

Frequently Asked Questions about SDALS

Teaching/Missionary Work

What kind of classes will I be teaching?

You will be teaching speaking and conversation English classes through one or many of our programs. Our programs include Kinderest (Pre-Elementary), Juniors (Elementary-High School), and Adults (University and up). Missionary teachers will teach religion classes alongside regular English classes.

How many hours will I teach?

All Teachers will be expected to teach 240 hours per term (2 months) or around 30 hours a week and be available to teach students of all ages. Classes are taught on an A-B-C schedule. A denotes 6am to 12pm; B denotes 10am to 7pm. And C denotes 6pm to 10pm. The possible combinations outcomes for schedules given to all teachers are AB, AC, BC, or ABC, but this is dependent on the institute.

Will I need any documentation to come to Korea to work?

All teachers must acquire documentation to apply for a visa. A visa is necessary for you to live and work here in Korea. The type of visa needed is called an E-2 visa (English Teacher). This processes will take anywhere from 2-3 months on average to process (after the interview). You will work together with the Academic Office to work towards getting your teaching visa. For missionary teacher, additional application with Adventist Volunteer Service will be required. Please contact your local conference on how to apply through AVS.

Am I required to participate in weekend programs?

As part of the mission, you are required to assist with planning and participating in vespers, Sabbath School clubs, and divine worship of the church of your institute. For non-missionary English teachers, they are not required to participate in the weekend programs, but are welcome to join and assist with planning and participation of the weekend programs.

What kinds of training and teaching materials are provided?

Regardless of your past experience teaching, we will train you here. When you arrive, you will spend about 2 weeks in intensive teaching training and culture orientation. Our audio-lingual program is unique to SDA. Even if you have previous EFL/ESL experience, you will need this training.

You do not need to bring EFL/ESL materials with you since SDA Language School has its

own textbooks and teaching guides (stationary not provided). Some religion material and basic religion class guides are provided, however, we highly recommend you bring your own religion class materials.

What is the dress code?

Professional dress is required for teachers while in the classroom and while participating in religious weekend activities. The more that teachers dress, act and speak professionally, the more the students will relate to teachers in that matter. Teachers have a greater impact on students when they conduct themselves professionally. The dress code is as follows:

- Men: Dress shirts, neckties and slacks are required: suit jackets are optional. During the hottest months of the year, men are not required to wear neckties and may wear short-sleeved dress shirts.
- Women: Dresses and skirts should be knee-length or longer dress shirts and blouses are required. Dress slacks should not be skintight.
- Men and Women: Turtlenecks and sweaters can be worn during the colder weather; no sleeveless garments, jeans, or shorts.
- Jewelry: NO jewelry with the exception of engagements and wedding rings.
- Visible Tattoos are not acceptable and will need to be covered.
- Hair: It is not acceptable in Korean culture for men to have long hair. Therefore, we ask that men do not wear their hair long. If it can be pulled back in a ponytail, it is too long.
- Facial hair: (E.g. beards or goatees) must be clean shaven, maintained well and not look dirty. Needs to be well-kept and groomed for a professional setting.

How much vacation time is allotted?

Term Break: At the end of each teaching term (every 2 months) is a term break. The term breaks are 1-9 day(s) long, some including weekends, depending on the time of the year. SDA Language School also honors Korea's national holidays, which sometimes provides a long weekend or class cancellations during the week.

Am I allowed to leave in the middle of a term for an important event?

No. The teacher is expected to complete their duty and responsibilities except in the case of the death of an immediate family member or a grandparent.

Health

Vaccinations

There are no required vaccinations for arriving in Korea, but you may receive any desired vaccinations before leaving your home country or upon arrival in Korea. However, receiving vaccinations in Korea is much cheaper than the U.S. and other countries. If you choose to be vaccinated in your home country, it is imperative you do so at least one month prior to your arrival date. As required by Immigrations, every new teacher will undergo a health examination during the first week of orientation at the SDA Hospital across the street from the Headquarters Institute. This includes:

- Blood and urine samples for HIV and during use testing
- Vision, Dental, Hearing, and Ear, Nose, Throat examinations
- Chest X-rays

If you have your vaccinations less than one month in advance, you risk testing positive for disease. If you are taking any prescription-based medicine, you risk failing the health test. It is highly recommended to terminate the usage of prescription medications as well as over-the-counter medications one week prior to arriving in Korea (any medication may affect medical results). If you do not submit to these procedures, you will not be allowed to stay in the country. **All medical fees are responsible by the teacher.**

What if I am tested positive for a disease during the initial examination, what will be the outcome? The hospital reserves the right to clear the incoming teacher according to the health standard set by the immigration office in Korea. If the teacher cannot meet this standard then they are not qualified to receive their ARC (Alien Registration Card). Without the ARC the teacher cannot work in Korea, and will only be allotted 90 days in the country.

What about current known medical problems I have?

For current medical problems, you will need to contact the Academic Office to determine your eligibility for the mission/job.

Insurance Coverage

You will be provided with Korean national insurance that covers illness and injuries. However, you may be paying anywhere from 35%-60% of treatment costs if you decide to seek treatment at a big hospital. Missionary Teachers will receive Adventist Risk Management (ARM) when coming through the General Conference (Adventist Volunteer Service or AVS). ARM insurance gives up to 90% reimbursement (to applicable situations) after \$150 USD deductible for each year.

Salary/Stipend

When will I receive my salary?

On the last day of each month; unless the payday falls on a weekend in which case you will receive your salary the Friday before the last day. During orientation you will be taken to your local bank to open up a new account with a local Korean bank so SDA may deposit your stipend each month.

The most efficient and stress free way to send money home is through bank-to-bank electronic wire transfer. The wire transfer fees will vary depending on your home bank. You will need to have your home bank account number, routing number, and passport (optional BIC/SWIFT code) available at the time of the money transfer. This process is fairly quick and simple.

You have the option of opening a second bank account, which serves the sole purpose of transferring money to a foreign account. It is called an Easy One account (remittance account), and only deposits can be made into it. Any deposits made into that account will immediately be transferred to the foreign bank account that you specify. You will get more details on this during orientation. If you have any financial obligations back home please refer to the Survival Guide you will receive as your arrival date approaches for advice on how to meet those obligations.

What are the charges taken out of my account monthly?

- Residential Tax: A small tax that is taken out automatically depending on the location in Korea the teacher is residing in.
- Government Tax
- Medical Insurance
- National Pension
- Benevolent Fund or Mutual Aid (optional): a monthly deposit of 5,000 won towards the expenses in case of the death of an immediate family member.

It might be serviceable for the teacher to note that these taxes are the conclusion of the Korean government and do not necessarily reflect the choice of SDALI. For additional information on these taxes please see:

http://english.mosf.go.kr/upload/eco/2012/07/FILE_09CGH6_20120724140314_1.pdf

Do I receive any money back after my contract ends?

Yes. There are three types of (2 which maybe noncompulsory) payment the teacher receives when they leave Korea.

- Housing/Maintenance Deposit ó This is a 500,000 KRW deposit you pay to pay for any outstanding bills after leaving or repair fees to cover any damaged caused by the teacher. This is paid after 6 months the teacher has left from employment/service.
- Severance (noncompulsory): is 1 month's pay the teacher receives when they leave SDALS following every 12 months of service in addition to the employee's remaining regular pay for that month. Severance is paid in full when the teacher's employment/service finishes with SDALS. Anything less than 12 exact months cannot qualify for Severance pay.
- Pension (noncompulsory): The pension amount is collected by the teacher when he/she leaves Korea, and must be collected by each individual teacher, it is not automatically distributed. Dependent on which country you are from the rules and regulations may differ. It is the teacher's responsibility to apply for it on a timely basis as applying for it late (last month) may delay (month or more) when you receive your pension (even after leaving Korea). For more information please visit the pension website.
<http://english.nps.or.kr/jsppage/english/main.jsp>

Can I use my current debit/credit cards here in Korea?

Only certain debit/credit cards can be used in Korea ó it depends on what bank you have an account with. Money can only be accessed from these cards at global ATMs which may involve a fee and are not always easy to find. If you are going to use debit/credit cards here, make sure to advise your bank before you leave, or they may freeze your accounts through fraud protection. It is simplest to bring an ample amount of cash/travelers checks to cover your expenses during your first month.

Housing

Where will I be placed?

The Academic Office is responsible for placement and will place you at any of our institutes at their discretion. You will find out where you will be placed on the last day of orientation, which is the day before you arrive at your designated institute. By policy and contract, the Academic Office has the right to transfer you to a different institute at their discretion. You can always give a placement request, but there are no guarantees. However, we do not give preferences to anyone. If you plan to come with a friend, expect to be placed up to 6 hours apart. Housing is provided by the institute.

Will I have my own room or will I have housemates?

It is possible to have up to 1 or 2 other housemates, but you will have your own bed room. Housing availability is dependent on the local institute housing situation as few institutes may

have studios instead.

What will my housing be like?

Housing is always within reasonable walking distance to your institute, if not within the institute itself. Each teacher has his/her own room in a two to three bedroom apartment. Bedrooms are typically furnished with a twin-size bed, closet, and dresser. You are provided with a pillow, comforter, and blanket, but feel free to bring your own. Kitchens are equipped with basic appliances (refrigerator, stove, oven, microwave, rice cooker) and cookware, dinnerware and flatware. An iron and ironing board, washing machine and drying rack (no dryers or air conditioners are provided, however).

Are housing utilities covered?

Although housing is provided, any maintenance and utility fees (water, gas, electric, etc.) are the responsibility of the teacher. In the case you live with a housemate/s, you will need to discuss with them about how utilities will be split/covered and come to mutual agreement where all parties can be satisfied. 500,000 KRW housing/maintenance deposit will be taken from first stipend/salary.

What size bed will I have and will I have bed sheets or do I bring my own?

You will be provided with either a single, three-quarter, double or queen-size bed (married couples) and comforters/blankets are provided, but not sheets and pillow cases. If you prefer to bring your own bedding, you are welcome to do so, however it is not recommended as you won't know what type of bed size you might have and bringing your own may add to the luggage to bring. It is advised to bring money to purchase bedding upon arrival.

Will I have Internet access at my apartment?

Internet is readily available at your institute. If you want high-speed internet, it can be set up in your housing unit at your expense. The set-up and monthly bills vary and is the responsibility of the teacher to pay these bills.

Will my electronic appliances plug into the outlets in Korea?

Korean power outlets are 220 volts. Depending on the item, it may have a built-in converter so you may only need a plug adapter that can be purchased in Korea (less than one U.S. dollar). Read the manufacturer information for details about your product. Continual use of foreign appliances/ electronics by way of voltage converters tends to burn out the wiring of the product or may cause blowout.

May I bring a pet, or purchase a pet while I'm in Korea?

Unfortunately purchasing of a pet or bringing of a pet isn't allowed as most housing units under the school don't like to have pets. When living with other housemates, they may have allergies or may dislike having a pet. Even living alone it isn't allowed under school policies.

Travel

Who will purchase my air ticket?

You will be expected to purchase your own ticket. In the case you are financially unable to do so, we will purchase your one-way ticket to Korea. This and the cost of the mandatory health exam you will go through when you arrive in Korea, will be taken from your stipend over a period of time (deduction period length is based on case by case situation).

***After one year under contract at SDALS in Korea, you will receive \$600 (USD) to provide for your airfare.

What are the travel opportunities while in Korea?

- Traveling within Korea: The transportation system in Korea is very reliable and convenient, so it's quite easy to travel within Korea. During your weekends off and term breaks, you can enjoy touring the country and learning more about the local culture. Weekends off will also give you the opportunity to visit other institutes and observe their weekend programs. Teachers' retreats and summer/winter Bible Camps are also good opportunities to see different parts of Korea.
- Outside of Korea: Many teachers take advantage of term breaks to travel throughout Asia and beyond. Please make sure to check the visa requirements of the country you wish to visit and follow school procedures before you make travel plans.

What to Expect on Arrival

How far is the airport from the institute where orientation is held?

The orientation venue is a one and half hours bus trip from the airport. As your departure draws closer, you will be sent an arrival letter and survival guide giving you more details on what to pack and what to do when you land at Incheon Airport.

Who will pick me up at the airport?

An employee from the Academic Office will pick you up. They will recognize you from your passport picture. If you are a returning teacher, you must make your own arrangements to arrive at Seoul Main Institute or you will not be picked up from the airport.