



ChungDahm Learning Document Checklist

Let's make sure you have everything in order and correct!

Save time and money by sending in your documents correctly the first time. Double-check your documents against the list below and mark off the boxes as you go. Keep in mind that these documents are used to introduce you to your future ChungDahm supervisor and some will be submitted to immigration and the Ministry of Education in Korea so they need to be *perfectly presented*! **Once you have everything together, please place this checklist on top of your documents as a cover page and send your package to Aclipse!**

. **Your Name:** _____ **Your Aclipse Recruiter:** _____

Double-check everything and keep copies for your own records!

___ **Application Pages:** Completed in **BLACK INK** and signed where required.

Submit all pages of the original document (photocopies are not acceptable as your original signature must be provided). Please do not staple pages together.

___ **One E2 Health Statement:** Completed in **BLACK INK**, signed but **NOT DATED**.

The original must be submitted and must be perfectly presented (no marks, scratched out bits, overwriting etc.).

___ **Two Passport Photos:** Submit **2** identical color passport photos in an unsealed envelope. Candid photos, computer print-outs, and black and white photos will not be accepted. We recommend that you get an additional **7** and keep them as they will be required for use later in the process.

___ **Passport Photocopy:** Submit a copy of your photo and identification pages - your photo and the writing must be clearly visible. If your passport is new, be sure it is signed or immigration will not accept it.

___ **Resume:** Please submit a clean copy of your most recent resume. Please do not staple pages together.

___ **Two National Criminal Background Checks (Apostilled/Certified):**

Americans need to submit **2 FBI-issued** checks with apostille (*please request that the FBI send the reports directly to Aclipse once issued. Please indicate in the notes if the CBC is not coming directly to us*). Canadians need to submit **2** nation-wide checks certified by the Korean Consulate.

___ **Two Photocopies of Bachelor's Diploma (Apostilled/Certified):**

Do not remove any staples or fastenings the Secretary of State/Korean consulate applied to your Apostilled/Certified diploma copies or it will nullify the authentication of your document. Please do not apostille/certify your original diploma. (*Canadians need to submit a university transcript to the consulate to have their notarized degree copies certified*).

___ **Latin Degree Translation (Notarized):** If your degree is in Latin you must obtain and submit an English translation; it must include your name and must be notarized. Many schools provide this online or you can contact your registrar's office.

___ **Degree Verification from American Databank:** Go to www.aclipsebackgroundcheck.com to request your report (**Package two**). The report will be emailed to you – simply forward the report to your Aclipse recruiter. An official letter of graduation from their registrar's office may also be submitted in place of the ADB report; please consult with your recruiter.

NOTES:

Is your passport still pending? Are you still waiting for your diploma? Please let us know about any potential issues:

All set? If you've checked off *everything* on the list and are confident that your documents are ready to be presented to the employer in Korea, then you are ready to drop your package in the mail. Please send completed documents together in one package with this checklist as your **cover page** to our office address below.

Aclipse, Boston Office
Attn: Document Collection
1254 Chestnut Street,
Newton, MA 02464

Questions? Call us at
617-960-8875