

## Legalisation Process – TEFL Certificate – Steps Explained.

First of all, we have a great article about the new changes and regulations for legalising TEFL certificates on our blog and you can [read it here](#).

The key thing to have on your side during this process is time, as there are a few steps and it's important to allow plenty of administration time for you.

The process can take from 3-6 weeks depending on the Embassy.

Currently, the two countries most affected by visa regulation and UK Foreign & Commonwealth Office (FCO) changes are China and Vietnam.

We are happy to share our expertise with you and help you get your process started.

### Legalisation process explained:

All documents must be legalised in their country of origin. Premier TEFL is a training center both approved and accredited by TQUK. As we are based in Ireland this has brought about complications in light of new **Brexit regulations**. It is not possible to legalise the certificates in Ireland anymore as we are accredited by a UK based company. For this reason, it must be apostilled, stamped and attested in the UK.

This is the quickest route we have found to overcome this barrier to date. We have experience with assisting our graduates and the steps are as follows:

#### Step 1:

We have partnered up with Vita Consular in the UK to overcome the barrier of the final document (your certificate) being printed in the UK.

Go to this link and you will see options for China, Vietnam and Thailand:  
<https://www.vitalconsular.com/premier-tefl-legalisation.html>

Your primary contact is Emma: [emma.thompson@vitalconsular.com](mailto:emma.thompson@vitalconsular.com)

The fee here covers notarisation and legalisation. Pay the fee here first and receive an order number.

#### Step 2:

Purchase your hard copy from <https://premierTEFL.com/ordering-cert>. Please order the certificate by registered post.

### Step 3.:

Immediately after purchase of your hard copy, please notify [sandra.lane@premiertefl.com](mailto:sandra.lane@premiertefl.com) and include:

Delivery Address: Vital Consular Order number  
Your full name as it appears on your passport:  
Country you are going to:  
Please copy and paste the above and fill in when emailing.

Premier TEFL cannot be held responsible if this step is not taken and the certificate is sent to your home address.

### Step 4:

This is **our** step! We will issue you a TEFL Institute London Certificate from our UK office and send it to Vital Consular. This helps us overcome the barrier caused by Brexit regulations.

Once the certificate is on its way you will receive a tracking number.

### Step 5:

Vital Consular will notarise and authenticate your certificate with the FCO in the UK. It will then be legalised at the embassy of the country you are going to. Once it is all completed the certificate will be send straight to you. We recommend opting for courier here. If they require any further information or tasks, they will contact you.

### Remember:

Posting documents and waiting for administrative bodies to sign them really takes time. Give yourself at least 3-6 weeks to prepare, post, and wait for the return of your newly legalised documents.

We are excited to share that we have had a 100% success rate with the above certificate legalization through our partnership.

## Good luck with all your future teaching plans!