

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

**For Citizens of:**

**Australia**

**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.

<b>Direct visa questions to the AT Staff:</b>	
North America Office	Email: <a href="mailto:visa@adventureteaching.com">visa@adventureteaching.com</a> Phone: 1-866-473-4544 (Toll Free, PST) Skype: visa.adventureteaching
South Korea Office	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:

---



---



---



---

## 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.

If you're available to depart for Korea starting in:	Ideal application date via AT website:	Latest date to apply for your CRCs*:	Latest date to send Red Documents to AT Korea office:
January	August - September	Before September 20th	November 30th
February	September - October	Before October 20th	December 31st
March	October - November	Before November 20th	January 31st
April	November - December	Before December 20th	February 28th
May	December- January	Before January 20th	March 30th
June	January - February	Before February 20th	April 30th
July	February - March	Before March 20th	May 31st
August	March - April	Before April 20th	June 30th
September	April - May	Before May 20th	July 31st
October	May - June	Before June 20th	August 31st
November	June - July	Before July 20th	September 30th
December	July - August	Before August 20th	October 31st

\*You will need 2 original CRCs for employment in Korea. Allow up to 2 months for your CRCs to be processed and returned to you. CRCs are valid for 6 months from the date they are processed.

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 Australia, it usually takes 3-5 weeks to attain a Criminal Record Check (CRC).

### **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
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 Australia 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, Purolator, etc). 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 (5-12 weeks).**

<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 notarized copy of your diploma with apostille attached</b> See detailed instructions below	Notarized copy with apostille attached
<input type="checkbox"/>	<b>1 original nation-wide (Federal) Criminal Record Check with Federal Level APOSTILLE</b> Must be no older than 6 months when submitted to Korean Immigration	<b>Please be sure to follow the detailed instructions given on pages 8-10.</b>
<input type="checkbox"/>	<b>Your Resume</b>	
<input type="checkbox"/>	<b>A clear photo copy of the information page of your passport</b>	<b>Note:</b> 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. ( <a href="#">Download from AT Website</a> )
<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 <b>5 new</b> passport photos (you'll need 1 more for the Blue Documents)	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm)

<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>	See instructions below. Download the E2 Visa Application <a href="#">here</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 *may or may not be required – contact your Consulate
<input type="checkbox"/>	<b>Your Resume</b>	
<input type="checkbox"/>	<b>Money for Visa Fee</b>	Check your <a href="#">Consulate's</a> webpage 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, 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 as this may result in extreme delays or loss of documents.*

### Adventure Teaching Korea Office: Mailing Address

Adventure Teaching

C/O Dok Hoon

#306 Hyundai Anseong Tower, 217 Itaewon Ro,

Yongsan Gu, Seoul, Korea 04349

(Phone: 070-7618-0242)

**\*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 with a school 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 (10-15 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! 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 (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 via DHL, UPS, FedEx, etc. Include a return envelope with a tracking to be sure your documents won't be lost in the mail (4-12 days).

→ **Visa Fee:** Fees differ at each Consulate; please check your [Consulate's](#) website.

→ **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.

### **STEP 8**

Adventure Teaching will communicate with your school and our travel agent to reserve your flight and solidify your departure date.

✓ 2-4 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 \$55–70 AUD, 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 10,000KRW processing.
- ✓ **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:** get an apostille attached to the notarized copy

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.



*"But I don't have a diploma yet!"* – if you are graduating soon and will not have a diploma until 4+ weeks after graduation, please tell your placement coordinator. Korean immigration no longer accepts any proof of graduation **except a diploma**. The availability of your diploma will directly affect the timeline for your arrival in Korea.

### How to notarize your diploma:

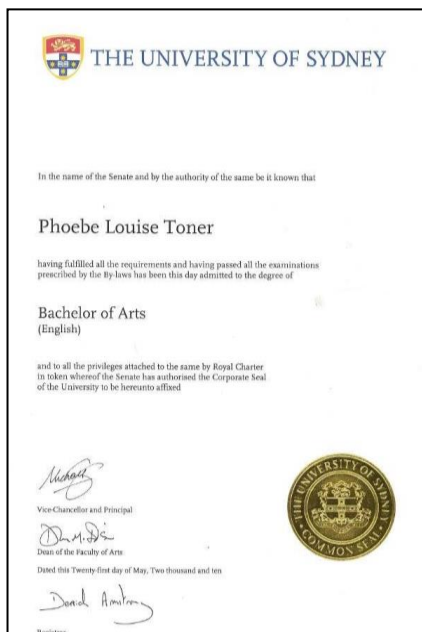
1. **Locate a notary public.** This can be completed with a simple web-search. Have them make an official copy of your diploma.
  - [Click here](#) for a listing of notaries in Australia
  - **Tip:** ask your University if they are able to perform a notarized copy of the diploma for you. Universities often have notaries present and can complete the process with little confusion for a small fee.
2. **Notarize the copy.** The notary *might* have you sign the copy and then they will sign the copy and notarize it.
3. After having the copy notarized, you will need to have an **apostille attached**.

**Important** – some Korean schools ask for a 2<sup>nd</sup> notarized + apostilled diploma. You have 2 options:

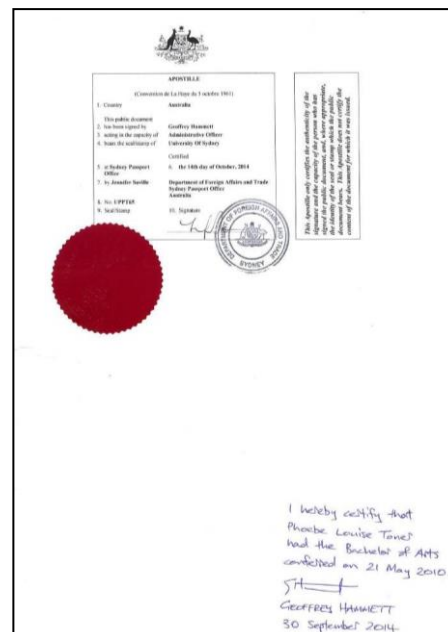
1. Get 2 copies of your diploma notarized now. **\*\*You will only need to get 1 copy apostilled.\*\*** If you end up needing the 2<sup>nd</sup> one, you can get it apostilled later.
2. Get one copy of your diploma notarized/ apostilled now, and if you end up needing a 2<sup>nd</sup> one, you can go through the whole process again later.

### How to apostille your diploma:

Apostille's will be pasted **on the back** of the document. There should be NO extra pages – it is just pasted on the back of the document. Please see [this website](#) for apostille process in Australia.



**Example Diploma Front**



**Back: apostille**



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

→ Don't Miss This: You must send your **original CRC** to Korea!

Order 1 **nationwide National Police Check (CRC)** from the [Australian Federal Police](#). **Have it notarized and have a federal level apostille attached.**

- The CRC must be a federal level check issued by a government office.
- 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.
- This process can take between 2-7 weeks in Australia – submit your

**Important** – some Korean schools ask for a 2<sup>nd</sup> notarized + apostilled CRC. You have 2 options:

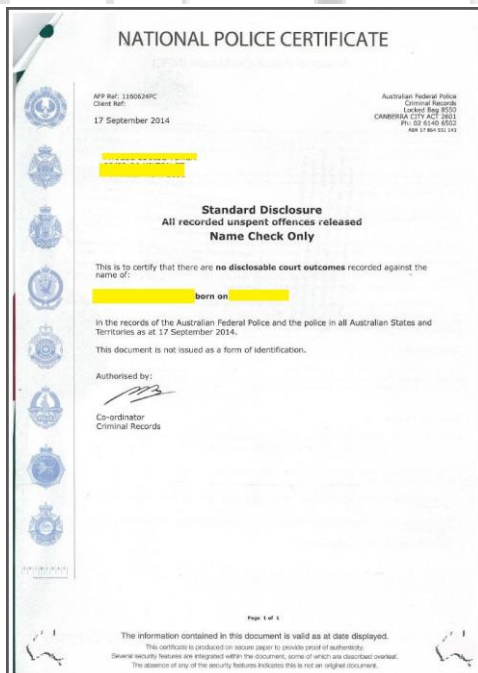
1. Order 2 originals of your CRC now. **\*\*You will only need to get 1 CRC apostilled.\*\*** If you end up needing the 2<sup>nd</sup> one, you can get it apostilled later.
2. Order 1 now, and if you end up needing a 2<sup>nd</sup> one, you can go through the whole process again later.

application ASAP! Ask for the CRC to be sent to you, or another **convenient address** where you can pick it up easily. Feel free to contact the [nearest Korean Consulate](#) in Australia for more information.

### How to notarize your CRC:

1. **Locate a notary public.**
  - ✓ Listings of notaries in Australia: <http://www.notarylocator.com.au/>
2. **Notarize the original.**
3. Have an **apostille** attached to the notarized, original CRC.

**How to apostille your CRC:** Follow the instructions on [this page](#).



CRC Front



Apostille on the back

**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 below for clarification:

<b>Box #</b>	<b>Question</b>	<b>Instructions</b>
<b>Box 14</b>	What is the classification of my passport?	Ordinary Passport (OR)
<b>Box 15</b>	Place of Issue	The country who issued your passport
<b>Box 18</b>	Occupation	Your most recent place of employment (not your job in Korea)
<b>Box 26</b>	Purpose of Entry	Teach English for (your school's name)
<b>Box 27</b>	Potential length of stay	One year, teaching contract
<b>Box 30</b>	Address in South Korea	Write your school's name and address
<b>Box 32</b>	Who will pay for the expense of your stay?	School Name; Relationship = Employer
<b>Box 35</b>	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>