

C-3-1(Visiting visa) Visa checklist

Note: Mark the items on the checklist that apply to your situation, print it, and submit it with your application.

※Apply for this visa to attend a conference, competition, seminar, training, or to visit friends and family for a short term.

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 (입국사유서) ▷ Briefly state the <u>purpose of the visit</u> in the covering letter. ▷ Include the applicant's full name, date of birth, and passport number, mobile number, purpose of visit, and duration of stay. Covering letter on the company's letterhead (for currently employed applicants) ▷ Briefly state the <u>purpose of the visit</u> in the covering letter. ▷ 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> .	☐
Occasion to attend a conference, competition, seminar, or training		
8.	Invitation letter on the organisation'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. ▷ <u>Submission of the original invitation letter is not required.</u>	☐
9.	Copy of the Korean organization's business registration certificate	☐
To visit family or friends		
8.	Invitation letter ▷ The letter 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 <u>inviter's signature</u> must appear at the end of the letter. ▷ <u>Submission of the original invitation letter is not required.</u>	☐

9.	A copy of the inviter's ID card, passport, or driver's license. ▷ A copy of the inviter's Korean visa or Foreign Residence Card is required if they are a foreigner residing in Korea.	☐
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 requires 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 ▷ If the person is self-employed or runs their own business, those documents must be submitted.	☐
C Additional documents for minors(under 18) or students		
1.	Parent's passport or ID copy	☐
2.	Proof of relationship ▷ Child traveling with a parent requires proof of relationship, such as a birth certificate.	☐
3.	Parent's No Objection Certificate (NOC) Letter ▷ When a child is traveling without their parents to attend an event or competition.	
4.	Letter of financial support from parents ▷ For students under the age of 30 who are financially supported by their parents, the original financial documents of the parents must be submitted.	☐
5.	Parent's 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.	☐
6.	2 Yrs' income tax return ▷ In case of non-filing of the ITR, an explanatory statement will be required. ▷ The parent's financial documents are acceptable.	☐
7.	6 months' bank statement ▷ The bank's original seal and signature are required. ▷ The parent's financial documents are acceptable.	☐