



## **REQUIRED E2 VISA DOCUMENTS - FOR AMERICANS:**

### **WHAT YOU NEED:**

- **1** FBI criminal record check + original apostille
- **1** notarized copy of diploma + original apostille (must be notarized by notary public prior to getting apostille by Dep of State)
- **6** 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.

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

#### **STEP 1: ORDER YOUR FBI CHECK**

Option 1: FBI Checks can be ordered via the FBI official website, but take 4-12 weeks (on average 6 wks in our experience).

[http://www.fbi.gov/about-us/cjis/background-checks/background\\_checks](http://www.fbi.gov/about-us/cjis/background-checks/background_checks)

Option 2:

HOWEVER, we have a more efficient and cost effective method to acquire it that our teachers use. This can take no more than a few days:

A company called **ACCURATE BIOMETRICS** is one of a few Approved Channelers by the FBI: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/list-of-fbi-approved-channelers>

The steps you would have to take:

1. Make an appointment at a local LIVE-SCAN Location to get your fingerprints done.
2. Fill out an Applicant Information Form (To get to this you will):
  - Go to their website: <http://www.accuratebiometrics.com>
  - Click on "Personal FBI Fingerprint-Based Criminal Record Review"
  - Pick a method of Live-Scan Servicing, either by Mail, In-Person, or by Live-Scan Vendor.
  - Click the link provided and fill out form
3. Mail both the fingerprint card and Applicant Form with Payment to their Main Office
  - 4849 N. Milwaukee Ave, Suite 101 Chicago, IL 60630
4. In order to get it Apostilled afterwards it must be mailed back to you, so choose either Option 2,3,or 4 on the application form:

Option 2\* -- US Mail (First class) --

Option 3\* -- UPS 2nd Day Air – Must complete address segment below.

Option 4\* – Customer portal retrieval and copy sent via first class US Mail

The whole process will cost \$55 if you pick Option 2.

**Step 2:** If need be, order your passport or renew current passport.

**Step 3:** Get 1 copy of your degree notarized by a Notary Public.

**Step 4.** Once your FBI CRC has been received, get the Apostille seal on your FBI check as well as on the notarized copy of diploma.

**APOSTILLE for FBI CHECK and DIPLOMA:** Can be acquired at the Department of State.

**Note:** When couriating to the Dep. Of State in DC, we suggest to use this service as it will take 3 business days and is quite cost effective: <http://www.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.

**Important Notes:**

- Always be sure to always call ahead to confirm things BEFORE you take a step.
- Once you receive your initial FBI check in the mail (without apostille), we can get started on your placement.