

**SAMPLE**  
**+School Letterhead++**

Date:dd/mm/yyyy (Issued within the recent 1 month of application date)

Visa Officer  
Embassy of the Republic of Korea  
47 Scotts Road  
#16-03, 04 Goldbell Tower  
Singapore 228233

**SUBJECT: APPLICATION FOR TOURIST VISA**

This serves to certify that the below named visa applicant is a student of our school. The visa applicant currently enrolled in the <course/program name> schedule for completion in <month, year>

Full Name: <STUDENT'S NAME>  
Nationality: <NATIONALITY>  
Passport No: <PASSPORT NO>

The above-named student will be going to Korea for (delete where applicable) **\*vacation/\*school trip/ participate in exchange programmed** from dd/mm/yyyy to dd/mm/yyyy. (If for school trip/ exchange programmed please explain the purpose of the school trip/ exchange programmed).

**\*Select the appropriate paragraph(s) below:**

\* We wish to confirm that the trip will have no impact on the course schedule as it will take place during school vacation from dd/mm/yyyy to dd/mm/yyyy.

\*We wish to confirm that official time off has been granted to the students from dd/mm/yyyy to dd/mm/yyyy as the trip will coincide with the course term.

**\*We wish to confirm that the trip/ exchange programmed is part of the course curriculum.**

\*All expenses to be incurred during this trip will be borne by the (delete where applicable) **\*school/\*student/\*parent.**

<SIGNATURE OF SCHOOL ADMINISTRATOR>  
<FULL NAME>  
<DEPARTMENT/DESIGNATION>  
<CONTACT NUMBER>