

Adventure Teaching's Visa Process Checklist

For Citizens of:

adventure 
TEACHING INC

USA
South Africa
UK
Australia
New Zealand

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.

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

Nearest Consulate Information (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:

VISA PROCESS TIMELINE

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 how long it will take the authorities to complete your Criminal Background Check. It also 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 the United States, it takes close to 3 months to attain a criminal background check. In other countries the process can be done in 3-4 weeks.

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 apostille
3. Your nationwide Criminal Record Check with notarization and apostille

Special note for United States Citizens: FBI checks, take up to 8-12 weeks to complete. You will want to start the process ASAP! See: <http://www.fbi.gov/hq/cjisd/fprequest.htm>

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 (6-12 weeks).

<input checked="" type="checkbox"/>	RED documents will be submitted to the Adventure Teaching Office in Korea	
<input type="checkbox"/>	This Page of Visa Process Checklist	All items should be checked off the checklist and checklist should be included in package
<input type="checkbox"/>	Notarized and copy of your diploma with apostille attached See detailed instructions below	Notarized Copy with Apostille Attached
<input type="checkbox"/>	Nation-wide (Federal) Criminal Record Check with NOTARIZATION and APOSTILLE Must be no older than 6 months when submitted	You must send the original CRC attached to a notarized copy with an apostille attached Please be sure to follow the detailed instructions given below.
<input type="checkbox"/>	Your Resume	
<input type="checkbox"/>	A clear photo copy of the information page of your passport	Note: this is the page with your picture etc. A black and white copy is fine.
<input type="checkbox"/>	E-2 Health Statement Form must be completed by hand and signed.	This is a simple self-assessment Any notation of illegal drug use will cause your application to be turned down by Korean immigration (Download from AT Website)
<input type="checkbox"/>	4 Official Passport Photos 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, The UPS Store and Wal-Mart offer discount prices

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

As of January 1st 2011, Korean immigration services will no longer accept original diplomas, they will only accept copies of diplomas that have been notarized and have an apostille attached.

How to attain a copy of your diploma notarized by notary public and apostille attached (notary and apostille explained below)

1. Have an official copy of your diploma performed by a local notary public. After having the copy performed and notarized, you will need to have an apostille attached as well. See Apostille Instructions below.

TIP: While you are at your university, you should ask them if they are able to perform a notarized copy of the diploma for you. Often universities have notaries present and can complete the process with little confusion for a small fee.

If the university is able to copy and notarize your diploma for you, it is ready to be sent to the apostille office. See instructions 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.”

CRIMINAL RECORD CHECK INSTRUCTIONS

1. Order a **NATIONWIDE** Criminal Record Check (CRC) and have it **notarized** AND have an **apostille** attached.

- ✎ The check must be a nationwide check issued by a government office.
- ✎ Korean immigration will not accept any criminal checks issued more than 6 months prior.
- ✎ The Original CRC must be submitted to Korea, not just a copy of the CRC.
- ✎ Americans need to request to have their check “authenticated”

The issuing authority will ask who the check is for. You will request the check for PERSONAL REASONS as the results will be sent to you not to the employer. Have them send the results to **you** or **another convenient address** where you can pick up the results easily. You should also mention that the CRC will need to be apostilled they might be able to help you with this process as well.

Australia (2-6 weeks): follow the instructions on the Australian Federal Police website
<http://www.afp.gov.au/>

Ireland (up to 6 weeks): Please follow the instructions on the following website:
<http://www.crb.homeoffice.gov.uk/default.aspx>

New Zealand (up to 6 weeks): follow the instruction on the following website
<http://www.justice.govt.nz/privacy/>

South Africa (6-12 weeks): follow the information on the following website

<http://www.dfa.gov.za/consular/policeclear.htm>

United Kingdom (up to 6 weeks): please contact the nearest Korean consulate for information
<http://gbr.mofat.go.kr/eng/index.jsp> on where to receive a nationwide Criminal Background Check

United States of America (6-12 weeks): please see the Adventure Teaching Guide for attaining an FBI Criminal Record Check or you can follow the instructions on the FBI website. Have the results sent to you. <http://www.fbi.gov/hq/cjisd/fprequest.htm>

Note: Americans, remember to request that the FBI “authenticate” your check. In certain states having this *authentication* is necessary to complete the process.

2. **The CRC issuing authority for your country can often notarize, and apostille the results of the check for you, be sure to see if this is an option for you.**

If the issuing authority is able to complete the notarization, your check is ready to be sent to the apostille office. See instructions below.

NOTARIZATION AND APOSTILLE INSTRUCTIONS

Apostille: *“A French word which means a certification. It is commonly used in English to refer to the legalization a document for international use under the terms of the 1961 Hague Convention. Documents which have been notarized by a notary public, and certain other documents, and then certified with a conformant apostille are accepted for legal use in all the nations at the convention.”*

The process to obtain an apostille varies somewhat from state to state and country to country. Be sure to carefully follow the instructions as listed on your apostille office’s webpage.

TIP: We recommend completing the notary and apostille process for your criminal record check and your diploma at the same time in order to save time and energy.

APOSTILLE PROCESS:

1. **Locate a notary public**

Notaries preformed at places like The UPS Store, FedexKinkos, or other mailing stores are often the least expensive and have the fewest problems.

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

For Diploma: Have the notary make a copy of the diploma and notarize the copy. The notary might have you sign the copy and then they will sign the copy and notarize it. This form of notary is often referred to as a “JURAT” or “VERIFICATION”

For CRC: Most of the time, the CRC does not need to be notarized since it’s a Federal Document. Please call your apostille office to confirm. *Americans, please see the note below about the Apostille service you will need to use.*

Don’t Miss This: You must send your original CRC to Korea.

3. **Have an Apostille Attached to the Notarized document**

After the document (diploma) is notarized, send/bring it to the government office that apostillizes documents and have an apostille attached. (*Always call the Apostille office for further clarification.*)

For Americans: The FBI background Check issued by the Department of Justice (FBI) will require a Federal level (NOT "State" level) apostille. The Secretary of State (state level) is not authorized to apostille such documents since this is a Federal issued document. The US Department of State (Federal level agency) will apostille this type of document. **Do not** send it directly to the Department of State office in DC since this process can take up to 8 weeks.

You will need to use the following service to expedite the apostille process. The turnaround for this service is 24 hours. For example, if you FedEx your FBI check on Monday and they receive it on Tuesday, you will have it back on Thursday. The cost below also includes the cost of your Apostilled documents being sent back to you (all address in the USA) by FedEx.

Express Document Authentication Services (EDAS)

Website: <http://www.expressauthentication.com/>

Phone: 1-866-886-8472 (9am - 5:30pm EST)

Contact Person: Brigitte Siegall

Email: brigitte@expressauthentication.com

Cost: \$103 USD for the FBI Background Check (inclusive of the FedEx overnight return mail fee), \$85 USD for additional document

Important: Download the *Apostille Money Order Form* found on the left hand column of the following page: <http://www.adventureteaching.com/visaprocess/american.html>. Please send this along with your package.

Diploma: This service notarizes and apostilles your diploma all in one process

FBI Check: FBI Background Checks do not need to be notarized. The original check can be mailed directly to Bridgette.

Please call or e-mail Brigitte Siegall prior to sending your documents to make sure you send everything correctly. Don't forget to get a tracking number for your package when you send it to them.

Read the instructions on your apostille office's webpage. Find the nearest apostille office using this page: <http://adventureteaching.com/visaprocess.html> (quick links)

Download the prewritten customizable "apostille request letter" listed under "downloads" on the Adventure Teaching website.

Tip: We recommend completing the process in person to save *time and* money. If it is necessary to complete the process by mail you will need to follow the specific instructions as listed on your state's apostille office's webpage.

Note: The fees and processes change quite frequently (the fees listed on the AT website might not be accurate). Be sure to check the latest information on the apostille office’s website or give them a call.

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 can be a 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 school’s name and 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”