



Application Process for Teaching in Taiwan Program

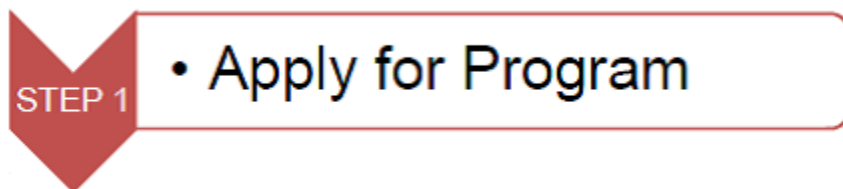


All applicants must be aware that there are different stages of the application process to participate in the program, as indicated in the flow chart below.



Application Step by Step

To help applicants be well-prepared for the different stages of the application process, a brief introduction is listed in each step indicated below.



STEP 1 • Apply for Program

- Applicants must:

1. Obtain a bachelor's or higher degree,
2. Hold teaching certificate issued by the State of Maine,
3. Commit to abide by the laws and regulations of Republic of China (Taiwan),
4. Possess competent interpersonal and communication skills,
5. Demonstrate understanding and appreciation of the local culture.

- Application period:

Submit the Application package before **March 31, 2018** to Education Division, TECO-Boston (99 Summer Street, Suite 801, Boston, MA 02110)

- Required documents include:

1. Application form
2. Three letters of recommendation
3. Resume
4. Official transcript(s) issued by colleges/universities
5. Photocopy of diploma(s)
6. Photocopy of teaching certificate issued by the State of Maine
7. Photocopy of U.S. Passport
8. Notarized Health Check Report (Please see "APPENDIX_Health_Certificate_Form_B.doc")
9. Criminal history record information

- The application documents must be sent to Education Division of the Taipei Economic and Cultural Office in Boston (TECO-Boston) before **March 31, 2018**.

STEP 2

• Notice of Acceptance

- A notice of acceptance will be sent to each candidate via e-mail before May 30 each year.
- After receiving the notice of acceptance, candidates will have to submit school placement preference forms which will be attached to the notice of acceptance.
- The notice of placement results will be sent to selected candidates via e-mail before June 30 each year.

STEP 3

• Apply for Work Permit

- Candidates should be fully aware of the work permit application requirements regulated by ***Workforce Development Agency, R.O.C. (Taiwan)***.
- The Education Division of TECO-Boston will assist candidates in passing along the work permit applications* to Taiwan.

** The Teaching in Taiwan Program application and work permit application may share partial documents excluding application form. Thus, photocopies of the program application package will be passed to the Workforce Development Agency, R.O.C. (Taiwan) by the Education Division of TECO-Boston for work permit application. However, candidates must provide additional documents, if required.*

STEP 4

• Apply for Resident Visa

- Candidates may visit Bureau of Consular Affairs, Ministry of Foreign Affairs website for Resident Visa application.
- After receiving the work permit, candidates must prepare the Resident Visa application.
- Candidates must submit their Resident Visa application directly to TECO-Boston.
- Useful links:
 1. **Taipei Economic and Cultural Office in Boston**
www.roc-taiwan.org/usbos_en/post/42.html
Consular Division: 617-259-1350; Email: visa01@tecoboston.org
 2. **Bureau of Consular Affairs, Ministry of Foreign Affairs (MOFA)**
www.boca.gov.tw

STEP 5

• Travel/Flight to Taiwan

- Candidates must arrange their flight itinerary in order to arrive in Taiwan on the designated date to receive airport pick-up services provided, and to participate in the orientation facilitated by the Ministry of Education, R.O.C (Taiwan).
- This program grants selected candidates one round-trip airfare and the subsidy will be reimbursed by the employer school after arriving in Taiwan. Please note that airfare reimbursement details are subject to the Employment Contract, which will be distributed to teachers ONLY AFTER the orientation is held in Taipei in mid-August.



STEP 6

• Attend Mandatory Orientation

- Ministry of Education, R.O.C (Taiwan) will facilitate a mandatory orientation in the middle of August upon teachers' arrival in Taiwan.
- Information regarding orientation will be sent to teachers prior to departure for Taiwan.
- The agenda of the orientation may include:
 1. introduction of life in Taiwan,
 2. suggestions to foreign teachers,
 3. hot topics for foreign teachers (e.g. housing, cell phones, driver's licenses, taxes, etc.),
 4. cultural similarities/differences between Taiwan and the USA,
 5. short-term intense Mandarin language courses,
 6. suggestions for teaching English in Taiwan (e.g. lesson plans, classroom management, etc.),
 7. excursion to cultural sites, and
 8. signing of Employment Contract.



STEP 7

• Sign Contract

- The Employment Contract will be sent to teachers **ONLY AFTER** attending orientation in Taipei in mid August.
- The contents of the Employment Contract are as listed below:
 1. Employment
 2. Term of Probation and Term of Employment

3. Duties and Obligations
 4. Salary and Other Benefits
 5. Leave, Regular Holidays, and Application for Additional Leave
 6. Taxation
 7. Part-time Jobs
 8. Intellectual Property
 9. Confidentiality
 10. Return of Property of Party A (“Party A” refers to your host school in Taiwan.)
 11. Force Majeure and Other Indemnifications
 12. Default of the Contract
 13. Termination
 14. Amendments to the Contract
 15. Notices
 16. Severability
 17. Dispute Resolution
 18. Interpretation
 19. Other Covenants
- The employment contract may be renewed after first year of teaching upon the consent of both teacher and school or local government.