

REQUIREMENTS FOR SOUTH KOREA TOURIST VISA APPLICATION

General requirements:

1. **Original valid passport six (6) months and photocopy** from the date of travel including old passport/s -should have at least two (2) available pages from both sides intended for visa stamping.
2. Computerized (Arial font, size 12) **visa application form**, printed in an A4 size paper with handwritten signature.
3. One (1) **recent colored passport size photo** (with white background, applicant should be in decent attire, colored top with collar and sleeves) that has not been previously submitted to the same embassy where you are currently applying.
4. **Source of income:**
 - **Employed: Original Certificate of Employment** [must include applicant's position, date hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address]
 - **Self Employed:**
 - ***Photocopy of Business Registration from SEC or DTI**
 - ***Photocopy of Business Permit or Mayor's Permit**
 - **Government Employee:** Certificate of employment stating position, tenure of service, office address, HR landline number(cell-phone number is not allowed), HR e-mail address and with gross annual income. Supported by approved leave of absence or travel authority
5. **Copy of PRC ID or IBP card (if applicable)**
6. **Original Personal Bank Certificate**
[must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
7. **Bank Statement** (original or certified true copy of bank statements/passbook for the last 3 months)
8. **Copy of latest Income Tax Return (ITR) BIR Form 2316**
9. For foreign national that requires visa to South Korea, **a copy of the Immigration Card (ICARD)** - to establish residency in the Philippines
9. **Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years** (If applicable only)
10. **Original PSA issued authenticated marriage contract** if married

11. Original PSA issued authenticated birth certificate

12. Computerized Letter of Attorney (Applicant's details only) with handwritten signature. (Arial font, size 12), printed in an A4 size paper

(If personally invited by Korean)-authentication not required

- Invitation Letter
- Photocopy of inviter's Passport or Identification Card

(If invited by Company in Korea)-authentication not required

- Invitation Letter
- Photocopy of Korean Company Business Permit

- For sponsored trip/supported by other person, **notarized affidavit of support** executed by the sponsor along with the supporting financial documents of the sponsor
- For minor/children, original PSA issued authenticated birth certificate and original PSA issued authenticated marriage contract of parents
- For student, certificate of enrollment issued by the school along with the copy of school ID. If traveling during the school year, certificate of leave of absence issued by the school
- For minor below 18, not accompanied by both parents, original DSWD clearance certificate, accompanied by one of the parents, signed letter of consent from the un accompanying parent.\
- For retired, Copy of Senior Citizen ID or Retirement Documents

PLEASE NOTE:

1. Please submit original with photocopy of complete documents, including copy of the passport information page, pages with issued visas and pages with immigration stamped. This is to avoid delay in the processing.
2. Visa fee and requirements are subject to change without prior notice.
3. Once the visa application is filed, passport will be in the possession of the Embassy, whether locally or internationally. Please ensure that you have no planned travel immediately before, during and immediately after processing.

Processing Time **Minimum 15 working days after lodging of application.**

NATIONALITY	Visa fee: Regular Process (10 working days)	JERON PROCESSING FEE
PHILIPPINE PASSPORT	PHP 1,700.00	PHP 1,800.00
FOREIGN PASSPORT	PHP 3.500	PHP 1,800.00

NOTE:

- **ALL APPLICATION IS SUBJECT TO EMBASSY POLICIES.**
- **ALL DOCUMENTATION SERVICE MUST BE PAID PRIOR TO APPLICATION REGARDLESS OF RESULTS.**
- **JERON TRAVEL WILL NOT BE HELD RESPONSIBLE FOR YOUR DOCUMENT/APPLICATION RESULTS.**
- **EMBASSY MAY REQUIRE APPLICANT TO PROVIDE ADDITIONAL DOCUMENTS OR SUPPLEMENTARY MATERIALS, OR REQUIRE AN INTERVIEW WITH THE APPLICANT.**

