

# Republic of Korea Visa Requirements Checklist

| Visa Category | C-4-5 | Short-term employment |
|---------------|-------|-----------------------|
|---------------|-------|-----------------------|

| REQUIREMENTS                                      |    |                                                                                                                                                                                                                 | check by  |         |
|---------------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|
| ※ All the documents must be valid within 3 months |    |                                                                                                                                                                                                                 | applicant | Embassy |
| Applicant                                         | 1  | A completely filled out visa application form                                                                                                                                                                   |           |         |
|                                                   | 2  | A passport size of photograph taken within the last 6 months                                                                                                                                                    |           |         |
|                                                   | 3  | A Original(Valid) passport(Valid for more than 6 months) and Previous passports                                                                                                                                 |           |         |
|                                                   | 4  | A copy of biographic data page of the passport and both sides of National ID card                                                                                                                               |           |         |
|                                                   | 5  | A copy of Immigration record of Korea and OEDC countries (Passport visa page) (If applicable only)                                                                                                              |           |         |
|                                                   | 6  | A photocopy of birth certificate with the English translation                                                                                                                                                   |           |         |
|                                                   | 7  | Applicant's introduction letter including the purpose of visit to Korea                                                                                                                                         |           |         |
|                                                   | 8  | A letter from an applicant's company with the official seal on it (If applicable only)                                                                                                                          |           |         |
|                                                   | 9  | A photocopy of the Business Registration of the Applicant's Company (In English) (If applicable only)                                                                                                           |           |         |
|                                                   | 10 | Applicant's personal bank account statement including a bank manager's balance confirmation letter (Original - for last 3 months and issued within 14 days)                                                     |           |         |
|                                                   | 11 | Applicant's Company or Organization bank account statement including a bank manager's balance confirmation letter (If applicable only) (Original - for last 3 months and issued within 14 days)                 |           |         |
| Inviter (Korean company)                          | 12 | Korean company's documents (original invitation letter, guarantee letter, memorandum on prevention, certificate of business registration, and etc. by a Notary Public) (Original document should be submitted.) |           |         |
|                                                   | 13 | A contract of employment (including the work period, salary, the purpose of visit, period of stay, name of Korean company, and etc.)                                                                            |           |         |
|                                                   | 14 | Employment recommendation letter of competent ministries or documents proving the need for employment                                                                                                           |           |         |
| Applicant                                         | 15 | Visa Fee: USD 40                                                                                                                                                                                                |           |         |

|                                                                                                                                                                                                        |  |             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|--|
| Applicant's Name                                                                                                                                                                                       |  |             |  |
| Passport No.                                                                                                                                                                                           |  | Contact No. |  |
| <b>FAILURE TO SUBMIT ANY OF THE ABOVE REQUIREMENTS MAY RESULT INTO REJECTION.</b><br><b>I confirm that I only submit the above requirements checked with "YES" to apply for the South Korean visa.</b> |  |             |  |
| Signature                                                                                                                                                                                              |  |             |  |

| FOR OFFICIAL USE ONLY |       |               |             |
|-----------------------|-------|---------------|-------------|
| Date of Submission    | . . . | Reference No. | SK - - VC - |
| Staff Signature       |       |               |             |