

## Visa Application Form - Instructions

*What's a visa application form?* A visa application form is a document that teachers need to complete and submit to the Korean consulate in order to finalize their work visa.

**Note:** Teachers **CANNOT** submit this document until they've received their visa number from Korea. ESL Job Link will email or text your visa number to you.

### Visa Application Forms – All Nationalities ▼

- ☐ **Step 1** - Download the visa application form from ESL Job Link.com document downloads page.
- ☐ **Step 2** - Print-off the visa application form.
- ☐ **Step 3** - Complete the visa application form. Use pen (ink) to complete the form, do NOT use pencil or the consulate will ask you to submit the form again.

### Please be advised of the following:

1. The very top of the form asks teachers to enter their CONFIRMATION OF VISA ISSUANCE No. Please note: Only private school teachers receive visa issuance numbers. Visa issuance number consists of 4 alphabet letters and 8 numbers. For example, it is like HSBO-13002456.
2. Write 'N/A' in sections of the visa application form that aren't applicable to your status or profile.
3. There's a section at the bottom of the visa application form that explains how to answer most of the questions; please reference this information when you're completing the form. Some of the questions are not fully answered; please refer to the following information below for further explanations and information.
  - Q14: *Classification* - circle 'OR' for ordinary passport.
  - Q15: *Place of Issue* - Write down the place your passport was issued. Most passports will simply state the name of the city (e.g. *New York / Toronto / Los Angeles / Vancouver / etc.*).
  - Q16: *Date of Issue* - Look in your passport to find the passport issuing date.

- Q17: *Date of Expiry* - Look in your passport to find the passport expiry date.
- Q18: *Occupation* - Write your current occupation. If you aren't working then write 'Unemployed'.
- Q20: *Name & Address of Present Employer* - Write your employer in details. If you are unemployed enter 'N/A' instead.
- Q26: *Purpose of Entry* - Write 'Guest English Teacher'.
- Q27: *Potential Length of Stay* - Write 'One year'.
- Q28: *Potential Date of Entry* - Enter your expected arrival date.
- Q29: *Previous Visit* - State the dates for any previous visits to Korea. If you've never been to Korea before enter 'N/A'.
- Q30: *Address in Korea* - Because you don't know the address of your apartment yet you can enter the address of your school.
- Q31: *Phone No. in Korea* – Enter your school's phone number.
- Q32: *Who Will Pay for the Expense for Your Stay* - Write the name of your school or employer's name.
- Q33: *Countries You Have Travelled During the Past 5 Years* - List all countries you've travelled, lived, or vacationed over the past 5 years.
- Q34: *Accompanying Family* - Please enter any dependants who plan on entering Korea with you. If you're going alone enter 'N/A'.
- Q35: *Guarantor or Reference in Korea* – Write your employer information that ESL Job Link will send you along with your visa issuance number.

35. Guarantor or Reference in Korea	Relationship	Nationality	Name	Date of Birth	Gender
	<b>Employer</b>	<b>Korean</b>			

**Please Remember: Sign and date the bottom of the form and attach a passport photo in the top left corner (use glue to attach the photo).**