

Visa Requirements for Employee

1. Application Form
2. 1pc. Passport size colored picture
3. Passport Original(6months valid)
4. Copy of Passport First Page(Bio-data page)
5. Original & Copy of valid visa and arrival stamps to OECD member countries for the past 5 years
6. Original Certificate of Employment [must include applicant's position, date hired, compensation, company address, HR landline number(cell-phone number is not allowed), HR e-mail address]
7. Original Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (ADB)]
8. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
9. ITR(Income Tax Return) or Form 2316 Copy
10. Copy of PRC Card or IBP Card (If applicable only)

- If personally invited by Korean :

1. Invitation Letter (Original/ Scanned Copy)

Must include:

- Name and birthdate of applicant and inviter
- Detailed purpose and schedule
- Must include signature of inviter
- Relationship between inviter and invitee (proof must be submitted such as PSA documents, Photos taken together)

2. Copy of passport of Inviter

3. Copy of alien registration card if the inviter is a foreigner

- If invited by Company/Organization in Korea:

1. Invitation Letter (Original/Scanned Copy) & Copy of Korean Company Business Permit

Must include:

- Name and birthdate of applicant
- Detailed purpose and schedule
- Must include signature or seal of inviter
- Relationship between inviter and invitee - proof must be submitted, for example:

1. Bill of lading and export declaration (수출입 필증) for 2nd hand goods transactions
2. Investment contract for investors
3. Purchase order for machine purchase

2. Copy of business registration of Korean company/organization
(사업자등록증/고유번호증)

CERTIFICATE OF EMPLOYMENT

Must include

- Company's phone number
(Cellphone is not allowed)
- Email address
- Company address
- Applicant's designation
- Applicant's compensation
- Applicant's date of hire
- Date the certificate is issued



Embassy of the Republic of Korea

Tel. 02-856-9210 / Email Address ph04@mofa.go.kr
122 Upper Mckinley Road Mckinley Town Center
Fort Bonifacio, Taguig City

This is to certify that Mr. Dela Cruz, Juan is currently employed as Administrative Staff of the Embassy of the Republic of Korea starting January 1, 2017 until present.

Further, Mr. Hong is receiving a monthly compensation of PHP 50,000 including allowances.

This Certification is being issued on June 14, 2018, for Korean visa application of Mr. Hong.


홍길동

Hong, Gil Dong
HR Manager

BANK CERTIFICATE

Must include

- Account type
- Account Number
- Currency
- Current balance
- 6 months average daily balance(ADB)]
- Account opening date
- Issued within 3 months

 **BANK OF THE PHILIPPINE ISLANDS**

07-JUN-18

BANK CERTIFICATION FOR VISA PURPOSES
Reference No. : BR035420180607002

This is to certify that as of 07-JUN-18 at 12:34:59,

maintain/s the following account/s, with corresponding available balance/s, excluding uncleared funds, garnishment & / or hold-out on deposit, with BANK OF THE PHILIPPINE ISLANDS-GLOBAL CITY NET PLAZA:

TYPE	ACCT NO	CURR	AMT	ADB/YTD	DATE OPENED	MATURITY
Savings		PHP	126,790.10	65,024.00	11/19/2012	

Should you require further details/confirmation on the authenticity of this certification, kindly direct all inquiries to Central Clearing Unit at telephone number 5286728.

This certification is being issued upon the written request of the above client/s in relation to his/her application for a VISA.

BANK CERTIFICATES and STATEMENTS that cannot be accepted

- Issued from foreign banks
 - Issued from digital, mobile, and/or online only banks, such as Tonik, GCASH, CIMB Bank
 - Time deposit accounts
- * In case applicant insists to submit, inform that it may result to denial of visa

Visa Requirements for Businessmen

1. Application Form
2. 1pc. Passport size colored picture
3. Passport Original(6months Valid)
4. Copy of Passport First Page
5. Original & Copy of valid visa and arrival stamps to OECD member countries for the past 5 years
6. Business Registration from SEC or DTI (Copy)
7. Business Permit or Mayor's Permit(Copy)
8. Original Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (ADB)]
9. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
10. ITR(Income Tax Return) or Form 2316 Copy
11. Copy of PRC Card or IBP Card (If applicable only)

Note:

- Copy of SEC registration should include pages with the name of the stockholders
- Mayor's Permit/Business Registration Copy should be updated
- ITR submitted should include the pages with net income and total revenue

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 2. Copy of passport of Inviter
 3. Copy of alien registration card if the inviter is a foreigner

- If invited by Company/Organization in Korea:
 1. Invitation Letter (Original/Scanned Copy) & Copy of Korean Company Business Permit
Must include:
 - Name and birthdate of applicant
 - Detailed purpose and schedule
 - Must include signature or seal of inviter
 - Relationship between inviter and invitee - proof must be submitted, for example:
 1. Bill of lading and export declaration (수출입 필증) for 2nd hand goods transactions
 2. Investment contract for investors
 3. Purchase order for machine purchase
 2. Copy of business registration of Korean company/organization (사업자등록증/고유번호증)

Visa Requirements for Students

1. Application Form
2. 1pc. Passport size colored picture
3. Passport Original (6Mons. Valid)
4. Copy of Passport First Page
5. Original & Copy of valid visa and arrival stamps to OECD member countries for the past 5years
6. School Certificate (Original)
7. Copy of School ID
8. Copy of Birth Certificate
9. Parents' Documents
 - If employed: Employment Certificate Original
 - If Self-employed: Business Registration from SEC or DTI (Copy), Business Permit or Mayor's Permit(Copy)
 - Original Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (ADB)]
 - Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
 - Copy of Income Tax Return(ITR)

Note:

- Certificate of Enrollment should be submitted, NOT Registration Form/Registration Receipt
- Minors/students who are not applying together with parents should attach copy of parents' passports. If parents already have approved visa, copy of their visa should be attached
- If financially supported by relatives other than parents
 - Submit affidavit, complete financial documents of the supporter, and proof of relationship (Allowed are siblings, grandparents, aunt/uncle)
 - Parents financial documents should still be submitted

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REMINDERS

FOR EXTRA DOCUMENTS:

- Do not submit documents that are not part of the requirements, such as flight itinerary, hotel vouchers, etc.
- Do not submit duplicate documents
- Remove all post-its, staples and paperclips from each document

FOR LACKING DOCUMENTS:

- For documents that cannot be submitted, letter of explanation written by the applicant should be submitted
- If self-employed but do not have business permits, proof should be submitted

For example:

1. Social media influencer – screenshot of social media page
2. Freelance actor – screenshot of internet articles and movie posters
3. Freelance employee – Copy of employment contract

FOR FAMILY APPLICATION:

- Family should apply at the same time at the same window (attach proof of relationship)
- Nanny/Personal Assistant/Personal Caregiver should apply together with the employer (attach Employment Contract/Affidavit)
- For children who are financially supported by a family member other than parents, additional affidavit and proof of relationship should be submitted

FOR OFW:

- For OFWs, they should apply at the embassy of the country of residence as possible.
- If they wish to apply at the Embassy in the Philippines submit :
 1. Philippine bank issued certificate and statements
 2. Copy of overseas visa, re-entry permit
 3. Certificate of Employment or Copy of Employment contract
- Seafarers and family members who are supported by seafarers should attach copy of seaman's book instead of ITR copy

FOR FOREIGN APPLICANTS:

- Nationals of below countries may apply for visa at the Korean Embassy in the Philippines only if they meet below 2 conditions
 - China, Thailand, India, Indonesia, Mongol, Vietnam, Myanmar, Bangladesh, Pakistan, Sri Langka, Nepal
 - Iran, Iraq, Syria, Palestine, Yemen
 - Uzbekistan, Kazakhstan, Kyrgyzstan, Afghanistan
 - Nigeria, Ghana, Egypt, Sudan, Cameroon, Somalia, Gambia, Senegal
 - Cuba, Peru, Ukraine, Kosovo, Macedonia
 1. They have stayed in the Philippines for at least 2 years
 2. They currently possess Philippine long-term residence visa
Ex. Permanent Residence, Working visa(9g), student visa(9f), Retiree visa(SSRV)

SUBMISSION AT THE TRAVEL AGENCY

- As possible, applicant should visit agency personally
- One family member may submit for accompanying family members
- Representative of the group may submit for company/school group tours
- Sub-agents of the designated travel agency may submit for group tours