# Application Steps for 2020 Teaching English Volunteer Service in Taiwan

1. Registered and apply on this website.( https://teenage.ocac.gov.tw )during February 1 to February 29, 2020. Please print out and sign the application form and program rules and regulations evaluation table after submitting online application

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 1 to February 29, applicants must open a personal account on above 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, 2021.) 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 February 29, 2020 to the Representative offices of Taiwan R.O.C. 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. Your admission status with the program will be posted to your online account at the website (https://teenage.ocac.gov.tw) by March 31, 2020. Those admitted should confirm attendance online immediately, then, within the next 14 days, have their family doctor complete the Health Certificate, upload a copy to their web account, and mail the completed form to the same ROC Embassy, Mission, or Cultural Center where the application package was sent. If the applicant decides not to participate in the program, he/she should log in to the website and mark "Decline" in his/her personal account as early as possible. Those who decide to participate are required to provide their arrival flight information online with a copy of purchased airline ticket and submit a request for airport pick-up if necessary, before May 15, 2020. The conditional admission may be withdrawn without the required information uploaded on time. You should keep one duplicated copy in your hands in case of losing in mail.

7. 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.

8. The assigned host schools for admitted volunteers who uploaded all required information will be posted on their web accounts after early June.