

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

### **WHAT YOU NEED:**

- 2 NATIONAL criminal record checks + original apostilles on each
  - Both can be copies but apostilles must be original
  - Must be under 6 month old at the time of processing.
- 2 notarized copies of diploma + apostille (must be notarized by notary republic prior to getting apostilles) – notarizations and apostille must be original on ALL documents (no photocopies)
- 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.

### **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. It will cost you £27. 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. It will cost you £27 plus postage. 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 costs £64.60 plus postage and 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](http://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  
Price: € 20 for each Apostille.

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

## **AUSTRALIA**

Korean Consulate(61-2-9221-3866 or 61-2-6270-4100)

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>

## **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](mailto: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.**