

REQUIRED E2 VISA DOCUMENTS - FOR CANADIANS

WHAT YOU NEED TO PREPARE (sending to Korea AND to submit to the consulate later - combined):

- **1** RCMP, CPIC or Commissionaire criminal record check with original consulate seal
 - * Both can be copies, but SEALS must be original.
 - * Must be under 6 months old at the time of visa processing
- **1** notarized copy of diploma with original consulate seal (must be notarized by notary public prior to getting consulate seal - also original)
- **2** sets of "sealed" official transcripts (must be in separate "sealed or stamped" envelopes as well)
- **4** passport photos (real photos, no scans or prints)
- Valid passport (at least 6 months validity remaining)

Important Notes:

- All applicants must have a CLEAN criminal record and be 100% DRUG FREE (illicit drugs). Any teachers who fail or refuse the mandatory medical test required to be taken immediately upon arrival will promptly be fired and deported back to their own country at their own expense, including airfare reimbursement.
- Diplomas must be in English. Diplomas in Latin MUST have a translation done with the university letterhead, and signed or stamped.

STEP-BY-STEP INSTRUCTIONS:

STEP 1: If need be, order your passport or renew current passport

Step 2: Order your criminal record check

3 Types: RCMP, CPIC (GTA) or COMMISSIONAIRES (Que/Ont.)

Fingerprints are all done electronically. You can visit your local police station to get fingerprints done and apply for your RCMP check. FOR CPIC and Commissionaries checks, you can visit their local office and have it all done there. Should not take more than 2 weeks.

NOTE: CONSULATE SEALS - You will later need to get your criminal record check and notarized copy of diploma CRC's both affixed with the consulate seal from your local Korean consulate (see STEP 5)

Step 3: Order your sealed transcripts (2)

Step 4: Get a copy of your degree notarized by a Notary Public.

Step 5: Visit your local Korean consulate to acquire your consulate seals (1 on Criminal record check/ 1 on notarized diploma copy). If you cannot visit in person, you will need to courier your documents to them via CANADA EXPRESS POST ONLY, and be sure to include a self-addressed envelope in order to have your documents returned to you.

What to submit to the consulate when acquiring seals:

- Notarized Criminal background check – original check + notarized copy stapled together
- Notarized copy of diploma
- Original diploma (for back up verification)
- 1 set of sealed transcripts
- Photocopy of passport information page
- Processing free (inexpensive - but check your local Korean consulate for current pricing)

Important Notes:

- It is wise that you call your local Korean consulate and confirm the above with them. Policies can sometimes vary.
- Once you receive your initial RCMP or CPIC CRC in the mail (prior to visiting the consulate), we can get started on your placement.