



Document Checklist South Korea

South Korea Tourist Visa Documents

Name	Description	Format
Original Passport	- Original Passport with more than 6 months' validity - Old Passport	
Visa Application Form	Online Visa application form - https://www.visa.go.kr/openPage.do?MENU_ID=1020408	
Photograph	- Photograph against white background with 80 face close - Size 35 x 45 mm(3.5 X 4.5 cm)	
Personal Covering Letter	Personal Covering letter address to Embassy/Consulate General of South Korea , with mention Applicant Passport details, Work Profile, exact travel purpose ,where will staying in South Korea, travel date, who will bear expenses, Home address, Mobile No.	Cover Letter Template
Hotel Booking	Confirmed Refundable Hotel Booking covering complete stay	
Flight Ticket	Onward & Return Refundable Ticket	
Day To Day	Day to day travel itinerary	
If Employed	Leave Letter from Company with Name, Designation, Leave Date, Purpose of travel, and signing authority person Name, designation, Mob No, with company seal must.	Employer NOC Template
Pay Slips	- Last 3 months salary slips with company seal & Signature must. 1 Year salary slip (New Delhi)	
Income Tax Return	- Latest 03 Years Income Tax Return - In case of ownership please submit 3 year company Income Tax Return (New Delhi)	
If Self Employed	Business registration of Company /gumasta license or GST certificate If Business - Covering Letter on Business Letter Head with Company Seal & Business proof	
Business Profile	Business profile details in case of ownership in format only (New Delhi)	Business Profile
If Student	He / She to provide the leave sanction letter from the School / Collage letterhead need authorize person name, signature, designation and stamp. School / Collage ID copy must.	School NOC Template

Bank Statement	Original Personal bank statement last Six months updated till date with bank original seal and signature each every pages and minimum balance should be Rs. 70,000/- per person and more.	
Health Condition Form	Declaration Form (New Delhi)	Declaration Form
Invitation letter from Korea	• Original invitation letter or scan copy or photocopy can be submitted. • Alien Registration Card of Inviter (scan copy or photocopy can be submitted). • Copy of passport of Inviter	
Address Proof	Outstation passports pls submit their Residence any 2 Proof - Letter from Company with Seal, Telephone bill, Electricity Bill, Lease or Rent Agreement, Society Letter with Seal	

South Korea Business Visa Documents

Name	Description	Format
Original Passport	- Original Passport with more than 6 months' validity - Old Passport	
Visa Application Form	Online Visa application form - https://www.visa.go.kr/openPage.do?MENU_ID=1020408	-
Photograph	- Photograph against white background with 80 face close - Size 35 x 45 mm(3.5 X 4.5 cm)	
Covering Letter From Indian Company	Covering letter on Business Letter Head-stating address to Embassy/ Consulate General of South Korea , with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation& Mob no. with company seal must.	Covering Letter From Indian Company
Invitation Letter	Invitation letter from Korean company with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation with company seal must.	
	Inviter's details,such as in case of companies,name and phone no of person in-charge,and in case of individuals,inviter's full name ,Id no (Foreigner registration no./ Alien registration no.),and phone no.	
Korean Company Business Registration	Copy of certificate of business registration of Korean company (must be sealed with attestation from Korean Company)	
Flight Ticket	Confirmed Flight Ticket	
Pay Slips	Last 3 months salary slips with company seal & Signature must 1 Year salary slip (New Delhi)	
Income Tax Return	In case of ownership please submit 3 year company Income Tax Return	
If Self Employed	Business registration of Company /gumasta license or GST certificate	
Business Profile	Business profile details in case of ownership in format only (New Delhi)	Business Profile
Bank Statement	Original Personal bank statement last Six months updated till date with bank original seal and signature each every pages and minimum balance should be Rs. 70,000/- per person and more.	
Health Condition Form	Declration form for (New Delhi)	Declaration Form
Address Proof	If Outstation passports pls submit their Residence any 2 Proof - Letter from Company with Seal, Telephone bill, Electricity Bill, Lease or Rent Agreement, Society Letter with Seal	

South Korea Additional Information Required

Info	Details
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
Do you have any children?	If Yes: Mention Number of Children
What is the highest degree or level of education you have applied?	Pick one: Master/Doctoral Degree, Bachelor Degree, High School Diploma, Other
What is your employment status?	If Student, mention: name of the Institution, Institute address, Institute address and Institute email If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed, mention last job role and last date of working If Self Employed, mention: Job Title If Retired, mention: Date of retirement If Other, mention details on the other employment status
Is there anyone inviting you for the visit?	If Yes: Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute), Date of Birth/Business Registration No., Relationship to you, Address and phone number
How much would spend on this trip?	Mention amount in Dollar
Is someone else paying for this trip?	If yes, mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying
Has you travelled to South Korea in the last 5 years ?	If Yes, Mention Number of Visit, Purpose of Visit
Has you travelled outside your country of residence, excluding to Korea, in the last 5 years?	If Yes, Provide Country Name, Arrival Date, No of Stay, Purpose of visit
Do you have any family member(s) staying in Korea?	If Yes, Family Member Name,Date of Birth, Nationality, Relationship