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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)**  |