

# Adventure Teaching's Visa Process Checklist

For Citizens of:



## Let's Get Started!

- ☞ Once in Korea all teachers must under-go a blood and urine test that will screen for illegal drug use and other diseases. If illegal drugs (including Marijuana) are found, the teacher will not be issued their alien resident card, and will be sent home at their own expense. If you have any concern about passing the screening please inform Adventure Teaching and get tested before leaving home.
- ☞ Remember that gathering the visa documents in a timely manner is your responsibility as an applicant of Adventure Teaching. Save yourself and us time, frustration, and finances by working through the process diligently and carefully.
- ☞ It is important to check your consulate office websites often for visa updates, working hours, and fees.

<b>Direct further Visa Questions to your Recruiter:</b>	
Kimberley	Email: <a href="mailto:teacher@adventureteaching.com">teacher@adventureteaching.com</a> Phone: 1-206-257-0613 (PST) Skype: adventure.teaching.kimberley
Reuben	Email: <a href="mailto:info@adventureteaching.com">info@adventureteaching.com</a> Phone: 1-778-878-6567 (PST) Skype: adventureteaching.com
Dok Hoon	Email: <a href="mailto:dokhoon@adventureteaching.com">dokhoon@adventureteaching.com</a> Phone: +82-70-7618-0242 (Korea) Skype: adventure.teaching

<b>Nearest Consulate Information</b> (be sure to check jurisdiction)	
My Consulate	
Phone Number	
Address	
Website	

### Important notes when sending documents:

- Always get a tracking number for your packages**
- Never send your documents INTERNATIONALLY through the National Postal Service. Use a reputable courier, preferably FedEx, DHL, Purolator, UPS. Using the national postal service can potentially cause severe delays and lost documents.

NOTES AND UPDATES:

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## VISA PROCESS TIMELINES

It usually takes about 30-40 days to complete the visa process **after** the applicant has gathered all of their documents, *and* signed a contract with a school. If the process is rushed things can potentially be completed a few days faster, but it is always best if you can have your documents gathered ahead of time to save yourself, Adventure Teaching and your school unnecessary stress. Priority is given to applicants who diligently complete the process.

The following chart lets you know when you will need to have all of the required documents ready to send to Korea to be eligible for a specific start date.

Earliest Start Date		Latest Date to Send Documents to Korea		Earliest Start Date		Latest Date to Send Documents to Korea	
January	1st -15th	November	20th	July	1st -15th	May	20th
January	16th-31st	December	6th	July	16th-31st	June	6th
February	1st -15th	December	20th	August	1st -15th	June	20th
February	16th-28th	January	6th	August	16th-31st	July	6th
March	1st-15th	January	20th	September	1st-15th	July	20th
March	16th-31st	February	6th	September	16th-30th	August	6th
April	1st-15th	February	20th	October	1st -15th	August	20th
April	16th-30th	March	6th	October	16th-31st	September	6th
May	1st -15th	March	20th	November	1st -15th	September	20th
May	16th-31st	April	6th	November	16th-30th	October	6th
June	1st-15th	April	20th	December	1st -15th	October	20th
June	16th-30th	May	6th	December	16th-31st	November	6th

**Date I should have my required (red) documents ready to send:** \_\_\_\_\_

### How long does it take to gather the required visa documents?

This really depends on your location and how ambitiously you pursue the visa process. Another factor to consider is whether you will be completing the process in person or by mail. When completing the process by mail it adds significant wait times.

In some provinces applicants are able to gather all of their documents within 2-3 weeks. Much of this depends on the distance you live from the Korean Consulate and the time it takes the authorities to complete your criminal background check.

The documents that typically take the most time and effort to prepare are:

1. Your passport (should be valid for at least 6 months beyond your proposed arrival date in Korea)
2. Your diploma with notarization and verification by the Korean consulate
3. Your transcripts
4. Your Criminal Record Check with notarization and verification by the nearest Korean Consulate

Because these documents take the most amount of time to gather, you'll want to start gathering them first. Please notice the estimated time requirements beside each step of the process below.

**STEP 1**

**Gather the Required Documents (8-12 weeks)**

<input checked="" type="checkbox"/>	<b>RED documents will be submitted to the Adventure Teaching Office in Korea</b>	
<input type="checkbox"/>	<b>This Page of Visa Process Checklist</b>	All items should be checked off the checklist and checklist should be included in package
<input type="checkbox"/>	<b>Verified copy of your Diploma</b>	Verified Copy of your diploma preformed by the Korean Consulate (instructions below)
<input type="checkbox"/>	<b>Original Criminal Record Check with NOTARIZATION and Verification by Korean Consulate</b> Must be no older than 6 months when submitted	The criminal record check is usually the most confusing part of the process. Please be sure to follow the detailed instructions given below.
<input type="checkbox"/>	<b>Your Resume</b>	
<input type="checkbox"/>	<b>A clear photo copy of the information page of your passport</b>	Note: this is the page with your picture etc. A black and white copy is fine.
<input type="checkbox"/>	<b>E-2 Health Statement</b>	This is a simple self-assessment. Form must be completed by hand and signed. (Download from AT Website)
<input type="checkbox"/>	<b>4 Passport Photos</b> Note: another photo will need to be submitted to the Korean Consulate	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm) Tip: Stores like Costco and Wal-Mart offer discount prices

<input checked="" type="checkbox"/>	<b>BLUE documents will be submitted to the Korean Consulate in Canada later in the process</b>	
<input type="checkbox"/>	<b>Your Passport</b>	Consulate will place Visa in your passport
<input type="checkbox"/>	<b>Completed Visa Application</b>	See instructions below
<input type="checkbox"/>	<b>Consul's Checklist</b>	Download from AT Website
<input type="checkbox"/>	<b>1 Passport Photo</b>	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm)
<input type="checkbox"/>	<b>1 Set of Official Sealed University Transcripts</b>	Stamp/sticker/or registrar's signature should be over the seal of the envelope
<input type="checkbox"/>	<b>Your Resume</b>	
<input type="checkbox"/>	<b>Money for Visa Fee</b> Check your consulate webpage for updated fee	The money should be in cash or money order.

**This page should be submitted to Korea alongside your other documents.**

## STEP 2

After completing step #1, send the **RED** Documents to the Adventure Teaching Office in Korea.

**Important:** Send with FedEx, Purolator, UPS or DHL and be sure to get a tracking number. Make sure that you ask how long it will take. It should take no longer than 2-4 days.

*DO NOT send with the regular mail service or USPS as it may result in extreme delays*

### Adventure Teaching Office Mailing Address:

Adventure Teaching  
C/O Dok Hoon  
#903 Hyundai Bescore Bldg.,  
523-1 Sinjang Dong, Hanam Si (City),  
Gyeonggi Do (Province), Korea, 465-810  
Phone number: 82-10-7163-3723

## STEP 3

After you have secured a position with Adventure Teaching, your school will submit your **red** documents to Korean Immigration (immediately).

## STEP 4

Korean Immigration will issue you a VIN (Visa issuance number) which will be sent to you by Adventure Teaching Inc. (10-15 days).

The VIN is a simple number that will be added to your E2 Visa Application form.

## STEP 5

Write the VIN on your E2 Visa Application and deliver your completed **blue** documents to the nearest Korean Consulate. You have two options for this step:

**#1:** Bring your documents in person (2-5 days). **\*recommended\***

**#2:** If you do not live within driving distance to the Korean Consulate you will need to send your documents expedited (DHL, UPS, FedEx). Include a return envelope with a tracking number as well to be sure they won't be lost in the mail (4-12 days).

**Tip:** We recommend calling the consulate just to confirm which documents you will need to complete the process. When you have delivered your documents, please ask them when they expect your visa to be complete.

## STEP 6

The Consulate will put the visa in your passport (1-5 days).

## STEP 7

Notify Adventure Teaching when you have your visa in hand.

**STEP 8**

Adventure Teaching will communicate with your school and our travel agent to reserve your flight and solidify your departure date. 3-5 days before you leave, Adventure Teaching will send you an Arrival Package through email.

**STEP 9**

**After you arrive in Korea, your school will help you arrange your medical exam**

The medical exam must be completed within 90 days of arrival, but will likely be performed with the first couple of weeks.

**STEP 10**

**After completing the medical exam, your school will help you file for your Alien Resident Card (ARC) (7-45 days)**



**DIPLOMA INSTRUCTIONS (With notarization and verification)**

You will need to have a copy of your diploma **notarized** and **verified** by the Korean Consulate

Each Canadian consulate has slightly different methods for processing the diploma. Please be sure to double check your consulate’s website to be sure that you have the correct documentation. Find their contact information here: <http://adventureteaching.com/visaprocess/koreanconsulatescanada.html>

**Required Documents to take with you (Please double check on your consulate’s website)**

1. Original university degree
2. A photocopy of your university degree which has been notarized (see instructions below) within your current jurisdiction (for example: if you submit to the Vancouver consulate, you must get your degree notarized within BC)
  - A. The Notary MUST include:
    - i. Date of notarization
    - ii. Full name of Notary Public
    - iii. Official Seal of the Notary Public
    - iv. Signature of the Notary Public
3. One set of sealed transcripts (will not be returned)
4. Fee: \$4.00 CAD per degree (cash only)
5. Your passport

**Tip:** If you are mailing your documents to the consulate, please be sure to include a stamped and self-addressed return envelope in the package so the consulate can mail your documents back to you.

See mailing instructions for sending documents to the Korean consulate below.

**Important:** If you do not have your diploma in your possession, or your school has not yet issued your diploma please contact Adventure Teaching and request information about a “Certificate of Graduation.”

<input checked="" type="checkbox"/>	<b>Mailing Documents to Korean Consulate</b>	
<input type="checkbox"/>	<b>Address the envelope with consulate address “ATTN Notarization Dept.”</b>	
<input type="checkbox"/>	<b>Include fee as listed on the consulate website</b>	Fee should be paid in cash or money order unless other payment methods are stated
<input type="checkbox"/>	<b>Send documents by Xpresspost or Priority Courier</b>	Other mailing methods will not be accepted
<input type="checkbox"/>	<b>Include a self-addressed and pre-paid Xpresspost or Priority Courier envelope</b>	The consulate will send your documents back to you in the self-addressed pre-paid envelope

## CRIMINAL RECORD CHECK INSTRUCTIONS

**Note:** Provincial, citywide, DOB based, or name based check are NOT accepted. RCMP searches are not necessary and take a *long time*.

There are two options for obtaining your *Nationwide* Criminal Background Check. Whichever you choose, it should take no longer than 2-3 weeks.

**Option #1 \*Recommended\*:** Use a service such as Commissionaires:

<http://www.commissionaires.ca/national/en/services-personal/personal-police-clearances/>

This is a service that uses digital fingerprinting. We recommend this service because it has shown to be the most reliable and the quickest. Please check the website and call for the nearest location near you.

**Option #2:** Order a *Nationwide Criminal Record Check* from your local police station (CRC).

The checks might have different names such as: “Criminal History Report,” “Criminal Clearance Report,” “Criminal Background Check”. Be sure to confirm that your check will pull results from the CPIC database.

**Tip:** An RCMP check is *NOT* necessary and can take a long time to complete.

The CRC can be performed in the province where you are currently located; it does not have to be performed in the province where you are a resident.

Your police department will ask who the check is for. Have them send the results of the check to **you** or **another convenient address** where you can pick up the results easily. It might become necessary to tell them that you are planning to teach English in Korea and that the check is a visa requirement.

**Tip:** Ask if the issuing authority can notarize the check for you. If they can, your check is ready to be sent to the consulate for verification. See instructions below.

## NOTARIZATION AND VERIFICATION INSTRUCTIONS

Canadians are required to have their CRC and Diploma **verified** by the Korean Consulate.

- ✎ The notary must be in the same province that your CRC was performed in
- ✎ The CRC *must* first be notarized by a notary public before being verified by a Korean consulate

**Tip:** We recommend completing the verification process for your Criminal record check and your diploma at the same time in order to save time and energy.

### VERIFICATION PROCESS EXPLAINED:

- 1. Locate a notary public** (if your University or Police station did not notarize the document)  
Notary publics are easily located in a phone book or through a simple web-search.

**2. Have the notary public notarize the document**

**For CRC:** The notary will either: a) copy the CRC and notarize the copy, or b) notarize the CRC directly. Both methods work, but, please remember that **you must send the original CRC to Korea along with the copy if they make a copy.**

**3. Take or Send your CRC to the nearest Consulate for Verification**

After the document is notarized, send/bring it to the Korean Consulate to have it verified.  
**Important note:** We recommend completing the process in person to save time and money.

**Note:** Fees and processes change quite. Be sure to check the latest information on the consulate websites or give them a call.

<input checked="" type="checkbox"/>	<b>Mailing Documents to Korean Consulate</b>	
<input type="checkbox"/>	<b>Address the envelope with consulate address "ATTN Notarization Dept."</b>	
<input type="checkbox"/>	<b>Include fee as listed on the consulate website</b>	Fee should be paid in cash or money order unless other payment methods are stated
<input type="checkbox"/>	<b>Send documents by Xpresspost or Priority Courier</b>	Other mailing methods will not be accepted
<input type="checkbox"/>	<b>Include a self-addressed and pre-paid Xpresspost or Priority Courier envelope</b>	The consulate will send your documents back to you in the self-addressed pre-paid envelope

**VISA APPLICATION FORM INSTRUCTIONS**

The Visa Application is turned in with the rest of the blue documents to the Korean consulate during the second half of the process. Some of the questions are bit confusing. Please use the chart listed below for clarification:

Box #	Question	Instructions
Box 8	What is the classification of my passport?	Leave blank unless you have a diplomat passport or other unique type of passport
Box 11	Who is the issuing authority?	This is the country who issued the passport
Box 16-18	What is my occupation?	List your most recent place of employment (not your job in Korea)
Box 19	Purpose of Entry	Teach English for "your school's name"
Box 21	Desired Length of stay?	One Year, teaching contract
Box 23	Address in South Korea	You can give your schools address
Box 27	Who will pay for your stay	Your School Name
Box 32	Guarantor in Korea	Give your school director's name, phone number, and school address. For relationship: "Employer"