

****EMBASSY OF KOREA****

**122 Upper McKinley Road, McKinley Town Center
Fort Bonifacio, Taguig City 1634 Philippines
Tel: (632) 856-9210 Fax: (632) 856-9025**

VISA Requirements:

If Employees:

1. Application Form (all Caps Lock, duly computerized filled up and signed, no N/A or NONE just leave it blank, printed on A4 bond paper)
2. 1 Photo - Passport size, white background (Please attach to the application form)
3. Passport must sign and with photocopy of the Bio-page (NOT VALID without Signature)
4. Employment Certificate, must indicate **tenure, salary, position, address, landline number, e-mail address.**
5. PRC CARD (if applicable)
6. Personal Bank Certificate, must include **account types, current balance, opening date, 3 months average daily balance(ADB)**
7. Bank Statement, Original or certified true copy of bank statements for the last 3 months or passbook
8. PSA Birth & Marriage Certificate (proof of relationship or if applying with family member)
9. Photocopy of ITR (Income Tax Return) 2316
10. Endorsement letter/guarantee letter from company in the Philippines (If applicable)
11. If Guaranteed by Employer:
 - Guarantee Letter
 - Company SEC and Mayor's Permit
 - Company ITR
 - Company Bank Certificate and 3 months Bank Statement
12. If personally invited by Korean: Invitation Letter and Copy of Passport / ID
13. If invited by Company in Korea: Invitation Letter and Copy of Korean Company Business Permit
14. **Foreign nationals:** Copy of ICR/I-CARD, Philippine long-term visa, and arrival stamps to Philippines

Additional if frequent traveler:

15. **Original and Photocopy of use valid visa's and arrival stamps to OECD member countries for the past 5 years**
16. The 34 OECD member countries are: Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, **Korea**, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom and United States.

Important Reminders: For Strict Compliance:

- Incomplete filled up application form will not accepted
- There is **NO expedite** processing.
- Family applications should be filed together at the same time. One member of the family may file the visa applications of all family members or If the family member already have a visa, please attached copy of Passport & Valid Korean visa.
- Visa processing time after filing.
 - **10-15 working days after filing.**
- Apply for a visa prior to purchasing your airline tickets since visa issuance is subject to approval of the consul in charge.
- Applications which do not comply with the above items will be automatically denied acceptance of the application.



**For inquiries: stsdokumentation@cfsharp.com
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