

VISA REQUIREMENTS

Visa Requirements with Invitation

If invited by company/organization:

- Invitation letter (original/scanned copy)

Must include:

- Name and birthdate of applicant
- Detailed purpose and schedule
- Must include signature or seal of inviter
- Relationship between inviter and invitee -proof must be submitted, for example:

1. Bill of lading and export declaration (수출입필증) for 2ndhand goods transactions
2. Investment contract for investors
3. Purchase order for machine purchase
 - Copy of business registration of Korean company/organization (사업자등록증/고유번호증)

VISA REQUIREMENTS

Visa Requirements with Invitation

If invited by a person:

- Invitation letter (original/scanned copy)

Must include:

- Name and birthdate of applicant and inviter
- Detailed purpose and schedule
- Must include signature of inviter
- Relationship between inviter and invitee (proof must be submitted such as PSA documents, Photos taken together)
- Copy of passport of inviter
- Copy of alien registration card if the inviter is a foreigner

VISA REQUIREMENTS

CERTIFICATE OF EMPLOYMENT

Must include:

- Company's phone number (cellphone is not allowed)
- Email address
- Company address
- Applicant's designation
- Applicant's compensation
- Applicant's date of hire
- Date the certificate is issued



Embassy of the Republic of Korea

Tel. 02-856-9210 / Email Address ph04@mofa.go.kr
122 Upper McKinley Road McKinley Town Center
Fort Bonifacio, Taguig City

This is to certify that Mr. Dela Cruz, Juan is currently employed as Administrative Staff of the Embassy of the Republic of Korea starting January 1, 2017 until present.

Further, Mr. Hong is receiving a monthly compensation of PHP 50,000 including allowances.

This Certification is being issued on June 14, 2018, for Korean visa application of Mr. Hong.

홍길동

Hong, Gil Dong
HR Manager

VISA REQUIREMENTS

- Copy of SEC registration should include pages with the name of the stockholders
- Mayor's Permit/Business Registration Copy should be updated
- ITR submitted should include the pages with net income and total revenue

VISA REQUIREMENTS

BANK CERTIFICATE

Must include:

- Account type
- Account Number
- Currency
- Current balance
- 6 months average daily balance (ADB)
- Account opening date
- Issued within 3 months

BANK OF THE PHILIPPINE ISLANDS

07-JUN-18

BANK CERTIFICATION FOR VISA PURPOSES
Reference No. : BR035420180607002

This is to certify that as of 07-JUN-18 at 12:34:59,

maintain/s the following account/s, with corresponding available balance/s, excluding uncleared funds, garnishment & / or hold-out on deposit, with BANK OF THE PHILIPPINE ISLANDS-GLOBAL CITY NET PLAZA:

TYPE	ACCT NO	CURR	AMT	ADB/YTD	DATE OPENED	MATURITY
Savings		PHP	126,790.10	65,024.00	11/19/2012	

Should you require further details/confirmation on the authenticity of this certification, kindly direct all inquiries to Central Clearing Unit at telephone number 5286728.

This certification is being issued upon the written request of the above client/s in relation to his/her application for a VISA.

JUN 18 12:26:19 PM P 1204

VISA REQUIREMENTS

*** BANK CERTIFICATES and STATEMENTS that cannot be accepted**

- Issued from foreign banks
- Issued from digital, mobile, and/or online only banks, such as Tonik, GCASH, CIMB Bank
- Time deposit accounts

* In case applicant insists to submit, inform that it may result to denial of visa

VISA REQUIREMENTS

- Do not submit documents that are not part of the requirements, such as flight itinerary, hotel vouchers, etc.
- Do not submit duplicate documents
- Remove all post-its, staples and paperclips from each document

VISA REQUIREMENTS

- For documents that cannot be submitted, letter of explanation written by the applicant should be submitted
- If self-employed but do not have business permits, proof should be submitted

For example:

1. Social media influencer –screenshot of social media page
2. Freelance actor –screenshot of internet articles and movie posters
3. Freelance employee –Copy of employment contract