**￮ Required documents for application of visa number**

 \* Please prepare documents #9~11, if applicable to you

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Documents to Submit** | **File Type & Size** | **Specific Guidelines** |
| 1 | Passport Photo | JPEG onlyUnder 95KB  | - 1 passport photo with a white background (3.5cm X 4.5cm)  |
| 2 | A Copy of Passport | JPEG / PDFUnder 500KB | - A copy of page with personal information (and photo) in colorA passport with a remaining valid period of under 6 months from the application date of the Certificate for Confirmation of Visa Issuance will not be accepted. One must renew their passport in this case. * For Chinese applicants: A copy of personal ID from

 China additionally needed |
| 3 | Resume / Curriculum Vitae | JPEG / PDFUnder 500KB | * If the file is too big, extract 1~3 pages
* If the document is not in English or Korean, [Attached file 2] Verification of Translator is needed
 |
| 4 | Final Academic Credentials | JPEG / PDFUnder 500KB | * If the document is not in English or Korean, Apostille, consulate confirmation, or [Attached file 2] Verification of Translator is needed
* If the applicant’s full name on the academic degree/diploma or Certificate of Graduation is not the same as the one in their passport, a verification letter from their school is required (with their full name in English and DOB)
 |
| 5 | Certificate of Experience | JPEG / PDFUnder 500KB | - If the file is too big, extract 1~3 pages |
| 6 | Additional Requirements File  | Word file | Attached with this file. **Additional Requirements (5 Things )** |
| 7 | Letter of Invitation | JPEG / PDFUnder 500KB |  |
| 8 | Employment Contract | JPEG / PDFUnder 500KB | * Signature from both parties required
 |
| 9 | Tuberculosis Test Certificate | JPEG / PDFUnder 500KB | * Submission of Tuberculosis Test Certificate issued from

 hospital designated by overseas consulate/embassy* Tuberculosis Test Certificate only valid for 3 months since date of issuance

 ·Applicable to high-risk nationalities - The original is submitted to overseas  consulate/embassy in person |
| 10 | If the applicant has accompanying family member(s)  | JPEG / PDFUnder 500KB | - 1 passport photo with a white background- A copy of page with personal information (and  photo) in color* Family Relation Certificate (if not in English/Korean, [Attached file 2] Verification of Translator needed)

 Attach file that is applicable to you from below: Family Relation Certificate or Marriage Certificate or Certificate of Birth.- Tuberculosis Test Result (Submission not required for children under 6)* For Chinese applicants: A copy of personal ID from

 China, Marriage Certificate, 户口本 required |
| 11 | Applicant with dual nationality (Korean nationality and other) | JPEG / PDFUnder 500KB | * Documented proof certifying the Renunciation of Korean nationality or Loss of Nationality is needed

 ·At least one document from the above needs to be  submitted for application of visa number ·The applicant must visit the Korean consulate in person. The application process will take a long time, so it is highly recommended that one applies for Renunciation of Korean nationality / Loss of Nationality well ahead of time |

※ Depending on the individuals’ cases, the immigration office may require additional documents from the applicant.

**￮ Additional Requirements (5 Things )**1. 연락처Contact Info. **필수 입력사항\*(Mandatory field\*)**

|  |
| --- |
| ⅰ 외국인교원 본인 연락처정보 Contact Info. |
| 1 | 현 거주지 주소 Current Residential Address |  |
| 2 | 일반전화 Telephone No. |  |
| 3 | 휴대전화 Mobile Phone No. |   |
| 4 | E-MAIL Address |  |
| 5 | 비자신청시 신청인 소재국가명Country/Region where you will be staying **at the time of application** for Korean VISA | ※현 거주국과동일한 지 여부 Same as current country of residence:[ ] 예 Yes / [ ] 아니오 No아니오 선택 시,국가명 If you choose No, Country:\_\_\_\_\_\_\_\_ |
| ⅱ 비상시 연락처 Emergency Contact Info. |
| 1 | 성명 Full Name in English |  |
| 2 | 거주국가 Country of residence |  |
| 3 | 휴대전화 Mobile Phone No. |  |
| 4 | 신청인과의 관계 Relationship to Applicant |  |

2. 현재 한국에 체류 가능한 비자 소지 여부(외국인등록증 소지 및 기타 한국 입국 가능 비자 소지 여부 체크) **필수 입력사항\*(Mandatory field\*)**
Whether you have a visa that is currently valid in Korea. (Check if you have an Alien Registration Card or another type of visa that allows you to enter Korea)
:

3. 복수국적자 여부/ 여권 2개 이상 소지 여부
Multi-nationality / Have two or more passports. **필수 입력사항\*(Mandatory field\*)**
:

4. 동반인(남편/와이프/자녀 동반 입국) 여부
If the applicant has accompanying family member(s), spouse/child(ren)

**필수 입력사항\*(Mandatory field\*)**

:

5. 한국 내 체류예정지(사무실이 아닌 거주지) 영문주소
English address of Residence in Korea(your actual place of residency, **not your workplace**) **필수 입력사항\*(Mandatory field\*)**
: