

C-4-5 (Short term employment visa) Visa checklist

Note: Mark the relevant items on the checklist based on your employment status, print it, and submit it with your application.

A	Standard required documents	
1.	Current Original Passport ▷ Your passport must be valid for at <u>least six months from your travel date</u> and have at least <u>two blank pages</u> .	☐
2.	Copy of First & Last page of Passport	☐
3.	One recent photograph (3.5 x 4.5 cm) with a white background must be affixed to the visa application form. The face should occupy approximately 80% of the photo.	☐
4.	Declaration Form	☐
5.	The fully completed online visa application form ▷ Print the completed application and write your name and signature on the last page. ▷ Please ensure that your Aadhaar card number is entered in the 'National Identity No.' section of the application form.	☐
6.	Copy of Aadhaar card (for Indian nationals)	☐
7.	Covering letter on the company's letterhead (입국사유서) ▷ The <u>original letterhead</u> must include the company's address, email, website, and main contact number. ▷ Include the applicant's full name, date of birth, and passport number, mobile number, purpose of visit, and duration of stay. ▷ The covering letter must be printed on the <u>company's official letterhead</u> and include the <u>original signature and company seal</u> .	☐
8.	Invitation letter on the company's letterhead ▷ The letterhead should include the <u>invitee's</u> full name, date of birth, passport number, mobile number, purpose of visit, and duration of stay along with the <u>inviter's</u> designation, full name, and office contact number. ▷ The covering letter <u>must be signed and sealed</u> by the representative or authorized person of the inviting party. ▷ Submission of the original invitation letter is not required.	☐
9.	Copy of the business registration certificate of the Korean company	☐
10.	2 Yrs' income tax return ▷ In case of non-filing of the ITR, an explanatory statement will be required.	☐
11.	6 months' bank statement ▷ The bank's original seal and signature are required.	☐
B	Documents required based on employment status	
1.	Employment certificate on the company's letterhead ▷ The original letterhead must include the company's address, email, website, and office contact number. ▷ The original certificate of employment must be submitted with the company seal and the signature of the authorized person. ▷ Documents with electronic signatures are not acceptable. →A digitally issued certificate of employment is accepted if it includes the original company seal.	☐
2.	Business Registration / GST certificate ▷ <u>If the person is self-employed or runs their own business</u> , those documents must be submitted.	☐

C	Documents required under specific conditions	
1.	Dispatch / Transfer order from Indian company ▸ For employees currently employed by an Indian company, this document is issued by the employer to verify the purpose and duration of the assignment in Korea.	☐
2.	Purchase order ▸ Issued by the Korean company to confirm equipment purchase from India for installation or technical support visits.	☐
3.	A copy of service contract ▸ Includes all parties name, signatures and stamps	☐