



| A Step by Step Guide to Obtaining your E2 Visa for Irish Citizens. | |
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| Step 1 | Collecting your Documents |
| University Transcripts | Obtained from your university these must remain sealed in the officially stamped enveloped. Must be no more that 3 months old when submitted to Korean Immigration. Cost depends on your university. |
| 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 3 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 |
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| Criminal Records Check | An application costs 6.36 Euros and is payable by cheque, postal order, or bank draft. It should be addressed to 'The Accountant, Department of Justice', and must be made in writing to the following address: Inspector in Charge Garda Central Vetting Unit Racecourse Road Thurles Co. Tipperary The Certificate of Character should be processed within 40 days from time of application. |
| Apostille (Legalisation) | Please contact: 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 Department of Foreign Affairs-Consular Services 1a South Mall CORK Ireland |

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| | Telephone: +353 21 494 4777 Fax: +353 21 494 4772 |
| Make Photocopies | When you receive your CRC and Apostille make 2 photocopies as you will need a copy when visiting the Korean Embassy in Dublin. |

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| Step 3 | Sending your Documents |
| 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 post the following documents either by Fedex, DHL, UPS or TNT. | |
| Original Degree Certificate | Returned to you by your employer. |
| Sealed Transcripts | They must be sealed. |
| 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 Apostille | |
| 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.

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| Step 4 | Korean Embassy, Dublin |
| 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: | |
| 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 | |
| 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: | |
| <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? | |

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| 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 Ireland. |
| 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 Dublin

15 Clyde Road, Ballsbridge, Dublin 4, Ireland

tel 353 1660 8800/8053, 668 2109

fax 353 1660 8716

09:00 – 12:30, 13:30 - 17:00

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.