

## **KOREA EMBASSY VISA REQUIREMENTS**

**Address:** 122 Upper McKinley Road, McKinley Town Centre, Fort Bonifacio, Taguig City

**Telephone Number:** (632) 856 – 9260

**Office Days:** Monday to Friday

**Office Hours:** 0900 to 1100 (For Filing); 1400 to 1600 (For Releasing)

**NOTE:** All requirements should be issued within 3 months of application date.

### **CONSTANT AND BASIC REQUIREMENTS** (With additional requirements per qualification)

- ☐ **Application Form** (PRINTED IN A4 SIZE BOND PAPER, COMPUTERIZED, WITH ORIGINAL SIGNATURE IN 4<sup>TH</sup> PAGE, the FONT is ARIAL size 12, form)
- ☐ **2 Pcs Passport Sized recent Photo with White Background** (No Eyeglass, No Jewelry, do not show teeth, no nameplate board), pls do not clip or stapler at the application form.
- ☐ **Original Passport** (Pls remove passport cover/jacket, we will not be responsible for cover/jacket lost). -For new Eagle design passport, pls make sure with signature at the 2<sup>nd</sup> page after bio page.
- ☐ **Original Old Passports with arrival stamps** (if you declared previous travel history to other countries)
- ☐ **Original Valid Visa and Clear Photocopy of Arrival Stamps** for OECD Countries for the past 5 years
- ☐ **Original Bank Certificate** (Account Type, Current Balance, Opening Date, 6 Months ADB)
- ☐ **Original Bank Statement** (Recent Previous 3 MONTHS Bank Statement); if passbook (photocopy of Pages with original certified thru copy stamp with branch officer's signature from the bank)
- ☐ **Original Copy of PSA Marriage Contract**
- ☐ **Original Copy of PSA Birth Contract**

## REQUIREMENTS AS PER QUALIFICATIONS

### EMPLOYEE

- ☐ **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, date the certificate is issued)
- ☐ Copy of Company ID (if available)
- ☐ Copy of PRC ID or IBP ID (if applicable)
- ☐ **Original Personal Bank Certificate**  
(Must include account type, current balance, account opening date, 6 months average balance)
- ☐ **Bank Statement**  
(Original or certified true copy of bank statements/passbook for the last 3 months)
- ☐ **Copy of Individual Income Tax Return**  
(Or Form 2316(the previous year)- with personal TIN number)
  - Company Alpha list will no longer be required during application. However, it may be requested as additional document for some applicants. When submitting Company Alpha list as additional docs, Information other than those of the applicant may be covered.

### BUSINESSMAN

- ☐ Copy of valid Business registration  
(DTI or SEC-first page and pages with indicated incorporator's names and shares)
- ☐ Copy of valid Mayor's or Business Permit copy should be updated
- ☐ Original Personal Bank Certificate  
(Must include account type, current balance, account opening date, 6 months average balance)
- ☐ Bank Statement  
(Original or certified true copy of bank statements/passbook for the last 3 months)
- ☐ Copy of Business Income Tax Return  
(Or Form 1701 (the previous year)- with personal TIN number)

# JC4 TRAVEL AND TOURS

## **HOUSEWIFE**

- ☐ **Copy of NSO Marriage Certificate**
- ☐ **All Requirements of legal spouse** (if not travelling with)
  - If NOT travelling with spouse, Original Affidavit of support from spouse (NOTARIZED) is required

## **MINOR STUDENT or NEWLY GRADUATE**

- ☐ **Copy of PSA Birth Certificate**
- ☐ **Original School Certificate for Students** (with valid contact number of school)
- ☐ **Copy of School Identification Card**
- ☐ **Copy of Diploma and Transcript of Records for newly graduate**
- ☐ **All requirements of parents (if not travelling with)**
  - If NOT travelling with both parents, Original Affidavit of support and consent by the parents or guardian (NOTARIZED) is required
  - If NOT travelling with both parents, minors below 18 years old should secure Travel Clearance from DSWD
  - If financially supported by relatives other than parents, submit affidavit, complete financial documents of the supporter, and proof of relationship (Allowed are siblings, grandparents, aunt/uncle)

## **RETIREEE/SENIOR CITIZEN**

- ☐ **Copy of Certificate of Retirement or Photocopy of Senior Citizen ID**
- ☐ **Original Personal Bank Certificate**  
(Must include account type, current balance, account opening date, 6 Average balance)
- ☐ **Bank Statement**  
(Original or certified true copy of bank statements/passbook for the last 3 months)

## **OFW/SEAMAN**

- ☐ **Copy of Overseas Employment Certificate**
- ☐ **Re-entry Permit**
- ☐ **Copy of Employment Contract**
- ☐ **Original Personal Bank Certificate**  
(Must include account type, current balance, account opening date, 6 Average balance)
- ☐ **Bank Statement**  
(Original or certified true copy of bank statements/passbook for the last 3 months)
- ☐ **Copy of Seaman's book**

\* For OFW's, they should apply at the embassy of the country of residence as possible. If they wish to apply at the Embassy in the Philippines, they should submit Philippine Bank Documents \*

G/F Office Display Unit no. 2, Alpha Grandview Bldg., 1716 M.H Del Pilar St., Malate, Manila, 1004

Mobile: 0977-846-9747 | 0923-743-0465 | 0995-334-6154 | 0962-881-6517

Email: jc4travelandtours@gmail.com | reservations.jc4travel@gmail.com

# JC4 TRAVEL AND TOURS

## **DOCTOR/PHYSICIAN/DENTIST etc.**

- ☐ Copy of PRC ID
- ☐ Certificate of Registration
- ☐ DTI permit (If Applicable)
- ☐ Certificate of Affiliation (from Hospitals or Clinics)
- ☐ Original Personal Bank Certificate  
(Must include account type, current balance, account opening date, 6 Average balance)
- ☐ Bank Statement  
(Original or certified true copy of bank statements/passbook for the last 3 months)
- ☐ Copy of personal ITR 1701

## **LAWYER**

- ☐ Copy of IBP Card
- ☐ Certificate of Registration
- ☐ Certificate of Employment
- ☐ Original Personal Bank Certificate  
(Must include account type, current balance, account opening date, 6 Average balance)
- ☐ Bank Statement  
(Original or certified true copy of bank statements/passbook for the last 3 months)
- ☐ Copy of personal ITR 1701 or 2316

## **NOTES:**

- Family applicants should apply all together in one window with proof of relationship attach (Copy of Marriage contract, Birth Cert, etc.)
- Applicants may be required additional Documents as per consul's evaluation.
- If financially supported by family member attach affidavit and proof of relationship
- For frequent travelers whose travels within 5 years are at their old passports, original old passport should be submitted as well. (Attached at the back of the new passport)
- Only those with tourist/business visits to OECD member countries within 5 years will be considered frequent travelers
- For DENIED VISA, there is NO APPEAL. Please re-apply after 6 months

**REMINDERS: If the applicant does not meet the required documents above, he/she must submit a Letter of Explanation (computerized) with Original Signature and date.**

**VISA PROCESSING TIME: 7-14 Working Days**

**ADDITIONAL REQUIREMENTS MAY BE REQUIRED BY THE EMBASSY UPON RELEASING OF PASSPORT**

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