



A Step by Step Guide to Obtaining your E2 Visa for South African 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 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
Criminal Records Check	<p>Apply for a Police Clearance Certificate and forward applications to the Criminal Record Centre in Pretoria. Information about what to include in the application (sections 4, 5, & 6).</p> <p>The processing fee for the criminal record check in South Africa is R59.00 and payable to the South African Police Service by either South African cheque, banker's draft, or money order.</p> <p>The address to send the application, fingerprints, and fee to is:</p> <p>Inspector Delport or Sgt. Bunk Criminal Record Center - SAPS 1st Floor, Sanlam Plaza West 271 Schoeman Street Pretoria 0001 Rep of South Africa</p> <p>It takes 28 days to process the Police Clearance Certificate in South Africa.</p>
Apostille (Legalisation)	<p>Please contact:</p> <ul style="list-style-type: none"> Any magistrate or additional magistrate Any registrar or assistant registrar of the Supreme Court of South Africa Any person designated by the Director-General: Justice Any person designated by the Director-General: Foreign Affairs

	<p>Address: Any registrar or assistant registrar of the Supreme Court of South Africa:</p> <p>Physical Address</p> <p>Constitutional Court Constitution Hill (cnr Queen- and Sam Hancock/Hospital Streets) BRAAMFONTEIN</p> <p>Postal Address</p> <p>Constitutional Court Constitution Hill Private Bag X1 BRAAMFONTEIN 2017 South Africa</p> <p>Telephone: +27 (11) 403-8032 +27 (11) 359-7460 Fax: +27 (11) 403-6524 Website: http://www.concourt.gov.za</p> <p>Department of Justice Postal address</p> <p>Private Bag X81 PRETORIA, 0001</p> <p>Street address</p> <p>Momentum Centre 329 Pretorius Street (c/o Pretorius and Prinsloo Streets) PRETORIA South Africa</p> <p>Telephone: +27 (12) 315 1111 Fax: +27 (12) 357 1112 General website: http://www.doj.gov.za</p> <p>Department of Foreign Affairs Postal address</p> <p>Private Bag X152 PRETORIA 0001 Republic of South Africa</p> <p>Pretoria address</p> <p>East Wing Union Building Government Ave Arcadia PRETORIA</p> <p>Cape Town address</p> <p>120 Plein Street Parliamentary Precinct CAPE TOWN</p> <p>Telephone: Pretoria office +27 (12) 351 1000 Cape Town office + 27 (21) 464 3700 Fax: Pretoria office +27 (12) 351 0165 E-mail: info@foreign.gov.za</p>
<p>Make Photocopies</p>	<p>When you receive your Apostille make 2 photocopies as you will need a copy when visiting the Korean Embassy.</p>

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 mail 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.
Resume (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. 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? 	

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 South Africa.
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 South Africa

Greenpark Estates Building No.3, 27 George Storrar Drive Groenkloof, Pretoria, Republic of South Africa

Mail: Korean Embassy P.O. Box 939 Groenkloof 0027 Pretoria, South Africa

tel 27 124 602 508

fax 27 124 601 158

09:00 - 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.