

REQUIRED E2 VISA DOCUMENTS - FOR AMERICANS:

WHAT YOU NEED:

- 2 FBI criminal record checks + original apostilles (on both)
 - Both can be copies but apostilles must be original
- 2 notarized copies of diploma + original apostilles (must be notarized by notary republic prior to getting apostille)
- 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:

⤴ **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 Sec. of State, which can be easier and which you can do while awaiting your FBI check to be processed).

- ⤴ **Note:** When couriating to the Dep. Of State in DC, be sure to use this service as it will take 1 week and is quite cost effective: <http://ww.uslegalization.com/>.
- You can also courier it directly to the Dept. of State, which will take 2 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: Order your sealed transcripts

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

Step 5. Once your FBI CRC's has been received, get the apostille seal on your CRC's as well as on the notarized copies of diploma.

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