

Criminal Background Check

Option 1: Obtain a criminal background check, directly from the RCMP.

Timeframe: 3 days

Cost: \$25.00 CAN

Visit the RCMP website for more detailed information:

<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

Step 1: Fingerprints

- Inside Canada: Go to a local police station or hire a certified private service, the RCMP will only accept fingerprints done electronically, not by ink.
- Outside Canada: Obtain a set of inked fingerprints,(rolled and flat impressions of all 10 fingers, name, date, sex, name and address of the police station you used, as well as the signature of the official who did the fingerprinting.) Send your fingerprints to a certified company in Canada who can digitize the ink fingerprints, along with the application.

Step 2: Application

- While you are getting fingerprinted inform the official of the following:
 1. Reason for requesting a CBC: Employment overseas. Make it clear you will be teaching English in Korea, it is important they know you require an internationally recognized CBC.
 2. Full name
 3. Date of birth
 4. Sex
 5. Mailing Address
 6. Contact info (Phone number & Email Address)
 7. Processing fee – 25\$ CAN

**Note, to save time, call ahead and make sure the organization you wish to proceed with can 1. Electronic fingerprinting & 2. Submit your application electronically to the RCMP.*

OR

Option 2: Obtain a criminal background check from a local police station.

Timeframe: Varies

Cost: \$Varies CAN

Visit a local police station and order a criminal background check. The officials at the station will be able to guide you through the process.

Important Notes:

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

Criminal Background Check Consular Seal

Timeframe: Varies

Cost: \$9.60 CAN

1. Once you have received your CBC, go to a local notary public or lawyer (there is a chance the police stations can notarize your CBC) and get your CBC notarized.
2. Once you have notarized your CBC at the local level, send or personally take the notarized CBC to the nearest Korean Consulate – Notarization Department for a Korean Consular Seal.

**Note, contact the Korean Consulate before sending or visiting to confirm what documents you must bring.*

**Note to save time, bring CBC, original degree, notarized degree, sealed transcripts, and passport to the Korean Consulate for the Consular seal. This way they can place the seal on both your CBC and your degree in one trip. Fee: \$4.8 per document – total \$9.60 for one CBC and one degree. Take a service ticket for “NOTARIZATION” NOT “VISA”.*

University Degree + Korean Consular Seal

Timeframe: 1 week

Cost: \$ Varies CAN

1. Obtain a **copy** of your university degree, no originals, and have it notarized by a notary public or lawyer .

**Note: Your degree must be notarized by a notary public/lawyer who is registered in Ontario or Manitoba. If your degree was issued outside of Ontario or Manitoba, then your degree must be notarized from a notary public/lawyer who is registered in the same province you received your degree from*

2. Once you have notarized a copy of your degree at the local level, send or personally take the notarized copy of your degree to the nearest Korean Consulate – Notarization Department for a Korean Consular Seal.

Documents you must bring or mail:

- Notarized degree (notarization should be on the copy of the degree, not the original)
- Original degree
- University sealed transcript
- Photocopy and original of photo ID. (Do not include original if sending by mail)
- \$4.80 per document (credit card/personal checks not accepted)
- If sending by mail, include **Xpresspost** prepaid return envelope.

**Note, contact Korean Consulate before sending or visiting to confirm what other documents you must bring.*

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 head of your university.

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

Notarized Consular Seal

You must obtain a notarized consular seal for your University degrees as well as your criminal background check.

Damaged notarized seals will not be accepted.

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

Notarized Seals for the CBC and the University degree must be obtained separately.

Sealed University Transcript

Timeframe: 1 week

Cost: \$ Varies CAN

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 CAN

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 CAN

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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