

Your E-2 teaching timeline.

Companion prepared 21 October 2026 · Source guide reviewed 17 October 2026

[Read online →](#) · [Arrival checklist →](#)

Three separate clocks: entry, employment and immigration-authorised stay. The timeline is recommended administration, not a twelve-month visa guarantee. A signed contract or appointment booking does not extend your stay.

Your private date notes

Entry date: _____

Contract end date: _____

Allowed-stay expiry: _____

Contents

- [Before you fly and first-year milestones](#)
- [Deadline checks](#)
- [A · Renew at the same school](#)
- [B · Move to another eligible E-2 school](#)
- [C · Finish with no new employer](#)
- [D · Closure, early dismissal or dispute](#)
- [Official sources](#)

Before you fly

Verify the legal employer, eligible teaching activity and workplace. Evaluate the complete contract, pay, total hours, housing and early-exit terms in writing.

Follow current sponsor and consulate documents. Authentication and nationality requirements differ; EPIK extras are programme requirements, not universal E-2 rules.

Confirm entry permission, the address in Hangul, transfer, delayed-arrival contact and induction. Carry essential originals in hand luggage.

Your first-year milestones

Count from entry and employment start separately. This planner is recommended administration, not a promise of a particular immigration deadline or a twelve-month permission period.

When	Actions	Record
Days 0–7	Confirm safe housing, transfer, school induction, timetable and medical/registration route	Housing photos, signed contract, contact sheet and visa/entry record
Days 7–30	Complete required health check; prepare/file registration as instructed; arrange phone, bank and payroll	Appointment/filing receipts, medical result, proof of housing
By day 90	For stays over 90 days, verify registration completed within applicable 90-day entry deadline	Residence-card details, filing evidence and authorised-stay expiry
Months 3–6	Review teaching workload, deductions, coverage and leave; report any address change promptly	Monthly payslips, hours, contributions and leave records
Months 9–10	Choose next-year path; check extension window, new employer eligibility or gap/departure plan	Written offer/contract and immigration questions
Months 11–12	File extension/transfer steps when required; agree final-pay and housing handover plan	Filing results, exit/transfer evidence, pay and handover checklist

Deadline checks, not assumptions

For a stay above 90 days, foreign registration generally must be completed within 90 days of entry. Make the appointment early; a reservation alone is not a completed filing. Special entry/status cases can have different timing.

Registered foreign residents generally report a new place of stay within 15 days of moving. A school's internal update or a housing lease report does not replace your immigration address report.

E-2 generally uses a report within 15 days of the workplace change, not the E-9 prior-permission procedure. Confirm the facts before starting.

Check the current extension window: general government guidance permits applications from four months before expiry up to expiry; verify the E-2 filing channel and your case with HiKorea/1345. A booked visit is not a filing.

The employer generally must report reportable employment changes, including employment ending, within 15 days. The teacher's E-2 workplace-change report is a separate obligation; one party's report is not automatically the other's filing.

There is no blanket 30-day grace period. Do not rely on the residence-card expiry alone once the sponsored job ends.

Confirm the triggering event, exact documents, filing channel and deadline with HiKorea / Immigration 1345. Workplace changes are E-2-specific; do not substitute E-9 rules.

New contract + E-2 stay extension

Signing again does not automatically extend immigration permission. Apply before your authorised stay expires.

- ☐ Get a new signed contract and current employer documents. Check your passport and actual allowed-stay expiry; do not use the final payday as the deadline.
- ☐ Typical extension preparation: application form, passport, residence card, new contract, proof of residence and current fee. Immigration can request additional school or personal documents.
- ☐ Check the current extension window: general government guidance permits applications from four months before expiry up to expiry; verify the E-2 filing channel and your case with HiKorea/1345. A booked visit is not a filing.
- ☐ Keep the submission receipt and extension decision. Confirm travel/re-entry arrangements with 1345 before travelling while an application is pending.
- ☐ If employment continues without actual termination, do not assume severance must be paid at each contract anniversary. Keep your continuous-service records.

Workplace-change report — and possibly extension

E-2 generally uses a report within 15 days of the workplace change, not the E-9 prior-permission procedure. Confirm the facts before starting.

- ☐ Confirm the new institution and teaching activity are eligible for your E-2, and agree a signed contract and genuine start/change date. Do not confuse a new contract with automatic immigration compliance.
- ☐ Prepare the workplace-change report, passport, residence card, new contract and required new-school documents; confirm exact documents, filing channel and timing with immigration. The general E-2 report deadline is 15 days after the change.
- ☐ EasyLaw's Manual summary says an extension is also needed if the new contract period plus one month exceeds the remaining authorised stay. Ask immigration to calculate the relevant dates in your case.
- ☐ The previous employer has its own employment-end notification. Keep completion/termination evidence and ask whether a letter of release or another explanation is needed for your particular early-exit transfer. A letter of release is not universally required in every completed-contract transfer.
- ☐ A fresh overseas E-2 application is not automatically mandatory for every in-country transfer. Confirm accepted previously submitted documents, including criminal checks, with immigration and EPIK where relevant.

Resolve the gap before employment ends

There is no blanket 30-day grace period. Do not rely on the residence-card expiry alone once the sponsored job ends.

- ☐ Call 1345 before your last employment day. Give contract-end date, allowed-stay expiry, nationality, current status and intended departure or job-search plan.
- ☐ Ask whether you qualify for D-10 or another status, whether an application is permitted in-country, the deadline and the effect of the employer's end report. A job-search intention is not authorisation.
- ☐ If a change of status is available, prepare and file through the required process and wait for the applicable permission. Do not teach during a gap or while merely intending to apply.
- ☐ If leaving Korea, confirm the lawful departure date, residence-card return requirements, insurance/pension closure and housing handover. Obtain final wage/tax records before losing access.
- ☐ Keep written confirmation and filing/departure evidence. Neither a recruiter's promise nor an unused date on a card guarantees lawful stay after a status-changing event.

Protect evidence and immigration status in parallel

An employment claim does not automatically extend a visa or permit work elsewhere. Seek immigration and labour advice urgently.

- ☐ Save your signed contract, termination/closure notice, timetables, messages, payslips and bank records. Write a dated factual account; keep copies outside school systems.
- ☐ Call 1345 promptly with the dismissal/closure date and ask about reporting, lawful stay, transfer documents, D-10 possibilities and any departure/status-change deadline.
- ☐ Call Labour 1350 about unpaid wages, deductions, termination and complaint routes. Remedies, coverage and filing deadlines depend on the facts; consider an adviser for contested dismissal.
- ☐ Do not assume a letter of release is always possible or universally indispensable. Ask immigration what alternative evidence it accepts for closure, dismissal or employer non-cooperation.
- ☐ Confirm housing access and document safety. Do not start teaching elsewhere until your E-2 workplace/status position is confirmed; keep labour and immigration receipts separately.

Official sources and contacts

Source guide reviewed 17 October 2026. This companion reuses its timeline, rules and four paths; it does not claim a new source or intake-date verification.

- [EasyLaw](#) · E-2 foreign language teachers
- [EasyLaw](#) · workplace-change response, 31 March 2026
- [HiKorea](#) · reservations, applications and immigration manuals
- [Korea Visa Portal](#) · E-2 application and consulate requirements
- [EPIK](#) · Spring 2027 required documents (July 2026 update)
- [EasyLaw](#) · extension of period of stay
- [HiKorea](#) · four-month stay-extension window
- [Immigration Act](#) · Article 19 employer reports

[Complete E-2 guide](#) · [Paperwork kit](#)

Immigration 1345 · Labour 1350. Independent preparation guidance, not an eligibility decision or legal advice.