

Passenger Name:
Passport No.:

KOREA VISA APPLICATION – CHECK LIST DOCUMENTS

“Please kindly check the list of documents submitted to our office”

BASIC REQUIREMENTS:	
	Original Philippine Passport valid at least 6 months; Broken, imitation of the photo part is not accepted. Must have signature and at least two (2) blank pages. **IMPORTANT - Please also submit your old / previous passport.
	Passport Bio page (1 clear copy of the passport bio-page or the 2 nd page)
	1 pc passport Size Colored Picture with white background
	Visa Application (Type Written / Computerized) (Must be print in A4 Size)
	OECD Visa and Stamps If you have traveled to OECD member countries within the last 5 years, kindly provide the original and photocopy of passport, visa/s and stamps.
	Professional I.D Card OR PRC (photo copy)
FINANCIAL DOCUMENTS:	
	Certificate of Employment (COE) stated the ff: position, date hired, compensation, office address, HR landline no. & e-mail
	Income Tax Return OR BIR Form (ITR2316) (Photocopy will do)
	Bank Certificate include the account type, current balance, account opening date, Average Daily Balance (ADB)
	Bank statement same acct no. of Bank Cert for 3 months OR Passbook photocopy
	Marriage Contract (If married)
FOR BUSINESSMEN:	
	DTI or SEC Certificate (with the pages of the incorporator) (photocopy)
	Business Permit / Mayor’s Permit (photocopy)
FOR STUDENT:	
	School Certificate issued by the Registrar two (2) weeks prior to the date of your visa application
	School I.D clear photocopy
	Birth Certificate (If minor/student)
	Affidavit of support (Notarized)
	Marriage Certificate of parents
OTHER TYPE OF APPLICANT	
HOUSEWIFE _____ NSO Marriage Certificate	
OFW OR SEAFERERS _____ Photocopy of Employment Contract or Seaman’s Book ___ Original Bank Certificate from a commercial bank in the Philippines _____ Original or certified true copy of bank statements, bank account transactions or passbook for the last 3 months	
SENIOR CITIZEN _____ Submit a clear photocopy of Senior Citizen’s ID ___ Original Bank Certificate from a commercial bank in the Philippines _____ Original or certified true copy of bank statements, bank account transactions or passbook for the last 3 months <small>If bank documents to be submitted are named to another family member, submit proof of relationship. (Ex. Copy of Marriage Contract for spouse, Birth Certificate for child, etc.)</small>	
IF INVITED (If personally invited by Korean Resident) _____ Invitation Letter ___ Photocopy of inviter’s Passport or Identification Card (authentication not required) _____ Financial documents If invited by Company in Korea _____ Invitation Letter ___ Photocopy of Korean Company Business Permit (authentication not required) _____ Financial documents	
For BDO or BPI Gold and other Elite Cardholders Multiple - Entry visa up to 5 years and waived ITR & Bank Certificate eligibility To qualify for the exemption, attach a photo copy of Credit Card and Original statement of account for the last 3 months to your application	
BDO Credit Cards (Promo extend until 31 DEC 2022) <ul style="list-style-type: none"> BDO Gold Credit Cards BDO Platinum Visa Titanium World Elite MasterCard American Express Platinum Card American Express Cathay Pacific Card American Express Charge Cards Diamond Union Pay 	RCBC Credit Cards (Promo period is from JAN 1 to 31 DEC 2020) <ul style="list-style-type: none"> World Mastercard (including co-brands Balesin and The City Club) Black Platinum Mastercard Diamond Platinum Mastercard Visa Infinite Visa Platinum JCB Platinum UnionPay Diamond

We acknowledged received the above-mentioned documents and ensure the following:

- Your personal information provided to us will be used only for the purpose of submitting your visa application to the Embassy of Korea and not to be disclosed to the third party without your consent.
- Your personal information will be held by us only during the process of your visa application and not to be held or saved after the completion of the process.
- During the above period, we take necessary measure to ensure the security of your personal information, such as prevent it from leakage, loss or damage.

PROCESS DATE:
ACKNOWLEDGE BY:

Signature of Passenger

RELEASED DATE:
RECEIVED BY / DATE RECEIVED

Pan Pacific Travel Corporation

