

Checklist to South Korea Tourist Visa Application (FDW)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> Foreign Domestic Worker who wishes to enter South Korea for their personal trip are NOT eligible to apply. A single entry valid for 3 months valid from the date of issue of the visa will be granted if all the requirements. Enter South Korea within the validity of the visa otherwise, the visa will lapse. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The Foreign Domestic Worker must be hired for at least 6 months at the time of application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The Foreign Domestic Worker is travelling to South Korea to assist in looking after young children aged 12 and below (as of the calendar year). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The Foreign Domestic Worker is travelling to South Korea to assist in looking after elderly person aged 65 and above (as of the calendar year). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Foreign Domestic Worker are allowed to apply for visa TWICE a year (i.e. every 6 months). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Print visa application form and required supporting documents on A4-sized paper. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> NO staples/ pins/ paper clips should be used on the application form and supporting documents. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We DO NOT accept applications where the employer/ employer's spouse has Korean ancestry. 	<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 a confirmed hotel booking or buy air ticket 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 supporting documents for appeal will take an additional 4 working days to process upon submission to Embassy. 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS TO BE PREPARED BY THE APPLICANT (FDW)		
<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 your ORIGINAL valid SIGNED passport with more than 6 months beyond your intended period of stay in South Korea. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Photocopy of your passport biodata 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). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of your Work Pass (Front and Back). Work Passes with less than 8 weeks of validity remaining must renew before application. If the work pass renewal cannot be completed before the application, a written confirmation from your employer that he/ she will renew your work pass upon your return to Singapore. 	<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 using a SgWorkPass app available on Goggle Playstore or Apple App Store. The printout must show the current date of the printout, confirm that the pass is valid and cover 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"> Screenprint from the helper's Singpass "My Employment Info" 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS TO BE PREPARED THE EMPLOYER (NAME AS REFLECTED ON THE WORK PASS)		
<ul style="list-style-type: none"> If the employer of the FDW is employed an Employment Certification is required (view sample). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> LOC (Letter of Consent) issued by MOM if the employer of the FDW is holder of LTVP/ LTVP+ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the employer stated on the work pass is not working, the spouse's certificate of employment is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the employer stated on the work pass is self-employed, a CLEAR printout of the 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"> Photocopies of passport biodata page of ALL IMMEDIATE family members who will travelling to South Korea (birth certificate(S) for looking after young children aged 12 and below), (employer's birth certificate if looking after employer's elderly parent/ employer's spouse birth certificate if looking after employer's parent in-law aged 65 and above). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy Front and Back of Singapore Work and related passes/ Singapore ID/ Singapore PR ID. 	<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 Mobile App/ ICA website/ FileSG using your SingPass (applicable to Foreign Domestic Worker whose employer are holder of Digital Student Pass/ LTVP/ LTVP+ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of kinship. Marriage/ birth certificate not available in ENGLISH must be accompanied by an official translation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Name change if any; provide legal document on name change (deed poll) or 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A Letter of Guarantee for FDW. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Employer's recent 3 months detailed transacted history of Singapore bank statement reflecting Employer's Name and Salary Crediting. * Credit/ Debit card and Overseas bank statement are not accepted for application. Please provide CLEAR printout of bank statement. Unverifiable copies will result in rejection of application {BLURRED and small print}. 	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> 4 working days 	<input type="checkbox"/>	<input type="checkbox"/>