

## South Korea Visa Requirements

### General Reminders:

1. All documents must be original unless otherwise stated. Use A4 Size for All Documents. Remove all staplers/clips from all documents.
2. E-Signatures are NOT accepted. Please ensure that all documents have wet signatures.
3. Refer the link <https://unltdtravel.com/visa-processing/korea/> for reference.

### Requirements:

1. LETTER OF AUTHORITY for UNLTD TRAVEL **[attached form, Submit Three (3) Copies ORIGINALLY SIGNED]**
2. PHILIPPINE PASSPORT
  - Damaged passport is not accepted. Please renew your passport before applying for your South Korea Visa
  - Passports must be signed and must have at least two (2) blank visa pages.
3. PHOTOCOPY OF PASSPORT BIO-PAGE (page 2)
4. KOREAN VISA APPLICATION FORM
  - Use the Latest Version of the South Korea Visa Form attached. Avoid Handwritten Forms.
  - Application Form Size: A-4 size (21.0x29.7cm)
  - Application form should be filled out all items correctly. If an item is not applicable, please fill in **[N/A]**.
  - Application form without date of application, **wet signature** and with blank item will not be accepted.
  - For the date of application, please fill in the date of submission to UNLTD Travel and Tours, Inc.
  - Embassy may deny the application that is filled out incorrectly or wrong information.
  - Please do not use Friction Erasable Pen in Visa Application Form and in all documents.
5. PHOTO
  - 1 piece of Passport size colored picture
  - Photo must be taken within 6 months from a photo studio.
  - Self-taken photos or selfies, and heavily edited photos are NOT allowed.
  - Please write lightly the applicant's name and birthday on back side of the photo (in case the photo is detached from the form).
  - Photo must be pasted on the application form. Please put on glue each corners
6. ORIGINAL and PHOTOCOPY of valid visa/s or arrival stamps to OECD member countries for the past 5 years (If applicable)
7. SIGNED LETTER OF EXPLANATION (if any of the documents below cannot be provided)

### Additional Requirements:

#### Students

- School Certificate (Original)
- Copy of School ID
- Original PSA Birth Certificate
  - It must be **issued within one year** from PSA Main Office/Serbilis Outlet Center (Nationwide).
  - **Old PSA Birth Certificate will NOT be accepted.**
- Parents' Documents
  - Original PSA Marriage Certificate
  - Original Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
  - Bank Statement (original or **stamped/signed** certified true copy of bank statements/passbook for the last 3 months)
  - 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 parent is employed:**
    - Employment Certificate Original [must include position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address]
    - Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701
  - **If parent is Self-employed:**
    - Business Registration from SEC or DTI (Copy)
    - Business Permit or Mayor's Permit (Copy)
    - Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701

#### **Businessman / Self-Employed**

- Photocopy of Business Registration from SEC or DTI
- Photocopy of Business Permit or Mayor's Permit
- Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
- Bank Statement (original or **stamped/signed** certified true copy of bank statements/passbook for the last 3 months)
- Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701
- Copy of PRC Card or IBP Card (If applicable only)

#### **Employed Individual**

- Original Certificate of Employment [must include applicant's position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address]
- Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
- Bank Statement (original or **stamped/signed** certified true copy of bank statements/passbook for the last 3 months)
- Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701
- Copy of PRC Card or IBP Card (If applicable only)

#### **Housewife**

- Original PSA Marriage Certificate
- Additional documents (Husband's)
  - Original Personal or Husband's Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
  - Personal or Husband's Bank Statement (original or **stamped/signed** certified true copy of bank statements/passbook for the last 3 months)
  - **If husband is employed:**
    - Husband's Employment Certificate Original [must include position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address]
    - Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701
  - **If husband is self-employed:**
    - Business Registration from SEC or DTI (Copy)
    - Business Permit or Mayor's Permit (Copy)
    - Photocopy of ITR (Income Tax Return) or Form 2316 or Form 1701

#### **Retiree**

- Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
- Bank Statement (original or **stamped/signed** certified true copy of bank statements/passbook for the last 3 months)
- Copy of Senior citizen's ID

\*If bank documents to be submitted are named to another family member, submit proof of relationship. (Ex. Copy of Marriage Contract for spouse, Birth Certificate for child, etc)

For questions or clarifications, please send us a message ([m.me/unltdtravel](https://m.me/unltdtravel)) or email [visa@unltdtravel.com](mailto:visa@unltdtravel.com)