

## Checklist to South Korea for Tourist Visa Application (C-3-9)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>A tourist visa to South Korea is granted for the purpose of tourism and leisure <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 two different entities. Enter Korea within the validity of the visa otherwise; the visa will lapse. To be eligible for multiple entries you must have visited 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 <b>A4-sized paper</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Frayed, torn or damaged</b> personal information/ visa pages cannot be used for visa application.</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><b>NO staples/ pins/ paper clips</b> 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><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 a rejection 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 to process.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOCUMENTS TO PREPARED BY THE APPLICANT</b>		
<ul style="list-style-type: none"> <li>Duly completed Visa Application Form, printout and <b>signed by hand (wet Signature)</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>1 passport-sized color photograph of yourself taken against an all-white background (<b>taken within the last 6 months</b>) measuring (<b>35mmx45mm</b>) and printed on <b>photo paper</b> and <b>not A4-sized photocopy paper (view photograph specification)</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>ORIGINAL</b> Valid <b>SIGNED</b> Passport with more than 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><b>CLEAR</b> copy of your passport information page.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>CLEAR</b> copy of <b>VALID</b> Singapore Work and Related Pass/ Singapore PR ID card/ Student Pass (<b>front and back</b>) / LTVP/ LTVP+ <b>actual or upsized copy is required. (Work and related passes with less than 8 weeks' validity remaining must renew their passes before visa application. In the event the renewal of the pass cannot be completed 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>Copy of re-entry permit (<b>applicable to Singapore PR</b>). If you are using a new passport to apply transfer the data of the re-entry permit from the cancelled passport to the new passport before applying.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For digital passes, <b>Student Pass/ LTVP/ LTVP+</b> the printout pass information must include <b>the verifiable QR code</b> which can be downloaded from <b>MyICA 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>Printout of the validity and expiry status of your work pass by scanning the QR code on your work pass with a free SgWorkPass app <b>available on Goggle Play Store or Apple App Store</b>. This printout must show the current date of the printout, confirmed 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</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 on company headed paper (<b>original and issued within the recent 1 month</b>) to verify your employment status such as designation, salary, date of hired, date of travel and purpose of travel must be submitted (<b>view sample of Certificate of Employment</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 if you are holder of LTVP/ LTVP+ pass holder.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are self-employed a <b>CLEAR</b> printout of the <b>ACRA business profile (issued within the recent 1 month)</b> must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are a student travelling alone or on a school organized trip, a letter from the school (<b>ORIGINAL</b>) and (<b>issued within the recent 1 month</b>) must be submitted. (<b>view sample of school letter</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If the applicant is <b>Unemployed or a Minor</b> and the application is supported by either your spouse/ parent/ working child/ siblings and either of them is <b>NOT</b> a visa applicant, a letter of employment (<b>ORIGINAL and issued within the recent 1 month</b>) from either your spouse's/ parent's/ adult working child's/ siblings' company/ school letter (<b>if you are holder of LTVP/ LTVP+</b>) must be submitted along with your application (<b>view sample</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If your spouse/ parent/ working child/ sibling is self employed a printout of the ACRA business profile (<b>Issued within the recent 1 month</b>) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proof of kinship (<b>Marriage and Birth certificate</b>) in official <b>ENGLISH</b> is required if your trip is sponsored by your spouse/ parents'/ adult working child/ siblings'. If not available in <b>ENGLISH</b>, it must be accompanied by an official translation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Name Changed if any; <b>provide legal documents on name changed (Certification of Incorporation for company name changed) or (deed poll for applicant's named changed)</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>K-ETA Denial Notification (applicable to applicants who applied for K-ETA and got rejected)</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>If self-funded</b> provide the recent 3 months <b>DETAILED</b> transacted history of <b>Singapore bank statement</b> reflecting 'Account Holder's Name' and <b>SALARY DEPOSIT</b>. If you are using a bank passbook to submit the application provide the (<b>original and updated copy of the transaction history</b>). Transaction history that does not cover the recent 3 months statement, a cancelled passbook (<b>original and copy</b>) must be provided for verification. (<b>Minimum sum of \$3,000 and above</b>) maintained over a period of 3 months. <b>If your trip is sponsored by your spouse/ parents'/ working child/ siblings, provide your sponsors' recent 3 months DETAILED</b> transaction history of Singapore bank statement reflecting the <b>sponsor's name and SALARY DEPOSITE</b>. <b>The sudden deposit of funds in order to obtain a visa approval will result in rejection of visa application.</b>                      * Credit/ Debit card statements will not be accepted for application.                      * Overseas bank account statements will not be accepted for visa application.                      * Please provide <b>CLEAR</b> printout. Unverifiable copies may result in rejection of visa application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VISA PROCESSING TIME UPON SUBMISSION TO THE EMBASSY</b>		
<ul style="list-style-type: none"> <li>4-7 working days. (<b>There is NO provision for Express or Urgent application</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>