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| **Hands Korea Recruiting**  **E-2 Visa Document Checklist - NZ** | |
| Check | list |
|  | **2 copies of ink-signed EPIK application form (#17)**  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, notarized and Apostilled.**  **\*Criminal Background Check must be issued within 6 months from your starting date.**  **Obtaining a New Zealand National Police Check:**  CRC’s are usually referred to as **Police Clearance Reports** in New Zealand  NPC Website  <http://www.justice.govt.nz/services/criminal-records/get-a-copy-of-your-criminal-record>  NPC Application  http://www.justice.govt.nz/services/criminal-records/forms/request-by-individual.pdf  **Obtaining an Apostille in New Zealand: The Department of Internal Affairs**  (*Please have these documents* ***notarized first*** *before submitting)*  <http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Apostille-Certification-Index?OpenDocument>  Fee: $32 NZD |
|  | **A Photocopy of Bachelor’s degree diploma, notarized and apostilled**  \* Please note a photocopy of your diploma (not the original diploma) requires a notarization and Apostille.  **Obtaining a Notary in New Zealand:** <http://notarypublic.org.nz/>  **Obtaining an Apostille in New Zealand: The Department of Internal Affairs**  (*Please have these documents* ***notarized first*** *before submitting)*  <http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Apostille-Certification-Index?OpenDocument>  Fee: $32 NZD  \*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. |
|  | **3 official, 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 only 2 transcripts** to our office and you will keep the other with you for your Visa Interview at the Korean Embassy/Consulate. |
|  | **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)** |