

REQUIRED E2 VISA DOCUMENTS - FOR CANADIANS

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

- **1** original, notarized RCMP or Commissionaires check (ONLY), notarized by notary public (only) and with original consulate seal
 - * can process with a copy, but SEAL must be original.
 - * Must be under 6 month old at the time of processing
- **1** notarized copy of ORIGINAL diploma with original consulate seal (must be notarized by CDN notary public prior to getting consulate seal)
- **2** sets of "sealed" official transcripts (must be in separate "sealed or stamped" envelopes as well)
- **5** passport photos (real photos, no scans or prints)
- Valid passport (at least 6 months validity left)

VERY IMPORTANT!

- 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 be promptly terminated and deported back to their own country at their own expense, including airfare reimbursement.
- All applicants must be 100% healthy. If there is any deviation the norm e.g. vegan, any medications, diabetic etc.. it must be reported to your recruiter.
- Diplomas must be in English. Diplomas in Latin MUST have a translation done with the university including letterhead and signed or stamped (or be replaced with an English diploma).
- All names MUST match on diploma, passport and transcripts.
- All diplomas must be from English-speaking countries ONLY.

I

STEP-BY-STEP INSTRUCTIONS:

- ✦ **Fingerprinted RCMP check (no substitutes – Korean immigration is becoming very strict about this – 23/09/13)**
Note: Canadians in Quebec or Eastern provinces should acquire their check at a Commissionnaires office only: <https://www.commissionnaires.ca/>
- ✦ **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 RCMP check. This should be done electronically as it only takes 10-15 days to process. By mail will take up to 6-8 weeks.

How do I submit an electronic finger-print card to the RCMP? There are two ways to submit an electronic fingerprint card to the RCMP.

1. Through a Private Finger Printing Service such as [Commissionaires](#) or [Clear Need](#).
2. Through police services with electronic vulnerable sector checks. If you decide to use the police then make sure they have the resources available to submit your finger-print card electronically. Always call beforehand and double-check.

Link for the locations of police services for electronic fingerprints submission:

<http://www.rcmp-grc.gc.ca/en/who-can-conduct-criminal-record-check>

CRUCIAL: Please remember that name and DOB based checks are no longer accepted by the Korean authorities. They also cannot checks provided by your local police station (although they may access the same database).

For more information, visit: RCMP homepage: <http://www.rcmp-grc.gc.ca/>

Step 3: Order your sealed transcripts

Step 4: Get 1 copy of your degree AND CRC notarized by a Notary Public.

Step 5: Visit your local Korean consulate to acquire your consulate seals (2 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:
(Be sure to confirm with the consult website, as they can differ slightly)

A: Degree Confirmation

1. Original degree
2. Notarized degree ([Notarization on the photocopy of original degree](#))
3. Photocopy and an original of the photo ID (Driver's License or Passport)
4. A University sealed transcript (Consulate will open and keep the transcript for verification purpose)
5. **\$4.00** per document (Cash or Money Order only, Personal cheque is not acceptable)

B: Criminal Records Search Certificate Confirmation

1. Original criminal records search certificate (must notarized for some consulates)
2. Photocopy and an original of the photo ID (Driver's License or Passport)

3. \$4.00 per document (Cash or Money Order only, Personal cheque is not acceptable)

Note: If applying by mail

- a self addressed prepaid envelope (only Xpresspost is accepted) is required.
- DO NOT send an original photo ID (passport).