

**REQUIRED E2 VISA DOCUMENTS:  
"UK, IRELAND, AUST., NZ AND SA"**

**WHAT YOU NEED:**

- **1** NATIONAL criminal record check + + apostille (must be notarized by notary republic prior to getting apostille) – notarizations and apostille must be original on ALL documents (no photocopies)
  - Must be under 6 month old at the time of processing.
- **1** notarized copy of diploma + apostille (must be notarized by notary republic prior to getting apostille) – 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)

**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.

**INSTRUCTIONS BY COUNTRY:**

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**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.**

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**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>

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**AUSTRALIA**

**Korean Embassy in Australia**

113 Empire Circuit, Yarralumia, Canberra A.C.T., 2600, Australia

TEL: (61) 2-6273-3044, 6270-4100

**Korean Consulate General in New South Wales**

Level 13, St James Centre 111 Elizabeth Street, Sydney NSW 2000

TEL: (02) 9210-0201

FAX: (02) 9210-0202

Jurisdiction throughout Australia and Australian Territories with the exception of Australian Capital Territory, South Australia, Western Australia, Tasmania and Victoria.

**Korean Consulate General in Sydney**

United Overseas Bank Building, Level 8, 32 Martin Place, Sydney NSW 2000 , Australia

G.P.O. Box 1601, Sydney NSW 2001, Australia

TEL: (61) 2-9210-0200

FAX: (61) 2-9210-0202

**Consulate of the Republic of Korea in Tasmania**

30 Burnett Street, North Hobart TAS 7000

TEL: (03) 6236-3602

FAX: (03) 6231-1278

**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>

In Australia, apostilles are obtained from The Department of Foreign Affairs and Trade (DFAT). Documents may be submitted in person or by mail at any state or territory DFAT

office. If you plan on submitting documents by mail, check with the DFAT office you are dealing with to see how best to send the documents, how they will be returned to you and if there are any applicable fees.

All documents must have an original signature, stamp or seal on them to be apostilled. If the document you wish to have apostilled does not have an original signature, stamp or seal, it must first be notarized by a notary public before being submitted for an apostille.

Most Australian government documents have an official seal or stamp. If your criminal background check is government issued, it shouldn't need to be notarized by a notary public, although it is a good idea to check with the DFAT apostille office before submitting it.

Copies of university diplomas must be notarized by an Australian notary public or signed and stamped by the central Student Administration area of the issuing school before being submitted for apostilles. If you are ordering a copy of your diploma from your university, check to see if they sign and stamp their documents as not all schools do.

If your school does sign and stamp their documents, you will need to inform them that the document will be going to the DFAT and will need an authorized officer's signature. If your university does not sign and stamp their documents, it must be notarized by a notary public.

The fee for apostilles is AUD \$60 per one page, single sided document.

### **DAFT Contact Information**

The Secretary to the Department of Foreign Affairs and Trade  
R.G. Casey Building  
John McEwen Crescent Barton,  
ACT 0221 Australia.  
Telephone: +61 (2) 6261 3644 / +61 (2) 6261 1111  
Fax: +61 (2) 6261 2820 / +61 (2) 6261 3111  
Email: [webmaster@dfat.gov.au](mailto:webmaster@dfat.gov.au), or [cnb\\_cms@dfat.gov.au](mailto:cnb_cms@dfat.gov.au).  
Web: <http://www.dfat.gov.au>

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### **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

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>

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**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.**