



A Step by Step Guide to Obtaining your E2 Visa for New Zealand 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 <a href="#">See Step 2</a>	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>You must apply in writing to the Privacy Unit of the Ministry of Justice.            The application form can be <a href="#">downloaded</a>. This form also details full instructions of what is required to apply.            Alternatively you can request a form by phone on +64 (4) 918 8974            It takes 20 working days to process a Criminal Record Check in New Zealand from the point at which the application is received.</p>
Apostille (Legalisation)	<p>Please contact:            Department of Internal Affairs, Authentication Unit</p> <p>By Courier            Authentication Unit            Level 13            Prime Property Tower            86-90 Lambton Quay            Wellington 6011            New Zealand</p> <p>By Standard post            Authentication Unit c/o The Translation Service            PO Box 805            Wellington 6140            New Zealand</p> <p>Telephone: +64 (4) 470 2928            Fax: +64 (4) 470 2921</p>

	E-mail: authentication@egs.govt.nz Website - http://www.dia.govt.nz/apostille
Make Photocopies	When you receive your CRC and Apostille make 2 photocopies as you will need a copy when visiting the Korean Embassy.

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.

Step 4	Korean Embassy or Consulate
You can now apply to have your E2 Visa stamped in your passport. Please contact your nearest Consulate for exact instructions. Contact details are at the bottom of the pages. 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"> <li>1. Is this the right address?</li> <li>2. What is the cost to process an E2 visa?</li> <li>3. What methods of payment do you accept?</li> <li>4. How would you like me to mail the information? What service and what type of return envelope?</li> <li>5. What is the timescale of the application?</li> <li>6. Do you require an interview and how is it conducted?</li> </ol>	

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 New Zealand.
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 Wellington**

11th Floor, ASB Bank Tower, 2 Hunter Street, Wellington, New Zealand

P.O.BOX 11-143, Manners Street, Wellington, New Zealand

tel 64 4473 9073/4

fax 64 4472 3865

09:00-12:00, 13:00-17:00

### **Korean Consulate Auckland**

10th Floor, 396 Queen Street, Auckland, New Zealand P. O. BOX 5744 Wellesley Street, Auckland, New Zealand

tel 64 9379 0818

fax 64 9373 3340

09:00-12:00, 13:00-17:00

### **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.