**GOE Application documents**

**The following documents are in need of submission to GOE to request an interview. Applicants are requested to send a completed application package to the GOE office twice via HandS Korea office:**

**1st electronically and 2nd hard copies all along with other E-2 visa documents to get teaching permit.**

**Your GOE application form (in word format)**

* It divided into 3 sections. (1. Personal information 2. Three essays 3. Lesson plan

**Your Scanned passport photo page**

**Your University degree scan**

* **it doesn’t need a scan of the apostille**
* **Letter of Graduation is acceptable if your degree is not ready to release yet.**

**Your TEFL/ TESOL / CELTA certificate scan + completion letter stating that you have done in-class training (if applicable)**

**Your 2 recommendation letter scans ink signed must be from a supervisor at work or a professor.**

**Your intro video**

* **A 2-3 min long intro video with a short introduction and a short warm up or demo lesson for a classroom.**

Read more 🡪 I'll include the guide for making self-introduction video in the attachment just in case.

How to make a YouTube video profile:

A video file is a short self-introduction video about 2-3 minutes long that will introduce you to the school. You can use a webcam or a video camera to create the video file. You should introduce yourself for about 30 seconds-1 minute (where you are from, where you went to school, why you want to come to Korea and so forth). The remainder of the video you can do a short mock lesson by talking about something such as the Eiffel Tower, or the Statue of Liberty.  You can print a picture that you find online for a visual presentation. You can choose anything you like, but remember the age group you are making the lesson for. Example, elementary school you should talk about elementary level subject and high school, high school subjects.  For the video file you want to make sure you speak slowly and clearly and you should try to use hand gestures when you talk. This will keep the viewers eyes busy.  Also you should try to be outgoing when creating your video.  Please upload the video to YouTube. For more details on how to upload a video please follow the directions to the link provided. You can also start off the video by saying hello in Korean “ahn young ha sae yo” and a little bow☺. This is a good start to the video.

**Remember be outgoing and energetic**! ^^

Sample Video File

<http://www.youtube.com/watch?v=GBdPL9ekHOQ&feature=youtu.be>

<http://www.youtube.com/watch?v=_barTKxikvA>

If the information on this video is not found, you can search "how to upload a video to YouTube" on the YouTube search bar.  After uploading the video please send us the link found in the address bar.

<http://www.youtube.com/watch?v=_O7iUiftbKU>