

# The Complete Application Guide

for **GEPIK** Teachers  
[ Gyeonggi English Program In Korea ]



by ***ESL AGENT***

[www.eslagent.net](http://www.eslagent.net)

## Before we start

Congratulations on your decision to pursue a position in a public school with the **GEPIK** (Gyeonggi English Program In Korea) program by **Gyeonggi Provincial Office of Education**.

This document will help you apply for an E2 visa from the South Korean government to teach. Please take some time to read and print this document and understand what is required of you.

Now is the time to start gathering your documents together so that your visa will be able to be processed as quickly and efficiently as possible. Providing that GEPIK would like to move forward with your application, your employment cannot be confirmed officially until they receive (via courier) the documents listed in this guide. There are many other teachers vying for these positions and we are here to ensure that you secure one.

### **This guide details the VISA process for GEPIK jobs only !**

(not for private language schools and hagwon though some requirements may be the same)

If you have any questions about anything you've read here, don't hesitate to contact us.

We fully understand that this process appears daunting and intimidating. ESL Agent successfully find jobs for hundreds of teachers each year that navigate through this same process - we are here to help YOU!

Unsure of what type of job is right for you? Ask us about the differences between private language schools (hagwons) and public schools.

## Hiring Process

Here are the basic hiring steps for GEPIK; from finding a job to getting a teaching visa(E-2) in Korea.

- Start Interview with us:** Normally, you've already done this.
- Step 1 Sending us GEPIK Application Package with all required documents :** You can download the application form from our web-site. <http://eslagent.net/english/gepik.php>
- Step 2 GEPIK(School) interview:** GEPIK(School) officer will arrange your interview in advance. All applicant stay out side of Korea will have phone interview, but applicant who stay in Korea at time of interview will have choice of in-person interview at GEPIK office or phone interview.
- Step 3 Notice of Appointment(NO A) & Final copies of contract:** You will receive NOA and 2 final copies of contract for your VISA application from GEPIK.
- Step 4 Applying E-2 VISA:** Send NOA and other documents to the **Korean Consulate** to be approved for VISA. Usually takes 1-7 days and Korean Consulate will return your passport with Visa inside. *Please contact Korean Consulate before your visit or sending documents.*
- Step 5 Time to fly to Korea:** Book your flight and come to Korea before the Orientation.

## Step 1: Sending us GEPIK Application Package

Please contact us to discuss the teaching position in GEPIK before preparing your application. We recommend that you are fully aware of the description, benefits and qualifications of GEPIK jobs to make sure of your suitability.

*If you're ready, let's get started!*

First, get an application form from any of our agents or simply download it from our web-site, <http://eslagent.co.kr/english/gepik.php>.

You can also download the Employment Contract in this web-site.

Please fill out the application form by following these instructions

Print first 3 pages of the Application Form: Page #1, 2 and 3 to use as a cover page for the package. Fill out these 3 pages and place top of other documents. Please gather your documents in order of the list in this cover page.

- 1. A completed application form** with a passport size photo
- 2. Resume with a cover letter**
- 3. Copy of your passport**
- 4. Educational Documents** (2 Transcript and Degree)
- 5. Two reference letters**
- 6. Criminal Record Certificate**
- 7. Self health report**
- 8. 3 copies of the contract**
- 9. 2 copies of agreement of security deposit**

We can review your document for you if you make scanned copies of these documents and E-mail us before you send out the original to carrier.

**Are all these documents ready? Then,  
Send your application and documents to:**

**ESL Agent**

**Attn: GEPIK Department**

**Daehan Bldg. #202**

**121-173 Dangsang-dong 6ga,**

**Yeongdeungpo-gu, Seoul, South Korea**

**Please use FedEx or DHL only, and keep the tracking number of your shipments.**

## APPLICATION FORM INSTRUCTIONS

**Please do not fill out the form by hand. You can print out the form after check the boxes and fill in all necessary areas from your computer.**

**\*\* For  check boxes, you can just type X next to the boxes**

**1. Name:** Type your name as it reads on your legal documents (passport). If you have multiple first or last names, leave a space in between.

**Question 2, 3, and 4 are needed for placement purposes only. This information will not affect your qualification**

**2. Gender:** Please mark **X** next to the box of Male  or Female .

**3. Marital Status:** Mark **X** on one of the boxes. If you mark "Other", write the status. If you have dependant, write number of person.

**(A)** If you are planning on having your legal dependents join you in Korea, list the members.

**4. Date of Birth:** Enter Year, Month, Day as is on your legal documents.

**5. (A) Citizenship:** Select one of the seven countries.

**(B) For Korean nationals only**

**6. Email:** Write your Email address

**7. Mailing Address:** Write the address to receive immigration documents and final copies of your employment contract.

**8. Permanent Address:** Write your contact phone number with country code and area code.

**9. Emergency Contact (if any):** Write the address and phone number of a person in Korea we can get in touch with in an emergency situation.

**10. Describe your experiences in Korea if you have any.**

**11. Write your desire/possible start date.**

**13. High school teaching position is very limited, elementary has higher chances.**

**14. If you have any specific desire location, please describe.**

**For questions 16-19, list only those you can provide proof of. Items without official proof will not be considered.**

**16. Educational Background:** Do not list any transferred schools, only the final institution you have attended for each level of schooling.

“Year(s) Received” should indicate diploma issue year (if you have not received your diploma yet, please write expected date). List from High School up to the highest degree level and only list those degrees you can provide proof of (you are required to send in an authenticated copy of your diploma and transcript for each of the institutions listed higher than High School). Do not list any transferred schools, only the final institution you have attended for each level of schooling.

**17. Teaching related Degrees and/or Certification:** If you hold a teacher's certificate, teaching related degrees and/or certification, please list the subject, received year, and issuing institution.

You can list TESOL/TEFL or any other certificates related to teaching English. To get a credit for English teaching certification such as TESOL, TEFL, and CELTA, the total hours of attending must exceed 100 hours for each certification.

**18. Teaching Experience:** List any official teaching experience you have in chronological order. Either full-time or part-time teaching experience including substitute teacher. Write “Duration” with year and month.

**19. Employment:** List your present or most recent employment first, either full-time or part-time. Write “Duration” with year and month. If you are currently teaching and have listed your employment as a teacher, you may leave this section blank.

**20. International Experience:** If you have any international experience out side of your country, list the name of country(s), duration and activities you did.

**21. Pay Category:** Please read all requirements in each category and select only one category that you qualify for. You must have an official verification of employment for each of your formal teaching employment to proof.

**Self Health Assessment Report (Self Evaluation):** Form should be completed and signed by the applicant. (You will be tested at a hospital once arriving in Korea)

**Do not forget! Make sure sign the application forms, self medical check, the contracts (3 copies) and the agreements (2 copies) before you send documents to our office.**

*Let's take a look at these documents in more detail*

**1. Authenticated copy of University Degree:**



**You can send your original degree/diploma and certification, but we strongly recommend you to send authenticated copies.**

To notarize your degree, you'll have to complete the following steps:

**Step 1: Local Notarization**

Make a photocopy and have the copy notarized as a true copy by a notary public (or registered solicitor in the UK) in the same state/province as the University.

**Step 2: Apostille (or Consular seal in Canada)**

**For US citizens:** bring/send the notarized copy to Secretary of State for authentication with an Apostille certificate. (See details of obtaining an Apostille certificate in the criminal record section)

**For Canadian citizens:** bring/send the notarized copy and original degree along with a copy of your passport and a set of transcripts to your Korean consulate for notarization/consular seal.

**For UK citizens:** bring/send the locally notarized copy to the Foreign & Commonwealth Office for the Apostille legalization. (Sometimes referred to as a postil). (See details of obtaining an Apostille certificate in the criminal record section)

In all cases it is significantly faster to go in person to the above mentioned institutions.

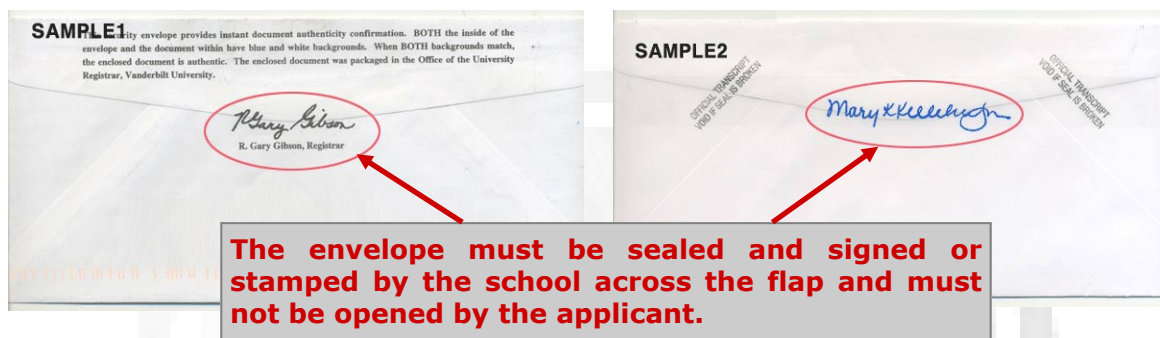
**Keep your original degree with you, you will need it when you apply for your visa at the consulate.**



## 2. Officially Sealed University Transcripts (2 sets)

**Transcripts (your university grades) in an unopened envelope from your university with a stamp or signature over the seal.**

**If you have a Masters degree: you will need transcripts from both Masters and Bachelors degrees to prove you qualify for the salary level offered**



## 3. Authenticated Criminal Background Check

**These checks can take a long time to complete** (depends on your police department- **5 minutes to 8 weeks**), so please go to your local police station and order one as soon as you can.

Korean immigration will accept a record check that is **less than 6 months**, so best get it done as soon as possible.

Please follow the steps below to ensure that it is done properly and will be accepted by the immigration office in Korea.

**If you have any charge greater than a traffic offence (including DUI's) on your record, you may not be able to obtain a visa to teach from Korean immigration.**

**Web search result of Criminal Record Check and Local police clearance is not acceptable, Criminal Record Check must be at state or higher level.**



### Criminal Record Check for US citizen

Please complete the following steps in order:

**First, order a police clearance record check from your local police department.**

- This can be a **state** or **federal** search.
- Have the Police department **notarize** the report.
- **Pick up** the results yourself or have them sent back to you



**IF the police department cannot notarize the record check themselves, have the results notarized by a local Notary Service.**

- Must be in the same state as the police department.
- The Notary Public should be able to put a notary public seal on your record check.

**Second, take or send the notarized record check results to the Authentications Office of your Secretary of State for an Apostille authentication.**

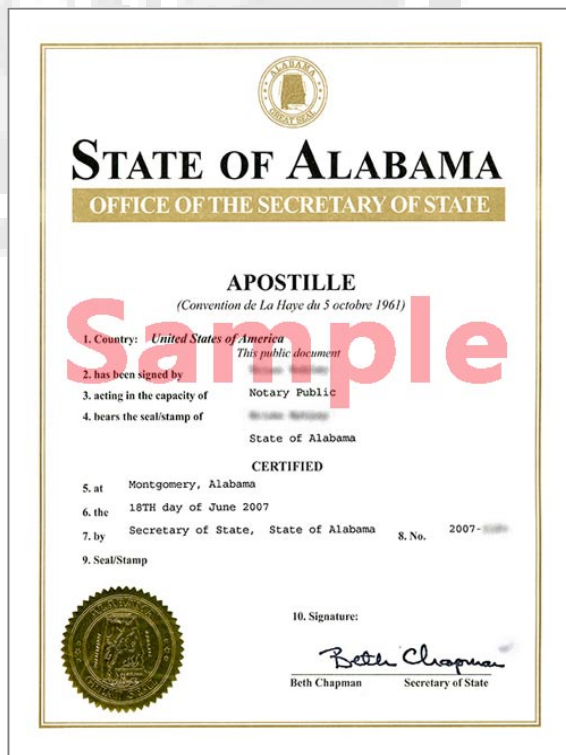
The Apostille will authenticate your record check for international use; **it MUST have a notary public stamp/seal on it FIRST.**

**Call the Authentications office in Secretary of State to ensure that you send/bring everything needed (some require an application form).**

- If you send it out, include a return envelope with postage and address.
- Include the small fee (varies from free to \$20) for the notarization.
- Indicate that the document is bound for South Korea.

This authentication can be done quickly in person in most states. Some states take up to 2 to 4 weeks to process requests by mail and rarely give updates as to when it will be completed.

You will receive an Apostille certificate that accompanies your record check [see example below]. This process is not very common and many police departments are not familiar with it, so if you have ANY questions about this, please call us!





### **Criminal Record Check for Canadian Citizen**

Please complete the following steps in order:

#### **First, order a Vulnerable Sector Police Record Check from your local police department**

- This can be a **local** or **provincial** search.
- Ensure that you request a **vulnerable sector search** as you will be working with children. (A vulnerable Sector Search is like a 'Sex Offender' check in the US). Sometimes reports do not specify that this check was made in addition to the normal check, but it must be clearly indicated for the consulate to accept it.
- Private company reports are not permitted (with the exception for those in Ontario only).  
If you live in Ontario, we recommend that you use Commissionaires to obtain a record check: <http://www.commissionaires.ca/index.html>
- Have the Police department notarize the report.  
**Only if the police department cannot notarize the record check themselves, have the results notarized by a local Notary Public .**
- The Notary Public should be able put a notary public seal on your record check.
- Pick up the results yourself or have them sent back to you.

#### **Second, send the notarized record check to the Korean Consulate (either in Vancouver, Toronto, Ottawa or Montreal - ATTN: Notarization dept) for a consular notarization.** You can find the details of the consulates here:

(See page 18 of this guide for the consulate information)

- Call your consulate to ensure you have the correct items they need for notarization.
- Send by Xpresspost only to Korean Consulates in Canada [& include a pre-paid return Xpresspost (only) envelope pre-addressed.]
- Include the fee (\$2.20) for the notarization- money order only if not in person.
- The Korean consulate will only authenticate documents with a local notary seal on it first.
- You will likely need a copy of your passport as identification.



### **Criminal Record Check for UK Citizen**

Please complete the following steps in order:

**Information from:** <http://www.crb.homeoffice.gov.uk/default.aspx>

#### **First, order a Police Record Check with a Subject Access Form.**

- This will likely take 30-40 days.
- Have the results sent back to you.

**Second, have the results notarized by your local Notary Public (lawyer) if they are not already notarized.**

- Your local Notary Public needs to stamp/seal the report.

**Third, Send the locally notarized record check to the Foreign & Commonwealth Office for an Apostille legalization.** (Sometimes referred to as a postil)

- Include a return envelope with postage and your address.
- Include the fee for the notarization.

More information on the Apostille process follow this link:

<http://www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/>



### **Criminal Record Check for Australian Citizen**

Please complete the following steps in order:

#### **First, order an Australian Federal Police Clearance**

- go to the Australian Federal Police website for detail information, [http://www.afp.gov.au/business/national\\_police\\_checks.html](http://www.afp.gov.au/business/national_police_checks.html) and download the **Australian National Police check application form**
- submit the forms to: **Australian Federal Police**, the address indicated in the web site.
- this will generally take about 15 working days from the date it was received by Criminal Records
- this record check can be a **local, city, or state clearance** letter or report.

- **Pick up** the results yourself or have them sent back to you  
**IF the police department cannot notarize the record check themselves, have the results notarized by a local Notary Service.**
- Must be in the same state as the police department.
- The Notary Public should be able put a notary public seal on your record check.

**Second, send the notarized record check results to the Authentications Office of your state for an Apostille**

- You can find more, <http://www.smartraveller.gov.au/authen.html>
- if you are abroad please contact the apostille office where the document was issued to ask for instructions.
- **IN-PERSON DROP OFF** - this authentication can be done quickly in-person in most states.
- **MAIL IN** - in many states this can take a while where if you go in it is instantaneous. If you mail in your application be sure to include a RETURN ENVELOPE with postage and address back to you.
- **FEE - \$60AUD.**



#### **4. Copy of Passport (Photo page)**

Ensure that your passport is valid for at least another full year and has a couple blank pages for the new visa stamp. Make a few photocopies.

**Do not send original to Korea** (only send your passport to the consulate when that time comes).

#### **5. Passport size Photos (4pc)**

Standard passport photos – the same style that you would need to apply for a new passport (no stamp on the back necessary).

- size : **3.5cm x 4.5cm**
- Photos must have been taken within the past 6 months.
- **Printed photographs are not accepted**
- Bright background is preferred over a dark one.
- You will need one for immigration when you arrive in Korea for your alien registration card.
- Always a good idea to have some extras around.

#### **6. Signed Contract (3 copies)**

Please fill in the following sections:

- **Your name, address and Country**
- **Sign** the contract and mark **initial** on bottom of every single page

#### **7. Letter of Agreement for security deposit (2 copies)**

Please fill in your name, sign and date

#### **8. Extra Documents to qualify for higher salary levels (if applicable)**

- **Notarized photocopy of Teaching Certificate**
- **Notarized photocopy of TEFL/TESOL/CELTA certification**
- **Original letter verifying teaching experience (if applicable)**

**Official letter must contain: School's name, contact information, indication of Full time, your name, signature of the principal and your working information.**

**Only one full year of full time teaching experience will be considered and affect to your salary.**

**To get a credit for teaching experience in Korea, only "Verification of Employment" from District Office of Education will be accepted. Letter from private academy is not acceptable**

## *Are you ready to send out your documents?*

**\*Before you send the documents make sure to make copies of all documents and keep them for the Consulate interview.**

When you have accepted a contract and have all of the documents ready, it is time to courier them to our office.

### **ESL Agent**

**Attn: GEPIK Department**

**Daehan Bldg. #202**

**121-173 Dangsang-dong 6ga,**

**Yeongdeungpo-gu, Seoul, South Korea**

**We recommend you to use only DHL, or FedEx, because they can track your documents inside of Korea.**

**DO NOT** send your documents via the **Post Office or Purolator**. Delivery can take 5 days to two weeks, and there is no way for us or you to keep track of your documents once they are in Korea (USPS can't track it within Korea!).

This is likely going to cost \$25 to \$40 to send depending on the company, weight and service used. It sounds rather expensive- and it is- but well worth it when you are sending personal documents that can take a very long time to replace if lost.

Once you have sent your documents, please retain a **copy of your invoice** with the **tracking #** of your package and the address you sent it to.

Once we received all of your documents, we will check them over and submit to the GEPIK office (or School) to be processed.

## Step 2 : GEPIK(School) Interview

All application materials are initially screened by the staff at the Gyeonggi Provincial Office of Education to determine that the applicant has met all the requirements for GEPIK and to decide who will continue on to the interview stage. Any incomplete applications will not be processed.

Candidates who pass the initial screening will be notified of the date and other details needed for an interview by e-mail, or phone.

All applicants who stay in Korea at the time of interview may need to visit the office of GEPIK or school to have an in-person interview.

Final results of the interview will be given to successful applicants by email or phone call.



## Step 3-4: Notice of Appointment and VISA

After GEPIK (school) accepted you, they will send you Official Employment Contract and a Notice of Appointment.

These documents must be sent by FEDEX or DHL to your mailing address.

You will find 2 copies of the contract, one for yourself and one for VISA application.

Before you depart, you will need to go to the Korean Consulate and apply for a VISA. If you live close enough to a consulate, we always suggest going in person.

**Be sure to call the consulate before you send your documents to ensure you have got everything they require. Sometimes requirements vary between consulates.**

**You can find the Consulate contact information in page 17-19.**

**Please DO NOT book a plane ticket until you know when you will receive your visa.**

Bring with you

- a completely filled **VISA application form,**
- one original copy of **GEPIK Contract,**
- **the Notice of Appointment letter,**
- your **passport,**
- **2 color photo,**
- **VISA fee.**

You are strongly encouraged to apply as early as possible as it can take some time to process the application and also to avoid potential delays or other complications.

You keep another copy of GEPIK Contract but don't forget to bring it when you come to Korea.



## USA

### Washington, D.C.

2320 Massachusetts Avenue, N.W.  
Washington, D.C. 20008  
T:(202) 939-5653  
F:(202) 342-1597  
<http://www.koreaembassyusa.org/>

### New York

Main Office: 335 E. 45th St.(4th Fl.),  
New York, NY 10017  
T:(646) 674-6000  
T:(212) 692-9120  
F:(646) 674-6023  
Public Office (Visa Section): 460 Park Ave. (57th St.) 6th Fl.  
New York, NY 10022  
T:(646) 674-6000  
F:(646) 674-6023  
<http://www.koreanconsulate.org/index.php?ln=en>

### San Francisco

3500 Clay Street  
San Francisco, CA 94118  
T:(415) 921-2251  
F:(415) 921-5946  
<http://usa-sanfrancisco.mofat.go.kr/eng/am/usa-sanfrancisco/main/index.jsp>

### Los Angeles

3243 Wilshire Blvd.,  
Los Angeles, CA 90010  
T:(213) 385-9300  
F:(213) 385-1849  
<http://usa-losangeles.mofat.go.kr/eng/am/usa-losangeles/main/index.jsp>

### Boston

One Gateway Center 2nd Fl.  
Newton, MA 02458  
T:(617) 641-2830  
F:(617) 641-2831  
<http://usa-boston.mofat.go.kr/eng/am/usa-boston/main/index.jsp>

### Chicago

NBC Tower Suite 2700,  
455 North City Front Plaza Dr.  
Chicago, IL 60611  
T:(312) 822-9485  
F:(312) 822-9849  
<http://www.chicagoconsulate.org/en/index.php>

### Seattle

2033 Sixth Ave., #1125  
Seattle, WA 98121  
T:(206) 441-1011  
F:(206) 441-7912  
<http://usa-seattle.mofat.go.kr/eng/am/usa-seattle/main/index.jsp>

### Atlanta

229 Peachtree St., Suite  
500 International Tower  
Atlanta, GA 30303  
T:(404) 522-1611  
F:(404) 521-3169  
<http://www.koreanconsul.org/inc.php?inc=100101&lang=en>

### **Houston**

1990 Post Oak Blvd., #1250  
Houston, TX 77056  
T: (713) 961-0186  
F: (713) 961-3340  
<http://www.koreahouston.org/english/index.htm>

### **Honolulu**

2756 Pali Highway  
Honolulu, HI 96817  
T: (808) 595-6109  
F: (808) 595-3046  
<http://usa-honolulu.mofat.go.kr/eng/index.jsp>

### **Guam**

125C Tun Jose Camacho St.,  
Tamuning, Guam 96913  
T: (671) 647-6488  
F: (671) 649-1336  
<http://usa-hagatna.mofat.go.kr/eng/am/usa-hagatna/main/index.jsp>

## **Canada**

### **Vancouver**

1090 Georgia Street West 1600,  
Vancouver, BC V6E 3V7  
T: (604) 681-9581  
F: 681-4864  
<http://can-vancouver.mofat.go.kr/eng/am/can-vancouver/main/index.jsp>

### **Toronto**

555 Avenue Rd,  
Toronto, Ontario, M4V 2J7  
T: (416) 920-3809  
F: (416) 924-7305  
<http://koreanconsulate.on.ca>

### **Montreal**

1 Place Ville-Marie, Suite 2015,  
Montreal, Quebec H3B 2C4  
T: (514) 845-2555  
F: (514) 845-1999  
<http://www.koreanconsulate.qc.ca>

## **UK**

### **London**

60 Buckingham Gate, London, SW1E 6AJ, United Kingdom  
T: (44-20) 7227-5500~2  
T: (44-20) 7227-5503  
<http://gbr.mofat.go.kr/eng/eu/gbr/main/index.jsp>

## **Ireland**

### **Dublin**

15 Clyde Road, Ballsbridge, Dublin 4, Ireland  
T: (353-1) 660-8800, 8053, 668-2109  
F: (353-1) 660-8716  
<http://irl.mofat.go.kr/eng/eu/irl/main/index.jsp>

## Australia

### Embassy

113 Empire Circuit,  
Yarralumla ACT 2600, Australia

T: (61 2) 6270-4100

F: (61 2) 6273-4839

<http://aus-act.mofat.go.kr/eng/as/aus-act/mission/locations/index.jsp>

### Sydney

Level 13, 111 Elisabeth St  
Sydney NSW 2000 Australia

T: 61-2-9210-0200

F: 61-2-9210-0202

<http://aus-sydney.mofat.go.kr/eng/as/aus-sydney/main/index.jsp>

## New Zealand

### Wellington

11 Floor, ASB Bank Tower Building, 2 Hunter St.  
Wellington, New Zealand

T: (64-4) 473-9073~4

F: (64-4) 472-3865

<http://nzl-wellington.mofat.go.kr/eng/as/nzl-wellington/main/index.jsp>

### Auckland

10th Floor, 396 Queen Street,  
Auckland, New Zealand

T: (64-9)379-0818

F: (64-9)373-3340

## South Africa

### Pretoria

Greenpark Estates #3,  
27 George Storrar Drive, Groenkloof,  
Pretoria 0181, South Africa

T: (27-12) 460-2508

F: (27-12) 460-1158

<http://zaf.mofat.go.kr/eng/index.jsp>

## Tax Exemption for Public School Teachers in Korea

The following countries have treaties that allow their residents to be exempt from paying income tax on salaries earned from working at public schools in Korea (for two years):

**Australia   Ireland   South Africa   UK   USA**

**Canadians** are *not* exempt from paying income tax on salaries earned in Korea.

Excerpt from the US Tax Treaty:

*Article 20  
Teachers*

*(1) Where a resident of one of the Contracting States is invited by the Government of the other Contracting State, a political subdivision, or a local authority thereof, or by a university or other recognized educational institution in that other Contracting State to come to that other Contracting State for a period not expected to exceed 2 years for the purpose of teaching or engaging in research, or both, at a university or other recognized educational institution and such resident comes to that other Contracting State primarily for such purpose, his income from personal services for teaching or research at such university or educational institution shall be exempt from tax by that other Contracting State for a period not exceeding 2 years from the date of his arrival in that other Contracting State.*

*(2) This Article shall not apply to income from research if such research is undertaken not in the public interest but primarily for the private benefit of a specific person or persons.*

To ensure you are exempt from income tax in Korea, you'll need to get a residency certificate from the government of your home country. Details are below for each country.

*Please note that we are not tax experts- the links below are starting points to do your own research*

### United States of America

Order a transcript (by phone - it's a faster delivery time). There is no fee for ordering a transcript and it arrives much faster (than the 6166). A transcript shows that you have submitted tax forms to the IRS and seems to be proof of residency.

<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

<http://www.irs.gov/businesses/small/international/article/0,,id=122559,00.html>

### United Kingdom (England, Northern Ireland and Scotland)

A certificate of UK residence is required, you can obtain it from the HMRC office which normally deals with your tax affairs. If you deal with more than one tax office, you need to go to the one to which you send your tax returns.

<http://www.hmrc.gov.uk/international/faqs.htm#20>

[http://www.hmrc.gov.uk/cnr/app\\_dtt.htm](http://www.hmrc.gov.uk/cnr/app_dtt.htm)

If you are a resident of a country with which the UK has a double taxation treaty, you may be able to claim exemption or partial relief from UK tax on certain types of income from UK sources.

## Australia

The process is straight forward: fax or post a letter to the ATO requesting a **certificate of residency** and wait for the certificate to be sent to you. The details are available on the ATO website:

<http://www.ato.gov.au/businesses/content.asp?doc=/Content/43288.htm&page=5&H5>

## Canada

Currently there is no tax exemption for Canadians in Korea.

## Ireland

A certificate of residence is required. Information from the Irish Tax and Customs website:

<http://www.revenue.ie/leaflets/res1.pdf>

[http://www.revenue.ie/index.htm?/services/tax\\_info/dtas/korea.htm](http://www.revenue.ie/index.htm?/services/tax_info/dtas/korea.htm)

## New Zealand

The Embassy in Seoul can provide a certificate of residence. To obtain this document you (or your Liaison Teacher) would need to contact the embassy to make the request and you would need to travel to the embassy in person to pay the fees and pick up the document. Further more your school would have to grant you a week day to travel to Seoul and back.

<http://www.ird.govt.nz/yoursituation-nonres/double-tax/>

<http://www.ird.govt.nz/forms-guides/keyword/nrwt/ir292-guide-nz-tax-residence.html>

<http://www.ird.govt.nz/resources/file/eb6e6d0ae8b136a/ir292.pdf>

## South Africa

A certificate of residence is required. Please get in touch with the South African Revenue Service (SARS) for more information:

<http://www.sars.gov.za/>

Information on double taxation agreements: <http://www.sars.gov.za/home.asp?pid=3906>