

United States of America

FBI Criminal Background Check

Option 1: Obtain an FBI criminal background check, directly from the FBI.

Timeframe: 4-15 Weeks

Cost: \$18.00

Visit the FBI website for more detailed information:

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

Fill out the **I-783** application form, obtain a set of your fingerprints, submit payment form (include a note explaining you need to get it apostilled) and mail to:

FBI CJIS Division – Record Request

1000 Custer Hollow Road

Clarksburg, WV 26306

I-783: <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>

OR

Option 2: Obtain an FBI criminal background check from an FBI approved channeler.

Timeframe: 1-2 Weeks

Cost: \$50.00 and up

Important Notes:

** FBI Background checks have an expiration date of 6 months so plan accordingly.*

**Please include a note when applying for a CBC, that you would like to get it apostilled.*

Apostilling your FBI Criminal Background Check

Timeframe: 10 days

Cost: \$8.00

All applicants must get their FBI CBC's apostilled at the federal level, as such, apostille's for CBC's must be obtained from the Department of State in Washington.

Visit the Department of State Authentication Services site for more detailed information:

<http://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html>

As noted above, when applying for a CBC, place a note with your application indicating your intent on getting your FBI criminal background check apostilled.

- Fill out the **DS-4194** form
- Assemble your completed DS-4194 form, FBI criminal background check, check/money order made payable to the US Department of State for \$8.00 (per document), prepaid, self-addressed envelope and mail to:

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
44132 Mercure Cir, P.O. Box 1206
Sterling, VA 20166-1206

Important Notes:

**Note you may only pay in cash/credit card when physically visiting the Department of State.*

University Degree + Apostille

Timeframe: 1 week

Cost: \$ Varies

Obtain a copy of your university degree, have it notarized by a notary public or lawyer :

Please make sure the notary stamps the copy of your degree and that the stamp includes:

1. Notary's name and signature
2. Notary's Seal
3. Notary's commission expiration.
4. State where notary was licensed.
5. Date the document was notarized
6. Country and state where the document was notarized

Once degree has been notarized, send to the secretary of state. (the state you apostille with must be the same as the state you notarized with. i.e. notary is licensed in California, apostille must be from the secretary of state of California)

**Note, if you send an original diploma, rather than a copy, they will not be returned.*

If you will obtain your university degree at a later date, you must provide an official document proving your intent to graduate, signed by the president of your university.

Note, you must be able to receive your bachelor's degree and have it apostilled at least **one month before the start of your contract.*

APOSTILLE

You must obtain an apostille for your University degrees as well as your criminal background check.

Damaged apostilles will not be accepted.

Any trace of tampering (removed staple, marks...) of the apostille will deem it null and void.

Apostille's for the CRC and the University degree must be obtained separately.

Applicants from the UK and Australia may combine their CRC and birth certificate's under one apostille.

Sealed University Transcript

Timeframe: 1 week

Cost: \$ Varies

Request a sealed university transcript from your university registrar.

Please send 2 sealed university transcripts just in case there is a problem with one.

Transfers

If you have transferred universities, and have been at your most recent university for LESS than 2 years, than you must provide a sealed transcript from both schools.

Intent to Graduate

If you have not yet graduated, then obtain the most up to date sealed, official transcript and send to the GOE. Then upon graduation, you **MUST** send in an updated sealed transcript in order to continue with your application.

**If the name of your school on your degree differs from the name of the school on your transcript*

OR

If your university has integrated w/another school, thus resulting in a name change,

You must provide a letter explaining the situation.

Letter of Recommendation (2 LOR's)

Timeframe: Varies

Cost: \$ Varies

Letters of Recommendation should vouch for your ability to teach English, should be written on official letterhead, must include the recommender's contact information, and must be signed in ink.

- LOR's must be from a teacher/professor or job supervisor .
- The GOE will also accept 1 LOR from a religious elder, priest, rabbi...
- In the case of an LOR from an ESL teaching certificate instructor (TEFL, CELTA... instructor) at least 4 weeks of lessons must have been done in-class.
- LOR's must have an official letterhead

Must include:

Recommenders name, job title, address, contact (phone and email), signature, and date LOR was written.

The content of the LOR must include an objective explanation of the recommenders views on the applicant. LOR's with no performance review, how the applicant performed in class or at work, will not be accepted.

**NOTE, LOR's must be dated and have been written within 2 years of the start of the contract. Expired LOR's or undated LOR's will not be accepted.*

Teaching Certificate

Timeframe: Varies

Cost: \$ Varies

TEFL/TESOL/CELTA

Total hours: Minimum 100 Hours, minimum 20 hours in-class.

If the total completed hours are not written on the certificate, you must provide an official document indicating completed in-class and online hours in the course w/ the exception of CELTA certificates.

If at the time of submitting all documents, you have not yet received your certificate, or have not yet finished the program, you must submit a 'Proof of Enrollment for TEFL/TESOL/CELTA' along with a 'Sworn Declaration' indicating you are in the process of obtaining the certificate.

**Note, TEFL/TESOL/CELTA certificates must be sent at least 6 weeks prior to the contract start date.*

Teaching license

The GOE does not recognize substitute teaching licenses

The GOE does not recognize expired teaching licenses

In the case of teaching licenses expiring mid-contract, GET's must reapply for a new, valid teaching license in order to retain their pay grade. Otherwise, pay scale may be reduced until teaching license is renewed.

TaLK

1 full year of TaLK experience is equivalent to a TEFL/TESOL/CELTA certificate.

**Note, the GOE does not recognize 1 full year of TaLK experience as 1 full year of teaching experience.*

Higher Education/OTHER DOCUMENTS

Higher education

In the case a masters degree effects an applicants pay scale, the applicant must provide an apostille for both copies of their bachelors and masters degree as well as an official sealed transcript for both.

**Note, you may combine both copies of the bachelor's degree and the masters degree and obtain one apostille for both.*

If you received your masters at a university in French Canada, then you must write a 1 page essay outlining your schooling experience in English, diploma and transcripts must all be in English.

Proof of Teaching Experience

Applicants with at least 1 year experience must provide proof, also known as a 경력증명서, *Kyung-Yuk-Jeung-Myung-Suh*. If you have not completed 1 full-year at the time you apply, you must provide us with a 재직증명서, *Jae-Jik-Jeung-Myung-Suh*, which can act as a temporary place holder. However, upon completion of a full 1 year contract, the applicant MUST provide the GOE with an updated 경력증명서, *Kyung-Yuk-Jeung-Myung-Suh*.

These documents can be obtained at your school's administration office.

Important Notes:

The GOE only recognizes '1 full academic year' for public schools only, and Korean private academies, NOT foreign private academies.

If you have public teaching experience from a foreign country, you must provide the GOE with a letter that includes the following:

- *On official school letterhead,*
 - *In the header: School name, address, contact information (Email AND phone number).*
 - *Applicant's name*
 - *Date of when applicant received proof of employment*
 - *Exact contract dates: day, month, year. '1 full academic year' must be written on the proof of employment.*
 - *Must be signed in ink by the head official at your school.*
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