

SOUTH KOREA VISA ASSISTANCE

(10 – 15 working days)

TYPE OF VISA	RATE PER PERSON
Individual Application	PHP 2,400
INCLUSIONS	EXCLUSIONS
• Visa Consultancy • Non-appearance • Visa Fee for 59 days or less in South Korea • Submission to the Liaison Officer for Final Checking (before submission to the Visa Center) • Collection from the Embassy	• Courier or delivery fee of documents for submission (Php 300) • Return of the passport [applicant may choose to pick up at the office or have it delivered to their home address] ➤ Pick up at the office (Php 300) ➤ Home delivery (the courier fee shall be shouldered by the applicant)
STEPS IN SOUTH KOREA VISA PROCESSING	
STEP 1: ASSESSMENT	Read and sign our Data Privacy Agreement & Visa Waiver, then email it together with the accomplished Application Form for Free Assessment. This will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through: ➤ Facebook: @HMGWebjetMolino/@HMGCLasPiñas
STEP 2: PAYMENT	After the assessment, and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle, then send your proof of payment.
STEP 3: ENDORSEMENT & PROCESSING	The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before processing your application.

LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to the HMGC Travel & Tours Office

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished and wet-signed **KOREA VISA APPLICATION FORM**
NOTE: Must be printed on A4-sized bond paper & typewritten
IMPORTANT NOTE: DO NOT WRITE ANYTHING IN THE DATE FIELD.
- ☐ 2 pcs colored **PASSPORT SIZED Photo** (must be 3.5cm x 4.5cm)
 - 📌 Must be a studio shot taken on a white background
 - 📌 The photo must be formal (no smiling), and the applicant must not wear a white shirt/polo shirt; it must be glued to the application form. STAPLED and SCANNED pictures will not be accepted.
- ☐ Original **PASSPORT** with a wet signature
 - 📌 must be more than 6 months valid from travel completion
 - 📌 For those 12 years old and below, leave the signature blank.
- ☐ **OLD PASSPORT/S** with travel history for the past 5 years.
- ☐ Photocopy of a valid **PASSPORT'S BIOPAGE** (page 2)
- ☐ Original & Copy of a **VALID VISA AND ARRIVAL STAMPS** to any OECD member countries for the past 5 years.
NOTE: A Broken passport is NOT accepted.
- ☐ **PSA BIRTH CERTIFICATE**
- ☐ **PSA MARRIAGE CERTIFICATE, if married**
- ☐ **KVAC DATA PRIVACY CONSENT FORM**

NOTE: Original PSA Birth Certificate or Marriage Certificate is only required if travelling with family members as proof of relationship. NSO-issued documents are not accepted by the Embassy.

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Original **BANK CERTIFICATE** (Must include the ff. details):
 - 📌 Account Type
 - 📌 Current Balance
 - 📌 Account Opening Date
 - 📌 6 months Average Daily Balance (ADB)
- ☐ Original **3 MONTHS' BANK STATEMENT** or a certified true copy of the passbook for the past 3 months.

NO NEED FOR FINANCIAL REQUIREMENTS (bank certificate, bank statement, and ITR) IF APPLICANT [including Immediate Family: applicant's parents, spouse, minor children, spouse's parents] IS ONE OF THE FOLLOWING:
❖ ELECTED POLITICIANS: Senate and House Lawmakers, Governors, Provincial Board members, City or Municipal Mayors ☐ Submit a copy of an identification document, such as a Certification of Employment or Appointment. ❖ PROFESSIONAL LICENSE HOLDERS ☐ Submit a copy of the PRC or IBP Card ❖ CREDIT CARD HOLDERS OF BDO, BPI, RCBC & METROBANK (to see the applicable specific credit cards, click here): ☐ Submit a copy of the front of the credit card with the complete information and credit card statements from the last 3 months
ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED
☐ Original EMPLOYMENT CERTIFICATE with a wet signature, otherwise stated as system-generated. (Issued within 3 months upon the date of application). It must have the following details: ☐ Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address ☐ Photocopy of COMPANY ID ☐ Photocopy of INCOME TAX RETURN (FORM 2316) ➤ NO ITR, please provide a duly signed LETTER OF EXPLANATION about the reason for non-submission
ADDITIONAL REQUIREMENT/S IF APPLICANT IS A BUSINESS OWNER
☐ Photocopy of DTI "Certificate of Business Name" or Securities and Exchange Commission (SEC), complete pages of Articles of Incorporation ☐ Photocopy of the MAYOR'S PERMIT from the City Hall ☐ Photocopy of the BIR COMPANY REGISTRATION (2303) ☐ Photocopy of ITR 1702-RT or ITR 1701 ➤ NO ITR, please provide a duly signed LETTER OF EXPLANATION about the reason for non-submission
ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL
☐ Photocopy of PRC or IBP CARD
ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT

- ☐ Photocopy of **SCHOOL ID**
- ☐ Original **CERTIFICATE OF ENROLLMENT** in School

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A SENIOR CITIZEN

- ☐ Photocopy of **SENIOR CITIZEN ID** and **CERTIFICATE OF RETIREMENT** (if applicable)

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ A duly signed **SUPPORT AND GUARANTEE LETTER**
- ☐ **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate), Documents like pictures together, Certificate of Employment (for Nanny, Driver, etc.)
- ☐ **FINANCIAL REQUIREMENTS** of the Sponsor
 - Original **PERSONAL BANK CERTIFICATE** (Must include the ff. details):
 - Account Type, Current Balance, Account Opening Date, 6 months Average Daily Balance (ADB)
 - Original **3 MONTHS' BANK STATEMENT** or a certified true copy of the passbook for the past 3 months.
- ☐ If the Sponsor is **EMPLOYED**:
 - Original **EMPLOYMENT CERTIFICATE**
 - Photocopy of **COMPANY ID**
 - Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission
- ☐ If the Sponsor is a **BUSINESSMAN (Self-employed)**:
 - Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
 - Photocopy of the **MAYOR'S PERMIT** from the City Hall
 - Photocopy of the **BIR COMPANY REGISTRATION (2303)**
 - Photocopy of **ITR 1702-RT or ITR 1701**
 - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

IF THE COMPANY WILL SHOULDER THE TRIP

- ☐ **GUARANTEE LETTER** from the company
- ☐ Original **COMPANY BANK CERTIFICATE** with 3 months' bank statement
- ☐ Copy of business documents, such as:
 - **DTI or SEC**

- **MAYOR'S PERMIT**
- **BIR COMPANY REGISTRATION (2303)**

☐ Copy of ITR 1701 or 1702 – RT

EMBASSY ADDRESS

Embassy of the Republic of the Korea in the Philippines

Address: McKinley Town Center, 122 Upper McKinley Hl, Fort Bonifacio, Taguig, 1634 Metro Manila

NOTICE

- ❖ All documents must be in A4 size only, without staples or pasted pages.
- ❖ **All photocopies and printouts of personal documents are the sole responsibility of the applicant.**
- ❖ Photocopies of used Visas or entry stamps will not be accepted in lieu of the original passport.
- ❖ The applicant is responsible for ensuring compliance with all visa requirements. Submission of additional supporting documents is encouraged.
- ❖ Submission of requirements does not guarantee visa issuance.
- ❖ Any fake or tampered documents will result in visa refusal.
- ❖ Withdrawal or pull-out of passports and/or applications is strictly prohibited.
- ❖ Submitted documents will not be returned.
- ❖ Non-compliance with requirements may result in termination of the application.
- ❖ **Any absence of required documents must be explained in a formal explanation letter, duly signed by the applicant, and will be subject to the Embassy's review, evaluation, and final discretion.**

TERMS AND CONDITIONS

- ❖ Visa approval is strictly at the discretion of the Embassy; approval is not guaranteed.
- ❖ Visa Processing takes up to 15 working days after the submission to the Embassy. Thus, we highly encourage applying two (3) months before your intended travel date.
- ❖ Incomplete or insufficient documents leading to withdrawal will incur a ₱1,000 assessment and scheduling fee per applicant; any remaining balance will be refunded within three (3) working days.
- ❖ Denied applications may only be resubmitted after six (6) months; the Visa Assistance Fee is strictly non-refundable.
- ❖ Confirmed airline tickets and hotel accommodations are not required; HMGC Travel & Tours bears no responsibility for any costs incurred due to delays or visa denial.

