

# Visa document check list

All documents must be issued within 3 months.

All documents must be sealed and signed despite of visa type

## ○ Applicants with Visa issuance No.

for visa type (D-3, D-7, D-8, D-9, E-1~E-9, F-1, F-3)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background (3.5x4.5cm)
- ☐ Visa application for those in possession of visa issuance number from Korean immigration office.
- ☐ Medical report of TB test (For those staying more than 90days) from designated hospital.

## ○ Student Visa(D-2, D-4)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing.
- ☐ Original covering letter or Visa request letter with one's own signature.
- ☐ Original admission certificate
- ☐ Original certificate of business registration (must be sealed with attestation from Korean university)
- ☐ Original invitation letter from university
- ☐ Original scholarship letter from Korea (if applicable)
- ☐ Original student proof / bonafide certificate (if any)
- ☐ Education certificate or Final degree certificate
- ☐ Original bank statement of last 6 months along with bank seal
- ☐ Last 2 years IT returns
- ☐ Confirmed flight ticket
- ☐ Medical report of TB test (For those staying more than 90days) from designated hospital

## ○ Business visa(C-3-4)

- ☐ Passport with more than six months of validity
  - ☐ One recent photograph with white background(3.5x4.5cm)
  - ☐ Application for visa should be written in one's own hand writing.
  - ☐ Original covering letter or Visa request letter with one's own signature
  - ☐ Original certificate of business registration (must be sealed with attestation from Korean company)
  - ☐ Original invitation letter from Korean company
  - ☐ Current original employment certificate
  - ☐ Original bank statement of last 6 months along with bank seal
  - ☐ Gurantee letter from Invitor (must be sealed and signed)
  - ☐ Last 2 years IT returns
  - ☐ Essential proof of visit (contract/ payment/ agreement)
- (Original letter from Inviting company is required. Those who cant submit should specify a valid reason)
- ☐ Confirmed flight ticket

## ○ Short term employment visa(C-4)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing.
- ☐ Original covering letter or Visa request letter with one's own signature.
- ☐ Original certificate of business registration (must be sealed with attestation from Korean company)
- ☐ Original invitation letter from Korean company
- ☐ Current original employment certificate
- ☐ Original Dispatched or transfer order from Indian company
- ☐ Original Last 6 months bank statement with bank seal
- ☐ Guarantee letter from Invitor (must be sealed and signed)
- ☐ Last 2 years IT returns
- ☐ Employment contract
- ☐ Confirmed flight ticket

## ○ Dependent Visa(F-3-1)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing.
- ☐ Original covering letter or Visa request letter with one's own signature.
- ☐ Original certificate of business registration (must be sealed with attestation from Korean company)
- ☐ Original invitation letter from Korean company
- ☐ Original employment certificate
- ☐ Original Last 6 months bank statement with bank seal
- ☐ Last 2 years IT returns in India or Certificate of tax payment in Korea
- ☐ Copy of first and last page of passport(Inviter)
- ☐ Inviter's Alien registration card copy and Last Korean Visa copy(For Indians/foreigners)
- ☐ Employment contract of the inviter
- ☐ Relationship proof (Marriage certificate/Birth certificate)
- ☐ Confirmed flight ticket
- ☐ Medical report of TB test (For those staying more than 90days) from designated hospital

## ○ Tourism Visa(C-3-9) \_Single entry

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing
- ☐ Original covering letter or Visa request letter with one's own signature.
- ☐ Original Identification document  
(employment certificate from Indian company or Bonafied certificate of school for student)
- ☐ Original Last 6 months bank statement with bank seal
- ☐ Last 2 years IT returns  
(Original letter is required to specify the reason for those who can't submit)
- ☐ Proof of stay (Hotel booking details etc.)
- ☐ Travel itinerary
- ☐ Confirmed flight ticket (both departure and arrival)

## ○ Short term \_ Symposium, Conference, Seminars, Exhibition (C-3-1)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing.
- ☐ Original covering letter or Visa request letter with one's own signature
- ☐ Original certificate of business registration (must be sealed with attestation from Korean company)
- ☐ Original invitation letter from Korean invitor
- ☐ Current original employment certificate
- ☐ Original Last 6 months bank statement with bank seal
- ☐ Gurantee letter from Invitor (must be sealed and signed)
- ☐ Last 2 years IT returns
- ☐ Essential proof of visit (payment of receipt/ Registration proof/ admission proof etc...)
- ☐ Confirmed flight ticket

## ○ Short term \_ Visiting family (C-3-1)

- ☐ Passport with more than six months of validity
- ☐ One recent photograph with white background(3.5x4.5cm)
- ☐ Application for visa should be written in one's own hand writing.
- ☐ Original covering letter or Visa request letter with one's own signature
- ☐ Original invitation letter from the invitor
- ☐ Original Last 6 months bank statement with bank seal
- ☐ Original Identification document  
(employment certificate from their current Indian company or Bonafied certificate of school for student)
- ☐ Gurantee letter from Invitor (must be sealed and signed)
- ☐ Inviter's Passport copy and Alien registration card
- ☐ Relationship proof (Marriage certificate/Birth certificate)
- ☐ Proof of stay (Hotel booking details etc.)
- ☐ Confirmed flight ticket

# Visa document check list

## o Dependent Visa(F-2-3)

- ☐ Passport with validity of minimum 6 months
- ☐ One passport sized-photo with white background (Only valid for one taken within recent 6 months)
- ☐ Visa application form
- ☐ Personal details form for F-2-3 visa
- ☐ Covering letter or Visa request letter
- ☐ Invitation letter
- ☐ Last 6 months bank statement in Korea of the inviter)
- ☐ Consent to quarantine
- ☐ Medical report on TB test (For those staying more than 90days, under 6years of age are not required.)
- ☐ Complete medical test
- ☐ Copy of first and last page passport (Inviter, Color and clear copy)
- ☐ Inviter's Alien registration card copy and Last Korean Visa copy (For Indians/Foreigners, Color and clear copy)
- ☐ A certificate of inviter's employment (Color and clear copy)
- ☐ Korean Business registration certificate head office
- ☐ Korean Business registration certificate national local government association
- ☐ Identification of Your credit information
- ☐ Certificate of tax payment (If an inviter is a spouse)
- ☐ Employment Contract
- ☐ Change Agreement
- ☐ National Pension, Employment insurance
- ☐ Spouse complete medical test from ROK
- ☒ Marriage certificate (Children-->Birth certificate)
- ☐ Letter of Guarantee
- ☐ Guarantee of the inviter
- ☐ Spouse Invitation for Permanent Residence (F-2-3)
- ☐ House Contract
- ☐ PCC from home country (applicant)
- ☐ Family Photo (2 nos)
- ☐ Confirmed flight ticket