

Steps to apply for 2020 Teaching English Volunteer Service in Taiwan

(Updated: 2020.2.21)

1. Registered and apply on this website. (<https://teenage.ocac.gov.tw>) during February 1 to **March 15**, 2020. Please print out and sign the application form, program rules and regulations evaluation table and personal data consent form 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 **March 15**, 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, a copy of transcript (in less than 4MB file size) 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. (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 and click "Print Application Form." You will need to print out application form, sign and send it in with the rest of the application package.
5. Applicants must send in the application package by **March 15**, 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 or 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 **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. You should keep one duplicated copy in your hands in case of losing in mail.
7. The assigned host schools for admitted volunteers who uploaded all required information will be posted on their web accounts after early June.