

Step-By-Step E2 Visa Application Guide – 2024

Find your nearest Republic of Korea Embassy

As soon as your contract arrives you will need to get your passport and Visa Application to the nearest Republic of Korea (South Korea) embassy so they can insert your E2 Working Visa into your passport.

You can find your closest Korean embassy using the Korean Missions Overseas search tool on the English home page of the MOFAT website (look for the SELECT A COUNTRY drop menu): <http://www.mofa.go.kr/eng/index.do>

You can either visit the embassy in person, send someone on your behalf or use a courier company such as Aramex.co.za if you are in South Africa. If you are currently abroad the E2 Visa does not have to be inserted at the embassy found in your home country. This can be done in several countries in which South Korean Embassies are located - most commonly the UK, USA, Hong Kong, Japan & Thailand. We do advise you call the embassy you intend using to check if they can assist you before sending in your application.

Embassy of the Republic of Korea in South Africa - Visa Section

265 Melk Street
Nieuw Muckleneuk
Pretoria - 0181
Embassy Website: <http://overseas.mofa.go.kr/za-en/index.do>

Contact Person: Ms Natasha Heunis
Contact eMail: visasectionk@mofa.go.kr
Contact Tel. No: 012-762-3800

Hours: 8am to 11:30am Mon - Fri
Closed weekends & public holidays

Do Not Delay!

You are urged to proceed with your application immediately as there is often not much time between the date you receive your contract and the date you are required to fly to Korea. We urge you to prepare the Visa Application Form and payment ahead of the arrival of your contract in order to speed up your application.

E2 Work Visa - Document Check List

You need to submit the following 8 items to the Korean Embassy in order to submit a successful E2 Visa application:

1. Visa Application Form (Embassy in South Africa) https://overseas.mofa.go.kr/za-en/brd/m_23439/view.do?seq=33&page=1
2. Two colour passport size photos (45mm X 35mm)
3. Your Original Passport
4. A photocopy of your passport data page
5. E2 Visa Fee (R1,080 as of Jan 2024)
6. Signed EPIK Contract
7. Certificate of TB Screening https://overseas.mofa.go.kr/za-en/brd/m_23439/view.do?seq=23&page=1
8. EPIK Notice of Appointment - NOA

1. Visa Application Form with photograph

Please print out the **Visa Application Form General** (link above).

Please glue (do not staple) a colour 35mm X 45mm head and shoulders photograph of yourself into the block on the top left hand corner of the Section **1 PERSONAL DETAILS** where you find the word PHOTO. You need to fill in the Visa Application Form using a black pen. Please use this guide to ensure your form is filled in correctly.

- Question 1.1** **Family Name:** Write your surname as it appears in your passport in block letters
Given Names: Write your first name/s as they appear in your passport in block letters
- Question 1.2** You can ignore this question unless you are a Korean national.
- Question 1.3** Select one option and mark with a tick ✓
- Question 1.4** Write your birth date as indicated. So if you were born on 20 March 1990 then you would write 1990/03/20

- Question 1.5 Write the name of the country that issued the passport you are submitting.
- Question 1.6 Write the name of the country in which you were born.
- Question 1.7 Write your National Identity Number as assigned to you by the country that issued the passport you are submitting.
- Question 1.8 Answer the question with a tick ✓ If you answer yes (ie. you got married and your surname changed) then provide the details of your previous name.
- Question 1.9 Answer the question with a tick ✓ If you answer yes list the name/s of other countries to which you hold citizenship.
- Question 2.1 Answer the question with a tick ✓ next to Long-Term Stay over 90 days.
- Question 2.2 Answer Status of Stay by writing: **E-2-2**
- Question 3.1 Answer the question with a tick ✓ next to **Regular**
- Question 3.2 Write your passport number
- Question 3.3 Write the Name of the Country that issued your passport
- Question 3.4 Write the Place of Issue (you will find this in your passport on the page that has your photograph) - If this information does not appear on your passport then put the name of the issuing authority for example **Dept. Home Affairs**
- Question 3.5 Write the Date of Issue of your passport (you will find this in your passport on the page that has your photograph)
- Question 3.6 Write the Date of Expiry of your passport (you will find this in your passport on the page that has your photograph)
- Question 3.7 Only complete this if you have a second passport that is currently valid. Otherwise you can write N/A (Not Applicable)
- Question 4.1 Write your Home Country Address - if you do not own or rent property in your home country then write your parents address or a family members address.
- Question 4.2 Only write your Current Residential Address if it is different your Home Country Address.
- Question 4.3 Write your current Cell Phone Number and Family Phone Number or an alternative contact number.
- Question 4.4 Write your E-Mail Address.
- Question 4.5 Write the details of your Parent/s, Family Member or a trusted friend who can be contacted in case of an emergency.
- Question 5.1 Answer the question with a tick ✓.
- Question 5.2 If you are unmarried write N/A. Otherwise fill in your spouses details in the blocks provided.
- Question 5.3 Select the appropriate item with a tick ✓ and provide number of children if applicable
- Question 6.1 Select the your highest qualification with a tick ✓.
- Question 6.2 Write the name of your (most recent) university.
- Question 6.3 Write the location of your (most recent) university.
- Question 7.1 Select your current or most recent status with a tick ✓.
You may not fill in your upcoming contract in Korea as it has not yet commenced.
- Question 7.2 If you have been employed within the last 60 days please provide the company/business details.
- Question 8.1 Answer the **WORK** option with a tick ✓ and write alongside the tick **EPIK**
- Question 8.2 Write 1 Year
- Question 8.3 Write **11 February 2022** for the Spring 2022 Intake. If you are not flying on that date consult with GoldKey Education.
- Question 8.4 Write the name of the Metro/Provincial Office of Education indicated on the first page of your contract.
Refer to the **IMPORTANT NOTICE FOR SUCCESSFUL APPLICANTS (INSA)** PDF for the address of your Education Office.

- Question 8.5 Write the telephone number of the Metro/Provincial Office of Education indicated on the first page of your contract. Refer to the IMPORTANT NOTICE FOR SUCCESSFUL APPLICANTS (INSA) PDF for the address of your Education Office.
- Question 8.6 Answer with a tick ✓. If applicable write in the number of visits and the purpose of the visits
- Question 8.7 Answer with a tick ✓. If you answer YES please write in the country, purpose of visit and duration of visit.
- Question 8.8 Answer with a tick ✓. If you answer YES please write in the details for each family member.
- Question 8.9 Answer with a tick ✓. If you answer YES please write in the details for each family member.
- Question 9.1 Answer YES with a tick ✓.
- Question 9.1a Write the name of the Education Office hiring you as stated on your contract.
- Question 9.1b Write N/A
- Question 9.1c Write EMPLOYER
- Question 9.1d Write the address of the Education Office hiring you.
- Question 8.1e Write the telephone no. of the Education Office hiring you.
- Question 10.1 Write the amount EPIK recommends you bring with you for your first month incl quarantine - US\$2,000.
- Question 9.2a Write the address of your Education Office as found in the IMPORTANT NOTICE FOR SUCCESSFUL APPLICANTS (INSA) PDF.
- Question 9.2b Write EMPLOYER.
- Question 9.2c Write SAVINGS, GUEST ENGLISH TEACHER SALARY & TRAVEL ALLOWANCE.
- Question 9.2d Write the telephone no. of the Education Office hiring you.
- Question 11.1 Name: GOLDKEY EDUCATION Date Of Birth N/A Telephone No. +27-82-728-4229 Relationship to you: EPIK AGENCY.
- Question 12 Fill in the date where indicated (use the yyyy/mm/dd format) write your full name and **hand sign** the base of the document where indicated all in black ink.

2. Colour Passport Size Photographs (35mm X 45mm)

One to be glued onto the first page of the **Visa Application Form** and the second to be glued onto the **Certificate of TB Screening Form**. Do not staple the photos onto the forms. Glue it using a stick glue like Pritt.

3. Your Original Passport

Please check that your original passport is in the parcel you send to the Korean Embassy as this is required for the visa issuance process.

4. A Photocopy of Your Passport Data Page

Please include a photocopy of your Passport data page, the page with your photo, name date of birth as this is required for the visa issuance process. This photocopy does not need to be certified as you are sending it with the original document.

5. E2 Visa Fee

Please contact the embassy at which you intend applying for your visa in order to confirm what their fee is for the E2 Visa.

The Embassy of South Korea in Pretoria currently charges ZAR1,080 for the E2 Visa (Dec 2023). As this does change from time to time please call the embassy to confirm this amount is still current.

If you are visiting the embassy in person or are sending someone on your behalf this fee can be paid at the embassy's Visa Counter in cash.

If you are sending your application by courier to the Embassy of Korea in Pretoria you must include cash for the Visa Application Fee. Write your full name as it appears in your passport on the envelope containing the cash so it cannot get mixed up with another candidates visa application.

6. Signed EPIK Contract (or Visa Issuance Number)

In most cases you will apply for your E2 Visa with an original copy of your Korean Education Dept Contract. This will be sent to you either directly from EPIK or the province or city hiring you. Please go through it carefully. Check that your name and personal information is correct. If you need to make any corrections (eg. your name is spelled incorrectly) then make the correction in black ink and sign your initials in the margin of the document.

Using a black pen please sign every page of the contract at the bottom where you see the word Employee. On the last page sign and check to see if you need to provide any additional information such as your passport number.

After you have signed the contract please make a photocopy of the contract or carefully photograph each page with your cellphone as on occasion you may be asked to show this when you check in for your flight to Korea.

Only the original hand signed copy of your contract must be sent in to the Korean Embassy with your E2 Visa Application. If you do receive 2 copies of the contract you must retain the second copy and be sure to take it along with you when you fly to Korea.

The red Korean stamp on each page of the contract is the stamp of the Korean Office of Education and legalises the status of the contract.

If you are unsure about any aspect of the contract please call GoldKey Education.

If the contract was printed before you were able to furnish a copy of your TEFL/TESOL, SACE or a letter confirming your prior teaching experience you will find that your contract is marked at a Salary Level one below the Level you expect to be hired at. If this is the case you can amend the Salary Level on the contract in black ink and initial in the margin.

When you arrive in Korea you will hand sign:

- the 2nd copy of the contract (to be retained by the Education Office)
- the 3rd copy (to be retained by yourself)

If you are able at that time to furnish your original TEFL/TESOL certificate and/or an original letter confirming teaching experience/major subjects at university these 2 copies of your contract will be amended to confirm the higher salary grade. If you are unclear about the Salary Levels please contact GoldKey Education.

Visa Issuance Number

NOTE: You will only need a Visa Issuance Number if you do not get an original contract sent to you before your departure.

If GoldKey Education has secured you a direct placement at a specific school you will be provided with a Visa Issuance Number. This will be sent to you by email and effectively replaces the need to furnish a signed contract to the embassy. You simply need to write the code number in the margin at the top of the Application For Visa Form. The embassy will then confirm the code on their data base and issue your visa.

7. Certificate of TB Screening

Download either a PDF or .docx file from this link https://overseas.mofa.go.kr/za-en/brd/m_23439/view.do?seq=23&page=1 and print out a **Certificate of TB Screening** form. Also print out or download to your phone the **Hospitals for Tuberculosis Examination** list to find a hospital near you where you can have the TB examination done.

Glue one of your passport size photos into the photo box on the top right corner of the Certificate of TB Screening form. Visit the hospital with the form and your SA ID card, ID book or passport so the radiologist can verify your identity for the form.

Include the completed Certificate of TB Screening form in the document parcel you send to the Korean Embassy. Do not include any X Rays or CD of your scan as these are not required.

8. EPIK Notice of Appointment

The courier parcel you receive from EPIK will include a Notice of Appointment certificate. (NOA) Please make a photocopy of the certificate for records and put the original certificate into the parcel that you send to the embassy.

Sending Your E2 Visa Application to the Korean Embassy

As soon as you have all the items listed above ready you need to secure them in a parcel with the Visa Fee and send them off to the Korean Embassy.

Please double check everything to make sure all the items are in the parcel and everything is signed. If the application or contract is missing even one signature or if the application or contract is undated you will have to start all over again as the embassy is not allowed to issue a visa if anything is incorrect or missing.

If you are in South Africa please DO NOT use the SA Post Office or Speed Services
These services are unreliable and prone to unannounced labor strikes

We strongly advise you use a reputable courier company such as PostNet, Aramex, FedEx or DHL and that you monitor the delivery of your parcel on their website or through their call-centre to make sure it arrives at the embassy safely. It typically takes 3-4 working days for the embassy to process your visa application.

Once you have confirmed that your parcel has arrived please call the Visa Section at the Embassy (see Pg1) to confirm that your application is being processed and to ask when they expect your passport will be ready for collection. Once they have given you an expected target date please call them back on that date - not before. They are very busy, especially during the big bi-annual EPIK intakes, so please be courteous and understanding when calling.

Collecting your passport from the Korean Embassy

Once you have confirmed that your passport is ready for collection you will need to schedule a collection with a courier company. The Embassy cannot arrange for your passport to be returned to you. Be sure to instruct your courier to collect before 11:30am as the embassy door is closed thereafter and on Public Holidays.

To avoid the extra surcharges often charged by courier companies to deliver and collect from embassies we suggest you also get a quote from the DOCS4EXPATS service in Pretoria to compare costs as DOCS4EXPATS offer a visa collection service at a reasonable price. You can WhatsApp them on 082-355-6237 or mail them on noma@docs4expats.com or find them on FaceBook by searching for the DOCS4EXPATS Group.

Directions to the Korean Embassy in Pretoria - South Africa

If you are able to visit the embassy in person or to send a family member or friend they will find the embassy in the suburb of Nieuw Muckleneuk on the corner of Melk and Middel Street. Please be sure to arrive early in the morning as the door closes at 11:30am. Couriers are however able to deliver up to 16:00.

