



Location and Course Information Kolkata, India

The following contains very important information to help you pack and prepare for your stay in Kolkata, India as well as details regarding the training location and training course itself. Please read this thoroughly and keep it for future reference.

Deposit

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

Final Payment

You have the following options for final payment:

1. Pay by credit. We will usually respond within 12 hours confirming receipt of payment. Your final payment is 990 USD (The accommodation fee has to be paid locally in cash USD/INR).
2. Pay by bank transfer. (Bank transfer can be in Indian Rupees equivalent to 990 USD exchange rate).

Name: TEFL International

Bank: HDFC Bank Limited

Current Account Number: 0022 200 001 9545

Branch Address: GOLPARK, KOLKATA, INDIA, 132A, DR MEGHNAD SAHA SARANI, KOLKATA 700029, WEST BENGAL, INDIA, Phone - 22103838

Swift TT Code – HDFCINBBCAL

Bank Code Number – 240

Branch Code Number – 022

IFSC Code – HDFC0000022

Address of Registered Office – TEFL International, 83, BABU RAM GHOSH ROAD, KOLKATA 700040, WEST BENGAL, INDIA

3. Pay by cash: The payment can be directly made to the school on or before the first half of the program starting date. (Local cash can be in Indian Rupees equivalent to 990 USD exchange rate)

On the first morning of the course the trainers will arrive early to handle final payments. All payments MUST be made by the end of lunch on the first day unless special arrangements have been made with the trainers. Late fees of \$25 per day may be assessed if payment is not made.

If payments have not been received by the end of class on the first Wednesday, you must gain permission from applications@teflife.com to remain in the course.

Visa and Passport Information

All visitors to India are required to carry a passport valid for at least six months after their arrival date.

Visitors to India from the United Kingdom, North America, Australia and New Zealand can stay in India for a maximum of 180 days with a tourist visa which they need to get from their home country, and this can easily be extended. Citizens from all other countries should contact their local consulate to obtain current travel regulations.

For more information on obtaining visas please visit:

<http://www.immihelp.com/nri/indiavisa.html>

**As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.*

Working in India

If you are planning on seeking work in India, please bring along your original diploma and transcripts from College, Technical School or High School, as well as a copy of your birth certificate.

TEFL International has been very successful in assisting our course graduates locate teaching job opportunities. However, we do not guarantee job placement.

Transportation upon Arrival

Taxi from Kolkata Airport to School:

From the airport in Kolkata, take prepaid Taxi and ask for Golpark, Balugunge and get off at Petrol Station Golpark at Purna das road. Ask any one for the address, the school is diagonal to the petrol station. School is open from Mondays thru Fridays from 9 am to 6 pm, so trainees planning to go directly to the school should take note of the schedule.

Private Transfer:

TEFL International is happy to arrange a private car service to greet you at the airport and transfer you directly to the school/accommodation, at the cost of Rs.900 (about 20 USD). Please email kolkata@teflife.com if this option interests you.

Important Note: Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements via email at kolkata@teflife.com – this is essential if you plan to use the provided airport transfer on Saturday. Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information!

Recommended Accommodation in Kolkata

If you plan to stay in Kolkata for a few nights before or after the course, we recommend having a look at <http://asiatravel.com/india/hotels/calcutta/calcutta.html> or <http://www.budget-hotels-kolkata.com/>

Accommodation Details

Kolkata accommodation options:

Type A - Apartment type Shared accommodation - Price US\$ 200 for 4 weeks -

- Individual room

- Single bed with all basic furniture
- Air con
- Shared bathroom
- One apartment will host 3 trainees
- Transportation to and from school is provided free of cost

Type B - Apartment type Shared accommodation - Price US\$ 300 for 4 weeks

- Individual room
- Single bed with all basic furniture
- Air con
- Private bathroom
- One apartment will host 3 trainees
- Transportation to and from school is provided free of cost

Other Accommodation Options

We can recommend some Guest Houses near the school or anywhere within the city. Costs around US\$ 25 per day or US\$ 700 a month; all rooms have air-conditioning, en suite bathroom, provides room service and cleaning service.

Guest Policy

No Guests are allowed to stay at the guest house rooms unless you have made a special request prior to your arrival for your family or friend.

Building Hours

There is a security guard at the school 24 hours a day, therefore the front door always remains unlocked. Please be quiet and respectful while in Guest House.

Laundry

There are only hand wash laundry facilities at the Guest House. Laundry service is also available at a number of shops across the road.

Meals

There are many local restaurants and street vendors offering excellent, inexpensive Indian food. In general this food is very safe to eat, but please use common sense – if you doubt the quality, don't eat it!

Drinks, Snacks, Personal Food Items

Coffee, tea, soft drinks and snacks may be purchased at a small cost from the shops across the street or down the road. Drinks may be taken into the training room during input sessions. Tap water is deemed unsafe in India; therefore, please only drink bottled water during your stay. Bottled water is inexpensive and readily available throughout the town of Kolkata.

Telephone Service

Guest House staff will answer the phones and assist you with placing calls Monday through Friday.

You can receive incoming calls on the phone lines at the school but ask your callers to be considerate of staff when timing the call. A message will be taken if you are in training and given to you during the break. Classes will only be interrupted for with urgent messages.

These phones may also be used for outgoing calls however they are PIN Number phones and therefore you will need to purchase a phone card from reception.

Mail

Outgoing mail can be left at the front desk and will be posted the following morning. We simply charge you the same price that the post office charges us.

Room Keys

There is a Rs.300 key deposit. If you lock yourself out of your room you will be charged Rs.30 to be readmitted. Any lost keys or key ring will cost you your Rs.300 deposit.

Valuables

Please put all valuables and excess cash with you, and put away other valuable items when rooms are being cleaned. Do not leave cameras, tape players, etc. in the classroom or guest house.

First Aid

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local drug stores. In the case of food poisoning or other stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to Kolkata Hospital for treatment. An emergency contact list is posted in the classroom.

Smoking and Drinking Policy

Smoking is not allowed anywhere inside the school facilities. Should you wish to smoke, smoke away from the school property.

Possession or the use of drugs in India is illegal. We have a no tolerance rule pertaining to drugs, on or off of the premises.

There is also a strict "No Drinking" policy while on school grounds. What you do in your spare time is your business. However public intoxication at the school will not be tolerated.

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The initial orientation is usually on Sunday evening prior to the course start date at 6:00 p.m.

The first class will take place Monday morning at 9:00 a.m. The course schedule for the will be provided on Monday morning. Sessions generally run between 9:00 a.m. and 4:45 p.m. with appropriate breaks.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

Course Dress Requirements

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress “casually smart” according to the following guidelines:

Women:

Shoulders should be covered in other words blouses with sleeves. No low-cut necklines or very short skirts. Bare midriffs must not be visible, even when lifting arms up. Open-toed shoes are acceptable, but no hiking or flip-flop sandals.

Men:

Long pants; no raggedy jeans. Short- or long-sleeved shirt with a collar; tie is not required. Loafers or dress shoes, sandals are not acceptable. Long hair should be tied back.

Resources

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

You may want to bring a walkman with you, especially one which records. It is not required equipment, but many trainees have commented that the possession of their recording walkman made the course easier for them (in preparing tapes, interviewing and listening to conversations with students).

Various books are provided for use by trainees. However, no books should be removed without specific permission from the Course Academic Director. Signing in and out of all books is required.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating teaching materials. These can be purchased at a local stationery store in Kolkata.

A photocopying machine is available for use by all trainees without charge.

TRAINEE COURSE FEEDBACK SESSIONS

There will be a trainee feedback session at the end of the course and we try to schedule after the first two weeks as well. These sessions are aimed to give trainees the opportunity to provide feedback regarding anything to do with the course, accommodations, and so on. We welcome your open and honest feedback so we can continue to improve the training course and the facilities provided at the training location. Although there are scheduled feedback times, please feel free to give feedback to the Course Administrator at any time. Of course, we welcome all positive comments as well!

Problems and Complaints

If any trainee has a personal problem which may interfere with course studies, please talk to one of the trainers.

If any trainee has a complaint about any aspect of the course or about any of the trainers, please see the Course Administrator. If you feel that you would like to keep your complaint anonymous, please write or type your complaint and leave it in the suggestion box at the front desk.

ADDITIONAL INFORMATION

Internet Facilities

We have an internet café (with high speed internet) set up in the school. Computers are available to you during school hours. This is Free. All 3 computers connected to the Internet and is available for use at all times, free of charge.

In-town Transportation

Buses, Autos and Taxis are the main form of local transportation. Always ask prices before you get in. Prices are set for standard routes, and should be about Rs.6 to Rs.10 for all public transport to most of the places in Kolkata.

Shopping

There are several areas in Kolkata where you can shop. Be prepared to bargain hard for all purchases other than food. As a suggestion, start by offering about half of the price quoted to you, and then work your way up to an acceptable price for both seller and buyer. Be prepared to walk away if you think you're paying too much; the seller will call you back if eager to make a sale. There are also large supermarkets and western fast-food chains available in Kolkata.

Shopping Areas in Kolkata - <http://kolkatahub.com/travel-in-kolkata/bargain-hunting-in-kolkata.html>

Traveling from the School or Guest house, turn right in the main road called Rash Behari Avenue. There is **Gariahat Market**, the largest in Kolkata with chain of shops for 3 kilometer at a stretch

New Market is every shopper's paradise: garments, leather goods, jewelry and souvenirs are sold there. **Fancy Market** - Kidderpore sells a wide range of foreign goods.

B.B.D. Bagh (Dalhousie Square) is the commercial hub of Eastern India and the nerve centre of the West Bengal government. Browse the road-side book stalls of **College Street and Free School Street** for rare and valuable books. Drop in at **Seagull** in Bhowanipore for the latest Indian best-sellers. Most definitely visit the **Dakshinapan** Shopping Complex which has a huge array of ethnic souvenir stores from various regions of India.

Places to eat

Calcutta has a wide variety of hotels: multi-cuisine, Indian, Chinese and Vegetarian. Multi-cuisine restaurants include Blue Fox (Park Street), Amber (Waterloo Street), Kquality (Gariahata Road). Indian restaurants include Regent (Chowringhee Place), Aminia (S.N. Banerjee Road), Royal Hotel (Rabindra Sarani). Vineet (Shakespeare Sarani) and Gupta Brothers (Park Street) provide good vegetarian food. Kim Wah (Garcha Road) and Jimmy's Kitchen (A J C Bose Road) offer Chinese cuisine.

Local Weather Conditions

The climate in Kolkata has three distinct seasons Hot from March through May, Rainy from June through October, and Cool from November through February. Average daily temperatures throughout the year are around a warm and pleasant 27°C. Even in the rainy season, the rainfall is brief and the rest of the day is normally clear and sunny.

As this description is an average, we highly recommend that you check current weather conditions prior to departure to assist you in your travel preparations.

Get Acquainted!

Before your arrival, we highly recommend you purchase a descriptive guide book or do some online research to familiarize yourself and get acquainted with India and all it has to offer. For more information on India and Kolkata, we recommend the following sites:

Lonely Planet Online

http://www.lonelyplanet.com/destinations/indian_subcontinent/kolkata/printable.htm

Lonely Planes India http://aolsvc.travel.aol.com/travel/lonely_planet/asia/india/gta.html

Asia travels <http://asiatravel.com/india/india.html>

Kolkata Travel <http://www.indiatravelogue.com/dest/wben/wben4.html>

TEFL International
385/1, Keyatala Lane, 2nd Floor
Kolkata-700029
West Bengal, India
[Near Gol Park – Ballygunge]

applications@teflife.com

www.teflife.com

We look forward to welcoming you to the City of Joy, Kolkata, India!

FREQUENTLY ASKED QUESTIONS **Kolkata, India**

General Questions

1. What does the tuition for the program include?

Total fees: US\$ 1,490

Comprised of:

- US\$ 500 Non-refundable deposit
- US\$ 990 TEFL course fee. This amount includes tuition, course materials, certification and moderation fees. Airfares, food AND accommodation are not included.

2. How do I pay for the course?

By this stage, you should already have paid the \$500 deposit either online by credit card or via bank transfer.

You have the following options for final payment:

.1 Pay by credit. We will usually respond within 12 hours confirming receipt of payment. Your final payment is 990 USD (The accommodation fee has to be paid locally in cash USD/INR).

2. Pay by bank transfer. (Bank transfer can be in Indian Rupees equivalent to 990 USD exchange rate).

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Please arrange to send the bank transfer 2 weeks before the course start date. Kindly send us a scanned copy of your bank receipt at applications@teflife.com. Please do not forget to bring and show the bank receipt to the course administrator upon arrival at the training center.

3. What is an average program day like?

Class time is generally 9:00 am to 4:45 pm, with mid morning and afternoon breaks and a lunch break. For approximately two weeks, you will be preparing to teach—learning all of the things you need to know in order to be successful in the classroom. For the other two weeks, you will actually be teaching each morning and preparing your materials in the afternoons.

4. How many students on average are in the program each month?

The maximum class size in the Kolkata program is 10, normally we've been having somewhere around 8-10 trainees. Most of the participants are American, British, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language.

5. What are the teaching practice students and classes like?

We use local Indian students for the trainees' teaching practice. Indian students are very keen and enthusiastic, and because we don't charge them to attend, all students come to classes purely because they want to!

6. What is the program accommodations like? Where are they located?

Type A - Apartment type Shared accommodation - Price US\$ 200 for 4 weeks -

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Other Accommodation Options

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7. Can I have things shipped or mailed to me at the school?

Yes! Here is our address:

TEFL International
385/1, Keyatala Lane, 2nd Floor
Kolkata-700029
West Bengal, India
[Near Gol Park – Ballygunge]

8. Can I bring my laptop?

You can, if you like, and use it for lesson planning and doing assignments but Internet connections aren't ideal in India, especially from a private phone line.

We offer an onsite Internet café, open 24-hours a day, 7 days a week. The cost is 100 Rs. (about 2.5 USD) per hour. We also have 1 computer with no Internet access for lesson planning and doing assignments, for the trainees free of charge.

The job market and teaching in India; Paperwork and documentation

1. What is the TEFL job market in India like? Will I have trouble getting a job?

The TEFL job market in India is excellent at the moment. Finding employment is only difficult if you wait until the last day of the course to begin looking. With just a little patience, you will certainly locate work in no time, usually in the area of your choice.

2. When do I need to start looking for work in India? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course. We also have options of Internship with our own ESL and Pre-Schools in India.

3. What will TEFL International do to help me secure employment?

We can give you a list of schools in India and help you with resume and interview preparation. We guarantee job placement assistance, but please note that TEFL International doesn't 'guarantee' its graduates employment in India as such. This job placement assistance program

is an integral part of the course and is available for as long as you may require it. However our internship package is quite attractive which may get you the first hand experience teaching Indian students.

4. What is the average salary like?

The average salary in India is about 15,000 to 20,000 Indian Rupees per month. This varies depending on what type of school or company you work for and whether you work full or part-time.

5. Do most schools provide accommodations for their teachers?

No, but there are schools that do this. For example, some schools may provide a room for you, either shared or single, probably in an apartment with other teachers and it may or may not be on the school's premises.

6. How many of the TEFL graduates actually find work in India?

Most of our course graduates who have want to work in India will be able to secure teaching positions.

7. Do schools provide health insurance?

Generally, no. However, if you pay Indian income tax, you are entitled to Social Security, which gives you medical coverage at a local specified hospital.

8. Do schools provide work permits?

Your school should help you secure a work permit. In order to apply initially, you get the job offer in writing from your future employer, along with copies of his business registration and Ministry of Education documents. You can then convert your tourist visa to a Business Visa or you may leave the country and go to the nearest Indian consulate. Most people go to Singapore and Thailand (Bangkok) it takes 4 days to 6 days to collect your Business visa that you use to come back into India. It is then converted to a work permit after a considerable amount of paperwork is completed.

9. What is a typical teaching position like?

Of course, it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions.

10. Can I return to my own country and teach with my certificate?

Yes, it's possible though the requirements for working in ESL or TEFL in many western countries are different and sometimes need graduate education in ESL or TEFL.

Questions about Kolkata; Living in India

1. What are the average housing and living expenses in India?

Most likely you will rent a room in an apartment or house with other teachers or with Indians, and of course it depends on where you choose to live. A pleasant, small 2 to 3 bedroom house in India is about 5,000 to 7,000 Rupees per month. Apartments are available for less. It is fair to say that TEFL teachers are very well paid by local standards in India, which means they can afford a comfortable standard of living. A local (Indian) teacher in India earns around 6,000 to 8,000 Rupees (about 130 - 180 dollars) while a TEFL teacher at the same school can expect to earn 15,000 Rupees - about \$350 per month. While this may not sound a lot by international standards, it means you can live very comfortably in India.

2. What if I get sick in Kolkata? Are there western-standard medical facilities?

If you find yourself requiring medical attention, Kolkata has a number of very good hospitals and clinics with well-educated, helpful doctors. There are plenty of clinics and pharmacies in Kolkata.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to Hospital for treatment.

3. What's the public transportation system like?

Bus, Taxi and Auto is the main form of local transportation. Ask before you get in. Prices are set for standard routes, and should be about 6 to 10 Rupees (about \$.13- \$.25 US) for all public transport to most of the important places in Kolkata.

What to do before departing for India

1. How do I get to Kolkata?

From the International Airport in Kolkata we will have a pick up facility based on your landing timings which will cost you only 20 USD. Please email kolkata@teflife.com for any further query.

2. What documents do I need to bring?

Of course, you need your passport and 2 copy of passport size picture. When you secure work you may be asked to provide notarised copies of your birth certificate, college degrees and transcripts. You might also consider obtaining an international driving permit if driving in India should be necessary for you, although the requirement of a driving licence is widely ignored.

3. What's the climate like? What kind of clothing will I need to bring?

It's hot and humid. Clothes are very inexpensive in India, so you may want to travel fairly light. You will also need to have on hand some really smart clothing. Men: no need for a suit and tie, but something other than jeans. Button-down shirts, nice shoes that aren't trainers/sneakers... something you'd wear to a job interview, "dressy-casual." Women: Shoulders should be covered; sleeveless shirts are acceptable, but very thin straps or tank tops are not. No low-cut necklines, very short skirts or bare midriffs. Open-toed shoes are acceptable.

4. What else should I bring with me?

Please possible bring a voice recorder, pen, pencil, colour pens, pastels, rubber, ruler. In the accommodation we don't have any cooking facility; please bring your own bath towel, Adapter for mobile charge and/or laptop.

Contact us should you have other questions or concerns.

Thank you for choosing TEFL International.

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