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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 ZealandNPC Website<http://www.justice.govt.nz/services/criminal-records/get-a-copy-of-your-criminal-record>  NPC Applicationhttp://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)**  |