

Passenger Name:

### Visa Checklist:

	<b>Duly accomplished and signed application form</b> (For application form, kindly visit the Korea Visa Portal, click on 'General Guide,' and look for the downloadable application form. **Note: The 5-page application must be signed and completed electronically (computerized)."
	<b>Two (2) pieces passport-sized colored picture with white background</b>
	<b>Original passport with sign</b> (at least 6 months valid beyond intended stay) <b>+ old passport with stamps</b> (For applicants aged 12 years old and above, the passport must be signed by the holder or by a parent.) Note: It is preferable that the mother signs on behalf of the minor.
	<b>Photocopy of a passport data page with signature</b>
	<b>Original copy of valid visas and arrival stamps to OECD member countries for the past Five (5) years.</b>
	<b>Photocopy of PRC/IBP ID for professionals such as doctors, engineers, lawyers, teachers, police officers, accountants, etc.</b> (if applicable)
	<b>Original Certificate of employment issued within the last 3 months</b> (stating position, date hired, salary, telephone, issue date and address)
	<b>For Businessmen: Photocopy of DTI, SEC or GIS and Business or Mayor's permit</b>
	<b>Original Bank Certificate with ADB 6 months</b> (issued within 3 months)
	<b>Income Tax Return (ITR) or BIR Form 2316</b>
	<b>Signed Data Privacy</b> (Use black pen only)
	<b>Additional Documents</b> <ul style="list-style-type: none"> <li>• <b>For Housewife:</b> Original Marriage Certificate</li> <li>• <b>For students:</b> Latest Original School Certificate or a Photocopy of the School ID.</li> <li>• <b>For minors:</b> Original Birth Certificate and/or a consent letter from both parents if traveling alone.</li> <li>• <b>For Seniors:</b> Senior ID</li> <li>• <b>Affidavit of support</b> - if non-relative or non-accompanying the parent.</li> </ul>
	<b>Signed Waiver Form</b> (to confirm that they understand and accept the terms, conditions, or responsibilities related to their visa application (e.g., travel risks, processing delays, or non-refundable fees).
	<b>Others (please specify):</b>

\*\*Please kindly check the list of documents submitted to our office\*\*

We acknowledge received the above mention 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 be disclosed to any 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 taken necessary measures to ensure the security of your personal information, such as prevent it form leakage, loss or damage.

**ACKNOWLEDGED BY:**

**RECEIVED BY / DATE RECEIVED:**

\_\_\_\_\_  
Signature of passenger

\_\_\_\_\_  
Travel Consultant

