



TaLK FAQ

FREQUENTLY ASKED QUESTIONS
SEOUL TALK OFFICE



Accommodation

Who provides the accommodation?

The schools will provide you with accommodations based on the guidelines from the Provincial Office of Education (POE).

What are the different types of available accommodation?

Accommodations generally include a one-room/studio apartment.

Note: *The TaLK Program no longer offers homestays.*

Will my accommodation be furnished?

When the POE or elementary school provides housing for the scholar, appliances and furniture may be provided. Scholars, however, cannot request or demand more appliances or furniture than those already provided by the school/POE.

Who pays for the associated accommodation expenses?

Any and all fees, charges, costs, taxes, expenses, etc. incurred in using the accommodation is the responsibility of the TaLK Scholar. This may include water, gas, electricity, internet and/or cable/IPTV bills, monthly maintenance fee of your accommodation, etc.



After Acceptance

I have just received notification that I have been accepted. What do I do?

- Log into “My Page”, located at the top right corner of the TaLK website, to accept the scholarship offer. If you decline the scholarship offer, the TaLK Office will update your profile accordingly and you will not need to proceed any further. However, should you decline the scholarship, please write an email to talkkorea@korea.kr stating your reason(s) for declining the offer.
- If you accept the scholarship offer, you need to inform us of your arrival flight arrangements via “My Page.” This information is used to arrange for airport pick-up for all new incoming TaLK Scholars. Please make sure that the information you provide is as accurate as possible, especially the date and arrival time.
- Provide the visa type that you have, or will apply for.
 - E2-2 - Public Institution Foreign Language Instructor
 - F-4 - Overseas Korean (Korean Heritage)

If you are unsure as to which visa status, you are most likely to be applying for an E-2 visa, unless otherwise noted by the Korean Consulate/Embassy. However, please consult them for additional information regarding the Visa, including confirmation of which type you would be applying for.

I don't remember my login password. What do I do?

On the “My Page” login window, click on the question “Forgot your password?” and submit the requested information. If you are still unable to retrieve your password, please email talkkorea@korea.kr with your full name, date of birth, city of residence and email address that was recorded on your application account.

I am having problems logging in to my account. What's wrong?

E-mail talkkorea@korea.kr for guidance after you have considered the following:

1. Please check your password.
2. Please ensure your login is correct.
3. Both password and login are case-sensitive.

I received my scholarship acceptance package but my school placement has not yet been determined. Am I supposed to accept the scholarship *before* I know where I am placed?

Generally, yes, as there is a 14-day time limit to your decision to accept or decline our scholarship offer. The acceptance package, which is posted in the successful applicant's “My Page”, will provide the name of the applicant's province. However, the specific region within the province and the school name will not be released until during the TaLK Orientation.

Application status notification will take two to three weeks after the Seoul TaLK Office receives all of your required documents. Acceptance packages will be sent in batches throughout December and early January.



What type of visa am I supposed to get?

You cannot enter Korea without a visa and a passport. The TaLK Program accepts the E2-2 and F-4 Visa types.

Note: *This does not apply to Korean citizens with Permanent Residency, as they do not require a visa to work in their home country. Dual citizens are to consult with their local Korean Embassy/Consulate for more information on how to proceed.*

Can the TaLK Office arrange my visa?

No, you are responsible for arranging your own visa to Korea. After you receive your acceptance package, be sure to contact your nearest Korean Embassy/Consulate to process your visa. If you experience any problems obtaining your visa, have your Korean Embassy/Consulate contact the Seoul TaLK Office.

I have my visa now. What are the steps to booking my flight?

Effective since the 9th Generation of the TaLK program, **Entrance and Exit Allowances** are provided to most new incoming participants. This amount will be provided within the first 2 months of the scholar arriving into Korea.

Students participating in the TaLK Program through an agreement from one of our partner universities may receive a round-trip flight ticket **in lieu of** the Entrance and Exit allowance.



Application

Do I have to pay for any part of this application?

No, there are no fees for applying; however, applicants will need to pay other fees to obtain Required Documents (ie., Apostilled CRC and Official Transcript) and any postage fee incurred.

I want to apply directly to the TaLK Office in Seoul. Will this be okay?

If you are living in Korea at the time of application or if you are a citizen of Ireland or South Africa, you can apply directly to the Seoul TaLK Office. Otherwise, you are required to apply to the Korean Consulate/Embassy in your home country. However, any early/late application will be automatically redirected to the Seoul TaLK Office

What happens if the application offices outside of Korea are closed?

There are set dates to apply directly to the application offices outside of Korea. Once they close, you can try applying directly to the Seoul TaLK Office for early review and will be considered for the waitlist or the next term.

I am an American citizen but currently residing in Australia. Can I apply at the Korean Embassy in Australia?

Yes, citizens of Australia, Canada, New Zealand, the United Kingdom or the United States can apply for TaLK through the Korean Embassy/Consulate at the country of their residence, regardless of whether it is their home country. If you are living in Ireland or South Africa, you **must** apply through the Seoul TaLK Office.

I wish to apply with my wife. We have two young children. Would it be possible for us to apply?

The TaLK Program does not allow for joint application for spouses with children, as children are not permitted to be a part of the preparatory orientation. Usually, when this situation arises, TaLK requests that one of the spouses apply to the program, and if accepted, complete orientation and move into their new residence. Housing will not be accommodating for the family, as this program is designed for those without dependents.

When and how will the interviews be conducted?

Interviews will be conducted at the designated Korean Embassy/Consulate in your home country (TaLK Office is strictly for candidates already residing in Korea, or citizens residing in Ireland or South Africa) only after you have successfully submitted your application Parts A and B online. The embassy or consulate will contact you and arrange an interview date. Additional interviews can be conducted by the Seoul TaLK Office.



What do you recommend I do to prepare for the interview?

Here are some suggestions:

1. Understand what our program is about. Do your research.
2. Prepare any questions you may have.
3. Be on time. If you are going to be late, call immediately to inform your interviewer.
4. Dress professionally, even for Skype interviews.
5. If possible, bring with you a hard copy of all your documents to complete your application. If you are interviewed at an application office outside of Korea, it is possible that the Seoul TaLK Office will contact you for an additional interview via video conference (Skype) or phone as a part of the final screening process.

When will I find out if I have been accepted into the TaLK Program following my interview?

You will be notified of the results via e-mail approximately three(3) weeks **after all the requirements have been completed**. You will also be able to check your offer of acceptance through the TaLK Website. To review your offer of acceptance, login to “My Page.”

Note: Our login is case sensitive. Contact the Seoul TaLK Office via e-mail if, after attempting to retrieve your password, you continue to experience difficulties with signing-in.

Is the TaLK Program temporary? Will I be able to apply in the future?

The TaLK Program offers positions biannually (February and August), so you will be able to apply at a later date.

I was in the TaLK Program for a year and successfully completed my contract. I am now back home, but I would like to re-join. Can I come back to TaLK?

Yes, the maximum scholarship period for each scholar is a total of two (2) years consecutively. You will need to apply again like the first time, with a new essay, lesson plan, etc. The only difference will be the people recommending you: One letter of recommendation **must be from your former mentor teacher, and sent directly from the teacher to the Seoul TaLK Office**. Recommendation template for returning scholars is available under the Required Documents portion of the website.

Note: Returning scholars **must participate in the three(3)-week orientation in addition to the POE training**.

Can I apply two terms in advance? Three terms?

The Seoul TaLK Office accepts applications for the most immediate term and one (1) term in advance simultaneously, whereas the local application offices will only accept applications for the most immediate term.



Is there an age limit?

The TaLK Program seeks adaptable and open-minded individuals of all ages to teach English in the rural areas of Korea. As a scholarship program, however, the majority of accepted TaLK participants are students and recent graduates of accredited universities or colleges with a background in education, English or Korean studies. It is uncommon for applicants over the age of 55 to be accepted into TaLK; usually, applicants over the age of 35 are encouraged to join TaLK's sister program, EPIK (English Program in Korea), which provides a lifestyle that is more compatible with applicants seeking professional opportunities in the teaching field.

Alien Registration Card (ARC)

How do I get an ARC?

- For E-2 Visa Holders:

The process of obtaining an ARC is simple, so long as you have all the necessary documents prepared before you register at an Immigration Bureau branch office local to your residence. In accordance with Korean law, you must obtain your ARC within **90 days** of your arrival in Korea. You can obtain an application form (Visa Application Form / 사증발급신청서) at the immigration branch office. In addition, you will need the following items:

- Your Passport
- School Business Certificate (학교사업자등록증 사본)
- Two colored passport pictures (3cm x 4cm, taken within 6 months)
- Application fee (20,000 KRW + 4,000 KRW shipping fee, as of Spring 2013)
- Your signed TaLK Contract

- For F-4 Visa Holders:

Please contact your local immigration office for more information on the process of obtaining an F-4 ARC. The process differs between each individual's case, and isn't as simple as "I was born overseas, so I must be XYZ-ian."

Please note that the Seoul TaLK Office holds no authority in the issuance of Visas and/or the Alien Registration Cards.

How long does it take to receive my ARC?

It will take approximately three weeks from the time of application to receive the physical Alien Registration Card. During the application process at the immigration office, or immediately afterwards, you will have to obtain a "Confirmation of Alien Registration" (외국인 등록 사실 증명서), which will have your Alien Registration Number on it. Please obtain this document and submit it to your school as soon as possible to be fully registered and setup for payroll purposes.



I'm an overseas Korean and I have an F4 Visa. Should I apply for an ARC?

You may apply either for an ARC (외국인 등록증) or an Overseas Korean Report of Domestic Residence Card (재외동포 국내거소신고증). Possessing this card will be more convenient for F4 Visa holders to get around Korea as you will be provided with a registration number (등록번호).



I entered Korea with a Korean Passport and I have permanent residency in my home country. Do I need to register at the immigration office?

You may apply for an overseas Korean Report of Domestic Residence Card, but it is not an obligation. However, if you do not have a National Registration Number (주민등록번호), it will be more convenient for you to possess an overseas Koreans Report of Domestic Residence Card.

Is the Seoul TaLK Office able to facilitate my ARC application?

The Seoul TaLK Office does not carry the authority or ability to facilitate any part of the Alien Registration Card application process. The responsibility is on the applicant to find out the most current information, and that provided in this FAQ Document and other TaLK-Related sources are provided as a reference only.



TaLK Contract / Scholarship

What should be done if a TaLK Scholar decides to terminate his/her contract before completing the scholarship term?

Take the following procedures with your school and POE:

1. Submit a **written resignation** (30 days in advance) to the school and POE.
2. Go to the local immigration office with your Mentor Teacher and file an official Employment Termination Report.
3. Close bank account(s).
4. Cancel contracts and pay off utility charges, internet, phone bill, cable, and any other services.
5. Clean and tidy your accommodations.

Individuals who terminate their contract will not be provided with an exit allowance or return ticket. If the termination was done within the first 2 months of their contract term, the individual will be required to return the entrance allowance to the Seoul TaLK Office per contract terms.

Does the TaLK Program offer any short term contracts and/or different intake periods?

The Seoul TaLK Office offers two contract terms: 6 months and 1 year. The intake period/contract start dates are at the beginning of February and July. Please note that the TaLK Program does **not** offer any other contract lengths or intake periods aside from that mentioned.

Am I able to reduce my scholarship term?

Scholars who accept the offer are unable to reduce their scholarship term. Those that do will be considered breaching the contract.

Am I able to extend my scholarship term?

The successful Scholar will be provided with the opportunity to extend their term a few months before the end of their current contract period. Scholars may extend up to two(2) years consecutively.

I was previously a TaLK Scholar, and have since returned home. Can I come back and be a part of TaLK again?

TaLK Scholar Alumni are able to apply to the TaLK Program provided that one of the letters of recommendation is provided by their previous mentor teacher. **This is an absolute requirement, and no substitutes or exceptions will be accepted.**

In addition, as TaLK Alumni have had prior experience, they will be placed under greater scrutiny compared to a new applicant.



Criminal Record Check (CRC)

What is a CRC?

CRC stands for “Criminal Record Check”, also known as a Criminal Background Check. It is a document that contains the details of any criminal charges that you have been convicted of.

Why do we need to submit a CRC to the TaLK Office?

The CRC is a document that is required by the Korean Ministry of Justice. In order to employ foreign individuals, the Seoul TaLK office must receive and process the CRCs.

What kind of CRC do I need to submit?

The TaLK Office requires all applicants to submit an **Apostilled Criminal Record Check** conducted at the National/Federal Level from the country of their citizenship.

What do you mean by ‘national/federal’ level?

Your CRC must have been conducted at the “national” level, which means the highest law enforcement authority of your country.

The only exception is in the case of American Applicants who have resided in the **same state**, without a change in address, since high school to the time of application may submit an Apostilled State-Level CRC instead of a Federal-Level CRC from the FBI.

What do you mean by “state” level?

US applicants that have resided in a single state since high school to the time of their application may obtain a CRC from the law enforcement agency of the state of their residence (ex. Iowa State Police), obtain an Apostille for that document, and then submit it.

Can I submit a CRC that I received last year?

No. Any CRC submitted to the TaLK Office must have been conducted within six (6) months prior to the day you submit your application.

I have applied for other jobs and I need to keep my CRC. Can I submit a photocopy of my CRC?

No. The TaLK Office requires the original copy of your Criminal Record Check.



Can I get my CRC back from the Seoul TaLK Office?

No. The TaLK office does not return any documents that have been submitted during the application process, regardless of the outcome.

I'm an applicant from the USA and I have lived in one state all my life. Do I still have to obtain an FBI-level check?

Applicants who have resided in the **same state** from high school to the time of application may submit an Apostilled State-Level CRC instead of a Federal-Level CRC from the FBI.

Can I obtain my CRC from my county sheriff's department?

No. The TaLK Office will only accept the Apostilled versions of the two types of CRCs from US Applicants:

- National/Federal-Level Criminal Record Check from the FBI
- State-Level CRC from the Highest Law Enforcement Agency of their State of Residence

I'm applying while I am in Korea. Can I submit a Korean CRC?

A Korean CRC will be needed **in addition** to an Apostilled National/Federal-Level CRC from your country of citizenship, if you have been residing in Korea for longer than 6 months. If you have not been in Korea for 6 months or longer, then you will only need to submit the Apostilled National/Federal-Level CRC from the country of your citizenship.

I am a permanent resident/citizen of Canada. How do I get an Apostille?

Canadian applicants do not have to obtain an Apostille, as Canada is not a part of the Apostille convention. Instead, Canadian applicants must have their Criminal Record Checks **notarized** at the nearest Korean Consulate/Embassy before submitting it to the TaLK Program.

You keep mentioning "Apostille." What is an Apostille?

An Apostille is a certificate that authenticates the origin of a public document. A more detailed explanation of the Apostilled Conversion is available online.

Why do I have to get my documents Apostilled?

In order for a public document to be considered legally valid outside of your country of citizenship (or permanent residency), it must be authenticated by an authorized entity; the Apostille is the certificate of authentication. We require your CRC to be Apostilled in order for the Korean government to accept this document as legally valid in Korea.



How do I get an Apostille?

An Apostille is dispensed by a government/notary agent of the government. Please contact your government for more information.

Do I have to get my document(s) notarized before I get an Apostille?

Your government may require you to get your CRC notarized before obtaining the Apostille. Please contact your state or national/federal-level government for further information.

I submitted a CRC to you previously, but I didn't get an Apostille. Can I submit the Apostille separately?

No. The Apostille must be attached to the original document in order for the submission to be considered valid. Documents that arrive detached or separately from one another (Apostille and the document receiving the Apostille) will be considered invalid, and the applicant will need to obtain another set of documents.

I have obtained my CRC and the Apostille. Who do I send it to?

Please send it by registered, courier or express to your local application office.

I'm a late applicant, and my application office is Seoul. Who do I send it to?

Please send it by registered, courier or express to the Seoul TaLK Office.

Where can I find the mailing address for my local application office?

All the contact information for all of our application offices can be found on our website. Please contact and confirm with them the mailing address as it is subject to change.

Disclaimer: Applicants are responsible for their application documents. To ensure the items arrive safely at their destination, we strongly recommend that all application documents are posted as REGISTERED or by EXPRESS to ensure tracking and prompt delivery.



Dual Citizenship (Overseas Korean)

I have dual citizenship in Korea and the US. Which passports do I use to pass immigration in Korea?

Dual citizens should contact their local Consulate/Embassy for information and direction on how to approach their respective situation. Individuals who enter Korea with the incorrect passport will be required to leave and return to the country at their own expense.

As a dual citizen, what if I enter Korea with a non-Korean passport to orientation?

You will be required to leave Korea and return with your Korean passport at your own expense.

I am already in Korea with my non-Korean passport. Am I able to apply for Renunciation of Korean Nationality (surrendering Korean Citizenship) while within Korea?

No, this is no longer possible in Korea. You will be required to apply for Renunciation of Korean Nationality at the Korean Consulate General's office in your home country, outside of Korea. It is only after this has been processed that you will be eligible to apply for either the E2-2 or F-4 Visa (if applicable).

I am a dual citizen. Am I still required to fulfill military service in Korea?

All overseas Korean male scholars, dual citizens or permanent residents in an overseas country are required to fulfill military service in Korea. Hence, you can only apply for the six-month scholarship term.



Educational Background

I am a college graduate. Do I still qualify for this program?

Yes, college graduates are eligible for this program.

I am in a technical college and will graduate before the intake period I want to join. Can I still apply?

Yes, graduates of a two year degree program from an accredited technical college are eligible to apply to the program.

I attended a four year college for one year and then switched to a two-year program. Am I eligible to apply?

Yes, you can still apply to the TaLK Program if you are in the last semester of school and will graduate at the end of the term. At least one transcript must be submitted along with the rest of the required documents for evaluation. One sealed, official academic transcript with the date of degree conferment must also be submitted before you depart for Korea. You may be asked to provide a second transcript from the other institution based on the submitted documents.

I attended three different colleges for a year each. Am I eligible to apply?

You will not be eligible to apply until you have completed at least 2 consecutive years in a single major. Transfer of credits will be accepted provided the total number of credits reach at least 2 years completed and can be proven in the submitted transcript and/or supporting documents.

Is there a minimum GPA requirement?

Candidates should have a high level of academic achievement for a competitive advantage when applying for the TaLK Program. However, GPA is not the sole deciding factor for acceptance.

What is the accreditation designation for schools based on?

An “accredited university” means a university offering degree programs as a higher education institution declared to be an approved standard by a Government or an authorized organization.

Do I need to withdraw from school permanently in order to participate in the TaLK Program?

No, you only need to take a temporary absence from school by taking a semester or two off while enrolled in university.



I am not an ethnic Korean and I am in my first year of university. Am I eligible for this program?

No, only applicants with **Korean** ethnicity (meaning you are able to obtain an F4 Visa) can participate in TaLK as a first year undergraduate.

I was originally born in a country that is not designated by the TaLK Program, but have since obtained citizenship. Am I eligible for this program?

If you have attended school since elementary in the designated country, you are eligible to apply.



Flight Ticket

Does the Seoul TaLK Office provide flight tickets?

Effective for the 9th Generation term of the TaLK Program, there has been changes to the TaLK Program's policies and benefits. All new incoming participants will be given an Entrance and Exit allowance.

The Entrance allowance will be provided to all eligible TaLK Scholars within the first 2 months of their arrival in Korea.

Students participating in the TaLK Program through an agreement from one of our partner universities will receive a round-trip flight ticket IN LIEU OF the Entrance and Exit Allowance.

What is the entrance/exit allowance?

The entrance/exit allowance is an amount of 1,300,000 KRW (each) provided to scholars to assist in their arrival and departure to/from South Korea.

I bought a round trip ticket but I want to extend my term in Korea. The extension is going to put me beyond a year. The airline says their policy is that all roundtrip tickets have a maximum validity period of one year. What do I do?

The TaLK Scholar is advised to cancel their ticket sooner rather than later to obtain as much of a refund as possible. The TaLK Program does not provide compensation lost for individuals who choose to extend beyond one year with a round-trip ticket, but will provide the 1,300,000 KRW exit allowance to assist in the purchase of their return flight home.

My ticket cost is more than the entrance/exit allowance. What happens?

The Scholar is responsible for the difference in the cost of the ticket. The Seoul TaLK Office does not provide compensation for flights that exceed the amount of the provided allowance.

My ticket cost is less than the entrance/exit allowance. What happens?

The Scholar is able to keep the difference if their ticket is found to be cheaper than the amount provided.



Health Insurance

Do TaLK Scholars receive health insurance as a part of the TaLK Program?

All TaLK Scholars are provided with travel abroad study insurance as a part of the TaLK Program. The premium for this insurance is paid by the Provincial Offices of Education (POE).

Note: *This insurance does not cover dental or doctors visit without a successful diagnosis.*

What is the general procedure with study abroad health insurance?

Individuals who encounter situations where medical attention is sought would first have to pay for all costs upfront, and then file for reimbursement after all necessary processes have been completed (visit, consultation, diagnosis, scanning/x-ray/etc., medication, treatment, etc.), ensuring that they retain all receipts and forms.

Typically speaking, the necessary documents to file a claim include the following:

- Clinical Chart (초진차트)
- All related receipts (Actual receipts containing billable items)
- Claim Form (Consult your POE Coordinator)
- Photocopy of bank book
- Photocopy of ARC # (Consult your POE Coordinator)



Health Requirement

Note: As scholars are placed in rural areas, there may be limited access to proper transportation and health facilities for participants with moderate to severe physical disabilities, or those afflicted with chronic conditions.

Does the TaLK Program accept applicants with disabilities?

Yes, the TaLK Program practices a fair policy of accepting applicants with minor disabilities, along with the applicant's physician/medical doctor, confirm that the disability will not interfere with his/her execution of the duties and responsibilities set form by the TaLK contract.

Does the TaLK Program provide assistance for individuals with disabilities?

No, the TaLK Program simply recruits, trains, and provides counseling for participants. The program is not recommended for individuals with an unstable mental/physical health condition, as living in an isolated area may intensify and/or exacerbate the condition(s).



Living in Korea

What is the average monthly cost of living in Korea?

This number can vary greatly depending on the lifestyle. The TaLK Scholar's monthly stipend should generally be more than enough to cover an average Korean's living expenses.

What should I do if I don't have any knowledge of the Korean language?

There will be a brief language course provided during the three-week preparatory orientation. TaLK Scholars will have the chance to learn Korean as a second language (KSL). In general, there are many useful Korean language sites available on the Internet, so you can find an appropriate proficiency level that best suits you; or, if you are looking for onsite language courses offered in your local community (ex. Universities), you should ask for assistance from your Mentor Teacher.

Will there be public transportation available near my accommodation?

Yes, and bus is the usual mode of transportation in rural areas.

Would I be able to find Western food in the rural area?

In rural areas, there are very few restaurants that prepare Western food. However, some restaurants offer amalgamations of "Koreanized" Western food (ex. Bulgogi Burger, or Seafood Topping Pizza). In order to eat authentic Western food, scholars may need to travel to the larger cities.

What should I do on the weekends or during my free time?

On your free time, explore different regions of Korea. Many TaLK scholars look forward to the weekends because they can partake in enriching cultural experience with friends. Make it a challenge and try to visit as many historical sites and metropolitan cities in Korea with the guide of your Korean school teachers, co-teachers, fellow scholars, your student and their parents. It's not every day that you get to travel to Korea on a scholarship, so use it to your advantage. The beauty of the TaLK Program lies in the freedom given to participates in and out of the classroom. When scholars are not traveling, many tend to help out their community, get ahead on their lesson plans, learn Korea, or study at home for personal enrichment.

Korea is a country located literally halfway across the world, far away from all that you've known and grew up in. This is the perfect opportunity to take the plunge and learn about South Korea: a new culture, way of life and it's people.

Who provides the monthly stipend?

The school will provide your monthly stipend at the end of every month.



Can I get a portion (or all of) my monthly stipend sent to my bank at home overseas?

No, it is impossible for the school to transfer money into your overseas personal account. During orientation, you will have an opportunity to open a bank account, into which the monthly stipend will be transferred. If you choose to transfer money back home, you must do so through your Korean bank and remember that you are responsible for paying all fees and/or additional costs resulting from the transfer.

Do we have to contribute to the Korean national pension?

No, TaLK Scholars are not required to contribute toward the national pension plan. Please contact your POE Supervisor should this matter be raised by the elementary school.



Military Service

Who is recruited into the military, and who isn't?

*For male applicants with Korean citizenship **under** the age of 24:*

From January 1, 2007, law permitting exemption from military service has been revoked. Therefore, Korean males who fall into this category may obtain passports expiring on December 31 up until you turn 24 without the need to declare your status with the **Office of Military Manpower Administration** when you enter and depart Korea.

*For male applicants with Korean citizenship **over** the age of 24:*

You must apply for an extension of permission to travel overseas from the designated Korean Embassy/Consulate. Exemption from military service is in effect until 35 years of age.

Legal Disclaimer: The TaLK Office does not hold or accept liability for any unintended errors or interpretations. It is your responsibility to verify this information and consult with an appropriate official at the **Office of Military Manpower Administration** in Korea.

Can a male applicant with dual nationality status, who has not completed his mandatory military service, apply for the TaLK Program?

There is a possibility that a male applicant with Korean citizenship will be drafted into the Korean military if his stay exceeds six months. Male applicants who fall under this category should contact the **Military Manpower Administration** to confirm his length of stay in Korea. Please see if the following applies to you:

If you have permanent residency status of the country of your residence, and you wish to reside in Korea for more than six months:

You must choose the six month term contract. Be aware that your stay in Korea before and after the scholarship period are included in the six month limit. This may also apply to male applicants with dual citizenship who enter Korea using a Korean passport.

If you have dual citizenship:

Please consult your local Korean consulate/embassy in the country of your citizenship for further information/



Nationality

Which countries does the TaLK Program recruit from?

Australia, Canada, Ireland, New Zealand, South Africa, United Kingdom, and the United States of America.

Korean citizens with temporary or permanent residency in one of the designated countries are also eligible to apply to the program.

I am temporarily living in a country outside of the designated English-speaking countries, but I am a citizen of one of the aforementioned nations. Can I apply for the TaLK Program?

Yes, but you should send your application to the Korean Embassy/Consulate in your home country. If your current place of residence is in Korea, Ireland or South Africa, please apply directly to the Seoul TaLK Office.

I am not from one of those designated countries, but I speak perfect English. Can I apply?

If you do not have citizenship one of the designated countries, then you would not be eligible for this program. However, if you are an overseas Korean who has permanent or temporary residency in one of the designated countries, you are eligible to apply.

I moved to the US when I was in high school and acquired permanent residency there. My English is excellent. Am I still eligible for the TaLK Program?

In order to be eligible for the program, you must have citizenship in one of the designated countries.

Note: *Overseas Koreans with temporary/permanent residency in one of the designated countries are eligible to apply.*

I am an ethnic Korean candidate, and I have a residency visa in one of the seven countries listed above. Can I apply to the TaLK Program?

If you have resided in one of the countries listed above for a minimum of eight years including elementary school, and you can provide documents verifying your graduation from every level of school you attended, then you would be eligible to apply to the TaLK Program.



Orientation

What is the TaLK Online Pre-Orientation?

Effective the 12th Generation, the TaLK Program has created an Online Pre-Orientation training program for our new successful scholars to complete. Its completion is both mandatory, and is provided in order to better prepare our candidates for their new life here in South Korea. Details on how to access this will be emailed out approximately one month before the beginning of the TaLK Orientation in South Korea.

What is the TaLK Orientation?

The TaLK Orientation is an intensive four-week training session with the purpose of providing tools and methods necessary to successfully teach and adjust to living in Korea. Scholars will spend three weeks in training with the TaLK Office, and one week in a regional training with their POE/MOE Supervisors. TaLK Orientation courses cover a wide range of topics such as: teaching methodologies, solo and team teaching, curriculum design, effective classroom management, general overview of the Korean elementary school, the state of English language education in Korea, Korean language courses (offered in the evening), and cultural excursions, to name a few examples.

Will room and board be provided during the orientation period?

Yes, accommodation and meals will be provided during orientation.

Is there a set minimum salary during this orientation period?

No, there is no financial compensation for participation in the TaLK Orientation. Aside from personal expenses, other costs incurred during the preparatory orientation will be covered by the Korean Government, including meals and accommodation.

Is there a dress code for the orientation period?

There is no specific regulation on orientation dress code, but appropriate semi-casual attire is preferable. However, ensuring that you bring a set of formal wear for official, ceremonial events is strongly suggested.

Are there any specific items that we need to bring for orientation?

Please bring basic items related to personal hygiene (including towels), transformers, or other personal items.



When, where, and for how long will orientation take place?

Orientation venues and schedules vary semester to semester. The TaLK Office arranges the training program for the first three weeks of February and August. Information on the venue and the training program is sent via e-mail to successful applicants *only*, and will be posted under “What’s New” on the TaLK Website a couple weeks before the start date of orientation. In addition, there is a one week regional orientation program afterwards arranged by the scholar’s Provincial Office of Education (POE) and takes place in the scholar’s province.

What happens if my arrival to Korea is delayed and I cannot participate in the entire orientation?

If you miss more than ten (10) percent of the orientation courses for reasons imputable to yourself, your scholarship will be cancelled and the acceptance will not be deferred for the next term. Future applications to government-sponsored programs will be affected by this.

Do we need to bring two (2) suitcases?

We highly recommend bringing two suitcases with you, regardless of your contract term. Please make sure you check the baggage policies with your airline before making a decision, as every airline has different policies regarding checked and carry-on baggage.

Please note that the Seoul TaLK Office does not provide any kind of allowance for baggage fees, and that any additional fees will be borne by the TaLK Scholar.



Placements

Where are TaLK Scholars placed?

Scholars can be placed in the rural areas of the following provinces or metropolitan cities:

- Busan
- Incheon
- Sejong
- Chungbuk
- Chungnam
- Gangwon
- Gyeongbuk
- Gyeongnam
- Jeju
- Jeonbuk
- Jeonnam

Can I apply with a friend? And can we be placed in the same area?

Yes, you may apply with your friends. It would be ideal to mention this at your interview. Please note that the TaLK Office offers no guarantees that you will be placed in the same area, or that you will both be accepted into the program.

Can I request a placement area that I want?

Similar to joint applications, the TaLK Program does not guarantee preference of placement. Nonetheless, applicants who prefer a specific region/school and have a strong reason for this placement are encouraged to mention this during their interview. Preferred placements may not be available in certain areas as there may be a scholar who has extended their contract at that location. In that case, the TaLK Office will try to place you in a neighboring area if there is a school available. To avoid tough competition for a preferred location, applicants are advised to apply early to ensure a higher chance of getting his/her desired location.

When will I know the exact location of the school at which I will work?

All successful applicants are able to log into their “My Page” and click on Placements. They will be informed of their final location during orientation.

My grandparents are living in Korea. Is it possible to be placed near their town?

The TaLK Office will determine the province in which the successful applicant will be placed. However, the successful applicant’s Provincial Office of Education (POE) Supervisor will decide the location and elementary school in which the scholar will work. The committee will consider exceptional cases (ie. Close relatives living in the area), so it is crucial to state your preference and relationship with that relative on your online application and during the interview. In the case of highly competitive provinces, however, you may not be placed where your close relatives reside. Due to this, we strongly encourage submitting your application early.

Note: Absolutely no requests are guaranteed. All applicants should go in assuming that they will receive any possible area that the TaLK Program offers placements at, and that they will be with scholars they’ve just met at orientation.



Required Documents

I will receive my transcript for this semester after the application deadline. Can I apply for TaLK?

Yes, but only if you submit a document verifying your current university enrollment with your application form. This document, issued by the administration office in your university, must prove that you will have completed two years of education by the time you arrive for the TaLK Orientation (provided that you have been accepted). Sending us an official academic transcript first will assist in speeding up the process, however, the official transcripts must be sealed and provided to the Seoul TaLK Office as soon as possible.

How many recommendation letters do we need?

You must submit two recommendation letters.

Who is eligible to write the recommendation letters?

Your application will be most desirable if the two recommendation letters are written by an academic source (Professors, Tutorial Leader, Head Administrator, etc.) and a professional source (Supervisor, Manager, etc.).

Recommendation letters written by individuals who do not fall under any of the aforementioned categories will not be accepted. However, should you have severe difficulties acquiring one, please consult the TaLK Office. Recommendation letters must be sealed and mailed by the author directly to your local application office.

What is the purpose of submitting an academic transcript?

Your academic record may be used to help distinguish two applicants with similar qualifications and to verify the applicant has completed at least two or more years of education at an accredited post-secondary institution.

How long should my passport be valid for?

Your passport must be valid for the entire duration of the contract term, or longer, if you plan on extending your contract.

What is a “Letter of Pledge”?

The TaLK Letter of Pledge is an agreement between you and the TaLK Office that states you are in the process of obtaining your criminal record check and that the information you have provided is true and accurate. In the case that the office discovers you have provided false information, the office will dismiss your application.



Can I still apply even if I am in my fourth semester at university and might not be able to hand in the transcript of the fourth semester?

Yes, though we will require you to first scan and e-mail an unofficial copy of the transcript to process your application. If you are a successful applicant, you must then submit the final transcript and send it via post before you depart for Korea.

If you are able to obtain an up-to-date official transcript that states you have completed at least 2 years of post-secondary education, this would be the ideal document to submit.

What kinds of information should I include in the personal essay?

Personal essay topics are listed on the actual Application Form B as followed:

- Career and Educational Goals
- Family Background
- Work Experience
- Motive of Application
- Plan of Service and Other Activities as a TaLK Scholar
- Plan for Studies during your Time in Korea
- Etc.

Remember that your writing skills will be evaluated in addition to the essay contents itself, as both are an indication of your communication skills and your English language proficiency.



School

Can we teach in a private school?

No, scholars are contracted to teach only at public elementary school(s) designated by the POE. The TaLK contract, in concordance with Korean law, also prohibits scholars from teaching at a private institutions/academies, known as “hakwon,” or being employed outside of their designated TaLK elementary school without authorization from the POE and Seoul TaLK Office. In addition, the TaLK Program’s purpose is to strengthen English education in the public sector, with a special emphasis on rural areas in Korea, thus a private school would defeat the purpose of the program.

What is the difference between teaching in a private institute/academy (hakwon/hagwon) and teaching in a public school?

The TaLK scholar experience is definitely something that money can't buy. TaLK scholars are given an invaluable experience through a national public service funded by the Korean Government. As a Government program participant, TaLK scholars are given formal training, sponsorship for cultural experience trips and counseling from a full-time staff. On top of the supplementary resources, TaLK scholars are on a scholarship program that allots ample time for individual growth. This program could be an important stepping stone for those pursuing any field of study, especially in education.

What are the normal work hours for a TaLK Scholar? Do they work the normal eight hours per day?

TaLK scholars are assigned to teach fifteen hours per week (usually for 5 days a week, from Monday through Friday). Scholars are not required to be at school for eight hours per day, although if he/she stays by choice, they will not be paid overtime. Please note that class preparation, lunch, break and transportation times are not included in the fifteen hours of instructions.

What should I do if the POE or the elementary school asks me to teach extra classes?

If you agree to teach extra classes, then you will be paid for overtime, depending on whether it qualifies as “instructional” or “activity-related” overtime. This must be discussed and agreed with by both the scholar and the school ahead of the commencement of the extra classes.

Is there a dress code at school?

There is no specific regulation regarding the dress code, but business casual is always preferred if desired to be taken seriously by teachers and students. It is strongly recommended to keep a conservative mindset when selecting attire.



Is there any penalty for a TaLK Scholar who was absent without notice?

Yes, a scholar who is absent without due notice will have to make-up missed classes, otherwise a certain amount of money deducted from his/her monthly stipend according to the number of absent days (on a “pro rata basis”). Should the scholar miss classes with high frequency, this may result in immediate termination of the TaLK scholarship.

What are the roles of the TaLK Scholar?

The selected candidate will teach practical English with a goal to motivate the students’ interest, lower apprehension in learning a new language, and emphasize conversational/practical English. Depending on the school principal and the students’ demands, scholars may assist and/or teach regular English classes.

Is there a curriculum and/or a textbook?

Some schools require the use of a prescribed textbook, while others will ask scholars to prepare his/her own lessons. Please consult with the school’s mentor teacher.

How many students will there be in each class?

It depends on the size of the school. It can vary from less than ten to more than twenty students per class.

If I want to visit home or travel to another country, what should I do?

Scholars are strongly discouraged of using their vacation days while school is still in session. Generally, you should wait until school goes on break during the summer or winter, and plan around your assigned duties during that break as well. Before taking any trips, remember that you get seven paid leave days every semester and you must get the approval of your school principal at least fifteen days before your trip. If your trip exceeds the allotted seven days of paid leave, the additional days will be considered unpaid leave. If the number of unpaid leave days exceeds fifteen days, your scholarship will be cancelled.



Selection Criteria

What are interviewers looking for in the selection of the TaLK Scholars?

Interviewers are looking for native English speakers, and will base their evaluations on the applicant's overall attitude, reasons for applying, interests in Korea, thoughts on service and teaching, to name a few examples. Preference will be given to candidates who: have a degree in education, English or subjects related to Korea, have excellent school records including good command of English, and have completed primary and secondary education in the countries where English is the national language.

What criteria will be used in selecting TaLK Scholars?

The Seoul TaLK Office considers all aspects of the application. The selections committee and recruitment team will evaluate the applicant based on the following:

- Online application, particularly Application Form B
- Overall rating of the interview
- Effort placed in devising a lesson plan
- Academic transcript
- Both recommended letters
- Criminal Record History
- All other correspondences (email, calls, etc.)



Seoul TaLK Office

Who can I contact for advice on living in Korea?

For inquiries, advice or counseling, please contact our coordinators at the Seoul TaLK Office via email or phone.

Email: talkkorea@korea.kr

Phone: +82-2-3668-1399 (Outside Korea), 02-3668-1399 (Within Korea)

Why are there so many digits in the TaLK Office phone number?

+ denotes country code

82 is the country code for the Republic of Korea

2 is the area code when calling from outside the country

3668-1399 is the local number

Is there someone who can assist me in English?

The TaLK Office employs a program coordinator who can provide assistance in fluent English. The coordinator has had former teaching experience in Korea, and is authorized to take inquiries about the TaLK Program.

Note to Overseas Koreans: Please inform your parents/relatives that this program has English-speaking staff that can assist *you* in English.

If I have any questions or problems with my school, accommodation, and/or other emergencies, who should I ask for help

All TaLK Scholars should contact the school authorities first. If the problem is unresolved or further information is needed, TaLK Scholars should contact their Provincial Office of Education (POE) Coordinator or Supervisor. If you believe that communication with the aforementioned authorities is insufficient, then please contact our office by e-mail or phone.

What do I do if my school and POE Supervisor cannot help me with my issue?

If your Mentor Teacher, Korean university co-scholar and/or the POE Supervisor cannot assist you, please submit a grievance letter to our coordinators so the TaLK Office can document and help resolve the issue you are facing.



What is the best way to contact TaLK as an interested applicant?

The best way to contact the TaLK Office is via phone or e-mail (view the first question in this section for contact information). Take note of the following tips:

1. Since our program is seeking native English speakers, we expect you to communicate in English, not in Korean.

Note: Being able to speak Korean is **not** a requirement for the application process.

2. Directly contact us if you have any questions or queries regarding the program.

Note: Avoid contacting us through any other individual (including your parents, relatives, friends, etc.) as it will bring into question your ability to conduct independent communication and to act independently. It will also be taken into consideration during the evaluation process.

More Tips:

1. Make sure your email address is valid and working.
2. Proofread your personal essay (in English) to ensure that it is grammatically correct with spelling errors.
3. Avoid the request for us to reply as soon as possible. We try to respond to all emails on the day it is received.

Note: Some requests take longer than others to process.



Financials (Except Taxes)

Severance Pay - Do TaLK Scholars receive severance pay upon the completion of the TaLK Contract?

As of the 9th Term (August 2012), all eligible TaLK Scholars who successfully complete their contract term will be given an exit allowance.



Sick Leave

What is Sick Leave?

If an illness or injury prevents a scholar from performing his/her duties under the TaLK Contract, he or she may request a sick leave. TaLK Scholars are expected to notify their Mentor Teacher directly and immediately if they suddenly fall ill or injure themselves.

Note: When you return to work, you will be required to make up the classes you missed teaching.

How many sick days do TaLK Scholars receive?

Scholars cannot take more than three sick days consecutively without a note from a doctor. The doctor's note must be submitted to your Mentor Teacher.



Taxes

Do we have to pay income tax?

TaLK Scholars are eligible for exemption from paying Korean income tax during the contract term on the condition they submit the required documents to their school.

Is everyone eligible for tax exemption?

No, tax treaties between Korea and foreign countries allow TaLK Scholars to be eligible for income tax exemption during the first two years of employment in Korea, provided that they have never worked in Korea before. Canadian citizens are not eligible for this benefit as there is no tax treaty between Korea and Canada. Korean passport holders are also required to pay taxes in their home country.

How can I receive tax exemption?

Eligibility

All TaLK Scholars (except those with Canadian citizenship) are eligible for income tax exemption for the first two years of employment in Korea when in a Korea Government Program.

Note: If you have previously worked for two years or more in Korea, you will not be eligible for this exemption.

Required Documents

In order to claim tax exemption, you are required to submit to your school a copy of the “Certificate of Residency” (a Government-certified document that confirms your legal residency status in your home country) after you have been placed in your elementary school.

1. Issued from the jurisdictional taxation department in your home country
2. Submit to your elementary school in Korea
3. Korean National Tax Service Website: <http://www.nts.go.kr/eng>

Note: The Certificate of Residency can be obtained from the tax revenue authority in your country.

When applying for your Certificate of Residency, you will be asked to enter the contact information for whom the Certificate of Residency will be issued to. You will enter the contact information of the elementary school in Korea. If you do not know your elementary school’s information at the time of application, enter the contact information of your Provincial Office of Education (POE).

Note: You will be required to give this document in person to your elementary school. It is required that your school has this prior to your first payday (before the end of the first month at your school).



Visa

What type of visa can TaLK Scholars receive?

1. E2-2 Visa (Foreign Language Instruction in Public Schools)
 - Native speakers who can perform English language instruction in Korea in public schools.
2. F4 Visa (Overseas Koreans)
 - Korean descendant whose parent/grandparent was a Korean National but have since obtained citizenship in a foreign country.

What visa should I apply for?

1. If you are an overseas Korean with two or more years of university education, we recommend that you apply for an E2-2 Visa.
2. If you are an overseas Korean in the first or second year of university, you **must** apply for an F4 Visa.
3. If you have dual citizenship (Korea + another country), you **must** enter Korea with your Korean passport to legally work in Korea (visa-free).

I will leave Korea temporarily to travel using public holidays or leave of absence.

What should I do before departure?

You must obtain permission from your school principal, who must approve of the dates you chose for your leave.

Do I need a re-entry permit to come back to Korea?

No, as of 2010, registered foreigners with an ARC in Korea with specific foreigner visas (including E2-2) no longer need to apply for a re-entry permit, as long as their intended date of return is **before** the date of expiration on their visa (and by default, their ARC).

For how long can I stay in Korea after my visa expires?

You should plan your departure from Korea before the expiration date, however, if you obtain a Permission of Extension of Stay from the immigration office, you can extend your stay for up to 30 days.

Tip: Apply at the immigration office and submit your air ticket (showing your departure date from ICN), Alien Registration Card (ARC), and passport before your visa expires.



When should I apply for my visa at the Korean Embassy or Consulate?

TaLK Scholars will receive special consideration in the visa application process. You should apply for your visa as soon as your TaLK Acceptance Package, which includes a letter of invitation and your contract. (Please sign your contracts before you go to apply for your visa).

Note: To those who are eligible for the E2-2 visa, it is important that you obtain your E2-2 Visa before departing for Korea. If you do not do this, you will need to get your E2 Visa from the nearest Korean Consulate/Embassy outside of Korea at **your own expense** during the orientation. The TaLK Program does not cover costs to obtain a visa.

What other requirements are needed for the visa application?

Additional requirements include your visa application form, a passport-sized photo, the cost for visa processing, and your passport. You should always contact your local consulate/embassy for more information.



What is the TaLK Program?

When does the program start?

The TaLK Program is offered biannually: once in February and once in August. We offer six-month and one(1)-year contracts for both terms.

When can I apply for TaLK?

The local application window at the Korean Embassy/Consulate is open from March to July for the August orientation, and from September to January for the February orientation. For specific dates, please refer to the TaLK Application Process & Timeline document during the application period. Also, the Seoul TaLK Office has a rolling application system, which means that individuals who apply in advance will be placed with priority for the term for which they are applying.

What are the benefits of being a part of the TaLK Program?

- Teach fifteen(15) hours a week (i.e., three hours a day).
- Have rent-free housing provided for you.
- Receive an Entrance and Exit allowance upon successful completion and fulfillment of contract term.
- Expand your network of friends around the world.
- Receive a Certificate of Completion at the end of your contract term from the Korean government.
- Participate in all-expenses paid excursions around the country to learn about Korean culture. These trips are funded by your Provincial Office of Education (POE).

When is the application deadline?

The specific deadlines to apply through the local application offices vary every term. Generally, they begin accepting applications in early March and September. The Seoul TaLK Office accepts applications all-year round.



Who do I contact?

For general inquiries, advice/counseling, or uncertainty as to who to contact:

talkkorea@korea.kr

Within Korea: 02-3668-1399

Outside of Korea: +82-2-3668-1399

For entrance/exit allowance or flight ticket inquiries:

talkflight@korea.kr

Within Korea: 02-3668-1426

Outside of Korea: +82-2-3668-1426

For press releases, promotional materials, general press inquiries and TaLK

Website-related feedback:

talkpr.seoul@korea.kr

Within Korea: 02-3668-1397

Outside of Korea: +82-2-3668-1397