

Checklist to South Korea for Exchange Program (C-3-1)

GENERAL INFORMATIONS	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> The following information is meant for foreign nationals who wish to participate in student exchange programs with a duration of less than 90 days at a Korean university. Generally, a single entry valid for 3 months will be granted. The visa validity and the duration of stay allowed are 2 different entities. Enter Korea within the validity of the visa otherwise; the visa will lapse. For 90 days or more apply for a D-2 Visa. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All documents should be printed on A4-sized paper. Provide CLEAR photocopies of supporting documents. Blurred and unverifiable documents will result in rejection of visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Frayed, torn or damaged to the personal information page/ visa page cannot be used for visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> No staples/ pins/ paper clips should be used on the application form and supporting documents. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Remove passport cover. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> There is no guarantee you will be issued a visa. DO NOT make final accommodation plans or buy air tickets until your visa is approved, 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> The dully completed visa application printed out and signed by hand (wet signature). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ORIGINAL passport with at least 6 months' validity remaining from the end date of your trip. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Photocopy of the passport biodata page. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 passport size photograph of yourself taken against a white background. (View photograph Specification) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Photocopy of Singapore work and related passes/ student pass/Singapore PR ID/ LTVP/ LTVP+ (front and back) is required (Work and related passes issued by Singapore government agencies with less than 8 weeks validity remaining must renew their passes before visa application. In the event the renewal of the passes cannot be completed before the application, the applicant's company must include in their company Certificate of Employment/ school letter a written confirmation that the the pass will be renew upon the return of the applicant to Singapore). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Photocopy of re-entry permit Form-7 (applicable to Singapore PR). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are using a new passport to apply transfer the status of the re-entry from the cancelled passport to the current valid passport before applying for the visa (Applicable to Singapore PR). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For digital passes, Student Pass/ LTVP/ LTVP+ the printout pass information must include the verifiable QR code which can be downloaded from MyICA mobile app, ICA website or FileSG using your Singpass. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Print out the validity and expiry status of your work pass by scanning the QR code on the work permit with a free SgWorkPass App available on Apple App Store or Goggle Play store to obtain the latest pass information. This printout must show the current date, confirmed that the pass is valid and covers the trip to South Korea and the return to Singapore. (Screenprint within recent 7 days of application date) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A letter from the educational institution in Singapore to verify your student status and your participation in the exchange programmed (original and issued within the recent 1 month). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Confirmation letter from the Korean university regarding your participation in the Exchange Programmed. (Scan emailed is acceptable). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate of Business Registration of the Korean university (issued within the recent 3 months). Korean universities may obtain the document from www.hometax.go.kr. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of kinship (copy of marriage/ birth certificate) in official ENGLISH is required if your trip is sponsored by your spouse/ parents'/ siblings'. Official translation is required if not in ENGLISH. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Change of name if any; provide legal document for name change (Certificate of Incorporation for company name changed) or (deed poll for applicant's name changed) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence of funds to cover the duration of your stay in Korea in the absence of the Business Registration Certificate from Korean/ event organizer. Your latest recent 3 months detailed transaction history of Singapore bank statement reflecting account holder's name and SALARY DEPOSIT. If you are using a bank passbook to submit the application, (ORIGINAL and updated copy of the transaction history must be submitted). Transaction that does not cover the recent 3 months history, cancelled passbook (original, updated and copy) must be submitted for verification. If your trip is supported by your spouse/ parents'/ siblings', a bank statement in their name is required. *Credit/ Debit card transactions will not be accepted for visa application. * Overseas bank account statements will not be accepted for application. *Blurred and unverifiable printout will result in rejection of visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
VISA PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> 4-7 working days. (There is NO provision for Express/ Urgent visa application). 	<input type="checkbox"/>	<input type="checkbox"/>