

C-3-9 (Tourist visa) Visa checklist

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

※To verify your identity, we will check your employment status. If your visit is for business, do not apply for a tourist visa. Unreliable purposes may result in visa denial.

※First-time applicants for a tourist visa are not eligible for the express service.

A	Standard required documents	
1.	Current Original Passport ▷ Your passport must be valid for at least six months from your travel date and have at least two blank pages.	☐
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 purpose of the visit 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.	☐
8.	Tour itinerary / Hotel booking confirmation (Refundable) ▷ Please provide the detailed day-by-day tour itinerary with your visit dates and a refundable hotel booking confirmation.	☐
9.	E-ticket (Refundable) ▷ Provide a confirmed, refundable flight ticket (e-ticket)	☐
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 <u>with a parent</u> requires proof of relationship, such as a birth certificate.	☐
3.	Parent's No Objection Certificate (NOC) Letter ▸ When a child is traveling <u>without their parents</u> .	
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.	☐