

# IPR Application Tracking Form



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**This Checklist is to serve as a guide only & intended to be used in conjunction with the IPR Website your assigned employment consultant**

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- Initial Phone Call with an IPR Representative**
- Docs Submitted Via email to IPR:**
  - Resume     Photo     Passport
- Docs Submitted Via Fax to IPR:**
  - IPR Service Agreement     IPR Medical Self Evaluation
- Docs to be submitted by Courier:**  
(Please send your docs using only registered Mail, preferably Fed-ex/DHL)  
  
Date Sent: \_\_\_\_\_ Pkg Tracking #: \_\_\_\_\_
- Degree     Transcripts     Passport Photocopies     4 Passport Sized Pics
- Criminal Records Check     Money Order     2 copies of signed contract
- Any TESOL Certifications     Korean Immigration Medical/Interview Form
- Contract Received & Sent in to IPR**      Date: \_\_\_\_\_
- Visa Identification Number (VIN) received**
- Travel Arrangements Verified with IPR**
- Visa Process Finished with the Korean Embassy:**  
(If you send the documents to the Embassy only use Fed-ex/DHL)  
  
Date Sent to Embassy: \_\_\_\_\_ Pkg Tracking #: \_\_\_\_\_  
  
Date Sent from Embassy: \_\_\_\_\_ Pkg Tracking #: \_\_\_\_\_
  - Passport     Visa Form     Passport Photocopy     2 Small Picture
  - Visa Application Fee     Pre-paid Fed-ex Envelope     VIN Number
  - Korean Medical/Interview Form     Transcript
- Final Check on Home Affairs & Pickup Instructions with IPR**

**Should you have any questions or concerns anytime, please consult the IPR Website or contact your employment consultant via email or by phone**

[Http://www.interpacificrecruiting.com](http://www.interpacificrecruiting.com)  
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