KOREAN VISA REQUIREMENT

Visa Fee & Processing Fee **PHP: 2,500**

**GENERAL REQUIREMENTS:**

* Duly accomplished and signed application form (must be computerized, font style and font size is Arial 12 only)
* One 2x2 or passport sized colored picture (white background)
* Original passport (at least 6 months valid beyond intended stay)
* Copy of passport data page
* Original copy of valid visas and arrival stamps to OECD member countries for the past 5 years
* Original personal bank certificate (must include account type, current balance, account opening date, and average daily balance).
* Original bank statement or certified true copy of passbook for the last 3 months
* Photocopy of ITR (Income Tax Return) or Form 2316
* Original PSA Marriage contract (if applicable)
* Original PSA Birth certificate (if applicable)
* Letter of Attorney  
    
  Note: Korean Embassy in Manila requirements may vary.

**SPECIAL REQUIREMENTS**

**FOR EMPLOYEES**

* OriginOriginal bank certificate of the company
* Copy of business documents and ITR of the company
* al employment certificate (must include applicant’s position, date hired, compensation, office address, HR landline numbers and e-mail address) office mobile number is not allowed as contact number of the company.
* Copy of PRC /IBP ID (if applicable only)
* Copy of company ID

**FOR BUSINESS**

* Copy of business registration from DTI or SEC
* Copy of business permit or mayor’s permit
* Copy of PRC /IBP ID (if applicable only)

**FOR STUDENT**

* Original school certification
* Copy of school ID
* Original PSA birth certificate
* Parent's documents (original bank certificate and bank statement or passbook for the last 3 months, original COE, copy business documents and ITR)
* Original PSA marriage certificate

**FOR RETIRE**

* Copy of senior citizen card or retirement documents
* Original of PSA marriage contract (If travelling with spouse)

**FOR FOREIGN NATIONALS**

* Copy of i-card

**IF THE COMPANY WILL SHOULDER THE TRIP**

* Guarantee letter from the company

**ADDITIONAL REQUIREMENTS**

* If invited to Korea
* Invitation letter
* Copy of 1st page of inviter’s passport or identification card (if personally invited by Korean)
* Copy of Korean company business permit (if invited by company in Korea)
* Additional requirements may be required upon releasing of passport.

**SPECIAL NOTES**

* Personal appearance is not required (unless the Embassy request for it).

**Processing Time: minimum 15-50 working days**

Notice: Processing time and fees are subject to change without prior notice.