

HOW TO REGISTER FOR TEACH IN THAILAND



REGISTERING IS SIMPLE! Just follow the steps below.

STEP 1 ❖ Read the SWAP Teach in Thailand at glance eligibility information to ensure you meet all the requirements.

STEP 2 ❖ Read the Terms and Conditions attached to the SWAP Teach in Thailand Registration Form.

STEP 3 ❖ Print out and carefully complete the SWAP Teach in Thailand Registration Form and all supplementary documents. Don't forget to sign and date your registration form.

STEP 4 ❖ Take all of your SWAP Documents to your nearest Travel CUTS/Voyages Campus, Adventure Travel Company or Odyssey Travel office. Our travel counsellors are there to process your registration and contact SWAP to arrange your phone interview. See the Contact US page of our website for an office listing.

SWAP ELIGIBILITY & APPLICATION CHECKLIST

BEFORE REGISTERING, MAKE SURE YOU MEET THE FOLLOWING CRITERIA:

To be eligible for SWAP TEACH IN THAILAND, you must be,

- A Canadian aged 20-65
- Fully fluent in English
- Hold a Bachelors Degree in any Major

TEACH IN THAILAND REGISTRATION DOCUMENT CHECKLIST

- SWAP Teach in Thailand Registration Form
- Personal Statement Essay
- Resume and two Letters of Recommendation
- Copies of all Diplomas and Certificates relevant to your education and training
- Photocopy of passport photo page
- Two passport photos
- \$500 Deposit on the Registration Fee

All forms and supplementary documents should be in English, and be clean, clear and well organized. The registration form should be printed neatly in black or blue pen and all supplementary documents must be computer generated and photocopied documents must be clearly copied.

Please read the SWAP TEACH IN THAILAND registration FAQ's and terms and conditions thoroughly. Make sure the registration form and Terms and Conditions are signed and dated.

FREQUENTLY ASKED QUESTIONS



Have a lingering question about living and working abroad with SWAP? Get the answer here , or on www.swap.ca.



WHERE DO I REGISTER?

SWAP has a Canada-wide network of travel shops for your convenience. Many of them are located right on your campus! There are over 55 locations to choose from (see the Contact Us page at www.swap.ca).

IS IT DIFFICULT TO BE ACCEPTED ON SWAP TEACH IN THAILAND?

Though the process to acceptance on the SWAP Teach in Thailand program is more involved than our regular programs, don't let that intimidate you! Acceptance is based on the successful completion and submission of the Teach in Thailand Registration form and accompanying documents, the submission of your Personal Statement, and a phone interview with a representative from SWAP. You will be contacted to arrange a phone interview after SWAP receives your registration documents. We are looking for participants who are mature, independent, and are serious about teaching abroad.

WHAT DO I DO AFTER I HAVE BEEN ACCEPTED BY SWAP?

Shortly after the phone interview you will find out whether your registration has been accepted. Once accepted, a Welcome pack will be sent directly to you via email. The Welcome Pack will include important information about the program, as well as your visa forms. Read over all the information carefully so you know how to fill out your visa application form, when to hand it in, and how to prepare for

your trip etc. The next important step is to carefully complete the visa application and submit all documents listed on the checklist in your letter.

HOW SHOULD MY FORMS LOOK?

If accepted onto the program SWAP will forward your registration documents to our partner to begin the placement process. In 2009 it was noticed that Thai schools were more likely to hire participants whose applications were readable, clear, well organized and computer-generated as opposed to handwritten. Prepare your documents with this in mind.

AM I GUARANTEED A PLACEMENT?

As the employer, it is the Thai Schools decision to hire any Teach in Thailand participant. They review applications and hire participants based on the school's requirements, participant's qualifications, education and application – they can and do turn participants down. SWAP and our partner in Thailand, OEG, will do all that we can to make sure everyone gets placed, however we cannot make guarantees.

CAN I TRAVEL BEFORE MY START DATE?

Yes you may, but there will be restrictions on how far in advance you may depart for Thailand before the orientation. Please contact your travel counsellor or SWAP for more information.

CAN I PICK UP MY FINAL KIT AT ANOTHER TRAVEL CUTS/VOYAGES CAMPUS LOCATION IN CANADA?

Yes, absolutely. Just let the office you are dealing with know which location you would like to collect your Final Kit.

I'VE READ THROUGH THIS REGISTRATION PACK, BUT I STILL HAVE SOME QUESTIONS, WHAT SHOULD I DO?

If you would like more information about SWAP, please contact one of our shops (see the Contact Us page at www.swap.ca). Our travel counsellors are SWAP and budget travel specialists. They can provide you with information about working abroad and with excellent budget travel advice. Visit our website, www.swap.ca, for more details about SWAP Talks and more FAQ's.



SECTION ONE

Choose your duration:

- 1 Semester
 2 Semesters

Choose your departure:

(preferred placements - 2 semesters starting in May 2010)

- May 2010
 October 2010

Placement Requests: *We will try but cannot guarantee to fulfill placement requests.*

Preferred Location: Urban Rural

Type of Institution (number in order of preference)

__ Kindergarten School __ Primary School
 __ Secondary School

Are you willing/qualified to teach other subjects other than English (math or science for example)? YES NO

Describe _____

SECTION TWO

Please complete in ink using block letters. It is very important that the information written on this page is correctly spelled and accurate. It is important that your name matches the name written in your passport (do not use any nicknames). Please also verify that you have not reversed the day and month of your date of birth.

MS MR

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

PERMANENT ADDRESS _____

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE () _____

CELL () _____

EMAIL (required) _____

MAILING ADDRESS (PO Boxes are not permitted.)

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE () _____ VALID UNTIL _____

EMERGENCY CONTACT _____

NAME _____

RELATIONSHIP TO YOU _____

TELEPHONE () _____

CELL () _____

EMAIL () _____

YOUR DATE OF BIRTH _____ DAY _____ MONTH _____ YEAR _____

GENDER MALE FEMALE

CITY OF BIRTH _____

(as written in your passport)

COUNTRY OF BIRTH _____

(as written in your passport)

DO YOU HOLD A VALID PASSPORT? YES NO

(if NO, please apply for one immediately. You may still register for SWAP at this time, however, we'll require your passport to process your work visa. If YES, please ensure that your passport is signed and is valid for at least one year.)

SECTION THREE

A) Teaching qualifications (if any) Qualified to teach grade level

TEFL/TESL level achieved. _____

Details (awarding body, date and grade attained)

EDUCATIONAL INFORMATION

B) Higher Education Institutions Attended

Name of Institution:

1) _____

2) _____

Dates Attended:

1) _____

2) _____

3) _____

Degree/Classification & Date Earned/Expected:

1) _____

2) _____

3) _____

Specialization:

1) _____

2) _____

3) _____

Submit Copies of all relevant diplomas and certificates for sections A and B above

SECTION FOUR

STUDY OF LANGUAGE AND CULTURE

A) Language

Rank your ability in the language(s) below on a scale of 1 (basic) to 4 (fluent). If no Thai language experience, leave blank.

1. English ___ Written ___ Spoken ___

2. Thai ___ Written ___ Spoken ___



SECTION FIVE

PERSONAL STATEMENT

As part of your registration documents please submit a personal statement in the form of an essay, which should address the following. It must be typed and be at least 2 pages but no more than ten.

- Your motivation for wanting to participate in this program
- Why you believe you are a good candidate to offer English education in Thailand
- Outline your education and any teaching qualifications
- Details about teaching, tutoring, training or similar experiences
- Involvement in volunteer or community service activities, awards, scholarships or other achievements
- Previous international or intercultural experiences you have had living, teaching or working abroad.
- The personal goals that you are hoping to achieve as an English teacher abroad
- The techniques you may use to overcome classroom challenges such as reaching out to students who may not be overly interested in learning English
- Your perceptions about Thailand: people, culture, school system etc.
- How you will adjust to the cultural and life-style challenges of living in Thailand, especially if you are placed in a developing area
- Your plans after completion of your teaching abroad commitment

SECTION SIX

CALCULATING YOUR REGISTRATION PAYMENT

Amount due at time of Registration (deposit):

\$500.00

REMAINING BALANCE plus tax (due at time of acceptance to program)

If you reside in:

BC, Prairies, Ontario or PEI - the remaining balance owed for the SWAP Teach in Thailand registration fee is \$832.10 for one semester or \$938.10 for two semesters

Atlantic provinces (excluding PEI) - the remaining balance owed for the SWAP Teach in Thailand registration fee is \$894.90, one semester or \$1008.90 for two semesters

Quebec - the remaining balance owed for the SWAP Teach in Thailand registration fee is \$894.51 for one semester or \$1008.46 two semesters

FORM OF PAYMENT

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> CASH | <input type="checkbox"/> MONEY ORDER* |
| <input type="checkbox"/> INTERAC | <input type="checkbox"/> MASTERCARD |
| <input type="checkbox"/> VISA | |

CREDIT CARD #: _____

EXPIRY: _____ month _____ year _____

CARD HOLDERS NAME _____

CARD HOLDERS SIGNATURE _____

(personal cheques are not accepted.)

* Money orders are payable to "Travel CUTS/Voyages Campus", "The Adventure Travel Company" or "Odyssey Travel".

SECTION SEVEN

PARTICIPANT AGREEMENT

I certify I meet the eligibility criteria listed in this online package for SWAP Teach in Thailand and that I have truthfully completed this registration. Furthermore, I have read this brochure and, in particular, the How to Register and Registration Condition sections, and agree to be bound by the contents. I understand that travel medical insurance is mandatory for the full duration of my SWAP Working Holiday. I UNDERSTAND THAT MY REGISTRATION FEE IS NON-REFUNDABLE ON ACCEPTANCE TO THE SWAP TEACH IN THAILAND PROGRAM AND THAT ANY REQUEST FOR A REFUND WILL BE DENIED.

NAME _____

SIGNATURE _____

DATE _____



I understand and agree that this Agreement shall constitute a binding agreement between the undersigned and SWAP. SWAP is defined to include Travel CUTS, Voyages Campus, Adventure Travel Company, Odyssey Travel, the Canadian Federation of Students (CFS) and DEG and all of its affiliates.

1. The participant must have a valid Canadian passport, and must be a Canadian citizen. The participant must further meet all other eligibility criteria listed on SWAP's website at www.swap.ca. These criteria are the requirements of the host governments and there are no exceptions.

2. All round trip transportation must be purchased from Travel CUTS/Voyages Campus*. The participant may be exempt from this policy if they are related to airline staff who qualify for free or greatly reduced flights.

3. I understand that I am solely responsible for any and all expenses and costs incurred by me before, during and after the program. Under no circumstances will SWAP be responsible for any of the participant's expenses incurred in preparing for the program. Said expenses include, but are not limited to, air tickets, equipment, passport fees, medical expenses, or any other expense incurred by the participant in preparation for the program.

4. The participant must allow SWAP to represent the visa application to the appropriate foreign government on behalf of the participant. The participant furthermore agrees not to interfere with this process in any way.

5. If SWAP secures a visa for a participant and the participant withdraws or is dismissed from the program before departure or during the program, the participant may not use the visa to enter or remain in the program country.

6. SWAP reserves the right to reject any application. In such cases, notification will be made in writing and the participant will be refunded for the registration fee minus a \$100 administrative fee.

7. SWAP reserves the right to dismiss any person as a participant in the program at any time during the program for any reason whatsoever without liability for refund of payment.

8. I understand that travel in other nations is not similar to travel within Canada. Travel outside of Canada can involve inconvenience and risk, including, but not limited to forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including but not limited to road maintenance, transportation delays and accommodation conditions), civil unrest, political instability and terrorism. Medical services or facilities may not be readily available during all or part of a program and, if available, may not be equal to standards in participants home country. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities. However caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the SWAP Teach in Thailand program and to release SWAP from any and all liabilities.

9. You are screened based on your maturity and independence. All dealings with regards to your application will be made between you and the Travel CUTS/Voyages Campus* agent. Information will not be divulged to third parties, including friends and/or family members.

10. SWAP/Overseas Education Group will do their best to arrange a suitable placement on the participant's behalf. Placements will depend on the participant's skill and experience and the type of vacancies available at the time of the proposed trip. Placements will vary and placements may be subject to change.

11. I understand that it is my responsibility to discuss my trip with my family doctor and to make the necessary arrangements for appropriate inoculations (if needed) prior to travel. I will be responsible for covering the cost of all immunizations.

12. Medical Insurance in addition to your provincial health insurance plan is mandatory for the SWAP Teach in Thailand program. You are expected to have Bon Voyage insurance coverage for the full duration of your travels. If you are otherwise adequately covered, you may be waived from this requirement as long as proof of medical coverage is demonstrated and it meets the proposed insurance requirements. Participants who let their coverage lapse while overseas waive SWAP of any responsibility, financial and/or otherwise.

13. I certify that I do not have any physical or mental condition which will create a danger or hazard for me, other participants or hosts in the program.

14. I understand that I am obligated to comply with local laws and customs while travelling abroad. Many such local laws and customs may be substantially different from those in my home country. I agree to conduct myself in a manner that will support mutually beneficial interaction with other participants and hosts. I understand that conduct considered unacceptable to SWAP includes, but is not limited to, excessive use of alcoholic beverages, loud and or abusive behaviour toward others, sexual harassment, criminal conduct of any kind, use of drugs other than prescribed drugs for legal medicinal purposes and/or unwillingness to cooperate with hosts and program management. Such conduct may lead to dismissal of participant from the program. Dismissal of participant will not reduce the obligation of the undersigned for payment of the full program costs.

15. If by my acts or omissions I cause or threaten to cause damage of any kind whatsoever to third parties, I accept full responsibility. Further, in the event of such damage or loss, I agree to indemnify and hold SWAP harmless from any and all actions taken by third parties for said damages or loss.

16. Foreign governments may change regulations that may affect the program and this is beyond SWAP's control. In such circumstances, SWAP will do its utmost to update participants of any changes.

17. Changes to the program such as changes to the itinerary sequence, substitutions of or changes in excursions, activities, lectures, site visits and topics, are without liability on the part of SWAP.

18. Some visa issuing offices will not grant visas to individuals convicted of a criminal offence. Participants should consult their travel counsellor in these instances to see if they are eligible for this program and/or what additional documentation may be required.

19. Registration fees cover approximately 75% of the costs required to operate SWAP. The remaining costs are for program administration and are provided by Travel CUTS/Voyages Campus. SWAP does not rely on funding from any level of government.

20. The Canadian Federation of Students (CFS) reserves the right to alter or terminate the program at any time. In the event of this unlikely occurrence, affected participants are entitled to an immediate refund of any or all monies paid for services not rendered.

15. SWAP is administered through the cooperation and permission of the national governments in the respective countries and operates on an exchange basis. Corresponding numbers of foreign students from receiving countries are eligible for employment in Canada, thereby eliminating any adverse effects on domestic employment opportunities.

**The Adventure Travel Company and Odyssey Travel are Travel CUTS/Voyages Campus offices.*

I have carefully read and understand the conditions of the program. I agree to be bound by them and certify that all the statements I have made on this application form are true and made of my own free will. There should be no reason why I should be refused to enter Thailand.

Signature _____

Date _____
(Day/Month/Year)

Name of Participant _____
(please print)