

## Application Steps for

### 2019 Overseas Youth English Teaching Volunteer Service Program in Taiwan

1. Download the official forms from this website. (<https://teenage.ocac.gov.tw>)
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 15th to March 15st, 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 (in less than 1MB file size), a copy of transcript (in less than 2MB file size), a copy of the completed application form, 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. Please check the section of Guidelines of Online Application for details. (Note that the expiration date of your passport must be later than Jan 1, 2020.) 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. Once you click the Submit button that will appear after all required documents were uploaded, you will not be able to edit your information anymore. To get a printable version of the Internet Registration Sheet, click "Print Internet Sheet." You will need to print out a copy of the Internet Registration Sheet and send it in with the rest of the application package.
5. Applicants must send in the application package by March 15, 2019 to the Culture Center (or ROC Embassy or Mission) nearest your home address. After receiving your document, a receipt status of the document will be posted to your account in one to two weeks. Please check the status in your account to make sure your application was well received.
6. The initial results will be sent to OCAC for final review before March 31. The admission letters will be released online. You can go to your account to access your letter using your user ID and password on or after March 31. The volunteer ID numbers will be included in the conditional admission letters.
7. Admitted volunteers can go their personal account to confirm their participation. They must also go to a family doctor to complete the Health Certificate, upload a copy of the signed certificate onto their account, and mail the original to the culture center nearest your home address. You should keep one duplicated copy in your hands in case of losing in mail.
8. Admitted volunteers should also go to the online forum to upload teaching plans, register their flight schedule, select group transportation, and meet other fellow volunteers. Admitted volunteers must upload a copy of airline ticket or evidence of purchase on or before May 15. The admission may be withdrawn if missing any required information.
9. The assigned host schools for admitted volunteers who uploaded all required information will be posted on their web accounts after mid-May.