

## REQUIRED E2 VISA DOCUMENTS - FOR CANADIANS

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

- 2 RCMP, CPIC or Commissionaire criminal record checks both with original consulate seal
  - \* Both can be copies, but SEALS must be original.
  - \* Must be under 6 month old at the time of processing
- 2 notarized copies of diploma both with original consulate seal (must be notarized by notary republic prior to getting consulate seal)
- 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 left)

### **Important Note:**

- 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.

### **STEP-BY-STEP INSTRUCTIONS:**

- ⚡ **RCMP, CPIC or COMMISSIONAIRES (must be NATIONAL CHECK):**
  - No fingerprints are necessary (for Korean immigration)
  - Vulnerable Sector Search (VSS) is not necessary
  - National CRCs can be done at RCMP offices, local police stations OR Commissionaires offices (RCMP is strongly preferred by immigration). However, options and waiting times are not consistent. If you are told it will take more than 10 business days to receive your CRC, call another location.
- ⚡ **CONSULATE SEALS: you will need to get your notarized copies of diploma AND your CRC’s both affixed with the consulate seal from your local Korean consulate.**

**Step 1:** If need be, order your passport or renew current passport.

**Step 2:** Order your CRC (for the 2<sup>nd</sup> copy you can make a photocopy of the original as long as the notarizations and consulate seals are original on both).

**Step 3:** Order your sealed transcripts

**Step 4:** Get 2 copies of your degree notarized by a Notary Republic.

**Step 5:** Visit your local Korean consulate to acquire your consulate seals (4 altogether). 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 checks – original check + notarized copy stapled together x 2
- Notarized copy of diplomas (both originals)
- Original diploma (for back up verification)
- 1 set of sealed transcripts
- Photocopy of passport information page
- \$4.00 x 2

***Important Notes:***

- It is imperative that you call your local Korean consulate and confirm this with them. Policies can 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.