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| **Hands Korea Recruiting**  **E-2 Visa Document Checklist - CA** | |
| Check | list |
|  | **2 copies of ink-signed EPIK application form (#17) including a personal essay and a lesson plan on the last pages of the application form**  Please send your application form with **final revised one** that you get some statement getting from EPIK after your interview |
|  | **A photocopy or scan of passport photo page**  \* Expiration date of your passport has to be left over more than 1.5 years.  \* This can be in color or black and white. The most important thing is that all information  (i.e. passport number) is visible. |
|  | **4 passport-sized photos**  \* These must be on photo paper and meet **all passport** photo regulations.  \* Visit <http://www.onthegosoft.com/passport_photo_specifications.htm> for international passport photo standards. (3.5x4.5 photo) |
|  | **A Criminal Background Check with Electronic Fingerprinting issued by RCMP,** **photocopy NOTARIZED by a PUBLIC NOTARY (some consulates don’t require CBC to be notarized) and sealed with a Consular’s Seal**(from the Korean consulate in your area)**. DO NOT GET THE BACKGROUND CHECK “ISSUED” BY A LOCAL POLICE DEPARTMENT.**  **\*Criminal Background Check must be issued within 6 months from your starting date.**  **Information -** [**http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm**](http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm)  **-** [**http://www.rcmp-grc.gc.ca/cr-cj/ps-sp-elect-eng.htm**](http://www.rcmp-grc.gc.ca/cr-cj/ps-sp-elect-eng.htm)  **Electronic Fingerprinting can only be done in specific RCMP offices/ stations. Please look at above link for the locations in your city. Call them up and ask if they can do the electronic finger printing.**  **\*IMPORTANT : You must visit the website of your nearest Korean Embassy/Consulate for the requirements of receiving your Consular’s Seal. Please click “VISA”, “Degree or Criminal Background Verification,” and/or “Consular Seal” for directions on how to receive your Consular’s Seal. Each Embassy/Consulate have different requirements for the consulate seals**  **Vancouver Consulate – for BC, Alberta,** **Saskatchewan, Yukon, and the Northwest Territories**  [**http://can-vancouver.mofa.go.kr/english/am/can-vancouver/visa/criminal/index.jsp**](http://can-vancouver.mofa.go.kr/english/am/can-vancouver/visa/criminal/index.jsp)  [**http://can-vancouver.mofa.go.kr/english/am/can-vancouver/visa/university/index.jsp**](http://can-vancouver.mofa.go.kr/english/am/can-vancouver/visa/university/index.jsp)  **Toronto Consulate – for Ontario Manitoba**  [**http://can-toronto.mofa.go.kr/english/am/can-toronto/visa/degree/index.jsp**](http://can-toronto.mofa.go.kr/english/am/can-toronto/visa/degree/index.jsp)  [**http://can-toronto.mofa.go.kr/english/am/can-toronto/visa/record/index.jsp**](http://can-toronto.mofa.go.kr/english/am/can-toronto/visa/record/index.jsp)  **1. Original criminal records search certificate.**  **2. Photocopy and an original of the photo ID ( Driver's License or Passport )**  **3. $4.00 per document (Cash or Money Order only, Personal cheque is not acceptable)**  **Note:**  **If applying by mail**  **- a self addressed prepaid envelope (only Xpresspost is accepted) is required.**  **- DO NOT send an original photo ID(passport).**  **Montreal Consulate – for Quebec, Nova Scotia, New Brunswick, Prince-Edward Island and Newfoundland and Labrador**.  [**http://can-montreal.mofa.go.kr/english/am/can-montreal/visa/criminal/index.jsp**](http://can-montreal.mofa.go.kr/english/am/can-montreal/visa/criminal/index.jsp)  [**http://can-montreal.mofa.go.kr/english/am/can-montreal/visa/degree/index.jsp**](http://can-montreal.mofa.go.kr/english/am/can-montreal/visa/degree/index.jsp)  **Ottawa Embassy –**  [**http://can-ottawa.mofa.go.kr/english/am/can-ottawa/visa/document/index.jsp**](http://can-ottawa.mofa.go.kr/english/am/can-ottawa/visa/document/index.jsp)  **Your check should look something like this.**  RCMP-background-from-DreamWorks |
|  | **A photocopy of your diploma/degree certificate,** **NOTARIZED by a PUBLIC NOTARY (within your area/check out consulate’s requirements for notary) and sealed with a Consular’s Seal**(from the Korean consulate in your area)  **\*Please bring your original with you to South Korea. A Sealed transcript is needed when obtaining the consular’s seal from the consulate.**  \*Get the Korean consulate seal on your degree, you should have to send one of your official transcript to the Korean consulate.  \*If your Korean consulate seal is affixed on the original degree, EPIK cannot return the original degree to you.  \*If you haven’t received Bachelor’s diploma, you may submit a ‘letter of expected graduation’ which is including course completion date and diploma confer date.  -If your diploma is written in another language besides English, it will need to be translated, or attach a letter of graduation with notarized and apostilled. |
|  | **4 separately sealed university transcripts**  \* These do not need to be notarized copies but must be sealed from your university.  Do not open them upon receiving!  \* **please send the first one along with a copy of your diploma to receive your consulate seal at the same time. (at the Korean consulate)**  **\* the second one will be needed at the time of your visa interview at the Korean consulate. (keep it in your hand)**  **\* and the third and the last ones, you will send them to HandsKorea with the rest of your documents. (for your visa here in Korea)** |
|  | **2 Recommendation Letters (original physical ones with ink signatures)**  \* These two letters of recommendation must be the same as the ones you submitted to EPIK with **letter head, contact info of Email and phone number**, **date of issue, position of the referee is need** (attaching business card is possible instead of contact info) |
|  | **A copy of your TEFL/TESOL/CELTA certificate** (optional)  If you hold the in-class TESOL /TEFL and your certificate does not state that you have your in-Class then you should have to proof with a letter getting from your institute. |
|  | **A Photocopy of Master’s degree diploma, notarized and apostilled** (optional)  \*If you have both a BA degree and a MA degree, you must get them notarized and apostilled separately. Do not get them done together. |
|  | **3 separately sealed Master’s degree transcripts** (optional) |
|  | **A proof of full-time teaching experience** (optional) |
|  | **A copy of teacher’s license or certificate** (optional) |
|  | **Seoul Attachment Form/ SOME Addendum/ SOME Contract** (optional)  **(only if you choose Seoul as your first location)** |
|  | **A doctor’s note** (optional)  \*it must state not only the applicant’s current health status but also confirm in the statement that the applicant in question will have “no problem teaching abroad.” |

Please send **ALL** of the required documents above to Hands Korea via an international parcel delivery service (i.e. FedEx, DHL). Please remember to receive and **email your mail tracking number**

to Hands Korea **ASAP!**

**Hands Korea (Company Name)**

**# 303 Taejin B/D(Building and Office number)**

**527-3 Deungchon-2dong, Gangseo-gu, Seoul, Korea(Neighborhood and Address)**

**Seoul, Korea (City and Country)**

**157836 (Postal Code) old / 07667 (Postal Code) new**

**(If new postal code doesn’t work, you can use old postal code.)**

**(213) 559-7696 (US number) 02-6083-7791(Office contact number)**

Cut this address and attach on the mail

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| **Hands Korea**  **# 303 Taejin B/D, 527-3 Deungchon-2dong,**  **Gangseo-gu, Seoul, Korea**  **07667 (Postal Code)**  **(213) 559-7696 (US number) 02-6083-7791(Office contact number)** |