

KOREAN VISA REQUIREMENTS SUMMARY

BASIC REQUIREMENTS:

- **Original passport**
 - 6 months valid from the date of travel
 - Should be E-Passport already with a chip-like image on the outside cover, old passport cannot be accepted by the Embassy
 - Submit original Old passport if used within the last five years
 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **PSA Birth Cert.** when traveling with family member.

Requirements as per qualification for Korean Tourist Visa

EMPLOYEE

- **Original Employment Certificate**
 - Must include applicant's **position, date hired, compensation, address, date of certificate issuance, office landline number (cell phone number is not allowed), email address.**
- **Photocopy of Company Identification Card**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3 months
- **Photocopy of Latest Individual Income Tax Return (ITR)**
 - **Form 2316** With personal tax identification number
- **Photocopy of PSA Marriage Certificate** (if applicable)
- **Copy of PRC Card or IBP Card** (If applicable only)

BUSINESSMAN

- **Photocopy of Business registration from SEC or DTI**
 - Must be in complete set, including the name of the incorporators, etc.
- **Photocopy of Updated Mayor's Business Permit**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3 months
- **Photocopy of whole pages Latest Individual Income Tax Return (ITR)**
 - **Form 1701** With personal tax identification number and receipt
- **Photocopy of PSA Marriage Certificate** (if applicable)
- **Copy of PRC Card or IBP Card** (If applicable only)

HOUSEWIVES/HOUSEHUSBANDS/ UNEMPLOYED

- **Sponsor's Documents, whichever is applicable (as Employee or Businessman)**
 - Allowed are immediate family members
- **Proof of relationship** (Birth cert)
- **Copy of diploma** (If newly grad)
- **Computerized letter of explanation why unemployed with original signature** (For unemployed individuals only)

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STUDENT/CHILD

- **Original School Certificate**
- **Photocopy of School Identification Card**
- **Photocopy of PSA Birth Certificate**
- **Parents' Documents, whichever is applicable** (as Employee or Businessman)

***If parents already have a valid visa, attach photocopy of parents' valid visa. If not travelling together with parents, attach photocopy of passport or valid ID of parents.**

*** If financially supported by relatives other than parents, submit also letter of explanation why not parents will support and proof of relationship (Allowed are siblings, grandparents, aunt/uncle)**

*** If minor and not traveling with parents, attach photocopy of DSWD card (Front and back), letter of consent from parents and valid visa of travel companion.**

RETIREE/SENIOR CITIZEN

- **Photocopy of Senior Citizen Identification Card/ Certificate of Retirement**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement/passbook for the last 3 months
- **Photocopy of other proof of funds such as Land titles, Vehicle registration, Pension Certificate, Country Club or Golf Club, Stocks**
- **Photocopy of PSA Marriage Certificate** (if applicable)

OFW

- **Photocopy of Contract**
- **Photocopy of Company ID**
- **Photocopy of Residential ID**
- **Original Personal Bank Certificate (Local Bank)**
- **Original Personal Bank Statement (Local Bank)**
- **PSA Marriage Certificate** (if applicable)

SEAFARER

- **Copy of Seaman's book**
- **Copy of OEC Receipt & Copy of Overseas Employment Certificate (OEC)**
- **Original Guarantee Letter from Manning / Shipping Company in the Philippines (No given format)**
- **Copy of 2 Guarantee Letters from Korean Company (Refer to the format in the Korean Embassy website)**
- **Copy of Korean Company business permit**

RELIGIOUS WORKERS

- **Copy of Church SEC in the Philippines**
- **Original Certification from Church**
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement/passbook for the last 3 months
- **Invitation from Korea**
 - Copy of business permit of Korean church
 - Invitation Letter
 - Copy of inviter's ID

INCENTIVE TOURS SUPPORTED BY COMPANY

- **Personal documents of applicant** (Refer to documents under Employee)
- **Original Guarantee letter from the employer/sponsor**
- **Photocopy of Business registration from SEC or DTI**
- **Photocopy of Updated Mayor's Business Permit**
- **Original Bank Certificate of Company**
 - Must include account type, current balance, account opening date, 6 months average balance
- **Original Bank Statement of Company**
 - Original or certified true copy of bank statement or copy of passbook for the last 3 months
- **Photocopy of Whole pages Latest Individual Income Tax Return (ITR)**
 - With personal tax identification number

KOREAN'S PARENTS IN -LAW

- **Inviter's(Korean/Filipino) Korean Certificate of Marriage History** (issued within 3months)
- **Inviter's(Korean/Filipino) NSO Marriage Certificate**
- **Invitation letter from the Korean National**
- **Copy of Korean & Filipino's Passport First page** (or valid ID)

KOREAN'S BROTHER/SISTER IN -LAW

- **PSA Birth Certificate of Applicant**
- **Certificate of Employment**
- **Original Personal Bank Certificate**
- **Original Bank Statement**
- **ITR 2316**
- **Inviter's(Korean/Filipino) Korean Certificate of Marriage History** (within 3months)
- **Inviter's(Korean/Filipino) PSA Marriage Certificate**
- **Copy of Inviter's(Korean/Filipino) Passport First page or Valid ID card**
- **Invitation letter from the Korean National**

FILIPINO MARRIED TO MILITARY PERSONNEL STATIONED IN KOREA

- **Invitation Letter**
- **Photocopy of Inviter's Military ID (Front & Back)**
- **Photocopy of Military Order**
- **Photocopy of PSA Marriage Certificate**
- **Photocopy of USFK Form 166** (submit only if applicable)
- **Photocopy of CFO Certificate**

FOREIGN RESIDENT IN THE PHILIPPINES

- **Photocopy of ACR I-Card and Philippine Visa**
- **Original Personal Bank Certificate**
- **Original Bank Statement**
- **Proof that the applicants possess long-term visa and that they have stayed in the Philippines for more than 2 years.**

Note: This is only additional documents for Foreign passport holder; applicants should provide their personal requirements based on their category. (Employee, businessman, student, etc.)

FILIPINO MARRIED TO FILIPINO/FOREIGNER WORKING IN KOREA

- Copy of Husband's Passport First Page
- Copy of Husband's Alien I.D
- Copy of Husband's Contract or Employment Certificate
- Original PSA Marriage Certificate

FILIPINO MARRIED TO KOREAN

- PSA Marriage Certificate
- Certificate of Korean Marriage History (valid for 3months)
- Photocopy of Bio-page of Korean's Passport
- Invitation Letter from Korean Spouse
- Photocopy of Korean's Philippine Visa
- Original Employment Certificate or DTI (or SEC) of Korean Spouse

APPLICANTS WITH VISA ISSUANCE NUMBER

- Application form
- One passport sized colored photo
- Passport (Original and copy)
- Visa Issuance number (should be written on the application form)
- Medical Certificate issued by the embassy (form can be downloaded from Korean embassy website)
- For F1 and E6, photocopy of contract

(C4) SHORT TERM EMPLOYMENTS (TEACHER, ATHLETES, ENTERTAINERS)

- **For Entertainers:** Employment Contract, Recommendation from Korea Media Rating Board
- **For Athletes:** Condition of the Game, Recommendation from Ministry of Culture, Sports & Tourism
- **For English Camp Teachers:** Apostilled Diploma, Apostilled Police Record, Copy of Lifelong Education Registration of Korean Company, English Camp Schedule)
- Invitation Letter from Korean Organization
- Guarantee Letter from Korean Organization
- Photocopy of Korean Organization's Business Permit

STUDYING IN KOREA

- Philippines Last School Record Original
- NSO Birth Certificate
- Financial Supporting Document (if no scholarship grant)
 - Original Employment Certificate of Parents (issued within 30 days)
 - Original Bank Certificate and statement of Parents (issued within 30 days)
 - Photocopy of Parents' ITR (Income Tax Return)
- Original Admission Certificate from Korea (issued within 3 months)
- Business Permit of the University in Korea
- Scholarship Exchange Agreement (For Exchange Student only)
- Recommendation issued from Philippine School (For Exchange Student only)
- Medical Certificate issued by the embassy (form can be downloaded from Korean embassy website)

ADDITIONAL DOCUMENTS IF INVITED TO KOREA

Invited by Company in Korea:

- Computerized Invitation Letter with signature.
- Copy of Company's Business Registration

Personally invited by Korean:

- Computerized Invitation Letter with signature
- Copy of Inviter's I.D or Passport



* ADDITIONAL REQUIREMENTS MAY BE REQUIRED UPON SUBMISSION OF DOCUMENTS

* ADDITIONAL PAYMENT FOR VISA FEE WILL BE NEEDED FOR THE FOLLOWING:

- Foreign Passport Holder – **Php 2000**
- 60-90 Days stay in Korea – **Php 2000**
- More than 90days – **Php 3000**

For those who have been to any of the **OECD (Organization for Economic Cooperation and Development)** countries and had visa listed below within the last past five years are **exempted from submitting ITR.**

Australia	France	Luxemburg	Spain
Austria	Germany	Mexico	Sweden
Belgium	Greece	Netherlands	Switzerland
Canada	Hungary	New Zealand	Turkey
Chile	Iceland	Norway	United Kingdom
Czech Republic	Ireland	Poland	United States
Denmark	Israel	Portugal	
Estonia	Italy	Slovak Republic	
Finland	Korea	Slovenia	

IMPORTANT NOTES:

1. When submitting photocopied documents, be sure that the **text on the documents are clear and readable.** If not, please provide an explanation letter as to why a clear copy cannot be provided.
2. Other proof of funds such as land titles, Vehicle registration, Pension Certificate, Country Club or Golf Club, Stock Certificate, Time deposit certificate or other form of funds will only be the secondary supporting documents.
3. Applications are accepted from **Mondays to Fridays between 9:00 AM – 11 AM/ 1 PM - 4:30 PM.** Korean Embassy is closed on Philippine holidays and selected Korean holidays.
4. **Visa processing takes 35 working days or more** after submission to the embassy. We only accept express processing from applicants who are,
 - Invited by Korean government and public agency.
 - Invited by Korean company, School, Church and NGO group.
 - A family member of Korean. (In Laws, Spouse, Children, etc.)
 - In need of urgent medical treatment, with accidents and with humanitarian reason.
 Express processing has additional of **Php 1,000** and will take 5 working days after submission to the embassy.
5. **All documents will remain confidential and will not be returned.** Please make copies of submitted documents you may need.
6. Once your application is submitted to the embassy. **Pull out or early release of passport or any document is strictly not allowed in any circumstances.** Make sure you notify our visa handlers of your upcoming travels and if you will need your passport ahead of your travel to Korea.
7. Paste your recent passport size photo on its specific area on the application form.
8. **Submit documents to our office at least 2 months prior to your travel,** We don't accept rush applications.
9. Remove all covers or jacket of your passports, Rubber bond old and new passports together.
10. Visa Processing fee is **PHP 700 per applicant.** Non-refundable once application is submitted to the embassy regardless if approved or denied.
11. The Korean Embassy will only categorized the applicant as frequent traveler if they have traveled within 5 years in any OECD countries excluding Japan. Old passports are requested to be submitted to us if the stamp or previous visas are stamped in the old passport.
12. Each applicant should submit the basic requirements and other requirements base on their status (ex. Employee, Businessman, Housewife, Student, Overseas Contract Workers, Senior Citizen or Retiree).
13. All applicants **with unused tourist visa** to any OECD member countries, will be considered as **first time travelers.**
14. In case the embassy asked for additional documents, processing time will start over once you submitted the requested documents.



15. **All documents must be issued within 3 months on the date of application.**
16. Please refrain from using documents like Mayor's permit and other business permits that is not under applicants name especially for Single proprietorship. If applicant declares ownership his/her names should be written in the business permit or other permits submitted in the embassy.
17. Applicants, who work as freelancer or for those who could not provide some documents, may submit a computerized explanation letter with original signature instead but your chances of getting approved might be lessened.
18. **Apply for visa prior to purchasing your airline tickets** since visa issuance is subject for approval of the consul in charge.
19. Issuance of Multiple visa is also upon the discretion of the consul in charge.

**EXCLUSIVELY TO BDO CREDIT CARD!
Get Multiple-Entry VISAs to Korea**

CARD TYPE

BDO Gold Cardholders: multiple-entry visa to Korea valid for 5 years

(Gold Visa Credit Card, Gold MasterCard Credit Card, Gold UnionPay Credit Card, Gold JCB Credit Card, American Express Gold Credit Card)

BDO Elite Cardholders: multiple-entry visa to Korea valid for 5years

(Platinum Visa Credit Card, Titanium/Platinum and World Elite MasterCard, American Express Platinum Credit Card, Standard and Elite Cathay Pacific, American Express International Dollar Charge Cards, Diamond UnionPay, Diners Club Premiere, JCB Platinum)

(Promo mechanics and details please call our office)

Get Multiple Visa Entry to Korea

Promo Period: until December 31, 2022

Qualified Cards: BDO & American Express Credit Cards

PROMO MECHANICS:

1. The Multiple Visa Entry Privilege is valid for applicants filed from December 31, 2022.
2. For BDO card statements, please check if the statements provided are the card statements for the last three (3) months.
 - * If the statement cannot be provided, a bank certificate and statement may be submitted in replacement.
 - * If card statements, bank certificates, and bank statements cannot be submitted, the application may not be accepted.
3. Qualified cardholders are entitled to a provision of multiple Visa entry for use in their travel to Korea.
4. To be exempted from submission of financial documents (Bank Certificate and ITR), qualified BDO/American Express cardholder must:
 - a. Present copy of their credit card
 - b. Submit latest original 3 months billing statement.
 - c. For cardholders enrolled in electronic Monthly Billing Statement(eMBS), they must present a printed copy of eMBS
5. Employment Certificate/ Business Permit are still required.
6. When availing of Korea travel packages through a Travel agency, BDO or American Express cardholders shall submit the required documents to be presented to the Korean embassy.
7. BDO/American Express shall not guarantee the issuance of any Visa. By availing the BDO/American Express Cardholder exclusive privilege, BDO or American Express Cardholder acknowledges that for purposes of issuance of any Visa, certain credit account information may be disclosed to Korean Embassy and as such, hereby expressly consents to the disclosure and waives the right to confidentiality of credit card account information for this particular purpose.
8. Furthermore, BDO and American Express Credit Cardholder agrees to indemnify and hold BDO or American Express its officers, directors, stockholders, employees, agents, assigns as well as its parent companies, subsidiaries and affiliates free and harmless from any and all actions, claims, demands and particularly on account of all known and unknown and unanticipated damages and/or losses arising out of and as a consequence of the issuance or non-issuance of any visa.