Visa Process Checklist

For Citizens of:

Canada

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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: visa@adventureteaching.com Phone: 1-844-597-3064 (Toll Free, PST) Skype: visa.adventureteaching
South Korea Office	Email: dokhoon@adventureteaching.com 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**
- □ When possible, use a reputable courier, preferably FedEx, DHL, or UPS. Using Canada Post can potentially cause severe delays and lost documents. Please note that **some Consulates ONLY accept Canada Post!**

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 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 RED VISA DOCS**	**HAVE RED VISA DOCS READY** **(AT THE LATEST!)**	**INTERVIEWING WITH SCHOOLS IN SOUTH KOREA** **(GATHERING BLUE VISA DOCS)**
FEBRUARY	OCTOBER 1	DECEMBER 1	DECEMBER- JANUARY
MAY	JANUARY 1	MARCH 1	MARCH - APRIL
AUGUST	APRIL 1	JUNE 1	JUNE - JULY
NOVEMBER	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: _____

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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. Completing the process by mail 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 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, accompanying letter (from notary), and a verification by the Korean consulate
3. Your Criminal Record Check with verification by the nearest Korean Consulate
4. Sealed transcripts*

> ***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.

IMPORTANT INFO: Korean Consulates in Canada 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 documents for verification, and call them again **before** sending in your Blue Documents.

Find the contact information for your nearest Korean Consulate here.

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STEP 1

Gather the Required Documents (4-9 weeks)

☑	**RED documents will be submitted to the Adventure Teaching Office in Korea as soon as possible – work diligently to gather these documents!**	
☐	**This Page of the Visa Process Checklist**	All items should be checked off the checklist and checklist should be included in package
☐	**1 copy of your diploma notarized and accompanied by a letter (from the notary), and later verified by Korean Consulate** See detailed instructions below	**Follow the detailed instructions given on pages 8 + 11.**
☐	**1 original Criminal Record Check with RCMP stamp verified by Korean Consulate** Must be no older than 6 months when submitted to Korean Immigration	**Follow the detailed instructions given on pages 9-11.** **NOTE**: If you have international work experience or went to University abroad, please let your Visa Process Expert know
☐	**Your Resume**	**NOTE**: If you have international work experience or went to University abroad, please let your Visa Process Expert know
☐	**A clear photocopy of the information page of your passport**	**Note:** this is the page with your picture, personal info, etc. A black and white copy is fine.
☐	**E-2 Health Statement** Form must be completed by hand and signed.	This is a simple self-assessment. Form must be completed by hand and signed. (Download from AT Website) NOTE: If you answered 'yes' to any question, let us know!
☐	**4 Official Passport Photos** Note: These photos **do not** need to match the photo on your passport. Simply get **5 new** passport photos (you'll need 1 more for the Blue Documents)	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm)

☑	**BLUE documents will be submitted to the Korean Consulate in Canada AFTER you sign a contract with a school in Korea.**	
☐	**Your Passport**	Consulate will place Visa in your passport
☐	**Completed E2 Visa Application**	Can be found and downloaded on your local Korean Consulate's website
☐	**Consul's Checklist**	Download from AT Website
☐	**1 Official Passport Photo**	Passport Photos (2 x 2 inch or 3.5 by 4.5 cm)

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☐	**1 set of official, sealed University transcripts***	Stamp/sticker/or registrar's signature should be over the seal of the envelope ***NOTE:** sometimes not required – contact your consulate
☐	**Your Resume**	**NOTE**: If you have international work experience or went to University abroad, please let your Visa Process Expert know
☐	**Money for Visa Fee** Visa fee is between $45-$80	Check your Consulate's 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, EMAIL YOUR VPE, and then 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 3-5 days.

DO NOT send with a regular mail service / Canada Post 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!

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

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—$80 CAD. (Depending on type of visa- see below)
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 (2-14 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!

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STEP 8

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

- ✓ 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 $75-115 CAD, 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, heath test results, and 10,000KRW processing fee (approx. $8 CAD)
- ✓ 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 **Bachelor's Diploma** for Korean immigration

****ENSURE YOU CHECK WITH YOUR KOREAN CONSULATE BEFORE YOU START! (see info box below)**

Step 1: a local notary public makes a copy of your diploma
Step 2: the notary public will notarize the copy
Step 3: the notary public will type an accompanying Cover Letter
Step 4: you get the notarized copy **verified** by a Korean Consulate
Step 5: order sealed transcripts through your university

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 1st 2011, Korean immigration will no longer accept <u>original</u> diplomas, they will only accept <u>copies</u> of diplomas that have an apostille and accompanying letter

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attached. They will also accept Masters diplomas in place of Bachelor's diplomas. **However, they will not accept any other substitute for a Bachelor's diploma.** You do NOT need to get your Master's diploma or TEFL certification Notarized or Apostilled unless your Master's Degree is the substitute for your diploma.

Each Korean Consulate in Canada has slightly different methods for processing a diploma. Please double check your Consulate's website to be sure that you have the correct information. Find the contact information for your nearest Consulate here. Once you are

How to notarize your diploma:

Important – INFO ON KOREAN CONSULATE

Once you find your nearest Korean Consulate office, to find information on the diploma requirements for the visa application, go to the page labeled *Consular/Visa Service* (it is at the top of the home page). Once there, there should be a side bar menu on the left that mentions *Degree Verification* or *University Degree for E2* or *Document Services*. Click there to find more up to date information.

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 a

   "JURAT" or "VERIFICATION". Some consulates give a detailed description as to

   what is required of the notary. If you (or the notary you use) are confused by

   what / where to sign for the diploma, take a look at the detailed description

   from the Korean Consulate in Montreal.

3. **The notary will type an accompanying Cover Letter. This letter needs to include:**
   - ✓ What was notarized and date of notarization (valid within the last 6 months)
   - ✓ Official Seal of the Notary Public
   - ✓ Full name of the Notary Public
   - ✓ Signature of the Notary Public
   - ✓ Full contact information (address AND phone number) of the Notary Public

4. After having the copy of your degree notarized with the accompanying letter, you will need to obtain a **verification stamp** on it from a Korean Consulate.

How to verify your diploma:

*__Wait__ until your Criminal Record Check is complete – you need to verify both your diploma **and** your CRC. You will save time and money if you do them at the same time. *

Instructions on diploma verification can be found on page 11.

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

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****ENSURE you bring the ORIGINAL Criminal Record Check that includes fingerprints to the Korean Consulate**

Step 1: apply for a CRC
Step 2: get the original CRC **verified** by a Korean Consulate

Order a Criminal Record Check (CRC) from your local *Commissionaires Office*. When it returns, take it to the Korean Consulate in your jurisdiction to have it **verified**.

Important: There are a few different methods of obtaining a CRC in Canada, but not all methods are accepted by Korean immigration**. This is the method that you SHOULD use, as it's the QUICKEST method accepted by immigration.** You can go through a RCMP office, but they usually take much longer than the Commissionaires Office does. If you do go through a local RCMP office, ask them for an ETA on the documents before they are processed. Provincial, citywide, DOB based, or name- based checks are *NOT* accepted. RCMP checks are *the only* CRC accepted.

- The CRC **must have** RCMP clearance – in other words, your actual CRC must clearly state that the RCMP records were searched. Please ask the Commissionaires office **before** paying for and performing the check if the check will be run through the **RCMP National Repository of Criminal Records**. You do not need to get an RCMP search *from* the RCMP, but you **do** need your CRC from the Commissionaires office to clearly identify the RCMP stamp/seal/or other type of RCMP acknowledgement. More info (and pictures) below.

- Ask for a CRC that has your fingerprints on it. See **Example 1** on page 10. If you are unable to get one with prints on it, it must look like **Example 2.**

- At some point in the process it may be necessary to tell the Commissionaires Office that you are planning to teach English in Korea and that the CRC is a visa requirement.

- 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.

- The original CRC must be submitted to Korea, not a copy of the CRC. Korean immigration will not accept any CRC's issued more than 6 months prior to visa submission date.

- Ask for the CRC to be sent to you, or another **convenient address** where you can pick it up easily.

- This process can take between 3-6 weeks in Canada – submit your application ASAP!

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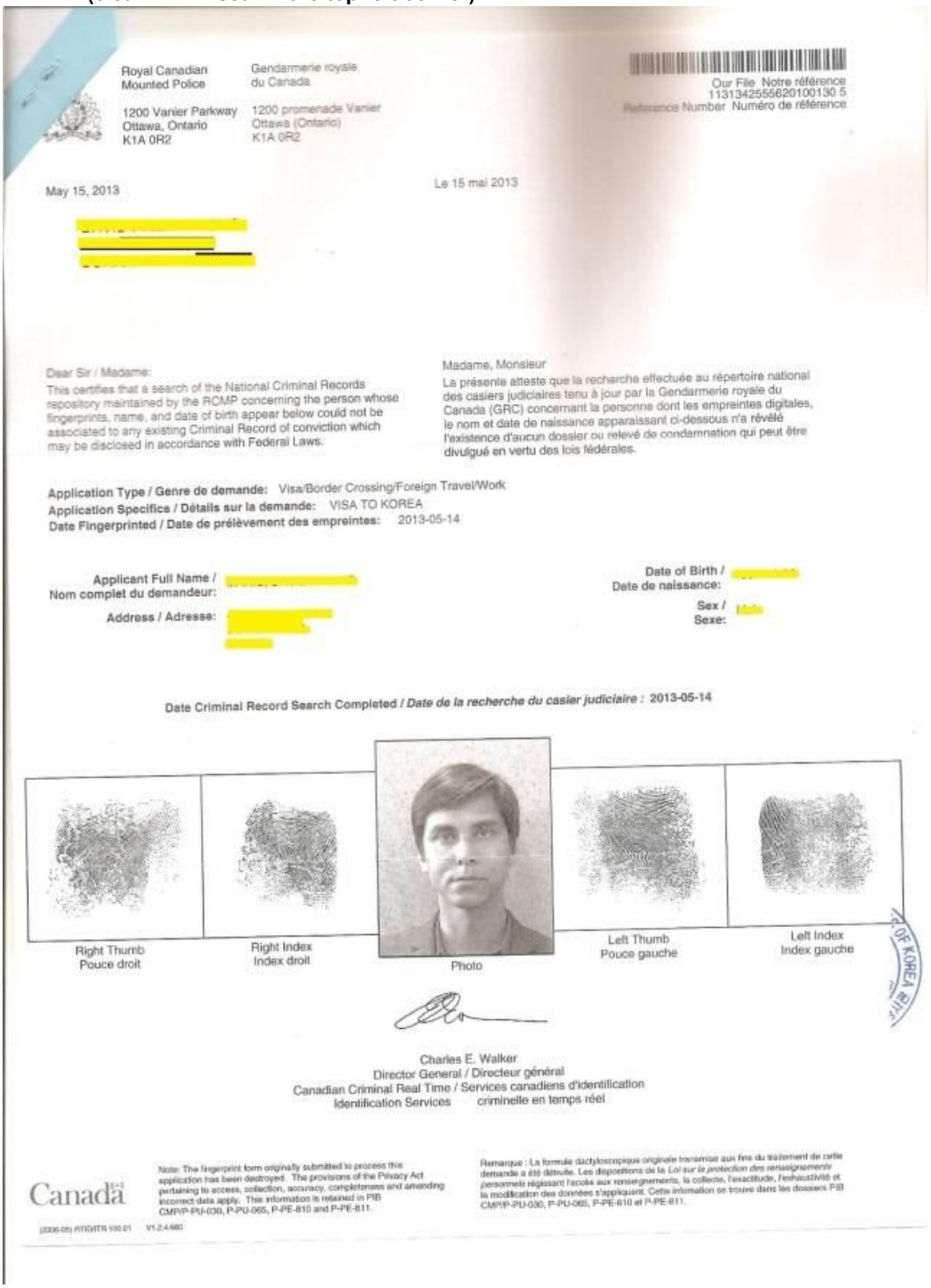
Example 1: Fingerprints and picture (clear RCMP seal in the top-left corner)



Royal Canadian Mounted Police / Gendarmerie royale du Canada

1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2 / 1200 promenade Vanier, Ottawa (Ontario), K1A 0R2

Our File Notre référence
1131342555620100130 5
Reference Number Numéro de référence

May 15, 2013 — Le 15 mai 2013

[redacted]

Dear Sir / Madame:
This certifies that a search of the National Criminal Records repository maintained by the RCMP concerning the person whose fingerprints, name, and date of birth appear below could not be associated to any existing Criminal Record of conviction which may be disclosed in accordance with Federal Laws.

Madame, Monsieur
La présente atteste que la recherche effectuée au répertoire national des casiers judiciaires tenu à jour par la Gendarmerie royale du Canada (GRC) concernant la personne dont les empreintes digitales, le nom et date de naissance apparaissant ci-dessous n'a révélé l'existence d'aucun dossier ou relevé de condamnation qui peut être divulgué en vertu des lois fédérales.

Application Type / Genre de demande: Visa/Border Crossing/Foreign Travel/Work
Application Specifics / Détails sur la demande: VISA TO KOREA
Date Fingerprinted / Date de prélèvement des empreintes: 2013-05-14

Applicant Full Name / Nom complet du demandeur: [redacted]
Address / Adresse: [redacted]
Date of Birth / Date de naissance: [redacted]
Sex / Sexe: [redacted]

Date Criminal Record Search Completed / *Date de la recherche du casier judiciaire* : 2013-05-14

Right Thumb / Pouce droit — Right Index / Index droit — Photo — Left Thumb / Pouce gauche — Left Index / Index gauche

Charles E. Walker
Director General / Directeur général
Canadian Criminal Real Time / Services canadiens d'identification criminelle en temps réel
Identification Services

Canada

Note: The fingerprint form originally submitted to process this application has been destroyed. The provisions of the Privacy Act pertaining to access, collection, accuracy, completeness and amending incorrect data apply. This information is retained in PIB CMP/P-PU-030, P-PU-065, P-PE-810 and P-PE-811.

Remarque : La formule dactyloscopique originale transmise aux fins du traitement de cette demande a été détruite. Les dispositions de la *Loi sur la protection des renseignements personnels* régissant l'accès aux renseignements, la collecte, l'exactitude, l'exhaustivité et la modification des données s'appliquent. Cette information se trouve dans les dossiers PIB CMP/P-PU-030, P-PU-065, P-PE-810 et P-PE-811.

(2006-05) RTD/ATR 100.01 V1.2.4.660

Example 2: no fingerprints (but clear RCMP seal in the top-left corner)

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Reference Number
13-174478

PIB CMP PPU 005 and CMP PPU 030

Release of Results of Criminal Record Check

Part 1 - Applicant Information

Surname	Given name(s)	Gender	Date of birth (yyyy-mm-dd)
[redacted]	[redacted]	☐ Male ☒ Female	[redacted]
Current address	**City**	**Province**	**Postal code**
[redacted]	[redacted]	[redacted]	[redacted]

Important Notices

- **This information does not constitute a Certified Criminal Record by the RCMP.**
- **A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.**
- **This information may not contain all criminal record convictions, or convictions and records related to "young persons" pursuant to the *Youth Criminal Justice Act*.**
- **Motor vehicle records not checked - Consult provincial/territorial ministries for driver's abstract.**

Part 2 - Results

☒ **Negative** -Based solely on the name(s) and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

☐ **Incomplete** -Based solely on the name(s) and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

☐ **Possible match** -Based solely on the name(s) and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records.

☐ **Local conviction not added to National Repository of Criminal Records** - Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, there was a criminal conviction(s) registered on _____ at a sex offender record where a Record Suspension (Pardon) was granted. Delays do exist between a conviction rendered in court and the details being accessible on the RCMP National Repository of Criminal Records.

This is Not an Affirmation of Good Character

Completed by

Employee (signature)	Detachment stamp or seal
[signature]	RCMP HALIFAX DISTRICT Lower Sackville Office 711 Old Sackville Rd. Lower Sackville, NS B4C 3H6
ID no.	Date
165371	2013-12-24

RCMP GRC 6389e (2013-04)

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Canada

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How to verify your diploma and CRC:

*__Wait__ until your Criminal Record Check is complete – you need to verify your diploma **and** CRC.
You will save time and money if you do them at the same time. *

Document verification in Canada can be done at the Korean Consulate in your jurisdiction. Each Korean Consulate has slightly different methods for processing a diploma and Criminal Record Check (CRC). Please double check your Consulate's website to be sure that you have the correct information. Find the contact information for your nearest Consulate here.

Take/send these documents to the Consulate (please call your Consulate to double check before you send):

1. Original Criminal Record Check
2. Original University Bachelors Diploma
3. A photocopy of your Diploma that has been notarized and includes the accompanying letter. This must be done within your current jurisdiction.
   a. *For Example:* if you submit to the Vancouver Consulate, get your degree notarized in BC
   b. **REMINDER** Remember that the accompanying letter MUST include:
      - What was notarized (Degree)
        - Date of notarization
        - Full name and contact (address and phone number) of Notary Public
        - Official Seal of the Notary Public
        - Signature of the Notary Public
4. One set of sealed transcripts (will not be returned and must be within 6 months old)
5. Fee for diploma and CRC verification (check your Consulate's website, as fees can frequently change)
6. Your passport and photocopy

Important – INFO ON KOREAN CONSULATE

Once you find your nearest Korean Consulate office, to find information on the verification requirements for the visa application, go to the page labeled *Consular/Visa Service* (it is at the top of the home page). Once there, there should be a side bar menu on the left that mentions *Criminal Record Check / Degree* or *Document Services*. Click there to find more up to date information on how to verify these docs.

Tip: If you are mailing your documents to the Consulate, please be sure to ask them what Mail Method to use (FedEx, Canada Post, etc) and include a stamped and self-addressed return envelope in the package.

Checklist: sending documents to the Korean Consulate for verification

☑	Mailing Documents to Korean Consulate	
☐	**Address the envelope with Consulate address**	**"ATTN Verification Dept."**
☐	**Include fee as listed on the Consulate website**	Fee should be paid in cash or money order unless other payment methods are stated
☐	**Send documents by Consulate's preferred mailing method**	Other mailing methods will not be accepted, make sure you check with them!

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□	**Include a self-addressed and prepaid Priority Courier envelope**	The Consulate will send your documents back to you in the self-addressed prepaid 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 – AFTER you sign a contract with a school in Korea. Some of the questions are 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 the 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 **Your placement coordinator will email you the Guarantor Information later in the process, after immigration processes your Red Documents.**

Can be found and downloaded on your local Korean Consulate's website.

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