

Checklist to South Korea for Family Visit (ARC C-3-1)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> A family visa to South Korea is issued to foreign national who which to visit their immediate family member who hold valid an Alien Registration Card (ARC) in Korea for 90 days or less. Single entry is valid for 3 months, double entry is valid for 6 months and multiple entry is valid for 5 years. Visa validity and the period 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 year. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All documents should be printed or photocopied on A4-sized paper. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Separate all application documents for different applicants into individual sets. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Frayed, torn or damaged to the personal information/ visa page cannot be used for visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> NO staples/ pins/ paperclips should be used on the visa forms and supporting documents. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Remove passport covers and do not attach expired passport to the current passport. 	<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 reservations or purchase 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 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"> ORIGINAL valid SIGNED passport with at least 6 months remaining from the end date of your trip. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR photocopy of your passport biodata page. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 recent passport sized photograph measuring (35mm x 45mm) taken within the recent 6 months, printed on photo paper and not on A4-sized photocopy paper (view photo requirements). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR copy (front and back) of Singapore Work and Related Pass/ Singapore PR ID card/ Student Pass/ LTVP/ LTVP+. Work and related passes with less than 8 weeks' validity remaining must renew their passes before applying for the visa. In the event the renewal of the passes cannot be completed before the application, the applicant must include in their Certificate of Employment/ School letter a written confirmation that the pass be renewed upon return of the applicant to Singapore. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For digital passes, Student pass/ LTVP/ LTVP+ printout pass information must include the verifiable QR code which can be downloaded from MyICA mobile app, ICA website or FileSG using your Sing Pass. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A clear copy of valid re-entry permit form 7 is required. (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 your re-entry permit from your cancelled passport to the new passport before applying (applicable to Singapore PR). 	<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 your work pass with a free SgWorkPass app available on Goggle Play store or Apple App Store to obtain the latest pass information. The printout must show the current date, confirmed that pass is valid and covers your trip to South Korea and the return to Singapore. (screenprint within the recent 7 days of the application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are employed, an employment certification issued by your company on company headed paper verifying your employment status such as your position, salary, date joined, date of travel and purpose of travel (refer to attached sample). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are a student traveling alone, a letter from your school is required (refer to the attached sample). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are Unemployed, Homemaker, Retiree or Minor, a letter of employment (ORIGINAL) from your spouse/ parent/ siblings' company is required. (refer to attached Sample). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are self-employed a printout of the ACRA business profile (issued within the recent 1 month of application date) is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of kinship (Marriage/ birth certificate) in official ENGLISH is required if your trip if sponsored by your spouse/ parent/ sibling's and copy of their passport biodata page and Singapore Resident Permit is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Marriage/ birth certificate not in English must be accompanied by an official translation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Name changed if any; provide legal documents on name changed (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"> K-ETA Denial Notification (Applicable to applicants who applied for K-ETA and got rejected). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of passport biodata page and Alien Registration Card (ARC) of the immediate family member residing in Korea. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence of funds to cover the duration of your trip. If self-funded the recent 3 months detailed transacted history of Singapore bank statement reflecting the 'Account Holder's Name' and SALARY CREDITING by your employer. If you are using a bank passbook to submit the application (original, updated and copy of the transaction history must be provided). Transaction history that does cover the recent 3 months transaction, the cancelled passbook (original, updated and copied) must be submitted for verification. If being supported by spouse's/ parents'/ adult working/ siblings, bank statement in their name must be provided. * Credit/ debit card transaction statement will not be accepted for visa application. * Overseas bank account statements will not be accepted for visa application. * Provide CLEAR printout. Small print unverifiable copies may result in rejection of visa application. 	<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/ Urgent application). 	<input type="checkbox"/>	<input type="checkbox"/>