

PREPARED EXCLUSIVELY FOR KOREAN HORIZONS APPLICANTS

Teaching in Korea Document Checklist

A practical starting point for U.S. and Canadian applicants preparing background checks, fingerprints, apostilles and degree documents. Always follow the current Korean Horizons instructions for your program and intake.

Documents You'll Prepare

Personal and application materials normally supplied by you.

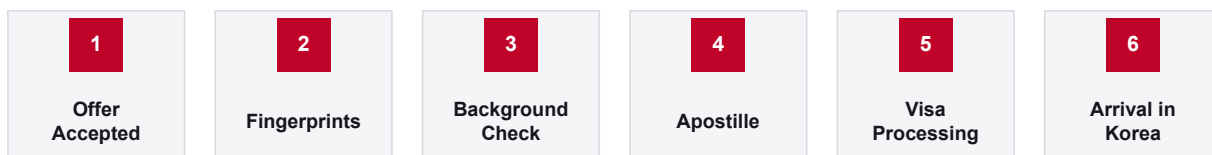
- ☐ Passport and passport information-page copy
- ☐ University degree
- ☐ Resume
- ☐ Passport photos
- ☐ References / letters of recommendation

Documents Hive Can Help With

Specialist document workflows coordinated with your recruiter checklist.

- ☐ FBI Identity History Summary
- ☐ FBI fingerprinting guidance
- ☐ Federal apostille
- ☐ Degree apostille
- ☐ RCMP criminal record check
- ☐ Canadian apostille guidance

Your document timeline



Start early, but confirm date windows.

Background checks and government certifications can involve several organizations. Korean Horizons will confirm when a date-sensitive record should be ordered for your intake.

Background checks and apostilles

U.S. applicants

Korean programs commonly request a national-level FBI Identity History Summary. Because the FBI report is federal, its federal apostille is issued through the U.S. Department of State.

Canadian applicants

Applicants are commonly asked for a national-level RCMP record. The fingerprint, certification and apostille route should be confirmed against the current recruiter instructions.

Fingerprint-card review

Before your appointment

- ☐ Confirm the correct card and submission route
- ☐ Print the card at its original size
- ☐ Bring the identification requested by the provider
- ☐ Ask whether an appointment or fee is required

Before mailing an original

- ☐ Scan the complete card in color at 400 DPI or higher
- ☐ Check for smudges, faint ridges and incomplete rolls
- ☐ Confirm names, dates and signatures are complete
- ☐ Send the scan to Hive for review

Avoid these common delays

Wrong authority

Do not send an FBI report to a State Secretary of State for its federal apostille.

Poor fingerprints

Smudged, faint or incomplete ridge detail may cause rejection and require a new set.

Missing details

Review names, dates, signatures and every required biographic field before submission.

Incorrect timing

A criminal record check ordered too early may fall outside the accepted date window.

Questions before you begin?
sales@hiverele.com | WhatsApp +86 137 6432 2474
 WeChat, KakaoTalk and additional guidance: www.hiverele.com/contact/

Partner resource centre
hiverele.com/partners/korean-horizons/

This checklist is an orientation resource, not a guarantee of document or visa acceptance. Requirements can vary by recruiter, program, nationality, employer, intake and reviewing authority. Follow the latest Korean Horizons instructions and confirm any uncertainty before ordering a service.