

Document Checklist South Korea:

South Korea Tourist Visa Documents:

Name	Description
Original Passport	<ul style="list-style-type: none">• Original Passport with more than 6 months' validity• Old Passport
Visa Application Form	Online Visa application form - https://www.visa.go.kr/openPage.do?MENU_ID=1020408
Photograph	Photograph against white background with 80 face close Size 35 x 45 mm(3.5 X 4.5 cm)
Personal Covering Letter	Personal Covering letter address to Embassy/Consulate General of South Korea, with mention Applicant Passport details, Work Profile, exact travel purpose ,where will staying in South Korea, travel date, who will bear expenses, Home address, Mobile No

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Hotel Booking

Confirmed Refundable Hotel Booking covering complete stay

Flight Ticket

Onward & Return Refundable Ticket

Day To Day

Day to day travel itinerary

If Employed


Leave Letter from Company with Name, Designation, Leave Date, Purpose of travel, and signing authority person Name, designation, Mob No, with company seal must.

Pay Slips

- Last 3 months salary slips with company seal & Signature must.
- 1 Year salary slip (New Delhi)

Income Tax Return

- Latest 03 Years Income Tax Return
- In case of ownership please submit 3 year company Income Tax Return (New Delhi)

If you have any questions or concerns, feel free to email us at **support@visacrave.com**. You can also connect with us on:  **+91 84540 33480**.

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If Self Employed

- Business registration of Company /gumasta license or GST certificate
- If Business - Covering Letter on Business Letter Head with Company Seal & Business proof

Business Profile

Business profile details in case of ownership in format only (New Delhi)

If Student

He / She to provide the leave sanction letter from the School / Collage letterhead need authorize person name, signature, designation and stamp. School / Collage ID copy must.

Bank Statement

Original Personal bank statement last Six months updated till date with bank original seal and signature each every pages and **minimum balance** should be **Rs. 70,000/- per person** and more.

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Invitation letter from Korea

- Original invitation letter or scan copy or photocopy can be submitted.
- Alien Registration Card of Inviter (scan copy or photocopy can be submitted).
- Copy of passport of Inviter

Health Condition Form

Declaration Form (New Delhi)

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Document Checklist South Korea:

South Korea Business Visa Documents:

Name	Description
Original Passport	<ul style="list-style-type: none">• Original Passport with more than 6 months' validity• Old Passport
Visa Application Form	Online Visa application form - https://www.visa.go.kr/openPage.do?MENU_ID=1020408
Photograph	Photograph against white background with 80 face close Size 35 x 45 mm(3.5 X 4.5 cm)
Covering Letter From Indian Company	Covering letter on Business Letter Head-stating address to Embassy/ Consulate General of South Korea , with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation& Mob no. with company seal must.

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Invitation Letter

Invitation letter from Korean company with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation with company seal must.


Inviter's details,such as in case of companies,name and phone no of person in-charge,and in case of individuals,inviter's full name ,Id no (Foreigner registration no./ Alien registration no.),and phone no.

Korean Company Business Registration

Copy of certificate of business registration of Korean company (must be sealed with attestation from Korean Company)

Flight Ticket


Confirmed Flight Ticket

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Pay Slip	Last 3 months salary slips with company seal & Signature must 1 Year salary slip (New Delhi)
Income Tax Return	In case of ownership please submit 3 year company Income Tax Return
If Self Employed	Business registration of Company /gumasta license or GST certificate
Busines Profile	Business profile details in case of ownership in format only (New Delhi)
Bank Statement	Original Personal bank statement last Six months updated till date with bank original seal and signature each every pages and minimum balance should be Rs. 70,000/- per person and more
Address Proof	If Outstation passports pls submit their Residence any 2 Proof - Letter from Company with Seal, Telephone bill, Electricity Bill, Lease or Rent Agreement, Society Letter with Seal

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