

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(), Agriculture/forestry/fisheries(), Health(), Industrial energy(v)			
Profession	Machine			
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 Machine Volunteer)

Machine Volunteers are engaged in instruction of machine-related theories, practice and skills used for design, quotation, production, construction, repair, and inspection of machines. Their main activities are to ①make or repair radio, TV, etc. ②make electronic device and industrial equipment education manual, ③supervise these related to material dynamics, mechanical thermodynamics, and mechanical fluid dynamics.

(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. Mechanical design	1) Understanding of mechanical design	%
	2) Theory and practice of CAD	%
B. Mechanical tools	1) Cutting process training (rack)	%
	2) Cutting process training (milling)	%
C. Mechanical tools	1) Understanding and training of CNC mechanical tools	%
	2) Understanding and training of welding process	%
D. Mechanical drawing	Mechanical drawing, Auto CAD	%
E. Others (Write down the details when there is additional demand not included in the 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

<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.

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

<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.

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.

Current status of Institution	Specifics	Availability *If available, insert the number in ()	Condition *Check v on the applicable condition of each lab
	Milling factory machine lab	()	Good(), Average(), Poor()
	CNC machining lab	()	Good(), Average(), Poor()
	CAD lab	()	Good(), Average(), Poor()
	Others (Describe details for any field project of KOICA Volunteer)		

3) Activity target

Activity target	Age: 1~10(), 11~18(), Adults over 19()
Number of participants	1~50(), 51~100(), 100~200(), 200~300(), More than 300()
Availability of personnel	PhD-level instructor(), MA, MS-level instructor(), BA, BS-level instructor(), Others() / Insert number
Activity hours	
Further references	

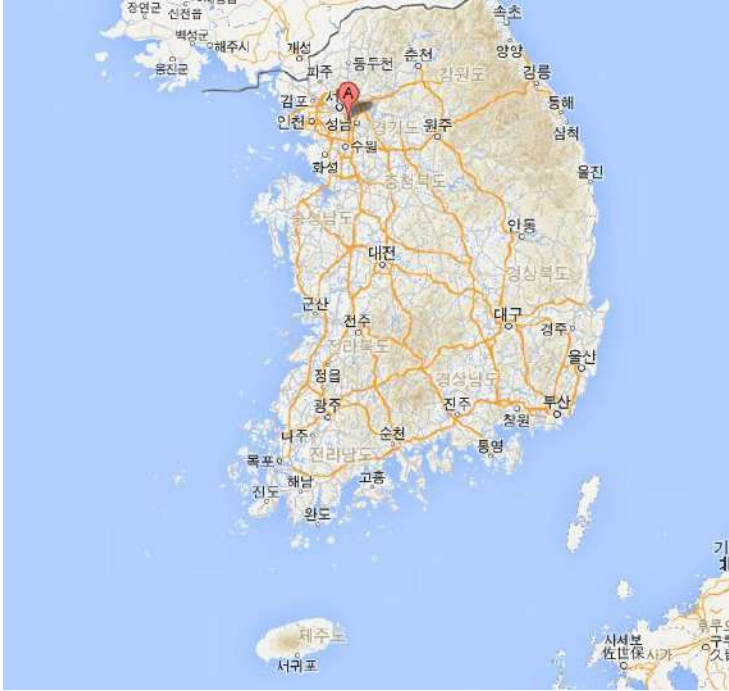
4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

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

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

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) : _____