

Checklist to South Korea Business Visa Application (C-3-4)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> A business visa to South Korea is granted to foreign national who invited to South Korea for business matters, boarding vessel for inspection and repair etc. 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 stayed allowed are 2 different entities. Enter South Korea within the validity of the visa otherwise, the visa will lapse. To be eligible for 5 years multiple entry you must have visited South Korea at least once in the recent 5 years. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All documents should be printed or photocopied on A4-sized paper, BLURRED or 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/ visa pages must not be used for visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> NO staples/ pins/ paper clips must be used on the forms 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"> Separate all the application documents for different applicants into individual sets 	<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 hotel bookings or buy air tickets until your visa is approved. In the event of rejection of an application with the possibility of appeal will be known on the day of collection. Providing the requested documents for an appeal will take another 4 working days. 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> Visa Application Form duly completed, printed out and signed by hand (wet signature). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> You are required to provide you ORIGINAL valid SIGNED passport with at least 6 months of validity remaining beyond your period of stay in South Korea. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR copy of the passport information page. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 passport sized color photograph of yourself (35mmx45mm). View photograph sample. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR copy of valid Singapore pass/ Singapore PR ID card/ LTVP/ LTVP+ (front and back). For work and related passes issued by Singapore government with less than 8 weeks validity remaining must renew their passes before application. In the event if the renewal cannot be completed before the application the must include in the Certificate of Employment a written confirmation that 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"> For digital passes, 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 of the validity and expiry status of your work pass by scanning the QR code on the work pass with a free SgWorkPass app available on Goggle Play Store or Apple App Store. This printout must show the current date of the of the printout, confirm that the pass is valid and covers the trip to South Korea and the return to Singapore. (Screenprint within the recent 7 days of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For Singapore PR, if you are using a new passport to apply you are required to transfer the status of the re-entry permit from the cancelled to the current valid passport. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence of your current employment issued in company headed paper (ORIGINAL) and issued within the recent 1 month to verify your employment status such as designation, date of hired and purpose of travel must be submitted (view sample) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Letter of Consent (LOC) issued by MOM is required if you are holder of LTVP/ LTVP+ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are self-employed a printout of the latest ACRA Business Profile is required (issued within the recent 1 month of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR emailed copy of the invitation letter from Korean company (issued within the recent 1 month). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR copy of the Business Registration Certificate of the Korean company (issued within the recent 3 months 3 months of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Change of name if any; provide legal documents on name changed (Certificate of Incorporation for company name changed or deed poll for applicant's named changed) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> K-ETA Denial Notification (applicable to applicant who applied for K-ETA and got rejected). 	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> 4-7 working days (There is NO provision for Express or Urgent processing). 	<input type="checkbox"/>	<input type="checkbox"/>