



2008 Teach in Vietnam	
Location	Ho Chi Minh City (Saigon) and surrounding area
Start Dates	Monthly, except February Contract terms of 6, 9, and 12 months
Program Fees	6 months: US\$1720; 9 months: US\$1800; 12 months: US\$1850
What's Included	Guaranteed teach placement 20 units on-line TEFL course Accommodations in shared housing Local transportation from housing to school Basic Traveler's Insurance Pre-departure and local support <i>(Much more...see details below)</i>
What's not Included	International transportation Personal Expenses Meals
Benefits	US\$500/month based on 20 hrs a week; \$9/hr over 20+ hours Accommodation included Airfare reimbursement upon completion of project (amount varies)
Accommodations	Shared room with placement

PROGRAM DETAILS & HIGHLIGHTS:

Cultural Embrace offers an unforgettable opportunity to share your language and culture with the beautiful and nation and people of Vietnam. Despite years of war and colonial rule, the people of Vietnam are extremely welcoming to foreign visitors. As this South East Asian ‘tiger’ economy grows, so too does Vietnam’s need for TEFL tutors. By teaching English to the next generation, you’ll be playing a vital role in the economic advancement of this extraordinary country. TEFL teachers will quickly become part of the local community and receive a warm welcome.

Your teach placement will be in a school in or around Ho Chi Minh City, a bustling metropolis and the perfect mix of old and new Vietnam. After 2 weeks of orientation and training, you will officially start your teaching placement. Teach in Vietnam with *Cultural Embrace* offers a generous salary with the opportunity to get to know several different schools and communities during your placement. Teach in Vietnam with *Cultural Embrace* for the experience of a lifetime!

Teaching in Vietnam Offers:

- Satisfaction in helping others
- An opportunity to broaden your perspective and worldview
- An economical way to live and travel abroad
- Airfare reimbursement upon completion of project (amount varies)
- Opportunity to learn other foreign cultural activities (ie: language, music, cooking, etc)
- Memorable experiences while traveling and seeing exotic sites
- Lifelong friends from all around the globe
- Valuable work experiences that strengthens your resume
- Support and development of self-confidence and personal skills

Cultural Embrace Offers

- **Pre-arranged teach opportunity prior to departure**

Cultural Embrace pre-arranges teaching opportunities in Vietnam before you leave home to ensure an easy and hassle-free transition to your new life abroad.

- **Compensation**

While each destination and school has a different budget, we negotiate the best compensation through means of salary, room, board, airfare reimbursement, and/or cultural classes (e.g.: language, art, music). On average you will receive ~US\$500/month pay, based on 20 hours a week, 6 days a week.

- **Airfare reimbursement**

Upon completion of your contract (6, 9 12 months), flight reimbursement between US\$350-\$1000 can be negotiated.

- **Housing**

Furnished room in a clean, safe, and conveniently located shared teaching housing.

- **On-line TEFL Certification**

Preparation of skills and techniques required for successful language teaching at the leisure of your own schedule and computer. This 20-units course requires approx. 80-100 hours of attention.

- **Visa Assistance**

Cultural Embrace will assist you with information to obtain a visa. We have no control or guarantees of government issuances and visa availability.

- **Basic major medical traveler's insurance**

Provides basic medical coverage at your teaching location. *Cultural Embrace* highly recommends additional traveler's insurance.

- ***Cultural Embrace* Pre-Departure Kit**

Useful tips, information, and advice to prepare you for teaching and living abroad.

- **Certification**

If you wish to receive a certificate indicating your hours and teaching duties, please let us know, and we will provide the necessary documentation.

- **Pre-departure and local support**

Cultural Embrace provides English-speaking representation in the United States and Vietnam prior to, during, and after your placement.

Cultural Embrace ♦ 7201 Bill Hughes Road ♦ Austin, Texas 78745 U.S.A. ♦

♦ Ph: 888-214-8570/512-469-9089 ♦ teach@culturalembrace.com ♦ www.culturalembrace.com ♦

PROGRAM REQUIREMENTS

- You must be a native English speaker who holds a valid passport from one of the following countries – Australia, Canada, Ireland, USA, and the UK
- University degree holder
- Online interview with Vietnamese institution
- Teacher is required to teach in different campuses or schools
- Enjoy tutoring/teaching children or adults
- Good lesson planning and organization skills
- Flexibility to embrace foreign cultures and living abroad
- Responsible and dedicated to full-term of commitment

2008 FEES:

6 months	US\$1600
9 months	US\$1750
12 months	US\$1850

* US\$150 discount available for teacher's with prior TEFL Certification.

**Can\$, Aus\$, Br£, Euro€ can be accepted with an additional service charge for currency conversion.

HOW TO APPLY:

- Read the instructions carefully and complete all forms attached.
- Submit your completed application packet to:

CULTURAL EMBRACE

7201 Bill Hughes Road
Austin, TX 78745 USA

- Completed packet should include:
 - Program Application & signed Teach Program Agreement
 - Resume/CV
 - Cover Letter explaining why you want to teach abroad
 - Academic Transcripts
 - Copy of your passport (information page only)
 - Three Letters of Recommendations (your referrer can send it directly via post or email)
 - Four passport-size photos (with your name printed on the back)
 - Full-length photo (alone or with friends and family)
 - Police Background Security Check (obtained at your local community police station)
 - Recent medical record verifying that you are mentally, emotionally and physically healthy
 - \$200 non-refundable deposit (credited to your program fee)

Upon receipt of your application, a ***Cultural Embrace*** coordinator will contact you for a 20-30 minutes phone interview. Once we accept you in to our program, you will receive an invoice for

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the remainder of your program fee. In order for us to contact our local partners to start your placement process, we require at least 50% of your program fee.

The TEFL (Teaching English as a Foreign Language) preparatory course takes an average of 80 - 100 hours on-line. You will need to complete this course before you will be able to apply for a working permit in Vietnam as you will need to provide proof of certification.

We recommend submitting your application and program fee at least 12-16 weeks prior to your desired start date in order for us to organize and arrange your volunteer placement.

***Cultural Embrace** requires an expedited application fee for those applying 12 weeks or less before the desired date of departure. Applications received 8-12 weeks prior to desired departure date will be charged \$150. Applications received less than 8 weeks before the desired departure date will be charged \$250.

FREQUENTLY ASKED QUESTIONS

1) Where are the teach placements and can I choose where I will be placed?

All of the Teach Vietnam schools are in or around Ho Chi Minh City. You will be required to teach at different schools from time to time. This will require teachers to be flexible but will allow a number of schools to have access to English lessons.

2) Where will I live?

Cultural Embrace will pre-arrange your housing before you leave for Vietnam. Teachers will have free rent in shared apartment or guesthouse. Rooms are shared by 2-3 teachers and common areas are shared by all residents. Accommodations will have air-conditioning, shared kitchen facilities and a cable TV. Food (\$1-2 per meal) is not included but is widely available in cafés, restaurants and food stalls. You will also have the option of buying and preparing your own meals.

3) How much will I get paid?

The salary varies with each school, but most teachers average US\$500/month, based on 20 hours of work a week. If you are asked to work overtime, you will receive US\$9/hour for a maximum of 35 hours a week. You will not receive pay until you have completed the 20 hours of apprentice teaching (average 1 week). If for some reason you are not accepted by the school to continue teaching after your first week of training, you will be offered a volunteer position to teach at an at-need school or a refund of \$500.

4) How does the flight reimbursement work?

You will have to purchase your round-trip ticket to Vietnam. Once you complete your contract, you will be offered a partial reimbursement for your airfare. The amount of reimbursement will range from US \$350- 1000, depending on the length of your contract.

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5) *How long can I teach in Vietnam?*

Teach placements are available for 6, 9 and 12 month contracts. If you are interested in a placement longer than a year, please contact **Cultural Embrace**.

6) *Do I need to get a visa?*

Yes, most nationalities need to obtain a visa to enter Vietnam. **Cultural Embrace** and our partners in Vietnam will provide you with an invitation letter to apply for a Business visa, which lasts for 1 year and will allow you to legally work and receive payment for your teaching services. Please note that any visa fees are the responsibility of the applicant. And, while we can assist you during the process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your work experience. **Cultural Embrace** has no control over the visa process and cannot guarantee that your visa application will be accepted.

7) *What are the language requirements?*

Vietnamese language skills are helpful but not required. If you wish to take Vietnamese lessons before or during your teach placement begins, please just contact a **Cultural Embrace** representative.

8) *What are the working conditions?*

Your work schedule will be assigned by your employer, but your pay is based on 20 hours per week, with a possibility of paid overtime at a maximum of 35 hours a week. Most teachers work two shifts a day, with the possibility of working at different schools and teaching different age groups.

Each employer has its own working and schedule arrangement that you should be willing to accept. Of course you are encouraged to travel, but please consult with your employer to see if you can organize a schedule that will be effective for all parties involved.

9) *What should I wear or pack?*

We suggest that you dress professionally and appropriately for your teaching position. We recommend that you dress with a 'smart casual' attitude. However, we will provide you with more details in your **Cultural Embrace** pre-departure kit about your job and packing list.

10) *Can I teach and/or live with a friend or partner?*

Yes, you can enroll in this program with other people, and we encourage it since it will enhance your experience and memories. Additionally, you will receive a discount for referring friends and family to join you on the same or other CE programs. Although you may state your preferences for shared housing, you will need to be flexible and respectful of local customs.

11) *How long will it take to make my placement?*

We ask applicants to apply at least 12-16 weeks in advanced of your desired start date. The placement may take less time than this, but we want to ensure that we have enough time to find a great placement for you! There are additional administrative fees if you apply less than 12 weeks in advanced, and we do not contact our local partners until we receive at least 50% of the program fee payment.

12) *When should I buy my plane ticket and does **Cultural Embrace** provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. **Cultural Embrace** works with consolidators and discount travel agencies that can help find cheaper tickets than those that are available to the general public.

13) *What do I do if I have a problem or complaint with my teach placement?*

You must speak to your employer or school director to give them an opportunity to explain or investigate the situation. If the complaint still exists, then please contact your local English-speaking representative in Vietnam, as well as let **Cultural Embrace** (Austin office) know so we can mediate on your behalf.

For any questions, please do not hesitate to contact us at teach@culturalembrace.com or by phone at (US/Canada toll-free) 1-888-214-8570, or 1-512-469-9089.

*Discover the **Similarities**. . .
Share the **Differences**. . .*