Official Request for World Friends KOICA Volunteer

1. Overview of Institution for Dispatch of KOICA Volunteer

Name of country		Name of institution	
Type of business	Public administration( ), Education(v), Agriculture/forestry/fisheries( ), Health( ), Industrial energy( )		
Profession	Computer education (general)		
Institution code			
Contact information	Address	Phone	Email	Fax

2. Background of Dispatching KOICA Volunteer

1) Purpose of establishing Institution (Please fill out the box briefly in two or three lines)

2) Form of dispatch : New( ), Successor( ) / Order of priority : Urgent( ), High( ), Medium( ), Low( )

3) Has the Institution received any benefit of ODA program/project? : Yes( ), No( )
*This question is to find out whether the Institution has received any benefit as a part of ODA program/project from donor country or multilateral organization.

   3)-1) If you answered YES to the question above, please fill out the following.
      ⓐ Name of donor country (or multilateral organization) of the program/project : ____
      ⓑ Name of executing institution (or multilateral organization) of the program/project : ____
      ⓒ The program/project (Name/Cost in US$/Period of support): ____/____/____

4) Expected activities after dispatch of KOICA Volunteer

(Main activities of General Computer Education Volunteer) Computer Education (General) Volunteers are engaged in computer education of theory, application and practice including hardware, software and Internet. Their main activities are to ⓐdevelop teaching materials and teach how to repair computer hardware, ⓑ teach office automation program and establish and operate job preparation class. (Main activities of ** Institution) In case of ** Institution,

5) Case of cooperating with an institution other than KOICA for the last two years from the date of investigation
- Name of country (or multilateral organization) :
- Name of institution (or multilateral organization) :
- Number of dispatched personnel :
- Main research activities (Please write briefly) :

3. Job Description of KOICA Volunteer

*For dispatch of KOICA volunteer, Institution shall select contents of activity or education, and insert % in each column for the level of importance to be 100% in total. Description must be completed by consulting with KOICA staff or active KOICA volunteer.

Upper category	Subcategory	Level of importance (Total 100%)
A. Installation and use of Office	1) Installation of English Office	%
	2) Use of Excel, Power Point, Word	%
B. Inner structure of the computer and assembling/disassembling	1) Understanding the inner structure of the computer	%
	2) Assembling/disassembling the computer	%
C. Installation and use of Operating system	1) Installation of English Window 7	%
	2) Virtual drive, UltraISO	%
	3) System backup/restoration	%
D. PC maintenance	1) BIOS Setup(Award/Phoenix/AMI)	%
	2) Components inspection/components change/hardware diagnosis	%
	3) OS diagnosis and optimization setting	%
E. Network setting	1) Network communication setting	%
	2) Router and AP setting	%
	3) Making LAN cable	%
F. Others (Write down the details when there is additional demand not included in the upper category)		

4. Required qualification for KOICA Volunteer

1) Sex : M( ), F( ), Any( ) / Choose one

2) Education : Meister or specialized high school( ), Specialized BA/BS( ), BA/BS( ), MA/MS( ), PhD( ) / Choose one

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<Introduction of Korean school system >
1) Meister or specialized high school : Similar to the Meister school system of Germany and Switzerland, students learn a variety of specialized fields such as automobile, machine, welding, computer, cooking, confectionery and bakery, child education, music education, textile, beauty treatment, etc. Students enter the school at 15, receive three years of technology-oriented education, and graduate at the age of 18.
2) Specialized bachelor's degree : After high school graduation, students receive two or three years of practical education in their specialized field.
3) Bachelor's, master's and doctor's programs are identical to the education system of the U.S.

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3) Work experience : More than 6 months( ), More than 1 year( ), More than 2 years( ), More than 3 years( ), More than 5 years( ), More than 10 years( ) / Choose one

4) Type of volunteer : KOICA Dream Volunteer( ), KOICA Volunteer( ), KOICA Senior Volunteer( ) / Choose one

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<Introduction of KOICA Volunteer >
KOICA Dream Volunteer : The youngest KOICA volunteers (average age is 19) consisted of Meister or specialized high school graduates to serve as teaching assistants for KOICA Volunteer and Senior Volunteer.
KOICA Volunteer : Junior expert under 49 years old with educational and career experiences in the field.
KOICA Senior Volunteer : Expert with more than 10 years of experience in the field.

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5) Required certification :

  Example) Nursing license

5. Activity Information

1) Language
- Language required for official activities including medical treatment, classes, etc. : ____
- Language required in daily life :

2) Information of Institution
*Information of Institution is an essential factor for KOICA Volunteer to make preparations in Korea for activities. Please note that the efficiency of volunteer activities will increase in proportion to the accuracy of information.

Computer specifications (Model name, manufacturer)	CPU	Mainboard	RAM	HDD	ODD	Graphic Card
Number of available computers	Functional computers (Qty)		Serviceable OS			
S/W in use						
Network environment	Wireless router (Name of model, manufacturer / Qty)		Network printer (Name of model, manufacturer / Qty)		Network equipment (Name of model, manufacturer / Qty)	

3) Activity target

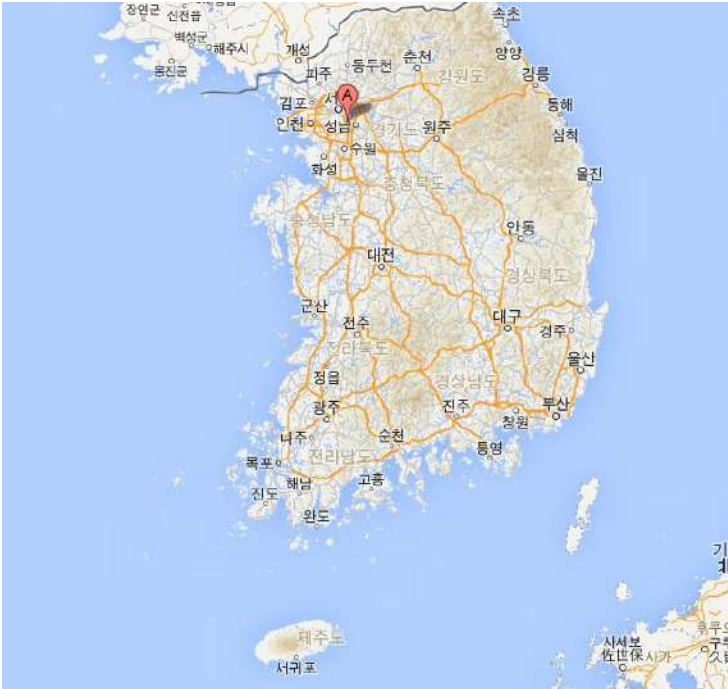| Activity target	Elementary school student( ), Middle school student( ), High school student( ), College student( ), Others( )				
Number of participants	1~50( ), 51~100( ), 100~200( ), 200~300( ), More than 300( )				
Availability of personnel	Instructor( ), Administrative staff( ), Others( ) / Insert number				
Instructor level	MS-OFFICE	Assembling/disassembling computer	Computer maintenance	Network setting	Installation of operating system
	High( ), Medium( ), Low( )	High( ), Medium( ), Low( )	High( ), Medium( ), Low( )	High( ), Medium( ), Low( )	High( ), Medium( ), Low( )
Activity hours					
Further references					

4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

5) Information of local institution co-worker
* Co-worker of local institution may carry out various collaborative activities with KOICA Volunteer.
- Name (Last/First) :
- Position :
- Fields of activity :
- Contact info. (Office/Mobile/email) :

6) Local information

Location information on the map			
Local population	( )	**Distance from the capital**	Km
City type	Metropolis( ), Medium-sized city( ), Town ( )	**Means of transportation to the capital**	Airplane( ), Automobile( ), Train( ), Bus( )
Living expenses/month	US$	**Travel time to the capital**	( ) hr, ( ) min
		Housing expenses/month	US$
Housing	Provided by Institution ( )	Dormitory( ), House( ), Apartment( ), Official residence( ), Others ( )	
	Not provided ( )		
Electricity	110v ( ), 220v ( ), Both ( )	**Heating/Cooling**	Heater available ( ) Air-conditioning available ( )
Safety conditions	Very safe( ), Safe( ), Dangerous( ), Very dangerous( )	**Medical facilities**	General hospital( ) Hospital( ) Health center( ) N/A( )
Vaccination requirements			
Current activities of KOICA members			
Other useful information	Insert additional information, e.g. supplies, materials to prepare before departure		

7) Photos of Institution (Submission of about 5 photos is suggested)

I hereby submit the official request form to World Friends KOICA Volunteer

(Name) : _____
(Position) :_____
(Institution Name) : _____
(Date) : DD/MM/YYYY
(Signature) : _____