

# **Adventure Teaching's Visa Process Checklist**

**For Citizens of:**  
**USA**

ADVENTURE  
TEACHING INC

## Let's Get Started!

- ☞ Once in Korea, all teachers must conduct 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 (ARC), 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.
- ☞ 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 the website of your nearest Korean Consulate often for visa updates, working hours, and fees. **Always call the Consulate before sending any paperwork!**

Direct visa questions to the AT Staff:	
North America Office	Email: <a href="mailto:visa@adventureteaching.com">visa@adventureteaching.com</a> Phone: 1-844-597-3064(Toll Free, PST) Skype: visa.adventureteaching
South Korea Office	Email: <a href="mailto:dokhoon@adventureteaching.com">dokhoon@adventureteaching.com</a> Phone: +82-02-6271-0242 (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 US Postal Service. Use a reputable courier like FedEx, DHL, or UPS. Using USPS 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 **red 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.

HIRING SEASON (Arriving in South Korea)*	BEGIN GATHERING <b>RED VISA DOCS</b>	HAVE <b>RED VISA DOCS</b> READY (AT THE LATEST!)	INTERVIEWING WITH SCHOOLS IN SOUTH KOREA (GATHERING <b>BLUE VISA DOCS</b> )
<b>FEBRUARY</b>	OCTOBER 1	DECEMBER 1	DECEMBER- JANUARY
<b>MAY</b>	JANUARY 1	MARCH 1	MARCH - APRIL
<b>AUGUST</b>	APRIL 1	JUNE 1	JUNE - JULY
<b>NOVEMBER</b>	JULY 1	SEPTEMBER 1	SEPTEMBER-OCTOBER

*\*For the hiring seasons, most positions start near the middle of the month. However, be prepared to leave for training at the beginning of the month.*

**NOTE FOR OTHER START DATES NOT LISTED:** Jobs are available in between these hiring seasons, there are just not as many available. If you are aiming for a date that is outside a hiring season, then you should aim to have your **Red Visa Docs** ready **2 months before** your estimated start date.

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

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

If you use a channeler for your FBI check, you could possibly have your **red visa documents** ready in less than a month. However, this process really depends on how diligent you are about reading through this visa process package and following it precisely. 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. Completing the process by mail adds significant wait times.

## 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 apostille
4. Sealed transcripts\*\*

*\***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 certified with a conformant apostille are accepted for legal use in South Korea.*

*\*\***Transcripts:** You will submit sealed transcripts to the Korean Consulate in your jurisdiction later in the process (more info on page 5). Some Consulates no longer require transcripts; be sure to contact your Consulate to find out.*

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.

**Lastly** – in an effort to keep the details of the visa process up to date, the AT staff updates this document regularly. Korean immigration and Korean Consulates often change things, and we do our best to stay up to date with their regulations and changes. Please read this PDF in depth, and keep it close for reference throughout this process.

**And if you don't read anything else, read this:** Korean Consulates in the States frequently change their verification and visa processes. It is **your responsibility** to call the Consulate in your jurisdiction to ensure that you have the proper documents, the correct amount of money, the accepted method of payment (money order, cash, etc.), and the accepted mailing method (UPS, FedEx). Please make a habit of calling your Consulate **before** sending in your Blue Documents.

Find the contact information for your nearest Korean Consulate [here](#).

## STEP 1

**Gather the Required Documents (4-8 weeks). Update the VPE on your progress!**

<input checked="" type="checkbox"/>	<b>RED documents will be submitted to the Adventure Teaching Office in Korea as soon as possible – work diligently to gather these documents!</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>1 <u>notarized</u> COPY of your diploma with <u>apostille</u> attached</b> See detailed instructions below	<b>Follow the detailed instructions given on pages 8 + 11.</b>
<input type="checkbox"/>	<b>1 <u>original</u> nation-wide (FBI) Criminal Record Check with Federal Level APOSTILLE</b> Must be no older than 6 months when submitted to Korean Immigration	<b>Follow the detailed instructions given on pages 9-11.</b> NOTE: If you have international work experience or went to University abroad, please let your Visa Process Expert know
<input type="checkbox"/>	<b>Your Resume</b>	NOTE: If you have international work experience or went to University abroad, please let your Visa Process Expert know
<input type="checkbox"/>	<b>A clear photo copy of the information page of your passport</b>	Note: this is the page with your picture, personal info, etc. A black and white copy is fine.
<input type="checkbox"/>	<b>E-2 Health Statement</b> Form must be completed by hand and signed.	This is a simple self-assessment. Form must be completed by hand and signed. NOT A COPY! ( <a href="#">Download from AT Website</a> ) NOTE: If you answered 'yes' to any question, let us know!
<input type="checkbox"/>	<b>4 Official Passport Photos</b> Note: These photos <b>do not</b> need to match the photo on your passport. Simply get <u>5 new</u> passport photos (you'll need 1 more for the Blue Documents)	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm) Tip: Stores like Costco, UPS, Wal-Mart have discounts

<input checked="" type="checkbox"/>	<b>BLUE documents will be submitted to your nearest Korean Consulate in the States AFTER you sign a contract with a school in Korea.</b>	
<input type="checkbox"/>	<b>Your Passport</b>	Consulate will place Visa in your passport
<input type="checkbox"/>	<b>Completed E2 Visa Application</b>	Can be found and downloaded on your local <a href="#">Korean Consulate's website</a>
<input type="checkbox"/>	<b>Consul's Checklist</b>	<a href="#">Download from AT Website</a>
<input type="checkbox"/>	<b>1 Official 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 NOTE: sometimes not required – contact your consulate
<input type="checkbox"/>	<b>Your Resume</b>	NOTE: If you have international work experience or went to University abroad, please let your Visa Process Expert know
<input type="checkbox"/>	<b>Money for Visa Fee</b> Visa fee is between \$40-\$50	Check your <a href="#">Consulate's webpage</a> for exact payment amount and preferred payment type

**This page should be submitted to the AT Korea office alongside your other red documents.**

## STEP 2

After you've gathered them **EMAIL YOUR VPE**, and then send the **RED** documents to the Adventure Teaching office in Korea.

**Important:** Send with FedEx, 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 3-5 days.

*DO NOT send with the regular mail service / USPS as this may result in extreme delays or loss of documents.*

### Adventure Teaching Korea Office: Mailing Address

Adventure Teaching Inc. (c/o Dokhoon Ryu)  
#113 Namsan Jeongeun Sky Officetel,  
56 Dasan Ro, Joong Gu, Seoul, Korea 04597  
(Phone: 02-6271-0242)

**\*NOTE:** Steps 3-10 don't happen until **AFTER** you've signed a contract with a school in Korea.  
**Your priority right now?** Gather the red documents and get them to the AT Korea office ASAP!

Once your red documents are in Korea, it's simply a matter of waiting for a school to offer you a position.  
After you sign a contract, you'll need the **blue** documents right away... make sure they're ready!

## STEP 3

After you have signed a contract in Korea, your school will submit your **red** documents to Korean Immigration (immediately). Your **red** documents will already be in Korea, and your **blue** documents will be with you at home.

## STEP 4

Korean Immigration will issue you a VIN (Visa issuance number) which will be sent to Adventure Teaching (12-15 business days). Adventure Teaching will notify you ASAP when we have this information.

- ✓ The VIN is a simple number that will be added to your E2 Visa Application form.
- ✓ Please have all the **blue** documents ready and waiting! Make sure you've called your nearest Korean Consulate, too. As soon as we receive the VIN, you'll write it on the E2 Visa application and proceed to Step 5.

## 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:

- #1: Bring your documents in person (timeline depends on Consulate). **\*recommended\***
- #2: If you do not live within driving distance to the Korean Consulate you will need to send your documents expedited via DHL, UPS, FedEx, etc. Include a return envelope with a tracking number to be sure your documents won't be lost in the mail (timeline depends on Consulate – call them!).

**If you are mailing in, please make sure you are using the proper mailing method! Call your Consulate to ask what type of mailing method they accept.**

→ **Visa Fee:** Fees differ at each Consulate; please check your [Consulate's website](#). Fees usually range from \$45—\$55 USD.

Ideally you will want the multiple entry visa, as this allows you to travel outside of the country during your year stay. However, some consulates do not issue multiple entry visas from your home country. If you have to get the single entry, you can always apply for the multiple entry once you are in South Korea. It is not a difficult or lengthy process.

→ **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 [Korean Consulate](#) will put the visa in your passport (2-15 days).

## STEP 7

**Notify your placement coordinator ASAP when you have your visa in hand.** Your flight itinerary will be sent to you after your visa is in hand. Often, this will happen 2-4 days before your actual departure!

## STEP 8

**Adventure Teaching will communicate with your school and our travel agent to reserve your flight and solidify your departure date. (Flights must be booked through AT's Travel Agent)**

- ✓ 2-3 days before you leave, AT will send you an Arrival Info email. Please read it thoroughly!

## STEP 9

**After you arrive in Korea, your school will help you arrange your medical exam** (which you will need to apply for your Alien Resident Card).

- ✓ The medical exam must be completed within 90 days of arrival, but will likely be performed with the first couple of weeks.
- ✓ The exam will be performed at the nearest hospital, which your school will help you find. It costs between \$90-115 USD, which you will be responsible to pay for.

## STEP 10

**After the results of the medical exam are returned to you (3-4 days), your school will help you file for your Alien Resident Card (ARC).**

- ✓ You will visit the nearest immigration office to apply. You will need your passport, health test results, and 15,000KRW processing fee (approx. \$12 USD)
- ✓ **IMPORTANT:** ask the immigration office to give you 1 verified copy of your degree and 1 verified copy of your Criminal Record Check. They have these on file, and should be able to give the verified copies to you right there.

## How to prepare your **Bachelors Diploma** for Korean immigration

**Step 1:** a local notary public makes a copy of your diploma

**Step 2:** the notary public will notarize the copy

**Step 3:** you get an apostille attached to the notarized copy

### Check to ensure the following is true of your diploma:

- ✓ Your Diploma needs to say *Bachelor's Degree* somewhere on it.
- ✓ Your Diploma needs to be in English (If it is in Latin, you need a certified translation as well)
- ✓ If your diploma was issued in another country than your citizenship you need to let our VPE know.



IMPORTANT NOTE: As of January 1<sup>st</sup> 2011, Korean immigration will no longer accept original diplomas, they will only accept copies of diplomas that have been notarized and have an apostille attached. They will also accept Masters diplomas in place of Bachelors diplomas. **However, they will not accept any other substitute for a Bachelors diploma.** You do NOT need to get your Masters diploma or TEFL certification Notarized or Apostilled unless your Masters Degree is the substitute for your diploma.

### How to notarize a copy of your diploma: (note below – EDAS can notarize your diploma as well)

1. **Locate a notary public.** This can be completed with a simple web-search. Have them make an official copy of your diploma.
2. **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 Oha “JURAT” or “VERIFICATION”
3. After having the copy notarized, you will need to have an **apostille attached**.

### How to apostille your diploma:

#### Option 1: Secretary of State office

Each Secretary of State office has slightly different methods for processing a diploma. Please double check your State's website to be sure that you understand the correct process. Find the contact information for each Secretary of State office [here](#). **Please note:** you usually cannot apostille your CRC through the Secretary of State office – only your diploma. So you need to check that both can be done (and done in a reasonable time).

#### Option 2: Express Document Authentication Services (EDAS)

**Contact:** Brigitte Tan Siegall

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

**Phone:** 1-866-886-8472 (9am - 5:30pm EST) / 1-202-223-8822

**Email:** [brigitte@expressauthentication.com](mailto:brigitte@expressauthentication.com)

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

**Important –** Download the *Apostille Money Order Form* found on [this page](#). Please send this along with your package. 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.

*NOTE: If you pay by credit/debit card, please add 5% card processing fee added to the total amount. Money order or cashier's check is also acceptable as form of payment.*

➔ **Diploma:** If you wish, you can use EDAS to notarize and apostillize your diploma all in one process, rather than going to a local notary and your Secretary of State Apostille office. You can mail it with your CRC, or you can scan and email the diploma to Brigitte.



## How to prepare a **Criminal Record Check** for Korean immigration

**Step 1:** apply for an **FBI** criminal record check (CRC)

**Step 2:** get an apostille attached to the original CRC

- **IMPORTANT NOTE:** Going directly through the FBI (local police station) for your Criminal Record Check usually takes 10-14 weeks and costs around \$30-40. We would HIGHLY RECOMMEND going through a channeler instead! (see below)
- The CRC must be a **federal level** check issued by the FBI. If you are using a channeler other than the one we have suggested below, ensure that the check goes through National FBI records and it is not just a state check.
- The application will ask who/what the check is for. You will request the check for **Personal Reasons** OR **Moving/Traveling to a Foreign Country**. It may also ask for **Employer Information** – leave that blank.
- Korean immigration will not accept any CRC's issued more than **6 months** prior to visa submission date.
- The **original** CRC must be submitted to Korea, not a copy of the CRC.
- Ask for the CRC to be sent to you, or another **convenient address** where you can pick it up easily.

**FBI Channeler** – only takes a few weeks and costs around \$50

Here is a list of [FBI-Approved Channelers](#). CRCs through a Channeler typically take 1-3 weeks, as opposed to the normal 8-12 weeks when you go straight to the FBI yourself. They are a little more expensive, but well worth the money if you don't have a lot of time.

We HIGHLY recommend using the [National Background Check](#). They have been used a lot by Adventure Teaching Teachers in the past, and they are super reliable! You can fill out [this form](#), and they should have it back to you within 1-3 weeks.

**Who / What the Check is for:** The application will typically ask who/what the check is for. You will request the check for PERSONAL REASONS or LIVE/WORK/ TRAVEL.

**Getting Fingerprints:** No matter which channeler you use, you will have to visit your local police station and get your fingerprints done.

- ✓ Some channelers ask for 2 sets of fingerprint cards to ensure accuracy. Check your channeler's website and verify if you need 2 cards.
- ✓ If possible, ask for digital / electronic prints. We have seen some fingerprint cards get rejected if they are ink because they are too "blurry". This option of digital prints might not be possible, so if it isn't, just make sure that your prints are legible.

**IMPORTANT NOTE:** You need to get the actual CRC mailed to you. DO NOT ask for the email version, this will not be accepted by Korean Immigration.

**APPLYING FOR CRC WHILE ABROAD?** You can still apply to the National Background Check while you are abroad, you will just need to get Fingerprints from a local US Embassy. If they are unable to do them at the embassy, they can (usually) point you in the right direction on where to get them.

## How to apostille your CRC:

Your CRC (most likely) will not be able to be apostilled by your Department of State. You can call them to verify, but usually they don't apostille CRCs or it takes an exceptionally long time to do so. Please ensure BEFORE you send it to the Department of State, you check that they are able to do it, and that it will return in an adequate amount of time. If you are unable to get your CRC apostilled by the Department of State, we recommend using EDAS for the apostiling process as well.

Please follow these detailed instructions for **getting an expedited apostille with EDAS**.

### Express Document Authentication Services (EDAS)

**Contact:** Brigitte Tan Siegall

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

**Phone:** 1-866-886-8472 (9am - 5:30pm EST) / 1-202-223-8822

**Email:** [brigitte@expressauthentication.com](mailto:brigitte@expressauthentication.com)

**Cost:** \$103 USD for FBI Background Check (inclusive of the FedEx overnight return mail fee), \$85.00 USD for diploma apostille.

*NOTE: If you pay by credit/debit card, please add 5% card processing fee added to the total amount. Money order or cashier's check is also acceptable as form of payment.*

➔ **FBI Check:** You must mail your CRC to Brigitte. The mail-in turnaround for this service is 4 business days (the day of receipt of the document does not count since the US Dept of State is open only from 8:00 am to 9:00 am). For example, if you Overnight FedEx your FBI check on Monday and EDAS receives it on Tuesday, the document will be submitted to the US Department of State on Wednesday and the apostille document will be ready for shipment back to you the following Monday, you should receive the apostille document back by Tuesday. The cost below also includes the cost of your apostilled documents being sent back to you (all addresses in the USA) by FedEx.

➔ **Diploma:** If you wish, you can use EDAS to notarize and apostillize your diploma all in one process, rather than going to a local notary and your Secretary of State apostille office. You can mail it with your CRC, or you can scan and email the diploma to Brigitte.

This is exactly what your CRC should look like:

1-787 (Rev. 01-20-2011)

U.S. Department of Justice  
Federal Bureau of Investigation  
Clarksburg, WV 26306  
5/31/2012 4770

[REDACTED]

The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation has completed the following fingerprint submission:

Subject Name	Search Completed	Result
[REDACTED]	5/30/2012	NO ARREST RECORD-FBI

Social Security number: XXX-XX-[REDACTED]

The result of the above response is only effective for the date the submission was originally completed. For more updated information, please submit new fingerprints of the subject.

In order to protect Personally Identifiable Information, as of August 17, 2009, FBI policy has changed to no longer return the fingerprint cards. This form will serve as the FBI's official response.

Any questions may be addressed to the Customer Service Group at (304) 625-5590. You may also visit the Web site at [www.fbi.gov](http://www.fbi.gov) for further instructions.

*Kimberly J. Del Greco*  
Kimberly J. Del Greco  
Section Chief  
Biometric Services Section  
Criminal Justice Information  
Services Division

Sample Apostille from Washington DC (using EDAS)  
(CRC + Diploma)

**APOSTILLE**  
(Convention de La Haye du 5 octobre 1961)

1. Country: United States of America

This public document  
2. has been signed by Kimberly J. Del Greco

3. acting in the capacity of Section Chief, Biometric Services Section

4. bears the seal/stamp of U. S. Department of Justice, Federal Bureau of Investigation

**Certified**

5. at Washington, D.C.

6. the sixteenth of September, 2013

7. by Assistant Authentication Officer, United States Department of State

8. No. 13000014

9. Seal/Stamp

10. Signature: Derrick Branch  
Derrick Branch

Sample Apostille from a Secretary of State Office  
(DIPLOMA only!)

  
Connie Lawson  
Secretary of State

**SECRETARY OF STATE**  
STATE OF INDIANA

**APOSTILLE**  
(Conventions de la Haye du 5 Octobre 1961)

1. Country: United States of America

2. This public document has been signed by Kelley E. Werner

3. Acting in the capacity of notary public in & for St. Joseph County

4. And bears the seal/stamp of notary public in & for the State of Indiana

**CERTIFIED**

5. at Indianapolis, Indiana

6. this Twenty-Third day of September, 2013

7. by the Secretary of State of Indiana

8. No. A2013-0923042045

9. Seal/Stamp:

10. Signature: Connie Lawson  
Connie Lawson  
Indiana Secretary of State



Effective May 1, 2003 all apostilles from the Indiana Secretary of State will have an electronically printed seal.  
This document was revised March 17, 2012.

## 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, in other words, after you sign a contract with a school. Some of the questions can be a bit confusing. Please use the chart listed below for clarification:

Question	Instructions
What is the classification of my passport?	Ordinary Passport (OR)
Place of Issue	The country who issued your passport
Occupation	Your most recent place of employment (not your job in Korea)
Purpose of Entry	Teach English for (your school's name)
Potential length of stay	One Year, teaching contract
Address in South Korea	Write your school's name and address
Who will pay for the expense of your stay?	School Name; Relationship = Employer
Guarantor in Korea	Relationship: Employer. For school director's name, nationality, phone number, school address, gender and date of birth <b>Your placement coordinator will email you the Guarantor Information later in the process, after immigration processes your Red Documents.</b>

Can be found and downloaded on your local [Korean Consulate's website](#).