

# KOREAN VISA REQUIREMENTS

## Visa Requirements for Employees/ Employed

1. **Application Form** *(Printed in A4 Size Bond Paper, computerized, with original signature in 5th page, the font ideal is ARIAL size 12)*
2. **2 pieces of Passport size colored picture- white background** *(No Eyeglass, No Jewelry, do not show teeth, no nameplate board, ears should be exposed and please do not clip or stapler at the application form.)*
3. **Original Passport** *(With Signature on the line provided in 3rd page), (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost)*
4. **Original Latest Old Passport with arrival stamps** *(if you declared previous travel history to other countries last 5 years)*
5. **Photocopy of Passport Bio-page** *(page 2-3)*
6. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** *(If applicable only)*
7. **Original Certificate of Employment (COE)** *(Must include applicant's position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address), if COE is electronically signed, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) why COE was electronically signed and not original.*
8. **Original Personal Bank Certificate** *(Must include account name, account number, account type, current balance, account opening date, 6 months average balance [ADB])*
9. **Bank Statement** *(Original or certified true copy of bank statements/passbook for the last 3 months)*  
  
*If, Passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)*
10. **Clear Photocopy of ITR (Income Tax Return) or Form 2316** *(two signatures from employer and two signatures from employee), if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*
11. **Copy of PRC Card or IBP Card** *(If applicable only), (if cannot provide, please submit letter of explanation why can't provide)*
12. **Original PSA Birth Certificate**
13. **Original PSA Marriage Certificate** – *if will file as a couple (Husband/Wife)*
14. **Data Privacy Consent Form** – *Put complete name and signature in it.*

## Visa Requirements for Businessman/Entrepreneur/ Self-Employed

1. **Application Form** *(Printed in A4 Size Bond Paper, computerized, with original signature in 5th page, the font ideal is ARIAL size 12)*
2. **2 pieces of Passport size colored picture- white background** *(No Eyeglass, No Jewelry, do not show teeth, no nameplate board, ears should be exposed and please do not clip or stapler at the application form.)*
3. **Original Passport** *(With Signature on the line provided in 3rd page), (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost)*
4. **Original Latest Old Passport with arrival stamps** *(if you declared previous travel history to other countries last 5 years)*
5. **Photocopy of Passport Bio-page** *(page 2-3)*
6. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** *(If applicable only)*
7. **Clear Photocopy of Business Registration from SEC or DTI** *(include All pages with name of stockholders for SEC)*
8. **Clear Photocopy of Business Permit or Mayor's Permit** *(must be updated or present year)*
9. **Original Personal Bank Certificate** *(Must include account name, account number, account type, current balance, account opening date, 6 months average balance [ADB])*
10. **Bank Statement** *(Original or certified true copy of bank statements/passbook for the last 3 months)*  
  
*If, Passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)*
11. **Clear Photocopy of ITR (Income Tax Return) or BIR Form 1701 (All Pages with BIR Stamp)**, *if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*
12. **Copy of PRC Card or IBP Card** *(If applicable only), (if cannot provide, please submit letter of explanation why can't provide)*
12. **Original PSA Birth Certificate**
13. **Original PSA Marriage Certificate** – *if will file as a couple (Husband/Wife)*
14. **Data Privacy Consent Form** – *Put complete name and signature in it.*

## **Visa Requirements for Students/ Newly Graduate**

1. **Application Form** *(Printed in A4 Size Bond Paper, computerized, with original signature in 5th page, the font ideal is ARIAL size 12)*
2. **2 pieces of Passport size colored picture- white background** *(No Eyeglass, No Jewelry, do not show teeth, no nameplate board, ears should be exposed and please do not clip or stapler at the application form.)*
3. **Original Passport** *(With Signature on the line provided in 3rd page), (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost)*
4. **Original Latest Old Passport with arrival stamps** *(if you declared previous travel history to other countries last 5 years)*
5. **Photocopy of Passport Bio-page** *(page 2-3)*
6. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** *(If applicable only)*
7. **School Certificate (Original)**, *if cannot provide original School certificate, please attach or submit letter of Explanation (signed by applicant or parent) explaining why cannot provide certificate.*
8. **Clear Photocopy of School ID**
9. **Original PSA Birth Certificate**
10. **Clear Photocopy of Diploma and Transcript of Records** *(for Newly Grad)*
11. **Data Privacy Consent Form** – *Put complete name and signature in it.*
12. **Parents' or Guarantor's Documents** *(If parent/s will NOT join the tour)*

### **- If employed:**

**Employment Certificate Original** *[must include position, date hired, compensation, Office address, HR landline number (cell-phone number is not allowed), HR e-mail address]], if COE is electronically signed, pls attach and submit cover letter or Letter of Explanation (duly signed by applicant) why COE was electronically signed and not original.*

**Clear Photocopy of ITR (Income Tax Return) or Form 2316** *(two signatures from employer and two signatures from employee), if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*

**- If Self-employed:**

**Clear Photocopy of Business Registration from SEC or DTI** *(include All pages with name of stockholders for SEC)*

**Clear Photocopy of Business Permit or Mayor's Permit** *(must be updated or present year)*

**Clear Photocopy of ITR (Income Tax Return) or BIR Form 1701 (All Pages with BIR Stamp)**, *if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*

**Original Personal Bank Certificate** *(Must include account name, account number, account type, current balance, account opening date, 6 months average balance [ADB])*

**Bank Statement** *(Original or certified true copy of bank statements/passbook for the last 3 months)*

*If, Passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)*

**Original PSA Marriage Certificate** – *if will file as a couple (Husband/Wife)*

**\*If parents already have a valid visa, attach photocopy of parents' valid visa.**

**\* If not travelling together with parents, attach photocopy of passport or valid ID of parents, Photocopy of DSWD Travel Clearance for minor, Letter of Consent from Parents (signed by Parent), Affidavit of Support (Notarized, from sponsoring Relatives, and complete requirements of the sponsoring Relatives.**

## **Visa Requirements for Housewives**

1. **Application Form** *(Printed in A4 Size Bond Paper, computerized, with original signature in 5th page, the font ideal is ARIAL size 12)*
2. **2 pieces of Passport size colored picture- white background** *(No Eyeglass, No Jewelry, do not show teeth, no nameplate board, ears should be exposed and please do not clip or stapler at the application form.)*
3. **Original Passport** *(With Signature on the line provided in 3rd page), (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost)*
4. **Original Latest Old Passport with arrival stamps** *(if you declared previous travel history to other countries last 5 years)*
5. **Photocopy of Passport Bio-page** *(page 2-3)*
6. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** *(If applicable only)*
7. **Data Privacy Consent Form** – *Put complete name and signature in it.*

### **8. Additional documents:**

#### **If husband is employed:**

**Husband's Employment Certificate Original** *[must include position, date hired, compensation, Office address, HR landline number (cell-phone number is not allowed), HR e-mail address]], if COE is electronically signed, pls attach and submit cover letter or Letter of Explanation (duly signed by applicant) why COE was electronically signed and not original.*

**Husband's Clear Photocopy of ITR (Income Tax Return) or Form 2316** *(two signatures from employer and two signatures from employee), if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*

#### **- If husband is self-employed:**

**Clear Photocopy of Business Registration from SEC or DTI** *(include All pages with name of stockholders for SEC)*

**Clear Photocopy of Business Permit or Mayor's Permit** *(must be updated or present year)*

**Clear Photocopy of ITR (Income Tax Return) or BIR Form 1701 (All Pages with BIR Stamp),** *if cannot provide ITR, pls attached and submit cover letter or Letter of Explanation (duly signed by applicant) explaining why with no ITR.*

- **Original Personal or Husband's Bank Certificate** *(Must include account name, account number, account type, current balance, account opening date, 6 months average balance [ADB])*

- **Original Personal or Husband's Bank Statement** *(Original or certified true copy of bank statements/passbook for the last 3 months)*

*If, Passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)*

- **Original Affidavit of Support (NOTARIZED)** – *If Husband Sponsor is not joining the tour.*

**8. Original PSA Marriage Certificate**

**9. Original PSA Birth Certificate**

## Visa Requirements for Retiree

1. **Application Form** *(Printed in A4 Size Bond Paper, computerized, with original signature in 5th page, the font ideal is ARIAL size 12)*
2. **2 pieces of Passport size colored picture- white background** *(No Eyeglass, No Jewelry, do not show teeth, no nameplate board, ears should be exposed and please do not clip or stapler at the application form.)*
3. **Original Passport** *(With Signature on the line provided in 3rd page), (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost)*
4. **Original Latest Old Passport with arrival stamps** *(if you declared previous travel history to other countries last 5 years)*
5. **Photocopy of Passport Bio-page** *(page 2-3)*
6. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** *(If applicable only)*
7. **Original Personal Bank Certificate** *(Must include account name, account number, account type, current balance, account opening date, 6 months average balance [ADB])*
8. **Bank Statement** *(Original or certified true copy of bank statements/passbook for the last 3 months)*  
*If, Passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)*
9. **Copy of Senior citizen's ID**
10. **Original PSA Birth Certificate**
11. **Original PSA Marriage Contract**– *if will file as a couple (Husband/Wife)*
12. **Data Privacy Consent Form** – *Put complete name and signature in it.*