



International Language Programs

Taiwan Documents Packet

Please read the Documents Packet and School Handbook completely when you receive them. They both contain important information in helping you arrange your employment in Taiwan. If you need assistance with these documents, please contact ILP.

DOCUMENT CHECKLIST

The following documents must be submitted before ILP can recommend your application to a school:

- ILP INFORMATION STATEMENT
- ILP TEACHER LICENSING AGREEMENT
- ID PHOTO
- FLIGHT INFORMATION REQUEST FORM
- MEDICAL HISTORY RECORD
- COPY OF PASSPORT (or receipt verifying that you have applied for a passport)
- VIDEO
- TEACHER PREFERENCES SURVEY

The following must be received to secure your position with the school:

- CONTRACT
(Actual contract will be sent separately)

The following must be received before departure:

- COPY OF DIPLOMA
- VISA
(A Visa Packet will be sent separately)

Please retain a copy of all documents for your personal records.

ILP INFORMATION STATEMENT

Name _____

School information ILP gives to teachers is correct to the best of our knowledge. However, ILP licensed schools are not required to receive approval or inform ILP when making any non-contractual changes (see school contract).

This document informs you that it is your responsibility to receive written permission or verification from the school for any non-contractual requirements or expectations you may have, based on information given to you on good faith from ILP.

Teacher's Initials

Date

TO DO:

o Initial and submit a copy to ILP

ILP TEACHER LICENSING AGREEMENT

In exchange for our granting a license to use teaching methods and selected materials developed by International Language Programs, the undersigned (“teacher”) agrees to the following terms and conditions:

Teacher shall not teach children ages 4-16 except in an ILP-licensed host school where a valid license is conspicuously displayed. Should the license be temporarily suspended, as notified by ILP in person, by telephone, fax, e-mail, or post you agree to not teach, using any method, until you receive in writing notice from ILP regarding reinstatement of the host school's license.

For a period of 3 years following the date of the last teaching day at an ILP-licensed host school or the date of this agreement, whichever is later, you agree (1) not to teach children OR adults, work or consult with any other party that teaches English to children or develops programs and/or materials to teach children English without explicit written permission from ILP, and (2) not to engage in any of the activities listed in (1) herein where the teaching takes place within a 100-mile radius of an ILP-licensed host school.

Teacher acknowledges that ILP makes no representation regarding potential employers or ILP-licensed host schools or their policies in granting this license or providing training.

Teacher shall provide ILP with prompt and accurate information regarding students, school facilities, and your employment if and while holding a position as a teacher or consultant to an ILP-licensed host school.

Teacher acknowledges that training is a hands-on experience requiring actual teaching that cannot be provided prior to departure, and teacher agrees to participate in training meetings, development programs and other training activities reasonably (not more than 1-2 hours per week) prescribed by ILP to maintain integrity and success of the Duolingual Education methodology if and while teacher is employed at and ILP-licensed host school.

Before teaching English as a second or other language to children ages 4-16, you have received training and/or instruction from ILP in the following areas:

- Duolingual Education approach to teaching children another language
- Lesson planning and preparation
- Teaching skills, including hi-lighting of Basic Mobilizing Concepts
- Teaching Reading in a 2nd or other language
- Teaching functionally fluent children in an ILP Elementary program
- Classroom management
- Materials and resource usage

This license does not grant you permission to make copies of any materials or documents that are confidential, proprietary to or copyrighted by ILP, or to authorize any other person to do so, without express written permission from ILP.

Teacher shall not teach while being filmed or recorded by any party not duly authorized in writing by ILP.

Teacher shall not divulge or distribute any information or discuss proprietary methods of training, teaching, or materials for teaching with any party not duly authorized, in writing, by ILP.

This license is effective for a period of 1 year unless otherwise terminated by ILP as provided herein. ILP may terminate this license if you fail to comply with this agreement.

Entire Agreement. This agreement constitutes the entire agreement between ILP and you with respect to the subject matter of this agreement. Any agreement between ILP-licensed host school and you is not binding upon ILP.

Choice of law. This agreement will be governed by the laws of the State of Utah.

Non-Fiduciary. You acknowledge and disclaim any partnership, joint venture or fiduciary status with ILP.

Waivers. A waiver of any part of this agreement shall be valid only in the instance for which it is granted, and not be a continuing waiver or a waiver of any other provision.

Severability. Should any clause of this agreement be construed or deemed invalid or unenforceable for any reason, such invalidity shall not affect the remaining provisions of this agreement, which shall continue and remain in full force and effect.

Personal Jurisdiction. Teacher expressly consents the personal jurisdiction of the Fourth District Court in the state of Utah for any claims or suits arising from the subject matter of this agreement.

Venue. Both parties consent that proper venue for any claims or suits arising from this claim shall be any Provo court of the fourth district that has subject matter jurisdiction for the claims.

Notice and Service of Process: Each party consents that any papers, notices, or process necessary or proper for the institution or continuation of any judicial proceeding, or for the confirmation of an award and entry of judgment, including related appeals, may be served on such party (a) By mail addressed to such party's last known address within the U.S., or (b) By personal service, within or without the state in which the proceeding is to be held, or within or without the limits of the jurisdiction of the court

having subject matter jurisdiction, and whether or not such party be present within or without the United States of America.

IN WITNESS THEREOF:

By: _____ By: _____ Dated: _____
Print your name here Sign here to accept the terms of this agreement

TO DO:

- o Read this agreement carefully
- o Sign and submit a copy to ILP

ID PHOTO

ILP requires a recent passport-sized photo of you, but it doesn't need to be an official passport photo.

TRAINING / ILP CERTIFICATE

Your contract with the host school requires that you be ILP certified. To get an ILP Certificate, you must complete three days of training in the ILP methodology and practices before you leave for Taiwan. Certificates will be issued the last day of training.

TRAINING PACKETS

Approximately six weeks before training, you will receive a set of training packets that outline the ILP teaching methodology, explain the different class levels, and generally prepare you to teach. We ask that you have the packets read by the time you arrive at the training seminar.

FLIGHT PROCESSES

Your employer will buy you a round-trip airplane ticket from the U.S. to Taiwan—it is your responsibility to secure transportation to training if needed. Once your employer receives your Flight Information Request Form, they will start making arrangements for your international flight with a departure date being up to one week before your contract start date.

Approximately six weeks prior to departure, you will receive a copy or printable version of your flight itinerary. This itinerary is a required component of your visa application. Your tickets will be mailed to you a few days before departure.

If you have questions or concerns regarding your travel arrangements after you have submitted your Flight Information Request Form, please contact your host school or the school's travel agent directly. ILP is not involved in making travel arrangements. *Any special travel arrangements and additional costs incurred after the initial arrangements are made will be your responsibility.*

TO DO:

- o Call/Email ILP when you receive your training packets in the mail
- o Check web site for training dates and call/email ILP to RSVP for training
- o Submit an ID photo to ILP

FLIGHT INFORMATION REQUEST FORM

The flight information request form will be used to make your initial flight arrangements only. ILP will submit a copy of this form to your Taiwan school (ILP does not make flight reservations or purchase tickets). Your Taiwan school will use this form to make your initial flight reservations. You will confirm your final flight arrangements as part of signing your Taiwan school's contract. Once your school receives your signed contract, the school will purchase your ticket according to the flight arrangements and guidelines listed in your contract. Please fill out this flight information request form as accurately as possible.

Passenger Name

Write your name in block letters below as it is or will be listed in your passport.

Mr./Ms. _____
 Circle one Surname Given Names (First Name and Middle Name)

Departure and Return Points



I will leave from and return to Salt Lake City International Airport.



I will leave from Salt Lake City International Airport and return to one of the following international airports in the US.

1st Choice: _____
 Name of International Airport Airport Code

2nd Choice _____
 Name of International Airport Airport Code

3rd Choice: _____
 Name of International Airport Airport Code



I will not leave from or return to Salt Lake City International Airport. Instead, I would like to leave from **AND** return to **ONE** of the following international airports in the US.

1st Choice: _____
 Name of International Airport Airport Code

2nd Choice _____
 Name of International Airport Airport Code

3rd Choice: _____
 Name of International Airport Airport Code

TO DO:

o Complete the form and submit to ILP

MEDICAL HISTORY

Name: _____

It is important for the school to know of your medical needs and history should an emergency occur. All of this information is kept strictly confidential.

1. Serious Illnesses

Please list all of the serious illnesses that you have had in your life (i.e. chicken pox, mumps, scarlet fever, whooping cough, etc.)

_____	_____
_____	_____
_____	_____

2. Medical Conditions

List any mental or emotional illnesses or medical conditions that you have been diagnosed with or treated for.

_____	_____
_____	_____
_____	_____

If you listed any medical conditions, and have not done so already, please submit the supplementary Medical Recommendation Form found on the Accepted Applicants section of our web site: www.ilp.org/taiwan.

3. Medications

Please list any medications that you take regularly.

Medication	Reason
_____	_____
_____	_____
_____	_____

Are you able to take the above medications without supervision? Yes \ No

4. Allergies and dietary restrictions (e.g. vegetarian, allergies to food or medication, etc.)

_____	_____
_____	_____
_____	_____

5. Other medical conditions (e.g. respiratory conditions, sinus infections, asthma, etc.)

_____	_____
_____	_____
_____	_____

The above is true and complete to the best of my knowledge.

Signature of Employee

Date

TO DO:

- o Complete the form and submit to ILP

PASSPORT

In order to obtain a passport you will need to go to one of the following four agencies:

- A clerk of any Federal or State Court of record
- A designated postal employee at selected post offices
- An agent at a passport agency
- A U.S. consulate office

When you go to obtain your passport you will need to take:

- Proof of citizenship (previous U.S. passport *or* original certified birth certificate)
- Proof of identity (previous U.S. passport *or* driver's license *or* government identification card)
- Two passport photographs (these are special photographs costing \$8-\$20 and can only be obtained at certain locations. Search the yellow pages under "passport and visa services" for the location and price you want)
- Money (passports are currently \$97 but are subject to change)

Passports normally require 6-8 weeks to receive. You can obtain a passport in as few as 3-5 days but the cost may be as much as \$250. Apply now to avoid rush fees.

VIDEO

In order for your host school to get to know you, we ask that you submit a video recording to ILP. Please make sure you clearly identify yourself at the beginning of your video segment. Also, we ask that the videos be either **VHS or DVD formatted** (no 30 mm or other camcorder formats).

The video recording should be between 10-12 minutes in length and should include:

- (1) **A story telling segment.** Tell a story as you would to a young child (4-6 years old). Use a book, visual aids, or other appropriate materials. Be creative.
- (2) **Teaching segment.** Select an activity appropriate for a young child (4-6 years old) and teach it as you would to a child. Examples include but are not limited to preparing a kitchen snack, making an art project, or playing a game.

Whether or not you have a child present in your video is entirely up to you. Either option is acceptable.

TO DO:

- o Submit a copy of your passport or a receipt indicating that you have applied for a passport to ILP
- o Submit a video to ILP as a VHS or CD/DVD.

TEACHER PREFERENCES SURVEY

The school will make every effort to assign you to classes and schedule they feel best suited for your preferences within the limitations the school has (other teacher preferences, class times, etc.) It is likely that you will teach a combination of levels and that a substantial portion of your teaching assignment will not necessarily match your preferences.

- Please assign me to whichever classes and at whatever times I am needed
- I would like to get/build experience working with the following age group(s) (circle your interests):
3-5 5-7 6-8 7-9 10+

Please indicate preferences for each of the scenarios below. Your score indicates both a preference and the strength of the preference. For example, a score of “1” means that you have a **very strong** preference for the scenario on the left side; a score of 3 means you have a slight preference for the scenario on the left side; a score of “4” means that you do not have a preference for either scenario; a score of “7” means that you have a **very strong** preference for the scenario on the right side. Some questions ask similar preferences. Please read questions carefully and score questions consistently. Although it is common for people to have slightly different preferences on similar questions, please consider all questions carefully, and increase or decrease the strength of your preferences so that they are reasonably consistent with your scores for other questions.

I would rather teach where more out-of-class time is required to (1)plan and prepare for teaching and (2)study the teaching method, and success in class does not require as high an energy level.	1 2 3 4 5 6 7	I prefer to teach where I have more free time out of class even if it means that success in class requires a higher energy level.
I prefer teaching in an environment that is (1) well-organized and not so active (2) usually predictable (3) usually easier to manage	1 2 3 4 5 6 7	I prefer a teaching environment that is: (1) spontaneous, interactive, and fun (2) sometimes unpredictable (3) sometimes difficult to manage
I am okay with less direction and coaching about how to teach even if I have to come up with my own ideas about how to improve teaching.	1 2 3 4 5 6 7	I prefer to have more direction and coaching about how to teach without having to come up with my own new ideas about how to improve teaching.
I prefer to work with children who speak and/or read and write some English rather than working with children that don't speak any English.	1 2 3 4 5 6 7	I prefer to work with children who speak no English.
I prefer to teaching with activities that have a more intellectually stimulating subject matter. (e.g. simple math or geography, stories about the Titanic)	1 2 3 4 5 6 7	I prefer to teaching with activities that have a simple subject matter (e.g. stringing beads, making sandwiches)
My handwriting is neat and clear	1 2 3 4 5 6 7	My handwriting is not the easiest to read.
I am a good speller	1 2 3 4 5 6 7	I have to look up a lot of words in the dictionary or use a spell-checker
I enjoy composition and the writing process and I have both done well and enjoyed writing classes in school.	1 2 3 4 5 6 7	My writing and composition skills are okay but not my strongest skills.
In my experience with children so far in my life, I have found that discipline is an essential element in learning.	1 2 3 4 5 6 7	In my experience with children so far in my life, I have found that discipline is of secondary importance in learning.
I am experienced and do well managing children that are struggling with behavior problems.	1 2 3 4 5 6 7	I can do a good job teaching, but managing difficult children is not my strong point.
I would rather teach children that are not enthusiastic about most things but that stay attentive once they are interested	1 2 3 4 5 6 7	I would rather teach children that are enthusiastic about most things but don't stay interested in one thing for very long.
I am more of an evening person.	1 2 3 4 5 6 7	I am more of a morning person.

TO DO:

- o Read the survey and carefully choose your preferences
- o Submit a copy of the survey to ILP

CONTRACT

Once you have been assigned to a school your respective contract will be sent to you for you to read and sign. A signed contract is needed to secure your position. The contract is legally binding once signed by you and the school. There is a penalty for withdrawing after you have signed a contract. The ILP office requires a copy of your signed contract.

The contract between employer and employee includes specifics on duration, responsibilities, leaves, salary, housing, insurance, taxes, visas, etc.

Any specific requests or changes to your contract must be approved through your employer and written and signed by both parties. You may contact your employer directly with any specific requests or questions you may have. Contracts from different employers may have minor differences. Please see your contract for specifics.

Please return your signed contract to ILP as soon as possible. The schools in Taiwan wait to purchase tickets until they have received the signed contract. Returning your contract allows schools to avoid additional ticket costs for late purchases.

TO DO:

- o Read the contract carefully
- o Submit a copy of the contract with your signature to ILP

DIPLOMA

Your employer requires a copy of your diploma in order to get you a working visa. No other transcripts or documents will fill this requirement. The contract requires you to pay any extra expenses related to acquiring your visa if you must wait to receive your diploma after your arrival in Taiwan.

*Note: The name on your diploma **must** be exactly the same as the one on your passport (with no spelling errors).*

If you will not receive your diploma before the date of your departure, please complete the following:

- ▶ Meet with an advisor from your department. Ask them to write a letter to ILP verifying that you have or will have completed requirements for graduation. Please submit it to ILP.

Without advanced notice, your advisor may not be able to help you. Therefore, contact them as soon as possible. They will inform you about the process of getting your diploma early. You will then need to make all the necessary arrangements.

- ▶ Meet with someone from the registrar's office. Tell them that you need your diploma to get a working visa in Taiwan. Ask them to provide in writing, the date of when you will receive your diploma. The date must also be accompanied by a signature from someone in the record's office. Submit this note with the date and signature to ILP.

Arrange to have the registrar's office print your diploma as soon as grades post and have them fax a copy to the school in Taiwan. For teachers going to Taiwan in June, you must have your diploma in Taiwan no later than two weeks after you arrive. For teachers going to Taiwan in December, you must have your diploma in Taiwan no later than one week after you arrive.

IMPORTANT: If the host school does not receive your diploma in the time frame specified, this creates complications for the processing of your working visa. Failure to provide the host school with your diploma will necessitate your travel to Hong Kong to obtain a 30-day visa. You will be responsible for the cost of travel to and from Hong Kong. The teaching days you miss, if any, as a result of travel for visa purposes will be unpaid.

For teachers with AA degrees (in addition to the above):

- ▶ Your transcripts should indicate that you earned your degree over the course of **at least two years**. Request an official set of transcripts and take them to Taiwan.

TO DO:

- o Fax/mail a copy of your diploma or advisement letter to ILP.
- o Fax/mail a copy of the letter indicating the issue date of your diploma to ILP.
- o Take your original diploma with you to Taiwan
- o AA degrees-Request an official set of transcripts and take them to Taiwan

VISA EXPLANATION

You will receive a Visa Application Packet containing the necessary documents about two months before departure. This packet will include detailed instructions of how to apply for a visitor visa. If you do not receive these items 6 weeks before departure, please call your Taiwan Representative at ILP and request that these items be mailed to you immediately.

NOTE: IF YOU WILL HAVE YOUR DEGREE AT LEAST TWO MONTHS BEFORE YOUR DEPARTURE DATE AND YOU ARE GOING TO BERHAN, YOU WILL NEED TO APPLY FOR A RESIDENT VISA INSTEAD. DETAILS ABOUT APPLYING FOR THE RESIDENT VISA WILL BE SENT TO YOU IN A SEPARATE VISA PACKET.

To obtain a 60-day visitor visa before leaving the U.S. you will need to send the following to the Taiwanese Overseas Tourism Bureau for your state:

- Your passport
- 2 passport photos
- Flight itinerary
- Visa Application
- Letter from the school
- Copy of the school's license
- \$100 (subject to change, call TECO to verify current cost)
- Self addressed prepaid envelope for them to return your visa to you

The visitor visa will allow you to stay in Taiwan long enough to process your working visa (which is often referred to as a work permit).

It is important to note that there is a possibility that an application for a 60-day visitor visa may be rejected. As you are responsible for obtaining your visa and the Taiwan government has complete discretion to grant or reject a visa application, the following is offered for your information.

- **We advise you to apply for your visa as early as possible.** The earlier you apply, the more time you will have to apply again if your visa is rejected.
- In the case that your application is rejected you have a few options, in order of preference:
 1. Apply to **another TECO office** for a 60-day visitor visa as an English teacher. You may need to use either your home or school or alternative residence address since each visa office processes visa applications for residents of different geographical areas in the U.S. If it turns out that your visa is denied again, you may still take the other options below.
 2. Apply to **another TECO office for a 30-day tourist visa** as a tourist. A 30-day tourist visa cannot be changed to a work visa. This means you will be able to enter Taiwan, but will need to travel to Hong Kong within the 30 days to apply for a new 60-day visitor visa. You will be responsible for the cost of travel to and from Hong Kong. The teaching days you miss, if any, as a result of travel for visa purposes will be unpaid.

Because your ticket will have you returning at least 6 months after your departure, and your visa only allows you to stay for 30 days as a tourist, you will also have to change your ticket to return in 30 days and then after securing a longer visa, change the ticket back. You will have to pay for the costs for those changes if there are any.

3. Apply for a **30-day landing visa** at the airport when you arrive in Taiwan. When you arrive in Taiwan, there is a visa office where you can apply for a 30-day landing visa. However, the visa cannot be extended, so you will need to arrange a trip to Hong Kong before the 30 days is over to apply for the 60-day visitor visa. You will be responsible for the cost of travel to and from Hong Kong. Any teaching days you miss as a result of travel for visa purposes will be unpaid.

You will also have to change the dates of your return ticket (see #2 above) and pay the change fees, if any, for those changes.

TO DO:

- o Call/email to inform ILP that you have sent in your visa application
- o Call/email to inform ILP of your visa arrival

REGISTERING WITH THE AMERICAN INSTITUTE

American citizens staying in Taiwan for any extended period of time are encouraged to register with the American Institute in Taiwan. Registration is to your advantage in that it enables the AIT to locate you in the case of a family or personal emergency, and helps keep them better informed of the number and location of American citizens in the event of a large-scale emergency.

You will need your passport number to register.

Registration Process

Go to www.ait.org.tw

Go to the bottom of the page and choose AIT WWW ENGLISH VERSION

Choose VISA SERVICES

Choose SERVICES TO US CITIZENS

Choose AMERICAN CITIZENS REGISTRATION

This page allows you to register as well as to subscribe to the AIT e-mail group so that you can receive e-mail messages from AIT about matters that are of concern to American citizens living in Taiwan.

VACCINATIONS

Because of the risks involved in disease exposure during foreign travel and with receiving vaccinations, ILP cannot require or recommend that you receive any or all vaccinations available. See the Center for Disease Control at www.cdc.gov/travel for information and recommendations. Work with your physician or a state or local health department for information about costs of and procedures for receiving vaccinations. Note: ILP does not have any teachers living or teaching in rural areas. If you are planning to travel to a rural area during your stay, you may want to make special considerations.

PHYSICAL EXAM

In order to get a work permit, the government requires that you pass a medical exam and drug test in Taiwan. This is a non-invasive exam. You are asked to cover the cost of the exam (generally between US\$75 and US\$100). A staff member from the school will take you to the hospital for the exam. Please do not eat anything that contains poppy seeds before the exam, as it will affect the drug test.

It is not required that you have a physical exam before departure. However, we recommend that you verify with your physician that you are in good health.

PHOTOGRAPHS

You will need 13 ID photos to be used for obtaining a work permit and for filing with police and government agencies. You may have these photos taken in the U.S. or you may wait until you arrive in Taiwan. The photos tend to be cheaper in Taiwan (usually around US\$15 for all 13), but you may want to shop around to find the best deal.

INSURANCE

The Taiwanese government requires you to be enrolled in the State Health Insurance program. Once you receive your work permit (which usually takes 30-40 days after arrival), the school will enroll you in a health insurance plan.

If you would like supplemental coverage while waiting for your work permit, you may consider the International Youth Travel Card (you must be under the age of 26) or travel insurance. Information can be found at www.statravel.com (click on UNITED STATES and then on TRAVEL CARDS or TRAVEL INSURANCE).

WHAT TO BRING TO TAIWAN

This is simply a list of suggested items to bring to Taiwan. You can purchase almost all of these items in Taiwan (with the exception to some of the food listed). Prices in Taiwan are comparable and often cheaper than in the United States. Many clothing chains in the U.S. are also in Taiwan.

Clothing

Teaching Clothing:

Clothing must be modest. Clothing should also be comfortable and appropriate for being actively involved with children. Bring clothing that is easy to clean and won't wrinkle easily. Shoes worn for teaching must have a back on them. Flip-flops are considered house slippers and are not appropriate for teaching.

Other:

Thin, Light Clothing (it is hot and humid)
Warm Clothing (November - February)
Swimming Suit
Hooded Rain Jacket
Comfortable Sandals
Athletic Shoes and Apparel
Comfortable Walking Shoes

Though available, it is often difficult to find women's clothing and shoes over size eight.

Personal Hygiene

Tampons (difficult to find)
Deodorant
Toothpaste
Shampoo and Conditioner
Soap
Mosquito Repellent
Bug Bite Cream
Sun Screen
Aloe Vera
Antibacterial Hand Sanitizer (difficult to find)
Towels (avoid big fluffy towels that will never dry in hot and humid weather)

You can buy all of these things in Taiwan. However, some teachers have found they like the American brands better.

Hobbies

Books
Music
Chinese Language Books or Tapes

Food

Spices (lemon pepper, taco seasoning, cinnamon, etc.)
Kool-Aid Packets (not available in Taiwan)
Maple Flavoring
Vanilla Flavoring
Vitamins

You can buy some American foods in the grocery stores but they are more expensive.

Foods such as refried beans, salsa, tortillas, etc. are more difficult to locate but can be bought at American specialty stores in your city, nearby Taichung, or at Costco in Taipei.

Other

Backpack
Alarm Clock
Camera and Film
Lonely Planet Guide Book (Taiwan)
A Taiwan Mandarin Chinese Dictionary and Phrase Book (note: the Mandarin Chinese in Taiwan is slightly different than that used in Mainland China)
Xerox Copies of Passport and Visa
Credit Card
First Aid Kit
Photos of your home, family, and friends (to show the people you meet)
Anything you can't live without

Teaching Supplies

Idea Books
ILP Training Materials

Your school has a library with teaching resources and books, but you are welcome to bring any desired teaching materials and books with you.

LDS Teachers

Temple Clothes (also available to rent at the temple)
Temple Recommend
Relief Society/Priesthood Manuals
Sunday School Reading Guides
Small Hymn Book
Church Clothes

Women- High heels and formal dresses tend to be impractical. Light dresses and skirts are ideal. Take at least one warm outfit if you will be there January and February.

Men- You probably won't want a nice suit. Past teachers have recommended short sleeve shirts with slacks and a tie. Take at least one long sleeve shirt if you will be there January or February

DOCUMENTS PACKET OVERVIEW

Name: _____ Term: July/January 20____

I understand that the following documents must be submitted before ILP can recommend my application to a school:

- ILP Information Statement
- ILP Teacher Licensing Agreement
- One ID Photo
- Flight Information Request Form
- Medical History Form
- Copy of Passport (or receipt that verifies you have applied for a passport)
- Video
- Teacher Preferences Survey

I understand that the following documents must be submitted before my position is secured:

- Signed Contract

I understand that the following documents must be submitted before I depart:

- Copy of Diploma or letters from advisor and records office
- Visa Notification

I verify that the items listed above have been clearly explained by my representative.

_____ Applicant Initials _____ Representative Initials
_____ Date of Overview _____ Date of Overview

If you have any questions and/or comments regarding the way in which your application overview was conducted, please contact Stephen Brayton, Director, at the ILP office (801-374-8854).