

KOREAN VISA REQUIREMENTS

For Employees

1. Application Form
 2. 1 piece of Passport size colored picture (Please attach on the application form)
 3. Original Passport (should be valid for more than 6 months)
 4. Photocopy of Passport Bio-page (page 2)
 5. Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
 6. Original Certificate of Employment
(must include applicant's position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address)
 7. Original Personal Bank Certificate
(must include account type, current balance, account opening date, ADB)
 8. Bank Statement
(original or certified true copy of bank statements/passbook for the last 3 months)
 9. ITR(Income Tax Return) or Form 2316 Copy
 10. Copy of PRC Card or IBP Card (If applicable only)
- If personally invited by Korean
- Invitation Letter
 - Photocopy of inviter'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.

Visa Fee: 59 days (or less) stay in Korea – PHP700.00
60 to 90 days stay in Korea – PHP2,700.00