



KOREAN VISA REQUIREMENTS SUMMARY **UPDATED AS OF March 2016**

Validity of visa is only 3 months from the issue date. Do not apply more than 3 months prior to the date of travel.

Visa processing takes 5 working days for first time travellers, and 3 working days for frequent travellers. There is no expedite processing.

BASIC REQUIREMENTS:

- **Original passport**
 - 6 months valid from the date of travel
 - Should be E-Passport already with a chip-like image on the outside cover, old passport cannot be accepted by the Embassy
 - Submit original Old passport if used in OECD countries within the last five years
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any OECD countries within the last 5 years**
- **1 Passport sized picture with white background (Clear Picture and No Teeth shown)**
- **Completely filled-out visa application form**

* If personally invited by Korean

. Invitation Letter

. Photocopy of invitor's Passport or Identification Card

(authentication not required)

* If invited by Company in Korea

. Invitation Letter

. Photocopy of Korean Company Business Permit

(authentication not required)

* Frequent travellers who have travelled as tourist to OECD member countries within 5 years are exempted from submitting ITR.

Requirements as per qualification for Short-term Visas (C-3) for Tourists: Single Entry

EMPLOYEE

- **Original Employment Certificate**
 - Must include applicant's **position, date hired, compensation, office address, office landline number (cell phone number is not allowed), HR/ Office email address.**
- **Photocopy of Company Identification Card**
- **Original Personal Bank Certificate**



- Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement of Account**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Photocopy of Latest Individual Income Tax Return (ITR) or Form 2316**
 - With personal tax identification number
- **Photocopy of NSO Marriage Certificate (if applicable)**
- **Copy of PRC Card or IBP Card (If applicable only)**

BUSINESSMAN

- **Photocopy of Business registration from SEC or DTI**
 - Must be in complete set, including the name of the incorporators, etc.
- **Photocopy of Updated Mayor's Business Permit**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement of Account**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Photocopy of Latest Individual Income Tax Return (ITR) or Form 2316**
 - With personal tax identification number
- **Photocopy of NSO Marriage Certificate (if applicable)**
- **Copy of PRC Card or IBP Card (If applicable only)**

HOUSEWIFE

- **Photocopy of NSO Marriage Certificate**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Statement of Account**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Original Affidavit of Support (Notarized)**
- **Photocopy of all Documents of legal spouse (as Employee or Businessman)**
- **Additional documents**
 - If husband is employed : Husband's Employment Certificate Original [must include position, date hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address]
 - If husband is self-employed : Business Registration from SEC or DTI (Copy), Business Permit or Mayor's Permit(Copy)



- Original Personal or Husband's Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (ADB)]
- Personal or Husband's Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
- Husband's Copy of Income Tax Return(ITR)

STUDENT/CHILD

- **Original School Certificate**
- **Photocopy of School Identification Card**
- **Photocopy of NSO Birth Certificate**
- **Original Affidavit of Support (Notarized)**
- **Photocopy of all Documents of parents (as Employee or Businessman)**
Parents' Documents
 - If employed: Employment Certificate Original [must include position, date hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address]
 - If Self-employed: Business Registration from SEC or DTI (Copy), Business Permit or Mayor's Permit(Copy)
 - Original Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (ADB)]
 - Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
 - Copy of Income Tax Return(ITR)
 - Copy of Nso Marriage Certificate

RETUREE/SENIOR CITIZEN

- **Photocopy of Senior Citizen Identification Card**
- **Original Certificate of Retirement**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Statement of Account**
 - Original or certified true copy of bank statement/passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Photocopy of other proof of funds such as Land titles, Vehicle registration, Pension Certificate, Country Club or Golf Club, Stocks**
- **Photocopy of NSO Marriage Certificate (if applicable)**

* If bank documents to be submitted are named to another family member, submit proof of relationship. (Ex. Copy of Marriage Contract for spouse, Birth Certificate for child, etc)

OVERSEAS CONTRACT WORKER

- **Copy of Employment Contract**
- **Photocopy of Company Identification Card**

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- **If Holding resident ID or temporary ID in the country where they work**
- **Photocopy of Flight return Ticket**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Statement of Account**
 - Original or certified true copy of bank statement/passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Photocopy of NSO Marriage Certificate (if applicable)**

INCENTIVE TOURS SUPPORTED BY COMPANY

- **Personal documents of applicant whichever is applicable (ex. Employee or Businessman)**
- **Original Guarantee letter from the employer/sponsor (companies listed in the Philippine Stock Exchange Market)**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Statement of Account**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
- ****Please ask the bank to follow the above format**
- **Photocopy of Latest Individual Income Tax Return (ITR) or Form 2316**
 - With personal tax identification number

Note: This is only additional documents for Incentive tour; applicants should provide the employee or businessman requirements whichever is applicable.

For those who have been to any of the **OECD (Organization for Economic Cooperation and Development) countries and had visa** listed below within the last past five years:

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|------------------|-----------|--------------|-------------------|------------------|
| ▪ Australia | ▪ Denmark | ▪ Iceland | ▪ Mexico | ▪ Slovenia |
| ▪ Austria | ▪ Estonia | ▪ Ireland | ▪ Netherlands | ▪ Spain |
| ▪ Belgium | ▪ Finland | ▪ Israel | ▪ New Zealand | ▪ Sweden |
| ▪ Canada | ▪ France | ▪ Italy | ▪ Norway | ▪ Switzerland |
| ▪ Chile | ▪ Germany | ▪ Japan | ▪ Poland | ▪ Turkey |
| ▪ Czech Republic | ▪ Greece | ▪ Korea | ▪ Portugal | ▪ United Kingdom |
| | ▪ Hungary | ▪ Luxembourg | ▪ Slovak Republic | ▪ United States |



IMPORTANT NOTES:

1. Other proof of funds such as land titles, Vehicle registration, Pension Certificate, Country Club or Golf Club, Stock Certificate, Time deposit certificate or other form of funds will only be the secondary supporting documents.
2. Applications are accepted Monday-Friday between 8:00 AM – 11:00 AM, while releasing of passports with visa results is between 1:30 PM-4:00 PM. Korean Embassy is closed on Philippine holidays and selected Korean holidays.
3. All visa applications are subject for approval, processing normally takes 7 working days upon submission in the Korean Embassy
4. 3-4 working days processing (subject to consul's discretion) if applicant travelled to any OECD countries.
5. All documents will remain confidential and will not be returned. Please make copies of submitted documents you may need.
6. Paste your recent passport size photo on the application form.
7. Submit documents to our office at least 21 days prior to your travel.
8. Remove all covers or jacket of your passports, Staple old and new passports together.
9. Visa Processing fee PHP 1,000 per passenger, non-refundable once application is submitted to embassy regardless if granted, denied or withdrawn.
10. The Korean Embassy will only categorized the applicant as frequent traveler if they have travelled within 5 years in the OECD countries. The original stamp and or old passports are requested to submit to us if the stamp or previous visas are stamped in the old passport.
11. Each applicant should submit the basic requirements and other requirements base on their status (ex. Employee, Businessman, Housewife, Student, Overseas Contract Workers, Senior Citizen or Retiree)
12. Proof of relationship must be attached along if travelling with family, such as Marriage Contract, Birth Certificate and etc
13. All applicants **with unused tourist visa** to the OECD member countries, will be considered as **first time travelers**, and thus, should apply at window 1 or window 2.
14. Only those **who have travelled as tourist to the OECD member countries within 5 years** will be exempt from submitting ITR copy and may apply at window 3 (frequent travelers)
15. For those who travelled to Korea, only those who have visited more than twice within 4 years will be considered frequent travelers.
16. If the embassy ask additional documents, upon submission of the new requirements the release of the visa will take minimum 3 additional days. The embassy will verify the new documents submitted.
17. All documents must be issued within **3 months on the date of application**
18. Please refrain from using documents like Mayor's permit and other business permits that is not under applicants name especially for Single proprietorship. If applicant declares ownership his/her names should be written in the business permit or other permits submitted in the embassy.
19. Applicants, who work as freelancer or for those who could not provide some documents like ITR, etc, may still submit their application but has a less chance of getting a visa.
20. Passengers who were able to visit Korea once will have the same privilege as for FREQUENT-TRAVELLER. Meaning to say, she/he doesn't need to submit the ITR and his/her application can be accepted at WINDOW 3.



**EXCLUSIVELY TO BDO, AMERICAN EXPRESS, BPI CREDIT CARD!
ENTITLED TO GET MULTIPLE VISA ENTRY TO KOREA**

CARD TYPE

GOLD (3 YEARS CREDIT CARD VALIDITY)

MASTER CARD

VISA

JCB

AMERICAN EXPRESS

ELITE (3-5 YEARS CREDIT CARD VALIDITY)

WORLD ELITE

PLATINUM AND TITANIUM MASTER CARD

PLATINUM VISA CARD

PLATINUM AMERICAN EXPRESS CARD

ELITE AND STANDARD CATHAY PACIFIC CARD

AMERICA EXPRESS CHARGE CARD

DIAMOND UNION PAY

BPI GOLD AND PLATINUM CREDIT CARD HOLDERS

Please be reminded of the below information to avail of the BDO and BPI promo.

Latest original credit card account statement and photocopy of the credit card should be submitted during visa application.

Original credit card should also be presented to the visa officer.

For applicants who receive their statements through email, they should visit the bank to acquire the original copy of the statement. Printed copy of the emailed account statement will NOT be accepted.

Requirements other than the exempted documents (Bank Certificate and ITR) should still be submitted.

FOR BDO CARD HOLDERS:

Please be informed that BDO promo is extended until Dec. 31, 2019

Get Multiple-Entry VISAs to Korea with the Exemption of Financial Documents

The Embassy of the Republic of Korea has agreed to give BDO Gold and Elite Cardholders multiple-entry Visas. Applicant who can submit credit card account statement, are subject to following.

- BDO Gold Cardholders : multiple-entry visa to Korea valid for 3 years
(Gold Visa Credit Card, Gold MasterCard Credit Card, Gold UnionPay Credit Card, Gold JCB Credit Card)

- BDO Elite Cardholders : multiple-entry visa to Korea valid for 3-5years

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(Platinum Visa Credit Card, Titanium/Platinum and World Elite MasterCard Credit Card, Gold/Platinum/Cathay Pacific and American Express Charge Cards issued by BDO, Diamond UnionPay Credit Card, Diners Club Premiere)

Latest original credit card account statement and photocopy of the credit card should be submitted. Original credit card should also be presented. For applicants who receive their statement through e-mail, they should visit the bank to acquire the original copy of the statement. They are exempted from submitting Bank Certificate and ITR(Income Tax Return)when applying.

This offer is valid until December 31,2019 only.

* Other requirements such as Employment Certificate/ Business Permit are still required.

FOR BPI CARD HOLDERS:

Please be informed that BPI promo is extended until Dec. 31, 2019

Get Multiple-Entry VISAs to Korea with the Exemption of Financial Documents

The Embassy of the Republic of Korea has agreed to give BPI Gold Credit Cardholders, BPI Platinum Credit cardholders and Gold BPI Express Teller Debit Cardholders multiple-entry Visas. Above stated cardholders who can submit BPI credit card or debit card account statement are subject to following.

- BPI Gold Master Cardholders : multiple-entry visa to Korea valid for 3 year.
- BPI SkyMiles Platinum Master Card and BPI Amore Visa Platinum cardholders : multiple-entry visa to Korea valid for 3 -5 years.
- Gold BPI Express Teller Debit Cardholders : multiple-entry visa to Korea valid for 3-5 years.

They are also exempted from submitting Bank Certificate and ITR(Income Tax Return) when applying.

Latest original credit card account statement and photocopy of the credit card should be submitted. Original credit card should also be presented. For applicants who receive their statement through e-mail, they should visit the bank to acquire the original copy of the statement.

This offer is valid until **December 31, 2019.**

* Other requirements such as Employment Certificate/ Business Permit are still required.

For complete list of visa requirements please click [here](#)

*Eligible applicants are not automatically issued a multiple entry visa. Issuance of visa whether single or multiple entry is subject for approval of the consul in-charge.