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| **Hands Korea Recruiting**  **E-2 Visa Document Checklist - USA** | |
| 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 FBI Background Check, with apostilled**  **You need to make sure your FBI check is clean- meaning no arrests.**  (Apostille has to be from the Dept. of State with the yellow piece of paper / **state level of Apostille is not acceptable**)  **Criminal Background Check must be issued within 6 months from your starting date**  **\*please use the FBI channeler service and the US legalization service.**  \*After you receive the FBI check from the channeller, it is recommended to use an express courier service to get it apostilled.  \*FBI Channeler  National Background Check - (800) 441-1661 <http://www.nationalbackgroundcheck.com/>  \*Website for courier service. <https://www.uslegalization.com/> (less than 2 weeks processing time)  You can check the status of your FBI check after 4 weeks by calling **(202) 324-3000.** |
|  | **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.  \*Apostille for your diploma can be obtained only from Secretary of State. (**State level of apostille is fine**)  \*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 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) |

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)** |