

# KOREA VISA ASSISTANCE

NO. OF APPLICANTS	RATE PER PERSON
Single applicant	PHP 4,500
INCLUSIONS	EXCLUSIONS
✓ VISA CONSULTANCY	COURIER FEE FOR DOCUMENTS TO BE RETURNED METRO MANILA - P300 NORTH/SOUTH LUZON - P350 VISAYAS/MINDANAO - P400
✓ Submission and Collection of Passport	
✓ Visa fee for 30 Days or less stay in Korea	

## VISA REQUIREMENTS CHECKLIST – All original documents to be submitted to office

### STEPS IN KOREA VISA PROCESSING (NON APPEARANCE)

1. Pay the Visa Assistance Fee and submit all original documents in the checklist. Make sure everything is complete because the embassy will not accept incomplete documents.

2. We will forward the application to Korea Embassy, processing time is up 15-20 working days. Once Approved, you can collect your passport with visa sticker in the office or through courier

CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure page 3 is signed)
	Old Passport with stamps
	Photocopy of the Passport's Bio page (Page 2)
	Photocopy of passport stamps to non-visa country and previous and previous and valid visas
	2 pcs Passport Sized Colored Photo (4.5cm x 3.5cm) with white background
	Computerized and Signed application form in A4 size (to be provided) - type written <a href="http://overseas.mfa.go.kr/phen/brd/m_3283/list_down.do?brd_id=13951&amp;seq=745658&amp;data_tp=A&amp;file_seq=2">http://overseas.mfa.go.kr/phen/brd/m_3283/list_down.do?brd_id=13951&amp;seq=745658&amp;data_tp=A&amp;file_seq=2</a> Font should be Arial, font size is 12
	Original PSA Birth Certificate should be not more than 1 year old
	Original PSA Marriage Certificate (if applicable) should be not more than 1 year old

CHECKLIST (put ✓)	Financial Requirements
	Original Bank Certificate (Ideal amount for the current balance is ₱100,000) Including type of account, opening date, average daily balance and current balance
	Original or Photo Copy of Latest 6 months Bank Statement (Ideal amount for the Average Daily Balance is ₱50,000)
	ITR (Income tax Return)
	Form 2316 for individual / Form 1701 or Form 1702 to for companies
If applicable (put ✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
If applicable (put ✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit (Indicate Applicant's position, date hired, compensation, office address, HR Landline number & HR email address)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put ✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID

## Important Notes

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge ₱500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

## Application Form:

[https://drive.google.com/file/d/1OjCgDMH\\_AU91k9PfkAVpBfWn7nxbxT/view?usp=sharing](https://drive.google.com/file/d/1OjCgDMH_AU91k9PfkAVpBfWn7nxbxT/view?usp=sharing)

## FOR INQUIRES



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Grace Travel and Tours Services GTTS