

## PHASE 1 - Steps for Obtaining a Teacher Work Visa (E-2)

**Please follow these important steps & send in “one package” by Overnight Delivery so that Yeungjin College (YJ), South Korea can begin to work with the South Korea Immigration Office on obtaining your Work Visa**

**1) Your Original Signed Daegu English Village (Yeungjin College) Contract** - Please sign the required sections of the contract and submit the entire contract. The contact person at Yeungjin College will have the President sign the contract.

**2) South Korea Work Visa Application Form** – The work visa application can be found attached to the “New Hire Email”. Or, you can go to <http://www.uccs.edu/~coe/daegu/employment.html>

**\*\*\*Use this additional information while completing the Work Visa Application: #8, Passport Classification: OR - ordinary (unless you are a diplomat) #16, Your Occupation: Write in: English Teacher #19, Purpose of Entry: Write in: To teach English #21, Desired Length of Stay: Write in: 1 year #23, Address & Phone # in Korea: Write in: YEUNGJIN COLLEGE, #218 BOKHYUN-DONG, BUK-GU, DAEGU, 702-721, KOREA #27, Who Will Pay For Your Trip: Write in: Yeungjin College will pay for the trip. #31, Guarantor or Reference in Korea: Write in: President of Yeungjin College, Yung-Chul Chang, YEUNGJIN COLLEGE, #218 BOKHYUN-DONG, BUK-GU, DAEGU, 702-721, KOREA Phone #: 53-940-5625**

**3) A brief written cover letter** – A simple statement detailing your interest in teaching in South Korea at the Daegu English Village (DGEV). Please address your letter to: Mr. Do Hun Kwon, International Affairs Office, YEUNGJIN COLLEGE, #218 BOKHYUN-DONG, BUK-GU, DAEGU, 702-721, KOREA

**4) A Current Resume / Curricula Vitae** – Your contact information must be included on the resume / curricula vitae.

**5) Fifteen (15) recent, original color passport photos** - (3 x 4 cm/2 x 2 in.) – these photos are needed for both your work visa and for use by Yeungjin College. (NOTE: Keep 1 photo to submit to the Korean Consulate during Phase 2 of these instructions.)

**6) A color copy or scanned copy of your Valid Passport** – (A) Make sure your passport won't expire while you are working in Korea and be sure to have sufficient pages for the visa & entry stamp. (B) Create 1 color copy or scanned copy of the first two pages of your passport that includes your photo. **\*\*NOTE: DO NOT mail your Original passport to Korea, you will need to submit it to the Korean Consulate during Phase 2 of these instructions.**

**7) Original University/College Diploma** – if you don't have the original diploma you will need to request one from your higher education institute. You will only need the original diploma from your highest college degree. If you are completing a Master's but will not have your original diploma in the time needed, please provide a copy of your original Bachelor's degree diploma. **\*\* Mr. Do Hun Kwon will return your original University/College Diploma and contract upon your arrival in Korea\*\***

**8) One (1) sealed recent college transcript that shows your degree conferred...matching your “Original University/College Diploma” noted in Step 7 above.** - (We suggest that you order several to have for your files). **\*\*Please remember NOT to open the sealed envelope issued by your college. You will need the official transcript that matches the Diploma you are submitting.** If you are completing a Master's but will not have your official transcript in the time needed, please provide your official (sealed) Bachelor's degree transcript.

### **Important Information regarding Steps 9 & 10-**

*Based on Korean immigration regulations: you must successfully pass both a criminal background check and complete health physical (which includes: drug and HIV tests, chest x-ray) at your expense in order to fully comply with Korean work visa requirements. The criminal background check must be successfully completed before your departure for South Korea. Please note that the health screening is part of the Korean work visa regulations as well and will take place once you arrive in South Korea. Once you arrive in Korea, a representative from Yeungjin College will take you to a local hospital to get a complete health physical (which includes: drug and HIV tests, chest x-ray). This health screening must be successfully passed in order to stay in Korea. If you fail this screening, you will face deportation from South Korea and will have to pay for your own flight out of the country Steps 9 & 10 below are the steps in completing both the criminal background check and health screening form.*

**9) Criminal Background Check & Apostillization** – Before you begin this process, confirm the requirements for background check requests with your police or sheriff's office and also the Apostillization process with your Secretary of State office. These are the basic steps in completing your background check and will likely require some form of payment. The local background check requires you go to the police/sheriff station with proper ID and fill out the necessary forms. You should then receive a signed copy of any arrest records or a document stating, "No records found." Once you have your record check, you will need to ask them to also notarize it at the local police or sheriff's office with an embossed seal. (NOTE: The individual notary Must be registered with the County Clerk's office.) Finally, walk-in or express mail your notarized background check to the Secretary of State's office in your state capitol for Apostillization. They will notarize it again but in a more formal manner with an embossed seal with the words “Apostille”.

**10) Health Statement Form** – Please find attached file in the “New Hire Email” Or, you can go to <http://www.uccs.edu/~coe/daegu/employment.html>. Complete the form and sign it.

**\*\*\*These Additional Steps (a,b,c) – Only Required If you are Currently Working in Korea:**

- a) Letter of release from current employer -(only if you are currently working in Korea).
- b) Copy of your alien registration card -(only if you are currently working in Korea).
- c) Letter of release from previous employer -(only if you are currently working in Korea).

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***\*\*We suggest that you make copies of your PHASE 1 document's Prior to sending to Korea...this will make Phase 2 easier.***

**To obtain a Korean Work Visa, these items must be sent in one (1) envelope/package by Express Overnight Delivery:**

**\*\*\*PHASE 1 DOCUMENTS:**

- \* Brief Cover Letter
- \* Current Resume
- \* Entire Completed and Signed Daegu English Village Contract
- \* Completed & Signed Work Visa Application form
- \* Completed & Signed Health Statement Form
- \* 15 - Passport size photos
- \* A Color or Scanned **COPY** of your Valid Passport (\*first 2 pages of your passport & includes your photo) **DO NOT mail your Original passport to Korea!**
- \* Completed Criminal Background Check from the US, with official state apostille
- \* One set of sealed transcripts from your completed university degree. (*The transcript must match the “Original University/College Diploma” that you are submitting.*)
- \* An original diploma from your last completed university degree (\*\* Mr. Do Hun Kwon will return your original University/College Diploma and contract upon your arrival in Korea\*\*)

**\*\*Send all of the above documents by express overnight mail to:**

Do Hun Kwon, Manager of International Affairs  
YEUNGJIN COLLEGE  
#218, BOKHYUN-DONG, BUK-GU,  
DAEGU, 702-721, SOUTH KOREA.

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**Phase 1 Note:** After Mr. Do Hun Kwon of Yeungjin College, receives all of your PHASE 1 document's he will work with the South Korean Immigration Office. (This process usually takes 2-Week's) He will then e-mail and call your immigration visa certificate number to you. Therefore you must get all these previous PHASE 1 documents to Mr. Do Hun Kwon immediately to proceed to PHASE 2 process. (\*\*Mr. Kwon, will return your original degree and contract upon your arrival in Korea).

**Continue to PHASE 2 Instruction Sheet: It is important that you begin gathering PHASE 2 documents Prior to receiving your Immigration Visa Certificate Number back from Mr. Do Hun Kwon.**

## **PHASE 2 - Steps for Obtaining a Teacher Work Visa (E-2)**

***It is important that you begin gathering PHASE 2 documents and information prior to receiving your PHASE 1 Immigration Visa Certificate Number back from Mr. Do Hun Kwon***

For your final steps to obtaining a Korean E-2 Work Visa these items must be presented to the U.S. based Korean Consulate or Embassy. Depending on the U.S. based Korean Consulate requirements; you may be required to perform a telephone or in-person interview.

### **1) Locate and Contact your nearest Korean Consulate or Embassy** - Using the website:

<[http://www.asianinfo.org/asianinfo/government/embassies/south\\_korea.htm](http://www.asianinfo.org/asianinfo/government/embassies/south_korea.htm)> Contact your U.S. State - Korean Consulate or Embassy. Contact them by phone and confirm their requirements for getting their E-2 VISA STAMP - Tell them you have received your Visa Certificate Number and ask them what their process is and what documents are required for obtaining your E-2 VISA Stamp into your Passport? (*Please use a respectful tone when speaking to the Korean representative.*)

**2. \*In-Person** It is better, If you are able to travel in-person to your U.S. State Consulate or Embassy - - Korean (However...as some states consulates require More or Less documentation, and/or an In-Person or Phone Interview...it is Very Important to take the time to perform Step 1 Above...PLEASE, take the time to Locate and Contact your nearest Korean Consulate or Embassy to Confirm their process for obtaining the E2 Visa Stamp into your passport)

**It is suggested that you take the following documents with you:**

#### **"The Usual" - PHASE 2 DOCUMENTS (but Call First):**

- \* Certificate for Confirmation of Visa Issuance (Certificate Number - received from Mr. Do Hun Kwon)
- \* Your Original Valid Passport (Not Copies! As your Original Valid Passport will be stamped with the E-2 Visa for entry into South Korea to work)
- \* A Copy of the Completed & Signed Work Visa Application Form (Same as Phase 1)
- \* 1 - Passport size photo
- \* A Copy of the Completed & Signed Health Statement Form (Same as Phase 1)
- \* A Sealed college transcript that shows your degree conferred
- \* Fee \$45.00 (Cash or Money-Order Only: Pay to the Order Of: Korean Consulate General)

**2. \*By Mail** If you can **Not** travel in-person to your U.S. State - Korean Consulate or Embassy you will need to Mail the noted documents - (It is even More Important to take the time to perform Step 1 Above...PLEASE, take the time to Locate and Contact your nearest Korean Consulate or Embassy to Confirm their process for obtaining the E2 Visa Stamp into your passport).

**If you are Mailing, it is suggested that you send these documents by U.S. Postal Service Express/Overnight Mail:**

#### **"The Usual" - PHASE 2 DOCUMENTS (but Call First):**

- \* A Short Letter - Requesting that the Korean Consulate Office stamp your Passport with the E-2 Visa Stamp, as you have included your Visa Certificate Number to work in South Korea, include your contact information for any questions.
- \* Certificate for Confirmation of Visa Issuance (Certificate Number - received from Mr. Do Hun Kwon)
- \* Your Original Valid Passport (Not Copies! As your Original Valid Passport will be stamped with the E-2 Visa for entry into South Korea to work)
- \* A Copy of the Completed & Signed Work Visa Application Form (Same as Phase 1)
- \* 1 - Passport size photo
- \* A Copy of the Completed & Signed Health Statement Form (Same as Phase 1)
- \* A Sealed college transcript that shows your degree conferred – transcripts matching the degree turn-in.
- \* Fee \$45.00 (Cash or Money-Order Only: Pay to the Order Of: Korean Consulate General)
- \* (1) One - Postage paid, Self-addressed U.S. Postal Service Express/Overnight Mail Envelope (Not Federal Express the consulate does not accept Federal Express)

\* After you have Express/Overnight Mailed these items, again, contact your U.S. State - Korean Consulate or Embassy, advise them that you have mailed the above items to their office for the E-2 Visa stamp and ask if an interview is required to complete the process. They will instruct you further if an interview is required.

**3) Once you have Received the E-2 Visa Stamp into your passport you are ready to travel to Korea to work at the Daegu English Village. Contact Mr. Do Hun Kwon to arrange your flight to Daegu, South Korea.**

***If you have any questions regarding these steps please contact any of the Daegu English Village Team: In the US: Debby Jennings, 719-255-3718, [djennin@uccs.edu](mailto:djennin@uccs.edu) --- Georgina Segura, 719-255-3218, [gsegura@uccs.edu](mailto:gsegura@uccs.edu) --- Anthony Shull, 719-255-7528, [ashull@uccs.edu](mailto:ashull@uccs.edu) -- US Fax: 719-255-4110 --- In Korea: Mr. Do Hun Kwon: Office phone: +82-53-940-5625 or Cell: +82-10-9666-6885, [kwondohun@gmail.com](mailto:kwondohun@gmail.com) --Korea Fax: +82-53-940-5629***