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Dear Roy Chan,

Congratulations! I am delighted to inform you that after careful review of your application, you have been accepted as a WorldTeach China volunteer. We believe that your interest in China and dedication to teaching will enable you to make a significant contribution to education in China, and we hope you will join our group. Your year in China will be both challenging and rewarding, and we are confident that it will be valuable to you and to the school and community in which you will teach and live.

Since placing teachers overseas takes a great deal of planning and logistical coordination, please confirm your intention to participate in the WorldTeach China Program **within two weeks** of receiving this letter. The China Program has become incredibly popular in the last five years; therefore, we would appreciate if you respond as quickly as possible. Please call the office if you have any questions or concerns about this timeline.

For the sixth year in a row, the Year-long China Program will be generously subsidized by the Chinese hosting schools. As in previous years, the program fee for China volunteers is US\$1,500. Volunteers who successfully complete their year of service will get \$1000 back at the end of the program.

In order to confirm your commitment and enable WorldTeach to prepare your teaching placement and training, we need you to submit your volunteer fee in two installments. The first installment of \$500 will confirm your participation in the program. This deposit is *non-refundable* should you confirm and then later be unable to go on the program. The second payment of \$1000 is due by June 15 and is refundable should you be unable to go. Please refer to the *Conditions of Participation* and the *Fee Payment and Refund Schedule* for details of this policy.

As you make your decision, please carefully read all of the information on the Acceptance Web Site. In order to help you develop realistic expectations, we want you to be informed of the challenges as well as the rewards of your upcoming experience. *Welcome to China!* provides more information about this fascinating culture and your role in Hunan Province as a WorldTeach volunteer. It also contains stories written by our recent volunteers and the current and former Field Directors. We hope their observations will help you prepare for the positive, the negative, and the unforeseen aspects of the year ahead.

There are also a number of forms on the Acceptance Web Site. Please pay special attention to the *Conditions of Participation*, which serves as your official contract with WorldTeach, and the *Volunteer Medical History Form*. Both of these documents need to be returned, along with your \$500 deposit, in order to confirm your participation and commitment to the program. You will also need to electronically submit the *Volunteer Profile Form* (online) so that the Field Director can take your interests and preferences into account when assigning teaching placements. The *Checklist for Year-long China Volunteers* is intended to help you stay on track with pre-departure preparations over the coming months.

Finally, the Acceptance Web Site contains important information regarding the **Supplemental Overseas Health and Emergency Evacuation Insurance Policy**. Please read the enclosed information sheet carefully, **paying particular attention to the limitations and exclusions**. You should consider

retaining your current insurance or purchasing supplemental short-term or catastrophic (high deductible, low premium) insurance, in addition to the insurance provided by WorldTeach. Please note that the coverage is not considered a comprehensive health insurance providing full coverage at home and abroad.

From now on, your main contact at WorldTeach will be **the China Program Assistants**. They can be reached on the main office line at (617) 495-5527 or (800) 483-2240, or by email at programs@worldteach.org (be sure to include China in the subject line). They would be happy to put you in touch with returned China volunteers so that you can hear additional perspectives about what it is like to live and teach in Hunan Province.

WorldTeach also has a full-time Field Director and Assistant Field Director in China, whose goals are essentially the same as yours: to promote the development of English education in Hunan Province. To achieve this end, they must work closely with the provincial government, host schools, host communities, and volunteers. While they are there to support you and are available to help you in emergencies, you are also expected to live and work independently and solve many problems on your own.

Last but not least, because teaching English can be quite challenging, **we recommend that you try to obtain as much ESL teaching experience as possible before departure in August**. Twenty-five hours is our minimum requirement, but that is simply a guideline. The more classroom exposure you can get before you leave, the more prepared you will feel going into orientation. Shadowing an experienced ESL teacher is a great way to start, and often he/she will allow you to take over some classes so that in the end, you will have first-hand experience teaching an actual ESL class. If possible, try to find a school or organization that offers ESL classes to adolescents in order to better prepare for your China experience. Please contact the office if you have already met this requirement.

How to confirm:

To confirm your participation as a WorldTeach volunteer, **within two weeks**, please:

- Visit http://www.worldteach.org/programs/china_year/acceptance.html, where you will find the literature and forms that you will need to confirm your participation.
- Read the *Conditions of Participation* form carefully. Sign and return one complete copy and keep a copy for your records.
- Complete the *Volunteer Profile Form* online (please refer to the link on the Acceptance Website.) This form allows you to state your preferences about your teaching placement and living arrangement.
- Complete and return the *Volunteer Medical History Form* and one photocopy.
- Remit your first payment of \$500. Make your checks out to "WorldTeach" or call the office to charge on your Visa or MasterCard. This deposit is non-refundable.

What's next?

In order to meet important deadlines, here are a few things to begin working on:

- If you do not have an up-to-date passport, you should apply for one immediately. We will need copies of the information page of your passport to forward to our Field Director in China. Please make sure that your passport has at least two blank pages (for your visa).
- Look for a place to obtain the required 25 hours of classroom TESL experience. Refer to <http://www.worldteach.org/predeparture/tesol.html> for ideas on finding an ESL teaching opportunity and call the WorldTeach office if you have any questions. We maintain a list

of places where volunteers have obtained their 25 hours of ESL in the past, so please call the office if you need to locate an opportunity in a particular city.

- ❑ Schedule a physical exam to be completed in May. You will need to discuss immunizations and have your doctor complete the enclosed *Physician's Health Form* and *Chinese Health Form*.
- ❑ Consider taking Mandarin classes. Although orientation will involve intensive language training, it would be beneficial to get a head start.

The rest of the preparation process is outlined in the checklist included in this Acceptance Packet. We look forward to receiving your confirmation materials soon so that we may begin the process of selecting an appropriate teaching placement for you in Hunan Province. Once we receive your confirmation, we will send you additional materials to help you prepare to live and teach in China, including Lonely Planet's China guide and *Healthy Travel in Asia and India*. If you have any questions, please contact us anytime. We're here to make this experience as valuable as possible for you, your students, and your Chinese community. Again, congratulations on your acceptance into the WorldTeach China Program. It will be the experience of a lifetime and, we believe, one of the best decisions you've ever made!

Sincerely,

Daniel Olver
Program Manager