

# VISA REQUIREMENTS

## Visa Requirements for Employees



### EMBASSY OF THE REPUBLIC OF KOREA

Tel:(632)856-9210

Fax:(632)856-9024

#### Visa Requirements for Employees

1. Application Form
2. 1pc. Passport size colored picture
3. Passport Original(6months valid)
4. Copy of Passport First Page(Bio-data page)
5. Original & Copy of valid visa and arrival stamps to OECD member countries for the past 5 years
6. Original Certificate of Employment [must include applicant's position, date hired, compensation, company address, HR landline number(cell-phone number is not allowed), HR e-mail address]
7. Original Bank Certificate [must include account type, current balance, account opening date, 6 months average balance (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 & Copy of inviter's Passport
- If invited by Company in Korea:  
Invitation Letter & Copy of Korean Company Business Permit



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#### 비자구비서류 대상: 직장인

1. 비자신청서 1부
2. 여권용사이즈 사진 1매
3. 여권원본(유효기간 6개월이상)
4. 여권(사진면) 복사 1부
5. OECD 국가 관광비자 소지자의 경우, 비자면 복사 1부
6. 신청인의 재직증명서 원본 1부 [직급, 보수, 채용일자, 회사주소, 인사담당 전화번호(휴대전화번호는 받지 않음), 인사담당 이메일주소 포함]
7. 신청인의 은행잔고증명서 원본 1부 (계좌유형, 현 잔고, 계좌 개설 일자, 6개월간 평균 잔액 포함)
8. 신청인의 은행 거래내역서 3개월분 (현재로부터 과거 3개월간 거래내역)
9. ITR(소득세 납부증명서 BIR 발행) 사본 1부
10. PRC Card 또는 IBP Card 사본 (소지자의 경우에만 적용)

- 개인 초청의 경우:  
국내초청인의 초청장 및 여권사본1부(공증불필요)
- 회사 초청의 경우:  
국내회사 직인이 찍힌 초청장, 사업자등록증 사본1부

# 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](mailto: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

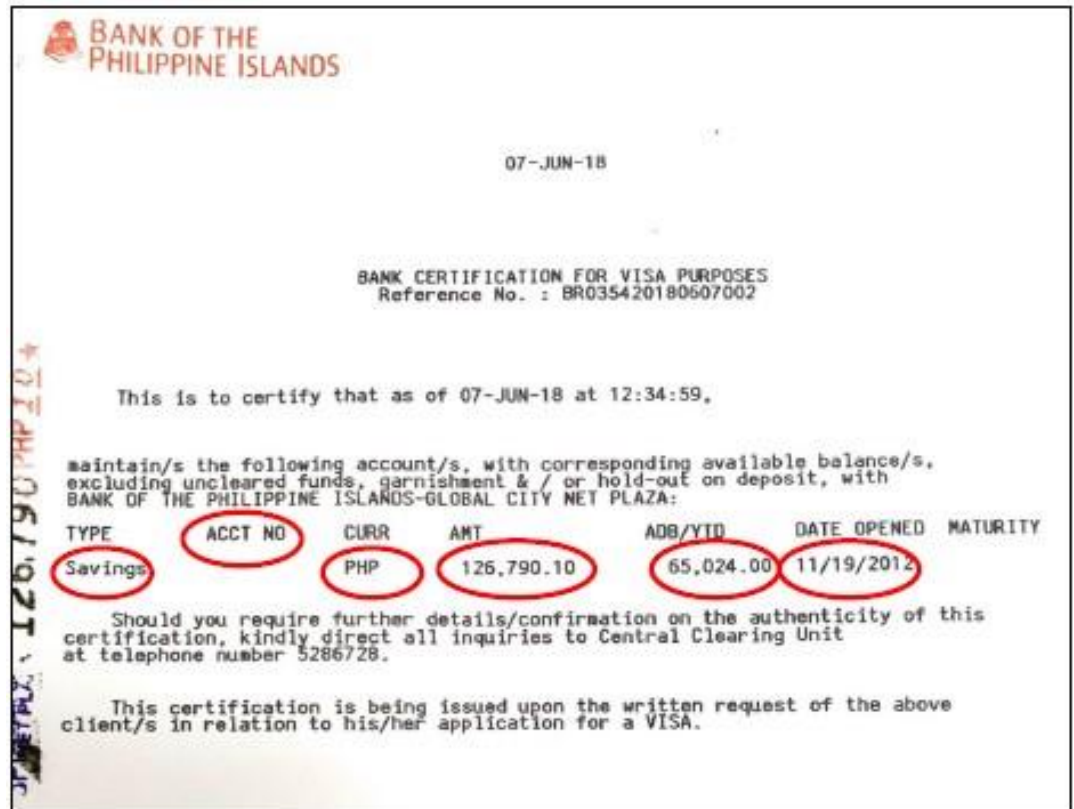
Hong, Gil Dong  
HR Manager

# VISA REQUIREMENTS

## 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.

# 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