ONLINE E-1 Work Visa Application Process
PHASE 1 STEPS

There is a new online application process for obtaining E-1 Korea Work Visa. Therefore all the documents noted in these instructions will need to be scanned and submitted via email in Word, PDF, or JPG files to Georgina Segura at gsegura@uccs.edu

PHASE 1 - EMAIL SCANNED DOCUMENTS CHECKLIST:

- *Completed State Criminal Background Check, notarized by the issuing State Police Department.
- *Original Diploma, Or a Scanned Color Copy of Diploma validated by State Apostille, or Letter of Completion with Notary and State Apostille.
- Scanned copies of (3) Previous Employment Verification Letters (Template Noted Below in Step 10)
- *Current Resume
- *Completed and Signed E1 Visa - Daegu English Village Contract (all 5 pages)
- *(1) Scanned Color 2x2 inch Passport Photo
- *Color Scan of your Valid Passport (*first 2 pages of your passport & includes your photo)
- *Completed & Signed Work Visa Application Form
- *Completed & Signed Health Statement Form
- (Additionally, keep the hard copies of all the noted items in one packet in case you need to submit original documents to immigration.)

DETAILED INSTRUCTIONS FOR NOTED DOCUMENTATION:

1) Criminal Background Check – This is the most time consuming process…we suggest you do this first! – Before you begin this process, confirm the requirements for State background check requests with your State police or Sheriff’s office. These are the basic steps in completing your background check and will likely require some form of payment. The state background check requires you contact 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." This background check document Must also be notarized at the same location with an embossed seal. (NOTE: The individual notary Must be registered with the County Clerk’s office.)

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/downloads.html


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

4) Ten (10) recent, official color passport photos - (3 x 4 cm/2 x 2 in.) – (NOTE: (1 photo) will need to be scanned in for email submission. (1 photo) to submit to the Korean Consulate during Phase 2 of these instructions. (9 photos) to take with you to Korea as all are needed for your alien registration card, insurance, health check, and Yeungjin College personnel files.
5) 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 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.

6) 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. **NOTE: If you are submitting a Color Copy of your Original Diploma, it must be notarized and have a State Apostille verifying the copies authenticity.

**Important Information regarding Steps 1 & 9**

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 (₩90,000 South Korean Won) 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 8 & 9 below are the steps in completing both the criminal background check and health screening form.

7) Your Original Signed Daegu English Village (Yeungjin College) Contract - Please sign the required sections of the contract and submit the entire 5 page contract. The contact person at Yeungjin College will have the YC President sign the contract.

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

9) Three (3) Previous Employment Verification Letters or Recommendation Letters - These letters need to be from (3) three previous employers stating that **(applicant)** worked at **(institution or company)** from ______ to _______. The letters should be signed and dated and on institution/company letterhead. Or you can submit recent recommendation letters on letterhead.

**PHASE 1 NOTE:** After Yeungjin College, receives all of your PHASE 1 document’s they will work with the South Korean Immigration Office. (This process usually takes 2-Week’s) You will then receive by email an immigration visa certificate number to provide the Korean Consulate in the US.

***It is important that you begin gathering PHASE 2 documents and information prior to receiving your PHASE 1 Immigration Visa Certificate Number.

If you have any questions contact any of the Daegu English Village Team: In the US: Georgina Segura, 719-255-3218, gsegura@uccs.edu - or - Chris Sauer, 719-255-3718, csauer@uccs.edu - US Fax: 719-255-4110
PHASE 2 - E-1 Work Visa Application Process

It is important that you begin gathering PHASE 2 documents and information prior to receiving your PHASE 1 Immigration Visa Certificate Number

For your final steps to obtaining a Korean E-1 Work Visa these items must be presented to the U.S. based Korean Consulate or Embassy.

1) Locate and Contact your nearest Korean Consulate or Embassy - Using the website: <http://www.asianinfo.org/asianinfo/government/embassies/south_korea.htm> Contact your U.S. State - Korean Consulate or Embassy by phone and confirm their requirements for getting their E-1 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-1 VISA Stamp into your Passport (Please use a respectful tone when speaking to the Korean representative.)

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 E1 Visa Stamp into your passport)

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

"The Usual" - PHASE 2 DOCUMENTS (but Call First you may need an appointment time):

1. Your Original Valid Passport (Not Copies! Your Original Valid Passport will be stamped with the E-1 Visa for entry into South Korea to work)
2. A Copy of your Drivers License or State ID
3. A Copy of the Completed & Signed Work Visa Application Form (Same as Phase 1) with a recent passport size photo attached to the form.
4. Visa Certificate Number
5. Copy of Diploma with Official State Apostille
6. Consul’s Checklist Form
7. $45.00 Money Order (Money-Order Only: Payable to: Korean Consulate General)
8. (1) US Postal Express Self-Addressed/Postage Paid Envelope (Tracking # is suggested) (After your interview, the Visa stamp is applied and the envelope will be used to return your passport.)
9. (1) US Postal Express Envelope to mail these noted items (1-11) to the consulate visa section.

* 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-1 Visa stamp.

*Once you have Received the E-1 Visa Stamp into your passport you are ready to travel to Korea to work at the Daegu English Village. We will be in close contact with you to schedule your flight.

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