



A Step by Step Guide to Obtaining your E2 Visa for Canadian Citizens.	
Step 1	Collecting your Documents
University Transcripts	Obtained from your university these must remain sealed in the officially stamped envelope. Must be no more than 3 months old when submitted to Korean Immigration. Cost depends on your university.
Resume (C.V.)	
Copy of your photo page of your passport	
Passport	Make sure your passport is valid for the whole time you will be in Korea plus 6 months.
Signed Employer's Contract	
4 passport photos	
Criminal Records Check See Step 2	Must be no more than 6 months old when submitted to Korean Immigration. Make a photocopy!
Pre-Employment Health Check	We will email you this.
Visa Application Form	We will email you this.

Step 2	Criminal Records Check
Criminal Records Check	<p>The Canadian criminal record check for Korea is granted by RCMP (Royal Canadian Mounted Police) Canada office in Ottawa.</p> <p>To apply for the check, you need to have your fingerprints taken on form C-216C at your local police station. A fee for the fingerprints check is sometimes required depending on the jurisdiction.</p> <p>Next, you need to mail your application to the following address:</p> <p>The Director Canadian Criminal Real Time Identification Services RCMP, NPS Bldg. 1200 Vanier Parkway Ottawa ON KIA 0R2</p> <p>The processing fee for the criminal record check in Canada is \$25 CAN and payable to the "Receiver General for Canada" either by certified cheque or money order. Please note credit card payments are not acceptable.</p> <p>NOTE: It is also possible to apply for a criminal record check from your local police station in Canada (cost \$30, processing time 7 - 10 days, requiring - some form of ID including current address)</p> <p>Useful links and telephone numbers: Royal Canadian Mounted Police (General Inquiries) - +16 139 937 267</p>

Legalisation (No Apostille in Canada)	<p>You need to submit a Criminal Record Check notarized by your local Korean Consulate / Embassy.</p> <p>Your check must include a Vulnerable Sector Search.</p> <p>Canadians who are currently residing in Korea do not have to submit a VSS</p> <p>You need to attach a notary from the Korean Consulate / Embassy to the copy of your diploma</p>
Make Photocopies	When you receive your notarization make 2 photocopies.

Step 3	Sending your Documents
<p>Now you have all your documents. You need to send them all to your employer in South Korea. Your Placement Consultant will provide you with the address and contact. You need to mail the following documents either by FedEx, UPS, TNT or UPS.</p>	
Original Degree Certificate	Returned to you by your employer.
Sealed Transcripts	They must be sealed.
Resume (C.V.)	
Copy of passport picture page.	Do not send your passport.
Signed Contract	Sign and date every page.
2 passport photos	
Criminal Records Check with Notarization	
Pre_Employment Health Check	We will email you this.

Your school, once it receives your documents will contact your Placement Consultant and in turn she will contact you to let you know they have received them safely. The school will then submit your documents to Korean Immigration. If all your documents are correct you will be issued with a Visa Issuance Number. Your Placement Consultant will email it to you. Immigration usually takes 7 to 10 days to process your application. During busy periods this can be longer. Now you have your Visa Issuance Number you can move onto Step 4.

Step 4	Korean Embassy or Consulate
<p>You can now apply to have your E2 Visa stamped in your passport. Please contact your nearest Consulate for exact instructions. Different Consulates have different procedures. You will need the following documents:</p>	
Visa Issuance Number	Emailed to you by your Placement Consultant.
Passport	
Visa Application Form	We will email you this.
2 passport photos	Do not send your passport.
Copy of Degree Certificate	Sign and date every page.
Copy of Criminal Records Check and Apostille	
Self Addressed 24hr Special Delivery Envelope	If applying by mail.
Visa Fee	
<p>Please contact the Korean Consulate in your area for the exact process. Some consulates require an in person interview. So make sure you check the exact process and requirements beforehand. Ask the following questions:</p> <ol style="list-style-type: none"> 1. Is this the right address? 2. What is the cost to process an E2 visa? 3. What methods of payment do you accept? 	

4. How would you like me to mail the information? What service and what type of return envelope?
 5. What is the timescale of the application?
 6. Do you require an interview and how is it conducted?

Step 4A	Visa Application Form
Section 19 Purpose of Entry	Teach English for (name of school).
Section 21 Desired Length of Stay	1 year.
Section 22 Home Address	Address in Canada.
Section 23 Address in Korea	School address and phone number.
Section 27 Who Will Pay for your Trip	School name.
Reference in Korea	Director's name and number.

Korean Embassy Ottawa

150 Boteler Street Ottawa, Ontario, K1N 5A6

tel 613 244 5010

fax 613 244 5043

<http://www.emb-korea.ottawa.on.ca>

Consulate Toronto

55 Avenue Road, Toronto, Ontario, M4V 2J7

tel 416 920 3809

fax 416 924 7305

09:00 - 16:30

<http://www.consulatekorea-tor.org>

Consulate Montreal

Place Ville-Marie, Suite 2015 Montreal, Quebec, H3B 2C4

tel 514 845 2555

fax 514 845 1119

09:00 - 17:00

<http://www.koreanconsulate.qc.ca>

Consulate Vancouver

1600 - 1090 West Georgia St. Vancouver, British Columbia, Canada V6E 3V7

tel 604 681 9581

fax 604 681 4864

09:00 - 16:30

Medical Examination in Korea

Within your first week in Korea the school will organize for you to visit a designated state hospital for your medical exam. You will have to take the following tests, checks and give the relevant samples:

- Dental Check
- Eyesight and Colour blindness test.
- Urine sample
- Blood test
- Chest x-ray
- Interview with Doctor

The examination is nothing to worry about. Korean society is completely intolerant of drugs (although alcoholism is rife) therefore they are mainly testing for drugs and HIV. You will need to pass the examination to receive your Alien Card. If you fail the test due to testing positive for drugs or HIV you will be deported.

We hope you found this information helpful. If you have any comments or you have found the process has changed we would appreciate any feedback. Thanks.