

# Checklist to South Korea for General Visa Application (C-3-1)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>A <b>General visa</b> to South Korea is issued to foreign national who intend to visit South Korea to attend <b>conference, training, participate in competition</b> without receiving remuneration, etc. <b>Single entry is valid for 3 months, double entry is valid for 6 months and multiple entry is valid for 5 years. The visa validity and the duration of stay allowed are 2 different entities. Enter Korea within validity of the visa otherwise; the visa will lapse. To be eligible for multiple entry you must have visited South Korea at least once in the recent 5 years.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All documents should be printed or photocopied on A4-sized paper in portrait format.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Separate all the application documents for different applicants into individual sets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Frayed, torn or damaged to the personal information/ visa page cannot be used for visa application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>NO</b> staples/ pins/ paperclips should be used on the visa application form and supporting documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Remove passport covert and <b>DO NOT</b> attach expired passport to the current passport.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Your passport must contain two unused visa pages remaining.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>There is no guarantee</b> you will be issued a visa. <b>DO NOT</b> make final accommodation plans or buy tickets until your visa is approved. In the event of rejection of the application with the possibility of an appeal will be made known on the day of collection. <b>Providing the requested documents for appeal will take another 4 working days.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED DOCUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> <li>Duly completed visa application forms, printed out and <b>signed by hand (wet signature).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>ORIGINAL valid SIGNED</b> passport with at least 6 months' validity remaining from the end date of your trip</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>There iPhotocopy of passport biodata page.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>1 passport sized photograph of yourself taken against a white background (<b>strictly within the recent 6 months and measuring 35mmx45mm</b>) printed on <b>photo paper</b> and <b>not on A4-sized photocopy paper (view photograph spcecfication).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>1 <b>CLEAR</b> photocopy of Singapore Work and Related Passes/ Singapore PR ID card/ Student Pass/ LTVP/ LTVP+ (<b>Front and Back</b>) must be submitted. (<b>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 if the renewal of the pass cannot be done before the application, the applicant must include in their company Certificate of Employment/ school letter a written confirmation that the pass will be renewed upon the return of the applicant to Singapore.</b>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For digital passes, Student pass/ LTVP/ LTVP+ printout pass information must include the verifiable QR code which can be downloaded from <b>MylCA mobile app, ICA website or FileSG using your Singpass.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Transfer the status of the re-entry permit from the cancelled passport to the new passport before applying for the visa (<b>applicable to Singapore PR</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Print out the validity and expiry status of your work pass by scanning the QR code on your work pass with the free <b>SgWorkPass</b> App available on (<b>Goggle Play Store or Apple AppStore</b>) to obtain the latest pass information. This printout must show the current date, confirm that the pass is valid and covers the trip to South Korea and the return to Singapore (<b>screenprint within the recent 7 days of application date</b>) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are employed, an employment certification issued by your employing company (<b>Issued within the recent 1 month of application date</b>) is required to verify your employment status such as your position, date employed, salary, date of travel and purpose of travel (<b>refer to attached sample</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Letter of Consent (<b>LOC</b>) issued by MOM is required if you are holder of <b>LTVP/ LTVP+</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are a student a letter from your school is required. (<b>refer to attached sample</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are self-employed you are required to provide the latest printout of the ACRA business profile. (<b>Issued within the resent 1 month of application date</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Emailed copy of invitation letter from Korean company/ event organizer (<b>Issued within the recent 1 month</b>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Emailed copy of the Business Registration Certificate of the Korean company/ event organizer. (<b>Issued within the recent 3 months of application date</b>). <b>Inviter/ event organizer may obtain the document from <a href="http://www.hometax.go.kr">www.hometax.go.kr</a>.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Changed of name if any; provide legal document on named changed (<b>Certificate of Incorporation for company name changed</b>) or (<b>deed poll for applicant's name changed</b>) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evidence of funds to cover the entire duration of your trip in the absence of providing the 'Business Registration Certificate' of the Korean company. If self-funded, the recent 3 months detailed transacted of <b>Singapore bank statement reflecting account holder's name and SALARY DEPOSIT</b> is required. If you are using a bank passbook for the application, (<b>Original and updated copy of the transaction history</b>) in your name. Bank passbook transaction history that does not cover the recent 3 months, cancelled passbook (<b>original, updated and copy</b>) must be provided for verification. If your trip is supported by your spouse/ parents'/ siblings', a bank statement in their name must be provided.  <b>* Credit/ Debit card statements will not be accepted for application.</b>  <b>*Overseas bank account statements will not be accepted for application.</b>  <b>* Please provide a CLEAR printout. Unverifiable copies may result in visa application rejection.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proof of kinship (<b>Marriage or birth certificate and copy of sponsors' passport biodata page</b>) if the applicant is using their <b>spouse/ parents'/ siblings'</b> bank statement to apply.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
4-7 working days. (There is <b>NO</b> provision for Express/ Urgent application).	<input type="checkbox"/>	<input type="checkbox"/>