

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** from dd/mm/yyyy to dd/mm/yyyy. (IF for school trip please explain the purpose of the school trip)

***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 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>