



SKYNET TRAVEL CORPORATION

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SOUTH KOREA VISA REQUIREMENTS

GENERAL REQUIREMENTS

- 1) **Visa application form.** Fully completed and signed the visa application form.
- 2) **Two (2) recent photos.** Passport size (35×45 mm) with white background. An applicant is suggested to be in decent attire, preferably dark colors with a collar.
 - a) Taken within the last three (3) months.
- 3) **Valid passport** must be valid 6 months from the date of travel. Older passports with visas on them (if you have any).
 - a) Photocopy of passport bio-page (page 2).
 - b) Original and photocopy of valid visas and arrival stamps to OECD member countries for the 5 years.
- 4) **Round trip reservation of flight Itinerary.** Include dates and flight numbers specifying entry and exit from Korea.
- 5) **Proof of accommodation.** A document that shows where you will be accommodated throughout your stay in Korea.
 - a) Hotel confirmation certificate or hotel voucher.
 - b) A notarized letter of invitation from a host at whose house you will be staying.
- 6) **Proof of financial.** Evidence that you have enough money to support yourself financially throughout your stay in Korea.
 - a) Original Personal Bank Certificate (must include account type, current balance, account opening date, ADB).
 - b) Bank Certificate (original or certified true copy of bank statements/passbook for the last 3 months).
 - c) Sponsorship Letter by another person that confirms they will be financially supporting your trip in Korea. In order for this letter to be valid, it must be accompanied by a bank statement of the sponsor, no older than 3 months.
- 7) Photocopy of PSA Birth Certificate and PSA Marriage Certificate (If Married).
- 8) Photocopy of PRC ID or IBP ID for professionals.

FOR EMPLOYEES

- 1) Certificate of Employment stating Company Name, Address, Telephone, Name of Employee, Position/Designation and Tenure of Service.
- 2) Approved and signed leave of absence.

- 3) Income Tax Return (ITR).
- 4) If you are travelling on business, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit.

FOR BUSINESSMAN

- 1) Copy of DTI and/or SEC Business Certificate.
- 2) Mayor's Permit or Business Permit.
- 3) Income Tax Return (ITR).

FOR STUDENTS

- 1) Original School Certificate.
- 2) Photocopy of School ID.

FOR RETIREES

- 1) Photocopy of Senior Citizen's ID.
- 2) Retirement Certificate for early retiree.

VISA PROCESSING FEE

- 1) It ranges from **PHP 1,000**.

PROCESSING TIME

- 1) Approximately 25 to 30 working days from the time application is received by the embassy (can be extended without prior notice).

IMPORTANT REMINDERS

- 1) Please submit complete documents to avoid delays in processing.
- 2) Please do not leave any blank in the application form or kindly put "N.A." if it's not applicable.
- 3) 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) Requirements are subject to change without prior notice.

