

SOUTH KOREA VISA ASSISTANCE

(10 WORKING DAYS after appointment date)

RATE PER APPLICANT

2,900/ PAX VISA ASSISTANCE

INCLUSIONS

- ✓ VISA CONSULTANCY
- ✓ NON APPEARANCE
(Submission and Collection)
- ✓ VISA FEE for 30 Days or Less Stay in Korea

Courier fee 250 Metro Manila

VISA REQUIREMENTS CHECKLIST - All original and photocopy of requirements to be submitted to our office.

**STEPS KOREAN VISA PROCESSING
(NON-APPEARANCE)**

1. Pay the visa assistance fee then we will assess your visa application and requirements.
2. After checking your application and requirements we will sent it directly to the Korean Visa application Center.
3. For the status of the application, we will send you a message once we got an update on your visa application. Then, you can collect your visa application. Then, you can collect your passport with Visa Grant Notice (if approved).

**CHECKLIST
PUT A CHECK MARK (✓)**

**PRIMARY
REQUIREMENTS**

Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
Bring OLD Passport if with stamps

Photocopy of the Passport's Bio Page
(Page 2 and 3)

Photocopy of previous and valid advanced visa for frequent travelers.
(USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND AND KOREA)

2 pcs Colored Photo with white background taken from any photo studio
(4.5 cm x 3.5 cm)

Accomplished Korean visa application form (with signature at the last page)

Original Latest PSA Birth Certificate

	requested this year. certificate
	Original Latest PSA Marriage Certificate (if married) requested this year
CHECKLIST PUT A CHECK MARK (✓)	FINANCIAL REQUIREMENTS
	Original Bank Certificate (Ideal amount for the current balance is P100,000) Including type of account, opening date, average daily balance and current balance.
	Original of Latest 3 months Bank Statement
	Photocopy of ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR - kindly provide a notarized affidavit explaining why there's No ITR
CHECKLIST PUT A CHECK MARK (✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (Indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
CHECKLIST PUT A CHECK MARK (✓)	Additional Requirements For Business Owner
	Photo Copy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration

CHECKLIST PUT A CHECK MARK (✓)	Additional Requirements For Professionals
	Photo Copy of PRC Card or IBP Card
	(if applicable)
CHECKLIST PUT A CHECK MARK (✓)	Additional Requirements For Students
	Original Copy of School Certificate
	Photocopy of School ID

Important Notes:

1. For sponsored applicants, the sponsor should be an immediate family. Sponsor will provide financial requirements while all other applicants will submit PSA documents to prove relationship (Birth Certificate and/or Marriage Certificate). Sponsor will also provide a **LETTER/AFFIDAVIT OF SUPPORT (NOTARIZED) per applicant/family member being sponsored.** Note: PSA Birth Certificate and Marriage Certificate should not be more than 1-year-old.
2. Sponsor from/living in other countries is not applicable.
3. Provide explanation letter for every lacking documents.
4. Visa approval is at the discretion of the embassy. We cannot guarantee 100% approval but we will make sure that it is 90% approved upon submission.
5. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee.
6. Visa submission is within 4 working days after the receipt of complete requirements and if there are no additional requirements needed. We strongly suggest applying at least 3 months prior to travel date because there are times where the visa officer is requesting for additional documents.
7. For denied application, you can re-apply after 3 months. No Refunds for the Visa Assistance fee.

STEPS IN KOREA VISA PROCESSING (NON-APPEARANCE):

1. Accomplish the application form for Korea Visa application.
2. Gather the lists of requirements in preparation for your visa application.
3. Upload the requirements here: <https://getformly.app/KHCJ9E>, for us to check if it is ready to be submitted.
4. Pay the Visa Assistance Fee and submit all original documents in the checklist. Make sure everything is complete because the embassy will not accept incomplete documents.
5. We will forward the application to Korea Embassy; processing time is up 10 working days. Once approved, you can collect your passport with VISA GRANT NOTICE in the office or through courier.

NOTE: Ensure that the submitted documents are complete and ready for filling. We will charge an additional fee of PHP 100.00 per applicant for the re- assessment fee if submitted documents are incomplete and need to be returned for completion.

KOREA VISA QUESTIONS:

POTB - 09297191392
GLADEX - 09811735417
Visa Stamp - 0906 403 8253
visa@gladextours.com

Reach out to our visa officers if you have any inquiries regarding your visa application.

VISA INQUIRIES

*Email: visa@gladextours.com
Gladex Visa Hotline - 09811735417*