

KOREA TOURIST VISA Main Requirements Checklist

1. **Korea Visa Application Form** (Computerized)
 2. **1 pc Passport-sized Photo** (3.5cmx4.5cm)
 3. **Original old and current Passport** (valid for at least 6 months)
 4. **Copy of Passport's First Page** (Bio-data page)
 5. **Original & Copy of valid visas and arrival stamps to OECD member countries for the past 5 years** (and Korean visa if applicable)
 6. **Original Personal Bank Certificate** (must include account type, account number, current balance, account opening date, 6 months average daily balance [ADB])
 7. **Bank Statement of the latest 3 months** (original bank statements/ certified true copy of passbook)
 8. **Photocopy of most recent ITR** (Income Tax Return)
 9. **Photocopy of PRC Card or IBP Card** (If applicable only)
 10. If applying with family members, provide **Original PSA birth and marriage certificates** as proof of relationship.
 11. If guaranteed but the guarantor is not traveling with the applicant, please provide an **affidavit of Support and proof of relationship** (Original birth certificate and marriage certificate)
 12. Visa Transmittal Form
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Additional Requirements

FOR EMPLOYEES:

1. Original Certificate of Employment (must include applicant's position, date hired, compensation, company address, HR landline number [cell-phone number is not allowed], HR e-mail address])

FOR BUSINESS OWNERS:

1. Photocopy of SEC/ DTI
2. Photocopy of Business Permit/ Mayor's Permit

FOR STUDENTS:

1. Original School Certificate (Registration Form is NOT accepted)
2. Photocopy of School ID (Front and Back)

IF INVITED BY A KOREAN COMPANY/ ORGANIZATION/ INSTITUTION:

1. Invitation Letter
2. Copy of Business Registration from Inviter

IF INVITED BY RELATIVES/ FRIENDS FROM KOREA:

1. Invitation Letter
2. Proof of identity (Copy of passport and visa [if applicable], valid ID)
3. Proof of relationship (Original PSA documents that will support the degree of relationship)

IF THE TRAVEL IS SPONSORED BY A LOCAL COMPANY:

1. Guarantee letter from the company
 2. Business documents of the company such as business registration, permits, ITR, and Company Bank Certificate
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Notes

1. **Visa processing takes 10 to 15 working days** (subject to change without prior notice depending on the adjustments to be made by the embassy as well as the agency's working timeline).
2. Submission of requirements does not guarantee the issuance of a visa and is under the discretion of the embassy.
3. Documents submitted for application will not be returned.
4. For documents that cannot be submitted, a Letter of Explanation written by the applicant must be submitted.
5. The reason for the denial of a visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, there is no appeal and the applicant may only re-apply for the same purpose after six (6) months.
6. The Korean Embassy may still require supplementary documents.

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