

REQUIRED E2 VISA DOCUMENTS: “UK, IRELAND, AUST., NZ AND SA”

WHAT YOU NEED:

- **1 NATIONAL** criminal record check + original apostille
 - Can be copies but apostilles must be original
 - Must be under 6 month old at the time of processing.
- **1** notarized copy of diploma + apostille (must be notarized by notary public prior to getting apostille) – notarizations and apostille must be original on ALL documents (no photocopies)
- **1** set of “sealed” official transcripts (must be in “sealed or stamped” envelope)
- **4** passport photos (real photos, no scans or prints)
- Valid passport (at least 6 months validity left)

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 but the university including letterhead and signed or stamped.

INSTRUCTIONS BY COUNTRY:

You must receive tow (2) criminal background checks from your local police department and then have them verified as per the instructions of your local Korean Embassy. You will do the same with your two notarized copies of diploma. Please call the consulate or embassy in your area in order to be updated on their latest requirements for the criminal background checks:

UK

<http://www.koreanembassy.org.uk/>

In the UK, it is called Basic Disclosure

How to get the Apostille on your CRB:

Once you have your CRB check to hand you need to get an apostille certificate attached to it. An apostille certificate is a stamp that confirms it is authentic. The process for getting an apostille differs from country to country so please contact us for more information

If you are from the UK you have 3 options.

Option 1

You can get an apostille from the FCO office. It is located in Milton Keynes and you can go in person and get it done within the day. Here is the website for more information:

<http://www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/>

Option 2

You can send your CRB check to the FCO office. However, despite the fact they say it will be back with you in 10 working days that are currently taking over a month to get the apostille to you.

<http://www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/>

Option 3

This is the option I advise if you can't get to Milton Keynes. It is done through a private apostille service. It takes 5 working days

<http://www.apostille.org.uk/>

NB. If you choose option 1 or 2 you need to get a practicing UK solicitor to sign your CRB check first.

IRELAND

Korean consulate in Dublin: <http://irl.mofat.go.kr/eng/eu/irl/main/index.jsp>

Apostille info:

The Department of Foreign Affairs

Consular Section

Department of Foreign Affairs

69 - 71 Hainault House

St. Stephen's Green

DUBLIN 2

IRELAND

Telephone: +353 1 408 2174

+353 1 408 2322

Website: www.dfa.ie

Department of Foreign Affairs-Consular Services

1a South Mall

CORK

Ireland

Telephone: +353 21 494 4777

Fax: +353 21 494 4772

E-mail: NA

Useful Links: <http://www.dfa.ie/home/index.aspx?id=268>

<http://foreignaffairs.gov.ie/home/index.aspx?id=268>

AUSTRALIA

Korean Embassy in Australia

113 Empire Circuit, Yarralumia, Canberra A.C.T., 2600, Australia

TEL: (61) 2-6273-3044, 6270-4100

Korean Consulate General in New South Wales

Level 13, St James Centre 111 Elizabeth Street, Sydney NSW 2000

TEL: (02) 9210-0201

FAX: (02) 9210-0202

Jurisdiction throughout Australia and Australian Territories with the exception of Australian Capital Territory, South Australia, Western Australia, Tasmania and Victoria.

[Korean Consulate General in Sydney](#)

United Overseas Bank Building, Level 8, 32 Martin Place, Sydney NSW 2000 ,
Australia G.P.O. Box 1601, Sydney NSW 2001, Australia

TEL: (61) 2-9210-0200

FAX: (61) 2-9210-0202

[Consulate of the Republic of Korea in Tasmania](#)

30 Burnett Street, North Hobart TAS 7000

TEL: (03) 6236-3602

FAX: (03) 6231-1278

To get your national CRC:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

(Fingerprint check not required at this time)

To get the apostille: <http://www.dfat.gov.au/brisbane/index.html>

In Australia, apostilles are obtained from The Department of Foreign Affairs and Trade (DFAT). Documents may be submitted in person or by mail at any state or territory DFAT office. If you plan on submitting documents by mail, check with the DFAT office you are dealing with to see how best to send the documents, how they will be returned to you and if there are any applicable fees.

All documents must have an original signature, stamp or seal on them to be apostilled. If the document you wish to have apostilled does not have an original signature, stamp or seal, it must first be notarized by a notary public before being submitted for an apostille.

Most Australian government documents have an official seal or stamp. If your criminal background check is government issued, it shouldn't need to be notarized by a notary public, although it is a good idea to check with the DFAT apostille office before submitting it.

Copies of university diplomas must be notarized by an Australian notary public or signed and stamped by the central Student Administration area of the issuing

school before being submitted for apostilles. If you are ordering a copy of your diploma from your university, check to see if they sign and stamp their documents as not all schools do.

If your school does sign and stamp their documents, you will need to inform them that the document will be going to the DFAT and will need an authorized officer's signature. If your university does not sign and stamp their documents, it must be notarized by a notary public.

The fee for apostilles is AUD \$60 per one page, single sided document.

DAFT Contact Information

The Secretary to the Department of Foreign Affairs and Trade
R.G. Casey Building
John McEwen Crescent Barton,
ACT 0221 Australia.
Telephone: +61 (2) 6261 3644 / +61 (2) 6261 1111
Fax: +61 (2) 6261 2820 / +61 (2) 6261 3111
Email: webmaster@dfat.gov.au, or cnb_cms@dfat.gov.au.
Web: <http://www.dfat.gov.au>

NEW ZEALAND

<http://www.koreanembassy.org.nz/>

Department of Internal Affairs, Authentication Unit

By Courier

Authentication Unit
Level 13
Prime Property Tower
86-90 Lambton Quay
Wellington 6011
New Zealand

By Standard post

Authentication Unit
c/o The Translation Service
PO Box 805

Wellington 6140

New Zealand

Telephone: +64 (4) 470 2928

Fax: +64 (4) 470 2921

E-mail: authentication@egs.govt.nz

Contact person: Carlee Reid

Website - <http://www.dia.govt.nz/apostille>

Price: **NZD \$40** per Apostille certificate

NZD \$15 per copy Certificate (Apostille of identical document / same issuing authority)

Useful Links: <http://www.dia.govt.nz/apostille>

SOUTH AFRICA

(27-12)460-2508

Apostille info:

Any magistrate or additional magistrate

Any registrar or assistant registrar of the Supreme Court of South Africa

Any person designated by the Director-General: Justice

Any person designated by the Director-General: Foreign Affairs

Address: Any registrar or assistant registrar of the Supreme Court of South Africa:

Physical Address :

Constitutional Court

Constitution Hill

(cnr Queen- and Sam Hancock/Hospital Streets)

BRAAMFONTEIN

Postal Address:

Constitutional Court

Constitution Hill

Private Bag X1

BRAAMFONTEIN 2017

South Africa

Telephone: +27 (11) 403-8032

+27 (11) 359-7460

Fax: +27 (11) 403-6524

website: <http://www.concourt.gov.za>

Department of Justice

Postal address

Private Bag X81
PRETORIA, 0001

Street address

Momentum Centre
329 Pretorius Street (c/o Pretorius and Prinsloo Streets) PRETORIA
South Africa
Telephone: +27 (12) 315 1111
Fax: +27 (12) 357 1112
General website: <http://www.doj.gov.za>

Note: Once you receive your initial CRC in the mail (without apostille), we can get started on your placement.