

As soon as you've booked your internship with i-to-i TEFL please send the following as soon as possible so that we can start your application.

- CV/Resume, including your full name, age and nationality
- A scanned copy of the photo page of your passport
- A professional looking photo of yourself

Please send your documents to [customersupport@i-to-i.com](mailto:customersupport@i-to-i.com) within 7 days of booking.

### **Step One: Pre-Screening and Approval**

Once received, your details will be passed to the Xplore Asia team who will be in touch with you within 2 working days for initial screening and to be accepted onto the program.

### **Step 2: XA Call and Document Collection**

Once approved and accepted into the program, one of the Vietnam coordinators will reach out to you and schedule a call to chat about and discuss the program in detail. They will go through the program requirements, an overview of the program, teaching in Vietnam, and the options you have (public v private schools), as well as all documents and the visa process. Following the call, the team will then assist in gathering all those documents and offer support wherever needed.

### **Step 3: Confirming your placement**

Once all documents are done, you will be introduced to the placement team to get you started with finding a placement, signing a contract, applying for their visa, pre-departure support, and full in-country support for the duration of your time abroad.