

I just want PostNet Pretoria CBD to fly my completed final documents to Korea for R450. I will use another courier service to handle my apostille-related documents.

What should I do? First, please carefully read the document titled **“Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.”** Then, follow these four steps.

1.) Put your completed final documents into a big envelope and seal the envelope. This envelope should contain:

- One copy of:
 - (a) Your EPIK application. Make sure to sign your application on page 5 using a ballpoint pen. There should be 11 pages total, including your essays and lesson plan.
 - (b) Lesson plan handouts.
- One color photocopy of your passport information page.
 - (a) Make sure you get the top page and the bottom page in one picture/scan. All four corners of the passport should be visible.
- Two professional-quality passport photos.
 - (a) Each photo should be 4.5 cm in length and 3.5 cm in width.
- Your DIRCO-apostilled Police Clearance Certificate.
- Your DIRCO-apostilled SAQA verification letter.
- Two sealed transcripts detailing your bachelor’s education.
 - (a) Each transcript should be separately sealed in its own envelope.
- Your two original letters of recommendation.
 - (a) Make sure that they have no digital signature and that each referee signed his/her respective letter using a ballpoint pen. These letters should be the originals, not copies or printouts (i.e., there should be a physical impression from the referee’s ballpoint pen on the paper).
 - (b) Do not do anything to degrade the integrity of these letters (i.e., do not forge any signature). This is very important.
- Letters proving that you were educated in English from the 7th grade through the 12th grade.
- A copy of your TEFL certificate, if required.
- Any other documents that Korvia advised you to prepare.

Label this envelope in the manner described in the document titled **“Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.”** This envelope is called envelope **“C.”**

2.) Take envelope **“C”** to your nearest PostNet location. Pay R109 to **“PostNet-2-PostNet”** envelope **“C”** to PostNet Pretoria CBD. Write PostNet Pretoria CBD’s address exactly in the manner described in the document titled **“Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.”** This is very important.

3.) When PostNet Pretoria CBD receives your package, they will contact you with details about how to pay the R450. Please pay promptly.

4.) PostNet Pretoria CBD will fly your completed final documents to Korea.

