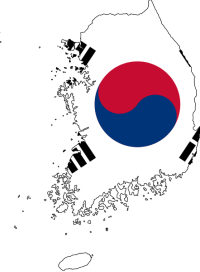


## Effective February 1 to December 31, 2024, the Embassy of the Republic of Korean in the Philippines

### will simplify visa application documents for visa applicants who meet the following conditions:



**Note: Please be aware that for those who meet the following conditions, only the stated financial documents can be exempted or replaced, and other general required documents must still be submitted.**

#### **□ Elected politicians**

○ Applicable for :

- Members of the Senate, Members of the Congress, Governors, Provincial Board Members, and Mayors (City or Municipality)
- (Immediate family members) : One's parents, spouse, minor children (applicable for adult children who can prove to be students through documents), spouse's parents

○ Required Visa Application Documents

- Identification documents (original) such as a certificate of employment or certificate of appointment
- Submission of bank certificates, bank statements, and ITR are exempted for the politician and family members. Other documents, such as proof of relationship, are required.

\* Exempted documents may still be submitted if preferred

#### **□ Government officials**

○ Applicable for :

- Persons with a rank higher or equal to Assistant Secretary of the Executive Branch of the Philippine Government, and Brigadier General of the Armed Forces of the Philippines/Philippine National Police

\* Excluding those in acting duties

- (Immediate family members) : One's parents, spouse, minor children (applicable for adult children who can prove to be students through documents), spouse's parents

○ Required Visa Application Documents

- Certificate of employment (original)
- \* It is necessary to clearly specify the affiliated organization, working period, position, and salary. If the relevant information is omitted or cannot be verified due to a lack of contact with HR, disadvantages may be given to the applicant
- Submission of bank certificates, bank statements, and ITR are exempted for government officials and family members. Other documents, such as proof of relationship, are required.

\* Exempted documents may still be submitted if preferred

#### **□ Professional license holders**

○ Applicable for :

- Those holding a valid PRC license ID (IBP ID for lawyer) with a profession of physician, dentist, lawyer (including judge, prosecutor), certified public accountant, pharmacist, and veterinarian
- (Immediate family members) : One's parents, spouse, minor children (applicable for adult children who can prove to be students through documents), spouse's parents

○ Required Visa Application Document

- Certificate of employment (original) and copy of PRC license ID or IBP ID
- Submission of bank certificates, bank statements, and ITR are exempted for professional license holder and family members. Other documents, such as proof of relationship, are required.

\* Exempted documents may still be submitted if preferred

#### **□ Credit card holders**

○ Applicable for :

- BDO Gold or BDO Elite Credit Card Holders
- \* Excluding Supplementary Credit Card Holders
- \*\* See attachment for applicable credit card types
- (Immediate family members) : One's parents, spouse, minor children (applicable for adult children who can prove to be students through documents), spouse's parents

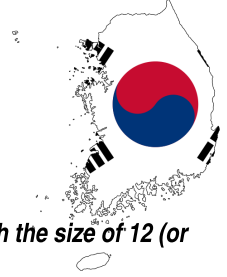
○ Required Visa Application Document

- Certificate of employment (original), copy of credit card(front only with complete information), and latest 3 months credit card account Monthly Billing Statements(copy)
- Submission of bank certificates, bank statements, and ITR are exempted for credit card holders and family members. Other documents, such as proof of relationship, are required.

\* Exempted documents may still be submitted if preferred

## KOREA VISA REQUIREMENTS: (For applicants who do not meet above conditions)

### GENERAL REQUIREMENTS FOR KOREA VISA: (PHILIPPINE PASSPORT)



1. Duly filled up Korea Visa Application Form **[Last updated on Feb 7, 2022]** (5 pages only).

It must be **Typewritten or Computerized**. Print on A4 size paper. *Recommended font to be used is Arial with the size of 12 (or as long as it is readable) for the visa application form.*

2. Two pcs passport size picture colored with white background (3.5x4.5cm, colored, with white background, and taken within 6 months).

*(One glued on the application form directly and other One will be for extra - in case of first photo got lost)*

3. Passport original (at least 6 months valid) Old (w/stamps) & New. *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).*

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: United States, Canada, United Kingdom, Ireland, Australia, New Zealand, Turkey, 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 original PSA Marriage Certificate (If traveling with spouse).

7. Copy of PRC ID for professionals. (Doctors, Engineers, Accountants etc.)

8. Copy of IBP ID for (Lawyers).

**9. Need to fill up and sign Privacy Agreement Form [Starting June 1, 2024 and full implementation on July 1, 2024]**

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### 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).

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### FOR MINORS / STUDENTS :

1. Original School Certificate (May get at the School Registrar)

2. Photocopy of School I.D

3. Copy of original PSA Birth Certificate or proof of relationship

4. Copy of original PSA Marriage certificate 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. However, Parents Financial documents must still be submitted.**

## FOR OFW or SEAFARERS:

1. Photocopy of Overseas visa and/ or re-entry permit must be submitted for working visa holders and 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.

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## 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.

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## 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

## FOR DETAILED INFORMATION OF VISA REQUIREMENTS:

Refer to official website of Embassy of Republic of Korea in the Republic of the Philippines

Link -> [https://overseas.mofa.go.kr/ph-en/brd/m\\_3277/list.do](https://overseas.mofa.go.kr/ph-en/brd/m_3277/list.do)

## ***KOREA VISA PROCESSING AND SERVICE FEE:***

PHILIPPINE PASSPORT	PHP 2400.00
PROC PASSPORT AND OTHER FOREIGN PASSPORT	PHP 4,400.00 (subject to change if Multiple Entry)

***\*\*\* FEE MAY CHANGE WITHOUT PRIOR NOTICE.***

## VISA PROCESSING TIME:

Regular visa processing will take **5 working days upon receipt at the Korean Visa Application Center**. However, in case high volume of applications is received, processing period may be extended accordingly.

**Submission of your applications at the Korea Visa Application Center will be on first come first served basis. Our agency will not guarantee submission date at the Korea Visa Application Center.**

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

## FREQUENTLY ASKED QUESTIONS WHEN FILLING UP THE APPLICATION FORM

- All items must be completely filled up. Kindly put "N.A." if it's not applicable.
- Only 1.2 한자성명(Chinese name) and 1.7 국가신분증번호(National Identity No.) may be left blank if not applicable.
- Status of Stay must be filled up. If the applicant do not know what to write, choices are: C-3 Short-term, D-2 Study, D-4 Study Korean language, F-1-5 Visiting or Joining Family, F-6-1 Marriage Migrant, etc.
- Please make sure to submit computerized forms.
- Section 8.4 - If applicant has not decided on the Address in Korea, they may write UNDECIDED
- Privacy Agreement Form should be filled up 1 per applicant.

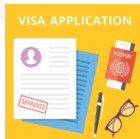
## REMINDERS FOR LACKING DOCUMENTS

- For documents that cannot be submitted, letter of explanation written by the applicant should be submitted
- If self-employed but do not have business permits, proof should be submitted  
For example:
  1. Social media influencer – screenshot of social media page
  2. Freelance actor – screenshot of internet articles and movie posters
  3. Freelance employee – Copy of employment contract

## REMINDERS BEFORE SUBMITTING YOUR APPLICATION

- 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.

**Requirements are subject to change without prior notice.**



ISSUED: MAY 31 2024