

Checklist to South Korea Short Term Employment Visa Application (C-45)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> A Short -Term employment visa to South Korea is issued to foreign national who intend to work in Korea for 90 days or less. Generally, a single-entry visa valid for 3 months from the date of issue of the visa will be granted. Enter Korea within the validity of the of the visa. Otherwise, the visa will lapse. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All documents should be printed and photocopied on A-4 paper. 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/ visa pages cannot be used for visa application 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Separate all applications for different applicants into individual sets. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> NO staples/ paperclips/ pins should be used on the applications 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 hotel bookings or purchase air tickets until your visa is approved. In the event of rejection with the possibility of an appeal will be made known on the day of collection. Providing the requested documents for appeal will take another 4 working days to process. 	<input type="checkbox"/>	<input type="checkbox"/>
DODUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> Visa application form duly completed, printed out and SIGN BY HAND (wet signature). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> You are required to provide your ORIGINAL valid SIGNED passport with at least 6 months' validity remaining beyond your intended period stay in South Korea. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of your passport information page. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 recent passport sized photograph of yourself taken against a white background (35mmx45mm). View photograph sample. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CLEAR copy of Singapore Work Pass/ Singapore PR ID card/ LTVP/ LTVP+ (front and rear). The work and related passes with less than 8 weeks validity remaining must renew their passes before visa application. In the event if the renewal cannot be completed before the application, the applicant must include in their Employment Certificate/ school letter a written confirmation that the pass will be renewed 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 Sing pass (applicable to holder of digital LTVP/ LTVP+). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For Singapore PR, using a new passport to apply must transfer the status of the re-entry from the cancelled passport to the new passport before applying the visa. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For work pass holder, printout the expiry and validity status of the work pass by scanning the QR code using the SgWorkPass app which can be downloaded from Goggle Play Store or Apple app store. The printout must show the current date of the printout, confirm that the pass is valid and covers your 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"> Letter of Consent (LOC) issued by MOM if you are holder of LTVP/ LTVP+ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are employed, an Employment Certification issued by your company confirming your employment status such as your position, salary, date of employment, date of travel and purpose (original and Issued within the recent month of application). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are self-employed you are required to provide the latest printout of the Acra business profile (issued within the recent 1 month of application date) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Letter of invitation from Korean company (issued within the recent 1 month of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate of Business Registration of the Korean company (issued within the recent 3 months of application date), 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Change of name if any: provide legal document name changed (Certificate of Incorporation for company name changed) or (deed poll for applicant name change). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are dispatch to South Korea under Service Contract Agreement, a scan emailed of the contract/ purchase order must be submitted along with the application. 	<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 denied). 	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION		
<ul style="list-style-type: none"> 4-7 working days (Ther is NO provision for urgent/ express application). 	<input type="checkbox"/>	<input type="checkbox"/>