

Korea Visa Guide for Filipinos

Quick Facts:

Minimum 12-15 working days upon lodging to Korea Visa Application Center (KVAC)

Processing period may be extended beyond 15 working days and a daily visa application limit may be set depending on the volume of visa applications received.

Please allocate up to one month for visa processing time.

Document Requirements

FIRST TIME KOREA VISA APPLICANT (Employee)

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office.
 - Kindly include scanned copy of Bio page and visa and travel stamps, if applicable.
- **Old Passport (Original)**
 - only if with previous visa and travel stamps within the last 5 years.
- **For Foreign passport holder**
 - Must submit a copy of Alien Certificate of Registration (ACR) valid at least Three (3) months prior to departure.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Korea Visa Application Form**
 - Form must be printed on A4 size paper.
 - Do not use a friction pen or erasable pen. Use black ball pen only.
 - Complete the details, put 'N/A' if not applicable.
 - If the applicant is minor (12 years old below), originally signed by both parents/guardians.

- **Certificate of Employment (Original)**
 - Must have company details; address, email address, & telephone number.
 - Must have employee's details; date started, position, and compensation.
- **Bank Certificate (Original)**
 - Must have account type, current balance and opening date. Issued three (3) months prior to departure.
 - Must have an Average daily balance (ADB) indicated.
- **Bank Statement (Original)**
 - Must show cash flow from the last three (3) months transaction.
 - Passbook holder - provide a photocopy of three (3) months transaction history along with a Certified True Copy (CTC) from the bank.
- **Latest Income Tax Return ITR 2316 or 1701 (Photocopy)**
 - Must have a signature of the applicant & received stamp from the BIR.
 - For applicants who do not have an updated Income Tax Return, please provide an explanation letter addressed to the Embassy.
 - For NO ITR - submit an Original notarized Affidavit of No ITR.
- **Proof of Relationship (Original)**
 - PSA Birth Certificate
 - PSA Marriage Certificate, if applicable
- **Professional Licensed holder (Photocopy)**
 - Professional Regulation Commission (PRC) - If applicable
 - Integrated Bar of the Philippines (IBP) - If applicable
- **Data privacy consent form**

FIRST TIME KOREA VISA APPLICANT (Businessman)

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
 - Kindly include scanned copy of Bio page and visa and travel stamps, if applicable.
- **Old Passport (Original)**
 - only if with previous visa and travel stamps within the last 5 years.
- **For Foreign passport holder**
 - Must submit a copy of Alien Certificate of Registration (ACR) valid at least Three (3) months prior to departure.

- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Korea Visa Application Form**
 - Form must be printed on A4 size paper.
 - Do not use a friction pen or erasable pen. Use black ball pen only.
 - Complete the details, put 'N/A' if not applicable.
 - If the applicant is minor (12 years old below), originally signed by both parents/guardians.
- **Company documents (Photocopy)**
 - DTI / SEC and GIS
 - Mayor's Permit
- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID
- **Bank Certificate (Original)**
 - Must have account type, current balance and opening date. Issued three (3) months prior to departure.
 - Must have an Average daily balance (ADB) indicated.
- **Bank Statement (Original)**
 - Must show cash flow from the last three (3) months transaction.
 - Passbook holder - provide a photocopy of three (3) months transaction history along with a Certified True Copy (CTC) from the bank.
- **Latest Income Tax Return ITR 2316 or 1701 (Photocopy)**
 - Must have a signature of the applicant & received stamp from the BIR.
 - For applicants who do not have an updated Income Tax Return, please provide an explanation letter addressed to the Embassy.
 - For NO ITR - submit an Original notarized Affidavit of No ITR.
- **Proof of Relationship (Original)**
 - PSA Birth Certificate
 - PSA Marriage Certificate, if applicable
- **Professional Licensed holder (Photocopy)**
 - Professional Regulation Commission (PRC) - If applicable
 - Integrated Bar of the Philippines (IBP) - If applicable
- **For Non-Filipino Citizen**
 - submit Photocopy of Alien Certificate of Registration (ACR) valid at least 3 months prior to departure.
- **Data privacy consent form**

FOR STUDENTS

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
 - Kindly include scanned copy of Bio page and visa and travel stamps, if applicable.
- **Old Passport (Original)**
 - only if with previous visa and travel stamps within the last 5 years.
- **For Foreign passport holder**
 - Must submit a copy of Alien Certificate of Registration (ACR) valid at least Three (3) months prior to departure.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Korea Visa Application Form**
 - Form must be printed on A4 size paper.
 - Do not use a friction pen or erasable pen. Use black ball pen only.
 - Complete the details, put 'N/A' if not applicable.
 - If the applicant is minor (12 years old below), originally signed by both parents/guardians.
- **Certificate of Enrollment (Original)**
 - Proof of Enrollment issued by the school.
 - Three (3) months validity.
- **School ID (Photocopy)**
- **Proof of Relationship (Original)**
 - PSA Birth Certificate
 - PSA Marriage Certificate, if applicable
- **Professional Licensed holder (Photocopy)**
 - Professional Regulation Commission (PRC) - If applicable
 - Integrated Bar of the Philippines (IBP) - If applicable
- **Data privacy consent form**

FOR SENIOR CITIZENS

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office.
 - Remove the passport case before submitting to our office
 - Kindly include scanned copy of Bio page and visa and travel stamps, if applicable.
- **Old Passport (Original)**
 - Only if with previous visa and travel stamps within the last 5 years.
- **For Foreign passport holder**
 - Must submit a copy of Alien Certificate of Registration (ACR) valid at least Three (3) months prior to departure.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Korea Visa Application Form**
 - Form must be printed on A4 size paper.
 - Do not use a friction pen or erasable pen. Use black ball pen only.
 - Complete the details, put 'N/A' if not applicable.
 - If the applicant is minor (12 years old below), originally signed by both parents/guardians.
- **Senior ID (Photocopy)**
- **Original Bank Certificate (if self-support)**
 - Must have account type, current balance and opening date. Issued three (3) months prior to departure.
 - Must have an Average daily balance (ADB) indicated.
- **Original Bank Statement (if self-support)**
 - Must show cash flow from the last three (3) months transaction.
 - Passbook holder - provide a photocopy of three (3) months transaction history along with a Certified True Copy (CTC) from the bank.
- **Certificate of Employment (Original)**
 - Must have company details; address, email address, & telephone number.
- **Senior ID (Photocopy)**
- **Original Bank Certificate (if self support)**
 - Must have Average daily balance (ADB) indicated.

- **Original Bank Statement (If self-support)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a three (3) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Proof of Relationship (Original)**
 - PSA Birth Certificate
 - PSA Marriage Certificate, if applicable
- **Original Notarized affidavit of support**
 - If supported by family members/friend.
- **Data privacy consent form**

If Supported by Company / Company Incentive

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months from end of approved duration stay
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
 - Kindly include scanned copy of Bio page and visa and travel stamps, if applicable.
- **Old Passport (Original)**
 - Only if with previous visa and travel stamps within the last 5 years.
- **For Foreign passport holder**
 - Must submit a copy of Alien Certificate of Registration (ACR) valid at least Three (3) months prior to departure.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
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 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Korea Visa Application Form**
 - Form must be printed on A4 size paper.
 - Do not use friction pen or erasable pen. Use black ballpen only.
 - Complete the details, put 'N/A' if not applicable.
 - If the applicant is minor (12 years old below), originally signed by both parents/guardians
- **Certificate of Employment/Contract**
 - Must have company details; address, email address, & telephone number and compensation is needed.
 - Must have employee's details; date started, position, and compensation.

- LOA - Approved Leave of Absence (must include dates of approved absence and expected date of return) Employment Contract (Optional)
- **Bank Certificate (Original)**
 - Must have account type, current balance and opening date. Issued three (3) months prior to departure.
 - Must have an Average daily balance (ADB) indicated.
- **Bank Statement (Original)**
 - Must show cash flow from the last three (3) months transaction.
 - Passbook holder - provide a photocopy of three (3) months transaction history along with a Certified True Copy (CTC) from the bank.
- **Latest Income Tax Return ITR 2316 or 1701 (Photocopy)**
 - Must have a signature of the applicant & received stamp from the BIR.
 - For applicants who do not have an updated Income Tax Return, please provide an explanation letter addressed to the Embassy.
 - For NO ITR - submit an Original notarized Affidavit of No ITR..
- **Proof of Relationship (Original)**
 - PSA Birth Certificate
 - PSA Marriage Certificate, if applicable Birth Certificate that is issued within one year from the date of application is acceptable.
- **Professional Licensed holder (Photocopy)**
 - Professional Regulation Commission (PRC) - If applicable
 - Integrated Bar of the Philippines (IBP) - If applicable
- **Original Affidavit of Support**
 - You can submit the original notarized affidavit of support or guarantee along with the documents indicating that all applicants are part of a company incentive. The guarantee should include a photocopy of the original affidavit of support, with the names of the applicants highlighted for clarity.
- **Guarantor's Documents**
 - Photocopy of Passport Bio page
 - Proof of Business (DTI/SEC and GIS, Business Permit and Income Tax Return)
 - Proof of financial means (Bank certificate/Bank Statement)
 - Proof of relationship (if related to applicant)
- **Data privacy consent form**

If Invited by a Korean Citizen

- Photocopy of Identification Card in Korea.
- Business documents, permits / Certificate of Employment in Korea.
- Invitation Letter & Letter of Guarantee from Korea.
- Data privacy consent form

Frequently Asked Questions:

- **What if I lost my old passport?**
 - If you lost your passport and you cannot submit a photocopy of arrival stamps, you may write a Letter of Explanation addressed to the consul stating the reason why you cannot submit the old passport.
- **I don't have an ITR, I haven't visited any OECD countries?**
 - You can submit a Notarized Affidavit of Non-Filing of ITR or Income Tax Return.
- **How soon should I apply for South Korea visa?**
 - Single-entry visa is valid only 3 months from the date of issue. We encourage you to apply within 3 months before your trip.
- **Can I appeal if my visa is denied?**
 - The Korean Embassy does not accept appeal for refused visa.
- **When can I re-apply if my visa is denied?**
 - You may re-apply after 3 months from the date of denial.
- **Can I use digitally signed documents?**
 - This is on a case-to-case basis. We had situations where a digital signature was accepted and there are instances where it was returned. For simplicity, please make sure all documents to be submitted are hand-signed.

Important reminders before you submit your application:

- Attach a letter of explanation for documents that cannot be submitted.
- Family should apply at the same time and provide proof of relationship: These must be original PSA documents.
- Apply for visa prior to purchasing your airline tickets and travel services since visa issuance is subject for approval of the consul in charge.
- Applying through a designated travel agent does not guarantee the issuance of visa.
- Inform your HR Officer/Contractor/Bank that someone will call or email from the Korean Embassy to validate the documents you provided.

Visa Conditions:

- Visa approval is not guaranteed and is still under the final discretion of the consul.
- Processing time indicated is based on average application time. It is not guaranteed and may be delayed if additional documents are required by the embassy.
- Do not purchase your tickets before your visas are issued and approved. GFS Destination Travel and Tours will not be liable for any unused travel products in the case of visa denial or if the release of visa has been delayed.
- GFS Destination Travel and Tours will not accept visa application with departure date scheduled within 3 weeks from the date of submission.
- Any request for early release and pulling out/cancellation of application is not permitted once the documents are submitted to the Korean Embassy.