

# Application Guidelines for 2020 Teaching English Volunteer Service in Taiwan

(Updated: 2020.2.21)

## SPONSORS

Overseas Community Affairs Council, R.O.C. (Taiwan) (OCAC)  
Ministry of Education (MOE)  
Hakka Affairs Council (HAC)  
Council of Indigenous Peoples (CIP)

## APPLICATION PERIOD

From February 1 to **March 15**, 2020 《Applications must be received by the registration offices on or before **March 15**》

## PROGRAM ACTIVITIES

The program will be held from July 14 to August 5, 2020. There are 546 volunteers (includes 70 volunteers of Hakka origin) spots available this year. Volunteers will participate in training courses during the first week and teach English at one of various remote schools (70 Hakka volunteers will teach English at remote schools in Hakka dialects) during the second and third weeks. Then, a tour of various areas of Taiwan will be conducted during the last week.

## QUALIFICATIONS FOR APPLICATION

- (1) Applicants must be in the 11<sup>th</sup> grade or above at the time of application and between the ages of 17 and 25 (as shown on passport) by November 30, 2020.
- (2) Applicants must currently reside in the USA, Canada, Australia, New Zealand, United Kingdom, Ireland, South Africa or Belize.
- (3) Applicants should be in good health and English must be their native language.
- (4) Applicants must be highly motivated and have basic communication skills of spoken Mandarin.
- (5) Applicants who apply this program as Hakka origin must be recommended by Hakka societies or groups in their overseas residential areas.
- (6) Have not participated this program before.

## PROGRAM INFORMATION

- (1) Each participant will be arranged to serve at one of various remote schools after completing the training courses.
- (2) Volunteers will teach English from Monday to Friday with a self-designed lesson plan.
- (3) Meals will be comprised of mainly Chinese food.
- (4) Accommodations: 4 to 6 people per room, separated by gender.
- (5) Participants **must** serve for the entire duration of the program except for health complications or other unexpected conditions. OCAC will issue a certificate of 80 service hours printed both in Chinese and English to those who have finished the whole program

and comply with the regulations of the sponsors, the organizer and the participating schools.

- (6) Participants are required to submit a reflection essay at the end of the program.

## APPLICATION LOCATIONS

Please apply through ROC Embassies, Missions, or Cultural Centers in the USA, Canada, Australia, New Zealand, United Kingdom, Ireland, South Africa or Belize (see the attachment for detailed addresses). Application forms can be printed and downloaded online at the program website (<https://teenage.ocac.gov.tw>). Please submit the completed application package along with the required documents as detailed in “Application Procedures” to the above office nearest your current residence by **March 15, 2020**.

## SUBMISSION OPTIONS

Please submit the application package personally or by mail to the above offices.

## APPLICATION PROCEDURES

- (1) The following documents (the application package) must be submitted personally or by mail to the above offices:
1. Application form (please print out the page after submitting online application) with a 1½-inch photo taken within six months of the date of submission.
  2. Program Rules and Regulations Evaluation Table signed by the applicant and the parent.
  3. Personal Data Consent Form signed by the (adult) applicant or the legal representative (when applicant is minor).
  4. A copy of the applicant’s health insurance card.
  5. Copies of the applicant’s birth certificate and the residing country’s passport.
  6. Official school cumulative grades transcript from the institute(s) of your highest level of education.
- (3) The program’s online registration will be open starting February 1, 2020 at the website (<https://teenage.ocac.gov.tw>). The applicant should create an account online to fill in personal information and upload a personal photo, an autobiography, a copy of school transcript, any evidentiary documents that you feel can better present yourself (include a copy of SAT or ACT score report, honors, deeds or qualifications etc.). After completing the registration procedures, print out the Application form and submit it with the above mentioned documents as part of the application package to the ROC Embassy, Mission, or one of the affiliated Cultural Centers nearest your current residence.
- (4) Your admission status with the program will be posted to your online account at the website (<https://teenage.ocac.gov.tw>) by **April 15, 2020**. Those admitted should confirm attendance online immediately, then, within the next 14 days, have their family doctor complete the Health Certificate, 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.

## **PROGRAM FEES**

- ◎ For the entire duration of the program, the sponsors will pay for the meals, accommodations and group transportation in Taiwan. The sponsors will also provide NT\$4,000,000 travel insurance and NT\$400,000 medical insurance.
- ◎ The participant must pay the following expenses:
  - (1) Paid by the volunteers :Registration fee NT\$5,000 per person, to be paid to the host unit at the time of check-in. There will be no refund to those who leave the program early.
  - (2) Round-trip air fares from the country of residence to Taiwan.
  - (3) Personal medical expenses exceeding the insurance's coverage.
  - (4) Accommodations and other expenses if the participant arrives earlier or leaves later.

## **VISA**

The program will last for 26 days. The participant should contact the nearby ROC Embassy, Mission or Cultural Office beforehand to apply for a proper visa. Visa Exempt Entry and Landing Visa are NOT appropriate for any stay over 30 days. The OCAC and program organizer should not be held responsible for any inconvenience that may be caused if the participant's visa is overdue.

## **Important Notices**

Admitted applicants can not request specific hosting school assignments. The program sponsors have the right to withdraw certificates of volunteer service if volunteers do not fully participate in all activities assigned in the first three weeks, follow the hosting school's rules, and/or fulfill their responsibilities to the program. Exceptions will be made in cases of emergency and/or hospitalization.

## 各報名地區一覽表 Registration Location

### 華府華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL REPRESENTATIVE OFFICE IN THE UNITED STATES**

901 WIND RIVER LANE, GAITHERSBURG, MD 20878, U.S.A.

TEL : (301)869-8585 FAX : (301)869-8883

### 金山灣區華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN SAN FRANCISCO (SUNNYVALE)**

100 South Milpitas Blvd., Milpitas, CA 95035, U. S. A.

TEL : (408)747-0394 FAX : (408)747-0415

### 金山華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN SAN FRANCISCO**

739 COMMERCIAL STREET, SAN FRANCISCO, CA 94108, U. S. A.

TEL : (415)986-1188 FAX : (415)986-5588

### 洛杉磯華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN LOS ANGELES (EL MONTE)**

9443 TELSTAR AVENUE, EL MONTE, CA 91731, U.S.A.

TEL : (626)443-9999 FAX : (626)443-7777

### 橙縣華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN LOS ANGELES (SANTA ANA)**

2901 WEST MACARTHUR BLVD., SUITES 115, SANTA ANA, CA 92704, U.S.A.

TEL : (714)754-9999 FAX : (714)754-6666

### 紐約華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN NEW YORK**

133-32 41<sup>ST</sup> ROAD, FLUSHING, NEW YORK, NY 11355, U.S.A.

TEL : (718)886-7770 FAX : (718)961-3303

### 芝加哥華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN CHICAGO**

55 E 63rd ST., WESTMONT, IL 60559, U. S. A

TEL : (630)323-2440 FAX : (630)323-8147

### 波士頓華僑文教服務中心

#### **CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN BOSTON**

90 LINCOLN ST., NEWTON HIGHLANDS, MA 02461, U. S. A.

TEL : (617)965-8801 FAX : (617)965-8815

休士頓華僑文教服務中心

**CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN HOUSTON**

10303 WESTOFFICE DRIVE,HOUSTON, TX 77042, U.S.A.

TEL : (713)789-4995 FAX : (713)789-4755

西雅圖華僑文教服務中心

**CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN SEATTLE**

1008 140<sup>TH</sup> AVE., NE SUITE 108 BELLEVUE, WA 98005, U.S.A

TEL : (425)746-3602 FAX : (425)746-3604

亞特蘭大華僑文教服務中心

**CULTURE CENTER OF TAIPEI ECONOMIC AND CULTURAL OFFICE IN ATLANTA**

5377 NEW PEACHTREE RD., CHAMBLEE, GA 30341, U.S.A

TEL : (770)451-4456 FAX : (770)451-8119

多倫多華僑文教服務中心

**CULTURE CENTRE,TAIPEI ECONOMIC AND CULTURAL OFFICE IN TORONTO**

888 PROGRESS AVE., SCARBOROUGH, ONTARIO, M1H 2X7, CANADA

TEL : (416)439-8889 EXT 21-22 FAX : (416)439-4929

駐檀香山辦事處

**TAIPEI ECONOMIC AND CULTURAL OFFICE IN HONOLULU**

2746 PALI HIGHWAY, HONOLULU HAWAII 96817, U. S. A.

TEL : (808)595-6347 FAX:(808)595-6542

駐丹佛辦事處

**TAIPEI ECONOMIC AND CULTURAL OFFICE IN DENVER**

1600 BROADWAY BLVD, SUITE 1740, DENVER, CO 80202, U. S. A.

TEL : (720)587-2949 FAX:(720)587-2958

駐邁阿密辦事處

**TAIPEI ECONOMIC AND CULTURAL OFFICE IN MIAMI**

2333 PONCE DE LEON BLVD., SUITE 610 CORAL GABLES, FL 33134, U.S.A.

TEL : (305)443-8917 FAX:(305)442-6054

駐加拿大代表處

**TAIPEI ECONOMIC AND CULTURAL OFFICE, CANADA**

45 O'CONNOR ST., SUITE 1960, WORLD EXCHANGE PLAZA, OTTAWA, ONTARIO K1P1A4, CANADA

TEL : (613)231-5080 FAX:(613)231-7112

駐溫哥華辦事處

**TAIPEI ECONOMIC AND CULTURAL OFFICE, VANCOUVER**

Suite 2200, 650 West Georgia Street, Vancouver, BC V6B 4N7, CANADA

TEL : (604)689-4111 FAX:(604)689-0101

**駐奧克蘭辦事處**

**TAIPEI ECONOMIC & CULTURAL OFFICE**

LEVEL 18, 120 ALBERT STREET, AUCKLAND, NEW ZEALAND

TEL : (09)303-3903 FAX:(09)302-3399

**雪梨華僑文教服務中心**

**CULTURE CENTER OF OCAC IN SYDNEY**

LEVEL 6, 8 THOMAS ST., CHATSWOOD NSW 2067, AUSTRALIA

TEL : (02)9410-0088 FAX : (02)9410-2177

**布里斯本華僑文教服務中心**

**QUEENSLAND TAIWAN CENTRE INC.**

SHOP 36B, SUNNYPARK SHOPPING CENTRE (342 McCULLOUGH STREET, SUNNYBANK QLD 4109 AUSTRALIA)

TEL : (07)3345-7066 FAX : (07)3345-8838

**駐墨爾本辦事處**

**TAIPEI ECONOMIC AND CULTURAL OFFICE**

LEVEL 46, 80 COLLINS STREET, MELBOURNE, VIC 3000, AUSTRALIA

TEL : (03)9650-8611 FAX:(03)9650-8711

**駐英國代表處**

**TAIPEI REPRESENTATIVE OFFICE IN THE U. K.**

50 GROSVENOR GARDENS, LONDON SW1W 0EB, UNITED KINGDOM

TEL : (20)7881-2650 FAX:(20)7730-3139

**駐愛爾蘭代表處**

**TAIPEI REPRESENTATIVE OFFICE IN IRELAND**

8 LOWER HATCH STREET DUBLIN 2, IRELAND

TEL : (1)678-5413 FAX:(1)676-1686

**駐南非代表處**

**TAIPEI LIAISON OFFICE IN THE REPUBLIC OF SOUTH AFRICA**

1147 SCHOEMAN STREET, HATFIELD, PRETORIA, REPUBLIC OF SOUTH AFRICA

TEL : (12)430-6071~73 FAX:(12)342-7110

**駐貝里斯大使館**

**EMBASSY OF THE REPUBLIC OF CHINA (TAIWAN), BELIZE CITY, BELIZE**

No. 20 NORTH PARK STREET, BELIZE CITY, BELIZE (CENTRAL AMERICA)

TEL : (501)227-8744 FAX:(501)-223-3082