

REQUIRED E2 VISA DOCUMENTS - FOR AMERICANS:

WHAT YOU NEED:

- **1** FBI criminal record check + original apostille
- **1** notarized copy of diploma + original apostille (must be notarized by notary public prior to getting apostille)
- **1** set of “sealed” official transcripts (must be in “sealed or stamped” envelope as well)
- **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 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 by their university including letterhead and signed or stamped.

STEP-BY-STEP INSTRUCTIONS:

⤴ **FBI CHECK:**

Must be ordered via the FBI:

http://www.fbi.gov/about-us/cjis/background-checks/background_checks

- #### ⤴ **APOSTILLE for FBI CHECK and DIPLOMA:** Can be acquired at the Department of State (your diploma can also be affixed with the apostille at your Secretary of State, which can be easier and which you can do while awaiting your FBI check to be processed).

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<http://www.uslegalization.com/>.

- You can also courier it directly to the Dept. of State, which will take 3 weeks (be sure to include a self-addressed courier envelope for either option.
- DO NOT send your documents to the Dept of State via regular mail. It will take up to 6 weeks.

Step 1: Order your FBI checks (takes 8-12 weeks)

Note: be sure to include a note on your FBI check application that you require it to be authenticated.

In order to get it affixed with the apostille from the Dep. of State, you'll have to do have this.

Step 2: If need be, order your passport or renew current passport.

Step 3: Get your degree notarized by a Notary public.

Step 4. Once your FBI CRC has been received, get the apostille seal on your CRC as well as on the notarized copy of diploma.

Important Notes:

- Always try to call ahead to confirm things BEFORE you take a step.
- Once you receive your initial FBI check in the mail (without apostille), we can get started on your placement.