



A Step by Step Guide to Obtaining your E2 Visa for UK Citizens.	
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 (Disclosure) 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
Subject Access Request Basic Disclosure	<p>Visit your local Police Station and ask for a Subject Access Request form. Make them aware that it is for a Basic Disclosure for working in South Korea. Ask them how long it will take to process as it can be up to 40 days. Cost is £10</p> <p style="text-align: center;">or</p> <p>Contact Disclosure Scotland. They can provide a Basic Disclosure for all residents of the UK. Cost £20.</p>
Singed by Public Notary	A Disclosure issued by the National Identification Service (NIS) that has solid blue lines top and bottom does NOT need to be signed by a notary. If you are from England and Wales this is usually the case. If you are from Scotland or Northern Ireland and there are no blue lines top and bottom of the page you must take your Disclosure to a Public Notary or Solicitor to be signed. Make sure they sign it in their own name and not the name of the firm. Check Yellow Pages for one in your local area. This is also relevant to to a Disclosure from Disclosure Scotland.
Legalisation by Foreign and Commonwealth Office	Once your Basic Disclosure is signed you need to have it legalised as a internationally recognised document by the Legalisation Department of the Foreign and Commonwealth Office. This can be done by post or over the counter at their office in London. Post can take up to 3 weeks. The Legalisation is also known as a Apostille. Cost is £27.

Make Photocopies	When you receive your Disclosure and Apostille make 2 photocopies as you will need a copy when visiting the Korean Embassy in London.
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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 International Signed For (visit your Post Office) or Fedex.	
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 take 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, London
You can now apply to have your E2 Visa stamped in your passport. This can be done, in the United Kingdom, in person at the Korean Embassy in London or by post. Visa processing in London will take 5 working days. Send your documents, listed below, by Royal Mail 24hr Special Delivery.	
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 £28	
Before submitting your documents please call the Korean Embassy Visa Department on 020 7227 5500 and confirm documents they require, cost and timescales involved.	

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 the UK.
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 London (Consular Section)

60 Buckingham Gate London, SW1E 6AJ U.K.

tel 020 7227 5500

fax 020 7227 5503

10:00 - 12:00, 14:00 - 16:00

<http://www.koreanembassy.org.uk>

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.