week after the receipt of your transcript.
3. Starting around February 1st, applicants must open a personal account on this website and login to fill in their profile after the account is established. After clicking the Upload on the upper menu, you can upload a recent personal photo (in less than 1MB file size), a copy of transcript (in less than 2MB file size), a copy of the completed application form, and a personal statement in English (in Microsoft Word .doc format) with your name and current school on the first page of the statement. You also need to upload evidentiary documents that you feel can better present yourself as many as you can. Please check the section of Guidelines of Online Application for details. (Note that the expiration date of your passport must be later than Jan 1, 2019.) If you wrongly loaded a file, you can upload a correct file at the same location. Once the files uploaded, you can click the link next to the Browse button to check the picture in the system.
4. Click Update to save your information and click Submit when you have checked everything over and are certain that all information stated is correct. Once you click the Submit button that will appear after all required documents were uploaded, you will not be able to edit your information anymore. To get a printable version of the Internet Registration Sheet, click "Print Internet Sheet." You will need to print out a copy of the Internet Registration Sheet and send it in with the rest of the application package.
5. Applicants must send in the application package by March 1, 2018 to the Culture Center (or ROC Embassy or Mission) nearest your home address. After receiving your document, a receipt status of the document will be posted to your account in one to two weeks. Please check the status in your account to make sure your application was well received.
6. The initial results will be sent to OCAC for final review before March 20. The admission letters will be released online. You can go to your account to access your letter using your user ID and password on or after March 31. The volunteer ID numbers will be included in the conditional admission letters.
7. Admitted volunteers can go their personal account to confirm their participation. They must also go to a family doctor to complete the Health Certificate, upload a copy of the signed certificate onto their account, and mail the original to the culture center nearest your home address. You should keep one duplicated copy in your hands in case of losing in mail.
8. Admitted volunteers should also go to the online forum to upload teaching plans, register their flight schedule, select group transportation, and meet other fellow

volunteers. Admitted volunteers must upload a copy of airline ticket or evidence of purchase on or before May 15. The admission may be withdrawn if missing any required information.

9. The assigned host schools for admitted volunteers who uploaded all required information will be posted on their web accounts after mid-May.