

I Teach TEFL



Travel, Learn and Earn  
Phuket

*Internationally Accepted and Accredited*

## Step by Step Guide

**You have made up your mind!**

**You are going to Teach English in Thailand!**

**Things to do ..... Places to see!**

**Let us assist you in getting everything sorted.**

### **To do checklist!**

You and your family have discussed all the pros and cons and now you have made the decision ..... I am going to teach English in Thailand! Well done great decision! Now where do you start? What to do?

OK cool let us assist you... let's take it a step at a time!

#### **Step 1**

You go online and click on this link: <http://iteachtefl.org/application/> You complete the application form and when all is done you click on "submit"!

#### **Step 2**

Once we have received all the documentation as request on the application form we will arrange a 15 minute Skype interview between our CEO and yourself.

#### **Step 3**

If the management of **I Teach TEFL** is satisfied with your documentation and Skype interview they will send you an acceptance letter.

#### **Step 4**

**I Teach TEFL** Head Office will mail you an invoice for the payment of the **course fees** to reserve your seat. You make the payment and then **I Teach TEFL** will send you an email with all the relevant detail you will require.

It is time to start planning!!

1. You have received your **Acceptance Letter** from **I Teach TEFL** and you paid your course fees. The next step is making certain that you have a valid passport with at least more than ONE year's validity!
2. Get at least **10 passport photos** taken for your visa application, work-permit and future visa applications.

It will do no harm to have a few extra copies of your passport as well.

3. Contact the local Thai Embassy in your country and start the process to apply for a **60 day single entry tourist visa**. Please under **NO circumstances** tell them that you are coming to Thailand to work! You are on holiday! It is important! In essence it is a very simple process and normally takes three to four working days to obtain.
4. Provisionally book a return flight ticket from your native country to Phuket Thailand. Get proof from the travel agency of the booking. You only pay your flight ticket once your visa has been approved!
5. Make certain that you have applied for an **International Driver's license** prior to your departure. You will need this if you want to hire a motorbike or car.
6. Obtain a **Police Clearance certificate** from your local Police station that proves you have no criminal record.
7. Make at least five certified copies of your **degree and transcript** and any other qualification you might have! If you do not have a degree, then simply ignore this step.

***Great that all done, it is almost time to get ready and board the plane!***

8. Teachers in Thailand have a strict dress code. It is important that you adhere to that and make certain that you pack at least three sets of clothing for school! The I Teach TEFL course dress-code is casual.
9. Important to ensure with your travel agent or Airline Company about the amount of luggage allowed to take with you! International overweight is extremely expensive!
10. Healthcare and medication are extremely affordable and readily accessible in Thailand, however, it will be advisable that should you bring any medication with you that you have a doctor's script in case customs request such proof! Always make certain that such medication is packed away in your stow-away luggage and not in your carry-on luggage!

If you do wear contact lenses bring an extra set just for in case, rather be safe than sorry! You can buy contact lenses here. Cost approximately 2,000 Baht for a set of three, inclusive of an eye test!

## 11. South African Banks Cards

It is extremely important to ...

- Increase your ATM International withdrawal limit to the maximum.
- Activate online banking on your South African bank account and ask that future OTP numbers (One-Time-Password) for online transactions forward to your email address.
- Inform your bank that you will be traveling abroad, so they don't block your card while abroad (Some people seem to think this is not necessary and experience problems)
- Assign a family member as a **“power of attorney”** for future banking matters before traveling, so if you do need to access your account, they can do it on your behalf.

### Foreign Bank Cards (FBC) In Thailand

All FBC cards are accepted at the local ATMs, but there are fees associated with this process:

- The conversion rate between Rand and Baht
  - A fixed 220 baht as a transaction fee will be added to the amount withdrawing at each ATM
  - The international withdrawal fee from your South African bank is charged at the rate linked to your bank profile. ATM cards from South Africa should have the Visa or Maestro sign and credit cards are generally accepted
  - It is important to increase your international withdrawal limit to the maximum!!
12. If you do use any specific ointments make or something that you are very peculiar about it might be advisable to bring some extra stock with. Although most brands are available in Thailand they might just not stock your specific brand! For instance Rooibos tea!
13. Important to remember that your 125 Hour TEFL Course fee is payable on invoicing! You can pay it to our Pay Pal account, using the following mail account: [iteachtefl@gmail.com](mailto:iteachtefl@gmail.com) or pay it in our Directors FNB account if you are South African. The bank account details are on the invoice.
14. On arrival at Phuket International Airport will you be greeted by the **I Teach TEFL** team and swiftly be transported to your accommodations for the duration of the course and where you meet your fellow classmates! The cost of the transfer fees will be **450 Baht**.

Exchange rate:	US vs Baht	34.00
	US vs ZAR	13.50
	ZAR vs Baht	2.60