

# Visa document check list

## ○ Short term employment visa(C-4)

- ☐ Passport
- ☐ One recently taken passport sized photo with the white background
- ☐ Visa application form
- ☐ Original invitation letter from Korea
- ☐ Certificate of business registration from Inviter (Should be issued within 3 months)
- ☐ Covering letter or requesting letter for visa
- ☐ Last 6 months bank statement or Last 2 years IT return
- ☐ Confirmed flight ticket
- ☐ Dispatched or transfer order from Indian company
- ☐ Employment contract
- ☐ Consent to quarantine
- ☐ Health condition report form
- ☐ Covid-19 symptom test(Covid-19 test should be issued within 48hours prior before submit to the Consulate.)

- ※ The bank statement must submit the original copy with the seal and signature.
- ※ Submit all the documents you receive in Korea as the original. (Invitation letter, etc.)
- ※ Application with incomplete documents cannot be submitted.
- ※ Check all documents above and fill the boxes out without any left.
- ※ Correction pen or tape should not be used on the documents.
- ※ Covid-19 certificate which is issued within 48 hours prior to application only can be submitted. It is recommended to prepare all other documents completely first and next obtain the Covid-19 certificate from the authorized hospitals by Korean Consulate in order to keep the deadline.
- ※ Only documents downloaded from the website of the Korean Consulate in Chennai are acceptable. (Not Mumbai and Delhi)
- ※ In terms of the validity of all documents, unless specific validity is mentioned, all documents are only valid for three months since issuance.
- ※ Highlight all important data in documents such as Date / Passport No / Company's name / Registration No / Travel date / Multiple or Single(Type of Visa).
- ※ Highlight the Address in your current residential city and contact information.
- ※ The submission date must be written on the application form.