

VISA DOCUMENTS CHECKLIST

THIS IS TO BE USED AS A COVER PAGE

Place this completed checklist ON TOP of your visa documents in order as listed below.

Please ensure your application form includes the following items AND check each box to confirm the correct documents are included.

1. 6 recent passport color photos (professionally taken)
2. The original signed contract
3. A copy of your passport photo I.D page
4. 1 photocopy of your Bachelors degree with the original apostille document **attached** to the top of each. (DO NOT send a photocopy of the apostille documents)
http://dwteachkorea.com/apostille_locations
5. Your recent resume
6. Completed Self- Medical Examination Form "E2 Applicant's Health Statement"
 - a. I am fully aware that I will have a medical exam upon my arrival to the Republic of Korea where I will undergo a blood and urine test. This test will include illegal drug screening as well as an HIV test. The health examination may also include other health related tests. If I fail my health exam I understand that my visa will be revoked and it will be considered breach of contract.

Initial _____

7. Completed Consul's Checklist for E-2 Applicant (2 pages)
8. 1 Original Criminal Background check (a photocopy is not accepted) from the FBI (Federal Bureau of Investigations)
- a. The criminal background check was obtained directly from the FBI and not a 3rd party.
- b. The original criminal background check has been apostilled by U.S. Department of State and the original apostille document is **attached** to the FBI check. (DO NOT send photocopies of either)
- c. I do not possess any criminal offenses on my criminal background check.
- d. The criminal background check has been issued within the last 6 months
- e. I have maintained a photocopy of my criminal background check which may be needed for the Korean Consulate finalization of my visa.

I, _____, have completely read the above checklist and have checked all the boxes. I ensure that my packet contains all documents needed in order to process my visa and I have followed all the instructions above. I understand that any discrepancies may jeopardize the job position offered to me in South Korea.

Date: _____

Signature: _____

<Citizen of the United States of America>