

TTG Global EdTour Program Application Procedure

Participants with **EXPIRED/NO US Visa**

1. Be a TTG Power Club Member. Pay the membership fee of Php 1,000 and sign up [here](#):
2. Duly accomplish and submit the following to globaledtours@theteachersgallery.com. Forms can be downloaded [here](#):
 - a. TTG Global EdTour Application Form
 - b. Return Action Plan (RAP) proposal
 - c. Scanned copy of faculty/school ID
 - d. Scanned copy of valid passport
3. Upon approval of the RAP proposal, pay the following fees:
 - a. B1/B2 US Visa Fee of Php 8,640 (or more depending on the exchange rate)
 - b. TTG Global EdTour Program Reservation Fee* and Visa processing assistance fee**
4. Prepare visa application requirements. (*please see list below*)
5. Attend TTG Visa Coaching Orientation.
6. Be present during the embassy interview.
7. For DepEd employees: Process your Travel Authority permit atleast 50 days before departure date.
8. Upon visa approval, pay the required total EdTour participation fee.
9. Attend the RAP Coaching Session and TTG Pre-Flight Orientation covering the US Immigration procedures, detailed itinerary, dress code, and items to bring.
10. Learn and achieve your #TeacherTravelGoals with your peers! 😊

Note: *Reservation fee is deductible from the total Global EdTour Participation Fee. Reservation fee is non-refundable or non-transferable unless visa is not granted.

**Visa processing fee is non-refundable and non-transferable regardless if visa is granted or denied.

Payment Conditions and Schedule of Fees

1) Upon approval of TTG Global EdTour Program application

- PowerClub Membership Fee - ₱ 1,000
 - Reservation Fee - ₱ 25,000
 - Visa Processing Assistance Fee - ₱ 5,000
 - US Visa Fee - ₱ 8,640
- TOTAL: ₱ 39,640**

2) Within one (1) week after visa is approved

- ₱ 100,000 as partial payment for the Global EdTour Participation Fee.
Note: Partial payment is required upon visa approval. Requests for withdrawal of application for the TTG Global EdTour Program after visa is granted will be subject to TTG's review and approval with penalty fees.

3) 45 days before departure date

- Payment for the remaining balance for the Global EdTour Participation Fee.

US Visa Application Requirements:

- Duly Accomplished TTG Global EdTour Application Form (*please provide all required information*)
- Old and new passport (valid atleast 6 months from the TTG Global EdTour travel dates)
- 1pc 2x2 sized ID photo (taken within atleast 6 months)
 - No eyeglasses, contact lenses
 - Neutral expression only (no smiling)
 - Not scanned or digitally enhanced
- Signed and notarized:
 - Affidavit of Return
 - Liability Release and Indemnity Agreement
- Original – PSA copy of Birth certificate
- Original – PSA copy of Marriage certificate (for married applicants)
- Proof of financial capacity to cover tour expenses: (*any of the following*)
 - Original – latest Income Tax Return (ITR)
 - Original – bank books/time deposit certificate
 - Original – bank statement or statement of account (last 3 months)
 - Original – credit card statements
 - Original – land title with tax declaration receipt

Participants with **Valid US Visa**

1. Be a TTG Power Club Member. Pay the membership fee of ₱ 1,000 and sign up [here](#):
2. Duly accomplish and submit the following to globaledtours@theteachersgallery.com. Forms can be downloaded [here](#):
 - a. TTG Global EdTour Application Form
 - b. Return Action Plan (RAP) proposal
 - c. Scanned copy of faculty/school ID
 - d. Scanned copy of valid passport
3. Upon approval of the RAP proposal, pay the reservation fee* of ₱ 25,000.
 - a. For DepEd employees: Process your Travel Authority permit atleast 50 days before departure date.
4. Partial payment of ₱ 100,000 must be done not later than 30 days before travel date. Full payment of the required total Global EdTour Participation fee must be settled not later than 15 working days before the departure date.
5. Attend the RAP Coaching Session and TTG Pre-Flight Orientation covering the US Immigration procedures, detailed itinerary, dress code, and items to bring.
6. Learn and achieve your #TeacherTravelGoals with your peers! 😊

Note: *Reservation fee is deductible from the total Global EdTour Participation Fee. Requests for withdrawal of application for the TTG Global EdTour Program will be subject to TTG's review and approval with penalty fees.

FAQs

What can I get from joining the TTG Global EdTour Program?

Global learning matters. Recognizing the need for a global dimension in an educator's perspective and the ability, therefore, of an educator to take a global perspective on contemporary events and issues are critical in preparing educators with 21st century instructional skills. We believe that the best way to gain new perspectives and build skills for the future is through experiential learning.

TTG offers Global EdTour programs where educators can observe and reflect on overseas-based classroom instructions and exchange ideas that will ultimately help transform their own classrooms or school environment. Further, TTG includes a cultural/recreational tour in its program designed to add value to the learning experience outside the classroom.

How can I join the EdTour Program?

Please see application procedures.

What is a Return Action Plan (RAP) proposal and why do I have to submit that?

The Return Action Plan (RAP) proposal is a set of action steps or activities planned by the educator-edtour applicant to be materialized **within one year** after joining the TTG Global EdTour program. The activities lined up in this proposal should make use of the learnings that participant gained from the program for the improvement of the current teaching/learning situation in his/her school environment.

TTG Global EdTour applicants are required to submit their RAP proposal along with their application documents to demonstrate their commitment in achieving their educational and professional objectives in joining the program.

Due to the limited slots, applications are processed on a first come, first served basis.

When will I receive a response?

Applicants will be notified of their application status five (5) days after the application requirements are received. Please note that only applications with complete requirements will be processed.

Will you help me get a visa?

Yes. For applicants without visa, TTG will assist you in your application.

What are my chances of getting a visa?

Visa approval is solely under the discretion of the Embassy.

TTG cannot guarantee the issuance of visa. However, TTG will provide free visa coaching services as well as all documentation needed to address the Embassy's requirements.

What are the exclusions on the posted TTG Global EdTour participation fee?

Visa Application fees, meals and drinks, entrance fees to optional tourists' attractions and other places not listed in the itinerary are excluded from the package.

Where will I send my payment?

Please use the following bank details for your payment deposits.

For Peso Transactions:

Bank Name: Banco De Oro
Account Name: The Teacher's Gallery, Inc.
Account Number: 012698000369

For Dollar Transactions:

Bank Name: Banco De Oro
Account Name: The Teacher's Gallery, Inc.
Account Number: 112690001841

Note: Please write your complete name on the deposit slip and send us a soft copy at gloaledtours@theteachersgallery.com.

Is there a chance to participate in the program with financial assistance or scholarship?

We advise applicants to identify foundations that grant scholarships or financial aids to educators or reach out to their local government officials for support.

Can I join TTG EdTour Program if I'm not an educator?

TTG Global EdTour Program is designed for participants who are currently working in or for a school system. Hence, if your current job is not related to education, we cannot accept your application.

Qualified applicants include public and private school teachers, school administrators/owners, Department of Education officials and education consultants directly working for the education of school children Grades K-12.