

2019 GLOBAL ENTERNSHIP ANNOUNCEMENT

We announce the "2019 Global Enternship" program, which provides opportunities for foreigners and Korean students to experience startup business and provide resources needed for startup companies, as follows.

May 22, 2019

SEOUL GLOBAL STARTUP CENTER

1. Overview

- Program Name: 2019 Seoul GSC Global Enternship Program
 - Entern: 'Entrepreneur + Intern'

- Purpose
 - Entern: To gain a startup business experience that will help to strengthen the possibility of startup success in the future.
 - Company: Securing the best talented people necessary for business development.

- Applicant Eligibility
 - Entern: Foreign Residents in Korea (including University students) who have no reason for disqualification and Korean University Students
 - Company: A Seoul GSC 4th Batch Resident or Graduate Startup with a Foreign (Co-)Representative AND a business registration less than 7 years old from the announcement date within the city of Seoul (Must have a Business Registration in Seoul)

- Program Benefits
 - Entern: Opportunity to utilize skills to gain a practical startup experience and receive monetary support
 - Company: Matching and Providing Service skills needed for Business Development

- Participation Fee: Free

Internship Payment Calculation

- The Internship Payment is calculated as other income, and in the future, it may be subject to the individual's general income tax return.

* Payment prior to Tax

Payment Type	Payment(Prior to Tax)
Service Payment	up to 1,632,000won

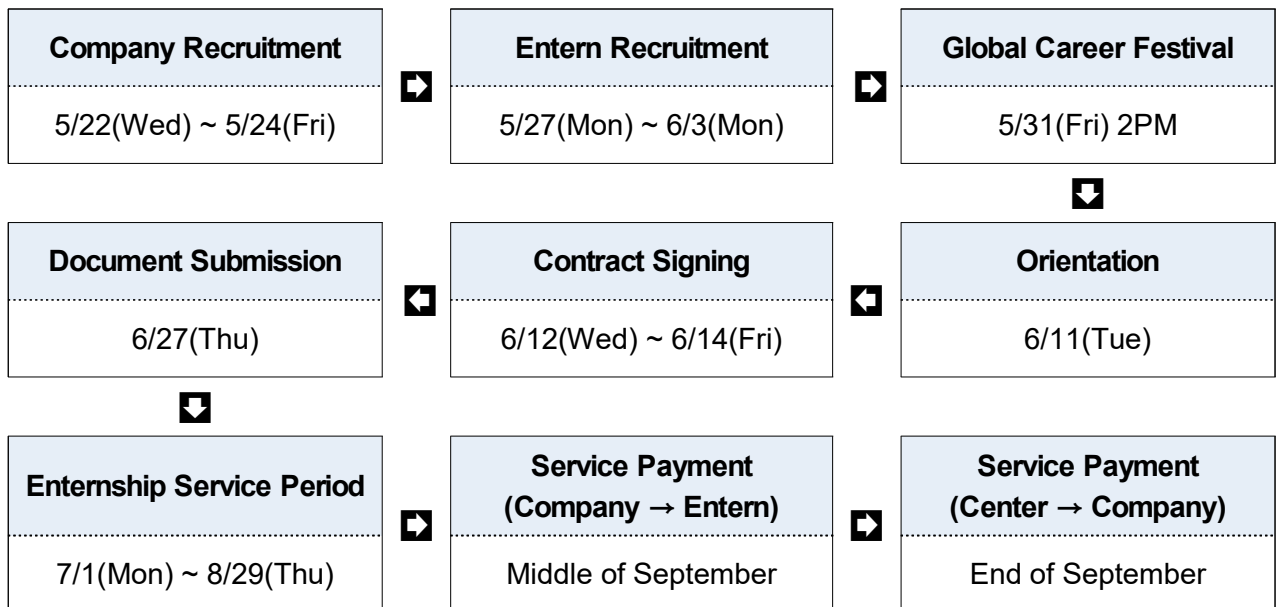
Working Support Period

- Working Schedule: Monday, July 1 ~ Thursday, August 29, 2019
- The hours of service is based on mutual understanding between the Entern and the Company.

Field of Specialty and Number of Enterns/Companies

Specialty Field	Number
Administration, Marketing, Design, Development etc	20 Enterns / 20 Companies

Program Process and Dates



* The above schedule is subject to change according to operating circumstances.

2. Qualification

Participant Qualifications (must satisfy qualifications)

Category	Qualification
Entern (Any)	<ul style="list-style-type: none">• Foreigners (Undergraduate and Graduate, Language School) who have no reason for disqualification* Visa holders must be legally allowed to engage in the individual's field of desired activity. (For visa-related matters, please contact the Immigration Office at 1345 or hikorea.go.kr)• University Students (Undergraduate and Graduate Only) with Korean Nationality enrolled in a University located in Korea (Currently enrolled or on a Leave of Absence)
Company (Both)	<ul style="list-style-type: none">• A Seoul GSC 4th Batch Resident or Graduate Startup with a Foreign (Co-)Representative AND a business registration less than 7 years old from the announcement date within the city of Seoul (Must have a Business Registration in Seoul)

Ineligible Participants

- Beneficiaries of other government programs that are similar during the program period (July 1, 2019 ~ August 29, 2019)
- Those who can no legal residence in Korea
- Those who have legal restrictions for participation in the program

3. Application

Startup Company Application Submission

- Application Period: Wednesday, May 22 10AM – Friday, May 24 5PM
- Link: <https://seoulgsc.formstack.com/forms/enternship2019>
- Startup Company Selection is first come, first served. The Center will inform Startup with confirmation.
- In the case of exceeding the number of companies that can be supported, there may be an opportunity to participate should a selected company drop out.
- Non-selected companies can proceed with an Entern at their own expense.

Entern Application Submission

- Application Period: 10AM Monday, May 27 – 5PM Monday, June 3
- Application Link: <https://www.jobfindr.com/listing-category/2019enternship>
- Apply for any companies (no limit) on the list with matching opportunity

4. Selection Process

Interview Method

- Interviews can be conducted (Startups contact Enterns individually) between Startups and Enterns or during the Global Career Festival.

Seoul GSC × Connector : Global Career Festival

- Date & Time: Friday, May 31 14:00~17:00
- Venue: Seoul Global Startup Center 3F Coworking Space
- Festival between startups looking for global interns and potential intern applicants.
- Registration Link: <https://forms.gle/eJa8csDAZPV6V2s77>
- Schedule

Time	Contents	Comments
14:00~14:30	Global Enternship Info Session	
14:30~15:00	Startup Quick Pitch	Company
15:00~17:00	Interview Zone	
	Consulting Time	Lawyers and Visa attorney

Final Selection

- Startup: Direct notification to each Entern and notice to Seoul Global Startup Center before Orientation. (Tuesday, June 11)
- Entern: Enterns will be selected and notified by the Startup.
- Final Selected Enterns and Startups sign a contract at the center.

Orientation

- Date&Time: Tuesday, June 11 14:00~17:00
- Venue: Seoul GSC 3F Coworking Space
- Participants: Final Selected Companies and Enterns both(Required)

Time	Contents	Comments
14:00 ~ 15:00	Orientation	Process, Contract etc
15:00 ~ 17:00	Session on Contract	Lawyer
17:00 ~	End	

○ Summit Documents

When	Prior to Orientation		Who	Fianl Entern, Company→Center
Due	2019. 6. 11.(Tue) 1PM		How	contact@seoulgsc.com
Entern	All	1. Copy of ID Card(Foreigner - Alien Registration Card Copy(Front and Back both)) 2. Consent to Collect and Use of Personal Information (Attachments 1)		
	Students	1. University Enrollment Certificate (Issued within one month based on the date of announcement)		
Company	1. Foreign Representative Alien Registration Card Copy(Front and Back both)			

Internship Contract

- Period: Wednesday, June 12 ~ Friday, June 14
- Venue: Seoul Global Startup Center Coworking Space
- Contract between Company and Entern, Company and Center
- Enterns are fully responsible for accidents occurring during the program period. Seoul Global Startup Center and participating companies are not responsible for such accidents.

Document Submission prior to Service Period

- Due Date: 1PM Thursday, June 27
- Submit via E-mail: contact@seoulgsc.com
- If you cannot submit documents by the due date, the contract will be canceled.

When	Prior to Service Period		Who	Fianl Entern, Company→Center
Due	2019. 6. 27.(Thu) 1PM		How	contact@seoulgsc.com
Entern	All	1. Copy of Internship Contract 2. Copy of a Bankbook		
	Foreign Students	1. Copy of Part-time Work of Foreign Student Confirmation Form(Receive from your school) 2. Copy of PERMISSION FOR ENGAGING IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN (bring with Internship Contract and Part-time Work of Foreign Stduents and receive from Immigration Office)		
Company	1. Copy of Internship Contract			

Internship Service Period

- Period: Monday, July 1 – Thursday, August 29, 2019
- The hours of service is based on mutual understanding between the Entern and the Company.

Internship Payment

- **A Subsidy will be provided to the Startup Company by Seoul Global Startup Center after salary is paid directly to the Entern by the Startup Company after deducting applicable taxes.**
- The Internship Payment is calculated as other income, and in the future, it may be subject to the individual's general income tax return.

※ Payment prior to Tax

Payment Type	Payment(Prior to Tax)
Service Payment	up to 1,632,000won

Internship Ceremony

- Date&Time: 2019. 8. 30.(Fri) 15:00 ~ 16:00
- Venue: Seoul Global Startup Center Coworking Space
- Schedule

Time	Contents	Comments
15:00 ~ 15:10	Welcoming Speech	
15:10 ~ 15:40	Enternship Experience Speech	2~3 Enterns/Companies
15:40 ~ 16:00	Enternship Certificate	

5. Service Payment Process

Submit Internship Report

- Due: 13:00 Friday, August 30 (Entern, Startups→Center)
- Method: Submit via Email (contact@seoulgsc.com)

When	Upon Service Completion	Who	Entern→Center, Company→Center
Due	2019. 8. 30.(Fri) 1PM	Where	contact@seoulgsc.com
Entern	1. Enternship Report(Entern) (Attachments 2-1) 2. Company Evaluation(Entern) (Attachments 3-1)		
Company	1. Enternship Report(Company) (Attachments 2-2) 2. Entern Evaluation(Company) (Attachments 3-2)		

Service Payment

① Company→Entern, Payment for Service

– Based on the Final Report, Center will notify the Company. After notification, the Company should provide payment to the Entern (After deducting applicable taxes)

② Company→Center, September 20, 1PM

– After the Company pays the service fee to the Entern, the following documents should be submitted to the Center

When	After Service Payment to Entern	Who	Company→Center
Due	September 20, 1PM	Where	contact@seoulgsc.com
Company	1. Other Income Payment Statement 2. Bank Account Transaction Statement 3. Copy of a Bankbook		

③ Center→Company, End of September

– Based on proper documentation, the Center will provide payment to the Company

6. Other Notices

Notices

- Submitted Application Documents are not returned.
- The disadvantages caused by misrepresentation in the application form and inadequate management of the participant are the responsibility of the participant.
- You may be liable for deliberate or intentional submissions that are factually untrue.
- Selection Results and schedule are posted on the website of Seoul GSC. (www.seoulgsc.com)
 - * There is no individual notification for each applicant.

※ Companies and Enterns must check this chart.

□ Guidelines on Employment for International Students in Korea

- Korean: https://www.studyinkorea.go.kr/popup/employment_regulations_part_ko.jsp
- English: https://www.studyinkorea.go.kr/popup/employment_regulations_part_en.jsp
- **Working Hour Limits for International Students(as of 2018-10-01)**

University Type	Grade	Proficiency in Korean		Start Time	Working Time Limits	
					Weekdays	Weekends, Vacation Periods
Language Courses	Any	Prior to Oct. 1, 2018		6 Months Later	20 Hours	
		Level 2	No	Any	10 Hours	
			Yes		20 Hours	
Associate Degree Student	Any	Prior to Oct. 1, 2018		Any	20 Hours	No Limit
		Level 3	No		10 Hours	
			Yes		20 Hours	No Limit
Undergraduate Students	1~2 Year	Prior to Oct. 1, 2018		Any	20 Hours	No Limit
		Level 3	No		10 Hours	
			Yes		20 Hours	No Limit
	3~4 Year	Prior to Oct. 1, 2018		Any	20 Hours	No Limit
		Level 4	No		10 Hours	
			Yes		20 Hours	No Limit
Master /Doctoral Student	Any	Prior to Oct. 1, 2018		Any	30 Hours	No Limit
		Level 4	No		15 Hours	
			Yes		30 Hours	No Limit

- **Service Fields Examples of International Student Acceptable Working Fields**
 - General Interpretation, Translation, Food Service, General Office assistance, etc.
 - Activities such as in-store salesperson, restaurant clerks, event assistant, working in an English Village and English camps (※ also applies to Chinese, Japanese and other foreign language camps)
 - Tour Guide Assistant and Duty-Free Shop salesperson

□ Inquiries

- Seoul Global Startup Center Manager : contact@seoulgsc.com
- For visa-related matters, please contact the Immigration Office at 1345 or hikorea.go.kr
- For Entern Application Platform matters, please contact here: Craig@jobfindr.com

【Reference】

1. Documents for Each Stage
2. Part-time Work of Foreign Student Confirmation Form

【Attachments】

1. Consent to Collect and Use of Personal Information
- 2-1. Service Operation Report (Entern)
- 2-2. Enternship Report (Company)
- 3-1. Company Evaluation (Entern)
- 3-2. Entern Evaluation (Company). END.

【Reference 1】

Documents for Each Stage

When	Prior to Orientation		Who	Fianl Entern, Company→Center
Due	2019. 6. 11.(Tue) 1PM		How	contact@seoulgsc.com
Entern	All	1. Copy of ID Card(Foreigner - Alien Registration Card Copy(Front and Back both)) 2. Consent to Collect and Use of Personal Information (Attachments 1)		
	Students	1. University Enrollment Certificate (Issued within one month based on the date of announcement)		
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When	Prior to Service Period		Who	Fianl Entern, Company→Center
Due	2019. 6. 27.(Thu) 1PM		How	contact@seoulgsc.com
Entern	All	1. Copy of Enternship Contract 2. Copy of a Bankbook		
	Foreign Students	1. Copy of Part-time Work of Foreign Student Confirmation Form(Receive from your school) 2. Copy of PERMISSION FOR ENGAGING IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN (bring with Enternship Contract and Part-time Work of Foreign Stduents and receive from Immigration Office)		
Company	1. Copy of Enternship Contract			

When	Upon Service Completion		Who	Entern→Center, Company→Center
Due	2019. 8. 30.(Fri) 1PM		Where	contact@seoulgsc.com
Entern	1. Enternship Report(Entern) (Attachments 2-1) 2. Company Evaluation(Entern) (Attachments 3-1)			
Company	1. Enternship Report(Company) (Attachments 2-2) 2. Entern Evaluation(Company) (Attachments 3-2)			

When	After Service Payment to Entern		Who	Company→Center
Due	September 20, 1PM		Where	contact@seoulgsc.com
Company	1. Other Income Payment Statement 2. Bank Account Transaction Statement 3. Copy of a Bankbook			

【Reference 2】

Part-time Work of Foreign Student Confirmation Form

Applicant	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		E-Mail	
The expected place of employment	Company name			
	Business registration No.		Type of industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of working		Wage (per hour)	
	Working hours	Weekday: Sat-Sun:		
<p>I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.</p> <p style="text-align: center;">20</p>				
<p>○ ○ The head of Immigration(branch) Office</p>				
Confirmation from a Uni. Official.	Department and Job Position (Tel No.)		Name	(Seal/Sig)

【Attachments 1】

<Consent to Collect and Use of Personal Information>

Seoul Global Startup Center values personal information, complying with 『the Law Regarding the Promotion of Information and Communication Network Use and Protection of Information』 and 『Act on the Protection of Personal Information』, c.15.

Seoul Global Startup Center will use the collected personal information for the purpose as below:

Personal Information Collected	Objective for Collection and Use of Personal Information	Period of Possession and Utilization of Personal Information
Name, Resident Registration Number, Contact Number, Address, e-mail Address, Account Number	Seoul Global Startup Center Operation	2 Years (According to related Act and subordinate statute)

You can disagree, but you might have a limited service on processing

Will you give your consent to Seoul Global Startup Center to collect and use your personal information? Yes No

I read and understood the information above, and give my consent to Seoul Global Startup Center to collect and use my personal information.

Date : 2019. .

Signature :

Conditions regarding the disclosure of the personal information to a third party	
Recipient of Personal Information	<ul style="list-style-type: none"><input type="radio"/> Recipient of the personal information: Seoul Metropolitan Government<input type="radio"/> Recipient's Purpose of Using the Personal Information: to provide an evidential material for the funding of Seoul Global Startup Center<input type="radio"/> Personal Information Disclosed: Name, Resident Registration Number, Current Company and Position, Address, Account Number, Contact Information, etc.<input type="radio"/> Recipient's Period of Possession and Utilization of Personal Information: Comply with Seoul Metropolitan City's Collection and Utilization Possession period (2 years)
Seoul Global Startup Center will provide personal information to the third party recipient only if one agrees and complies with 『Act on the Protection of Personal Information』, c.17 and c.18.	
You can disagree, but you might have a limited service on processing	
Will you give your consent to Seoul Global Startup Center to collect and use your personal information? Yes <input type="checkbox"/> No <input type="checkbox"/>	

I read and understood the information above, and give my consent to Seoul Global Startup Center to provide my personal information to the third party.

Date : 2019. .

Signature :

【Attachments 2-1】

용역 수행 보고서 Service Operation Report

용역의 내용 Contents of Service	완료일 Completion Dates	용역대금 Service Charge
소계 Sum		

발주처와 용역수행자는 위 용역 수행 보고서에 대하여 합의합니다.

The Company and the Provider agree to the Service Operation Report.

2019년(Y) []월(M) []일(D)

발주처 The Company	회 사 명: Company:		엔 터 님: Entern Name:	First Name	
	주 소: Address			Last Name	(인) (Signature)
	사업자등록번호 Business Registration Number:		용역 수행자 The Provider	주 소: Address:	
	연 락 처: Phone:			연 락 처: Phone:	
	대 표 자: Representative:	(인) (Signature)		전자메일: E-mail:	

【Attachments 2-2】

**엔턴십 결과보고서(기업용)
Enternship Report(Company)**

엔턴명 Entern name		참가 기업 Company Name	
전문 분야 Area of Expertise		수행 용역 Service performed	
업무 목표 Business Achievement Goal			
업무 내용 Service performed			
용역 결과물 Service Output			
기타의견 Suggestions			
2019년(Y)		월(M)	일(D) 대표자(CEO) (인) Signature

【Attachments 3-1】

**기업 평가서(엔턴용)
Company Evaluation(Entern)**

엔턴명 Entern Name		수행 용역 Service performed	
기업명 Company		엔턴 담당자명 Manager Name	

구 분(Category)	매우우 수 Very Excellent	우수 Excellent	보통 Good	불량 Bad	매우불 량 Very bad	비고 Etc
① 용역 의뢰 내용 만족도 Service request content satisfaction						
② 의사소통 Communication						
③ 기업 협조 Company Cooperation						
④ 업무 적합성 Service Suitability						
⑤ 해당 기업 재용역 의뢰 희망도 Willingness to re-contract with this company						
종합의견 Overall						
기타의견 Suggestions						

※ 해당란에 『○』으로 표기
 ※ Mark "○" in the corresponding column

상기 기업에 대한 평가서를 다음과 같이 제출합니다.

Submit an evaluation of the above-mentioned Company as follows.

2019년(Y) 월(M) 일(D)

엔턴(Entern): 서명(Signature): _____ (인)

