

KOREA VISA REQUIREMENTS:

GENERAL REQUIREMENTS FOR KOREA VISA: (PHILIPPINE PASSPORT)



1. Duly filled up Korea Visa Application Form [별지 제17호서식] (5 pages).

It must be **Typewritten or Computerized**. Print on A4 size paper. The font to be used should be Arial with the size of 12 for the visa application form.

2. One piece passport size picture colored with white background. (Please attach on the application form directly)
3. Passport original (at least 6 months valid) Old (w/stamps) & New.
4. Photo Copy / Xerox Copy of passport Bio-page.
5. Original and photocopy of valid visas & stamps to any country (used within the last 5 years) If applicable only such as:

-U.S -New Zealand -Chile -Israel -Australia -Ireland -Turkey
-Canada -Korea -Mexico -United Kingdom

- ▶ **From March 1, 2019, all visa applications without the old passports with travels within 5 years will not be accepted, or will be returned in case accepted.**
- ▶ **This applies to all travel abroad including visa-free countries like Hong Kong, Macau, Thailand, Vietnam, Taiwan and etc.**

If lost old passport - lost passport and cannot submit a photocopy of arrival stamps, you may write a letter of explanation addressed to the Consul stating the reason why he/she cannot submit the old passport.

6. Copy of PSA Marriage Contract (If traveling with spouse).
7. Copy of PRC ID for professionals. (Doctors, Engineers, Accountants etc.)
8. Copy of IBP ID for (Lawyers).

FOR EMPLOYEES:

- **Personal Bank Certificate (Original)** - Must include applicant's account type, current balance, account opening date, 6 months average balance) "ADB"
- **Certificate of Employment (COE) Original** - approved leave of absence is highly recommended.
 - Must include applicant's designation / position, date hired, compensation, address, HR office land line number (cell phone no. is not allowed), HR email address.
- **Bank Statement** - Original or certified true copy of bank statements / passbook for the last 3 months).
- **Photocopy of company I.D**
- **Photocopy of I.T.R "Income Tax Return"** (w/ personal TIN Number)

FOR BUSINESSMEN:

1. Photocopy of Business Registration from SEC or DTI
2. Photocopy of Business Permit OR Mayor's Permit
3. Photocopy of I.T.R "Income Tax Return" of Form 2316 copy.
4. **Original Personal Bank Certificate** - Must include applicant's account type, current balance, account opening date, 6 months average balance) "ADB".
5. **Original Bank Statement** - or certified true copy of bank statements / passbook for the last 3 months).

FOR MINORS / STUDENTS :

1. Original School Certificate (May get at the School Registrar)
 2. Photocopy of School I.D
 3. Photocopy of PSA Birth Certificate or proof of relationship
 4. Photocopy of Marriage contract of parents.
 5. Photocopy of Parent's or Sponsor's Financial Documents as an Employee, Businessman or OFW/Seafarer
 6. Notarized affidavit of support
- **Students may be financially supported by relatives: siblings, grandparents and aunt/uncle.**

FOR OFW or SEAFARERS:

1. Photocopy of Employment Contract or Seaman's book
2. Original Bank Certificate (Bank in the Philippines) - indicating the account type, balance, account opening date, Average Daily Balance (ADB).
3. Original or certified true copy of Bank Statement for the last 3 months.

FOR HOUSEWIVES:

1. Original PSA Marriage Certificate; if not available submit and affidavit of support.
2. Financial Documents of spouse
3. Notarized affidavit of support; if not applying with spouse.

FOR SENIOR CITIZENS:

1. Photocopy of Senior Citizen's I.D.
2. Original Bank Certificate (Bank in the Philippines) - indicating the account type, balance, account opening date, Average Daily Balance (ADB).
3. Original or certified true copy of Bank Statement for the last 3 months

PROC PASSPORT

1. Photocopy of I – Card or ACR + ICR.

WITH PROFESSIONAL CAREER

- such as DOCTOR, LAWYER, ENGINEER, PUBLIC SERVANT, BROKER, DENTIST, ETC.
- Photocopy of PRC Card or IBP Card if applicable

IF INVITED:

If personally invited by Korean Resident

- Invitation Letter, Photocopy of invitor'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

ADDITIONAL REQUIRED DOCUMENT - LETTER OF ATTORNEY

Download Letter of Attorney document and fill up applicant information and print on A4 size paper.

Link -> https://overseas.mofa.go.kr/ph-en/brd/m_3275/view.do?seq=760904&page=1

KOREA VISA PROCESSING FEE:

PHILIPPINE PASSPORT	PHP 1000.00
PROC PASSPORT AND OTHER FOREIGN PASSPORT	PHP 3,000.00 (subject to change if Multiple Entry)

VISA PROCESSING TIME:

Due to high volume of visa applicants for Korea, submission slots and processing time varies. Please call our office directly to know latest estimate processing days/release date of the visa.

***Single-entry visa is valid only 3 months from the date of issue. We encourage you to apply within 3 months before your trip.**

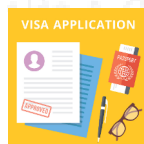
REMINDERS BEFORE SUBMITTING YOUR APPLICATION

- Attach a letter of explanation for documents that cannot be submitted
- Apply for visa prior to purchasing your airline tickets and travel services since visa is subject for approval of the consul in charge.
- Family should apply at the same time and provide proof of relationship.
- Applying through any designated travel agent does not guarantee the issuance of visa.
- Inform your HR Officer/Contractor/Bank that someone will call or email from the Korean Embassy to validate the documents you provided.

IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put **"N.A."** if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.



ISSUED: DECEMBER 2022