

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 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. This will include confirming your 12 years of schooling in English.

Step 2: XA Call and Document Collection

Once approved and accepted into the program, one of the Japan 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 Japan, 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, the placement team will 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.