



## Korea Tourist Visa

List of Visa Requirements	Remarks
1. Application Form	The form will be provided.
2. Two pcs 2x2 colored picture	Passport size picture with white background (no jewelries, expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes and ears)
3. Original passport	At least 6 months valid beyond intended stay.  Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
4. Updated PSA issued authenticated birth certificate	Should be issued within one (1) year from the date of filing the application
5. Updated PSA issued authenticated marriage certificate	For married applicants. Should be issued within one (1) year from the date of filing the application.
6. Original business registration and permits	<b>FOR SELF-EMPLOYED:</b> Business Registration from SEC or DTI  Photocopy of Business Permit or Mayor's Permit
7. Certificate of Employment	<b>FOR EMPLOYED:</b> must include applicant's position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address

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8. Original Bank Certificate	Must include account name, account number, account type, current balance, account opening date, <b>6 months average balance (ADB)</b> .
9. Income Tax Return (ITR) with financial statements	For employee, should submit latest BIR Form 2316.  For self employed/corporation, should submit the latest BIR 1701 or 1702.
10. Bank Statement	Original or certified true copy of bank statements/passbook for the last <b>6 months</b>
11. PRC ID for professionals	
12. For students	Original school certification and school ID  Affidavit of Support of Parents  School Calendar / School Leave of Absence
13. Minors travelling without parents	DSWD Clearance  Original notarized affidavit of support for minors and dependents
14. For business trips	<b>Guarantee letter</b> from company stating purpose, duration for trip and who will shoulder expenses, <b>company's ITR and bank certificate addressed to the Embassy</b>  <b>Invitation letter</b> written in Korean or English. Must include: Date Issued, Purpose of stay, Duration of stay (Inclusive Dates) Contact person with 2 Contact Numbers.
15. Booking Itinerary	

## Schedule of Fees and Timeline

**Visa Fee:**

**Processing time:** 16 working days

***Note: ALL INFORMATION ABOVE IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.***