



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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KOREA EMPLOYMENT VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

IF YOU WILL BE WORKING AND OR STAYING IN KOREA LONGER THAN (90) NINETY DAYS PLEASE SUBMIT THE FOLLOWING INFORMATION:

EMPLOYMENT-WORK VISA (D-9) :

- 1.) SIGNED U.S. PASSPORT (MUST BE VALID FOR A MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) (2) COMPANY LETTER OF GUARANTEE'S FROM YOUR EMPLOYER
- 5.) COPY OF CONFIRMATION OF VISA ISSUANCE WITH REFERENCE NUMBER (SENT TO YOU FROM YOUR CONTACT IN KOREA)
- 6.) DETAILED RESUME
- 7.) COPY OF THE TRAVEL ITINERARY
- 8.) CONSULATE FEE: \$45.00

IF YOU CAN NOT PROVIDE THE COPY OF THE CONFIRMATION OF VISA ISSUANCE WITH THE REFERENCE NUMBER OR THE KOREAN CONSULATE CAN NOT CONFIRM THEY HAVE RECEIVED THE CONFIRMATION OF THE PRE-APPROVED VISA WE WILL ALSO NEED THE APPLICANT TO SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) ORIGINAL INVITATION FROM THE SPONSOR COMPANY IN KOREA
- 2.) ORIGINAL CONTRACT (SIGNED BY BOTH PARTIES)
- 3.) ORIGINAL CERTIFIED COPY OF THE BUSINESS REGISTRATION CERTIFICATE OF THE KOREAN COMPANY
- 4.) ORIGINAL CERTIFIED COPY OF THE TAX CERTIFICATE FROM THE KOREAN COMPANY

VALIDITY: THE VISA IS VALID FOR THE TIME PERIOD REQUESTED IN THE CONFIRMATION OF VISA ISSUANCE CERTIFICATE. THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SCENERIO.

REVISED: 12-30-2016 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.

(TRAVELER) PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

Certificate for Confirmation of Visa Issuance

A certificate for Confirmation of Visa Issuance is for facilitating visa issuance processes. Korean missions abroad are, when appropriate, issuing Korean visas in accordance with a certificate for Recognition of Visa Issuance

For some categories of visas, the submission of a certificate for Confirmation of Visa Issuance is basically mandatory

If a foreigner submits a certificate for Confirmation of Visa Issuance to a Korean mission overseas, he/she can benefit from expedited visa issuance processes

To get a Korean visa by use of a certificate for Confirmation of Visa Issuance, the following steps should be taken

Step 1	An invitor in Korea makes an application for a certificate for Recognition of Visa Issuance to a local or distrcit Immigration office having jurisdiction over the place of his/her residence
Step 2	A Korean invitor recieves a certificate for Confirmation of Visa Issuance from an Immigration office and sends it to his/her invitee overseas
Step 3	The visa applicant submits Confirmation of Visa Issuance Number to a Korean mission overseas, along with other documents required, when applying for a visa

Note) A certificate for Confirmation of Visa Issuance is not equal to a Korean visa. Thus, if you arrive at ports of entry in Korea without a Korean visa, you may be subject to inadmissibility

사증발급신청서 APPLICATION FOR VISA

<신청서 작성방법>

- ▶ 신청인은 사실에 근거하여 빠짐없이 정확하게 신청서를 작성하여야 합니다.
- ▶ 신청서상의 모든 질문에 대한 답변은 한글 또는 영문으로 기재하여야 합니다.
- ▶ 선택사항은 해당 칸[] 안에 √ 표시를 하시기 바랍니다.
- ▶ ‘기타’ 를 선택한 경우, 상세내용을 기재하시기 바랍니다.

<How to fill out this form>

- ▶ You must fill out this form completely and correctly.
- ▶ You must write in block letters either in English or Korean.
- ▶ For multiple-choice questions, you must check [√] all that apply.
- ▶ If you select ‘Other’ , please provide us with more information in the given space.

1. 인적사항 / PERSONAL DETAILS

<p style="text-align: center;">PHOTO 여권용사진 (35mm×45mm) - 흰색 바탕에 모자를 쓰지 않은 정면 사진으로 촬영일부터 6개월이 경과하지 않아야 함 A color photo taken within la st 6 months(full face without hat, front view against whit e or off-white background)</p>	1.1 여권에 기재된 영문 성명/Full name in English (as shown in your passport)	
	성 Family Name	명 Given Names
	1.2 한자성명 漢字姓名	1.3 성별 Sex 남성/Male[] 여성/Female[]
	1.4 생년월일 Date of Birth (yyyy/mm/dd)	1.5 국적 Nationality
	1.6 출생국가 Country of Birth	1.7 국가신분증번호 National Identity No.

1.8 이전에 한국에 출입국하였을 때 다른 성명을 사용했는지 여부
 Have you ever used any other names to enter or depart Korea?
 아니오 No [] 예 Yes [] → ‘예’ 선택 시 상세내용 기재 If ‘Yes’ please provide details
 (성 Family Name _____, 명 Given Name _____)

1.9 복수 국적 여부 Are you a citizen of more than one country? 아니오 No [] 예 Yes []
 → ‘예’ 선택 시 상세내용 기재 If ‘Yes’ please write the countries (_____)

2. 사증발급인정서 발급내용 / DETAILS OF VISA ISSUANCE CONFIRMATION
 ※ 대한민국 출입국관리사무소·출장소에서 사증발급인정서를 발급받은 사람만 기재
 (Section 2 is only for those who possess confirmation of visa issuance issued by the Immigration Office of the Republic of Korea)

2.1 사증발급인정번호 Confirmation No.	허가번호 표시	2.2 발급일 Issue Date	발급일 표시
2.3 여권번호 Passport No.	2.4 여권만료일 Passport Expiry Date		

- ▶ 사증발급인정서를 발급받은 사람은 12번(서약)으로 이동하여 작성한 후 신청서 제출(3 ~ 11번은 기재 생략)
 Those who have confirmation of visa issuance must move to section 12 (Declaration) to complete this from (Those with visa issuance confirmation must not fill out section 3~11).

3. 여권정보 / PASSPORT INFORMATION

3.1 여권종류 Passport Type

외교관 Diplomatic [] 관용 Official [] 일반 Regular [] 기타 Other []
→ '기타' 상세내용 If 'Other' please provide details ()

3.2 여권번호 Passport No.	3.3 발급국가 Country of Passport	3.4 발급지 Place of Issue
3.5 발급일자 Date of Issue	3.6 기간만료일 Date Of Expiry	

3.7 다른 여권 소지 여부 Do you have any other valid passport ? 아니오 No [] 예 Yes []
→ '예' 선택 시 상세내용 기재 If 'Yes' please provide details

a) 여권종류 Passport Type

외교관 Diplomatic [] 관용 Official [] 일반 Regular [] 기타 Other []

b) 여권번호 Passport No.	c) 발급국가 Country of Passport	d) 기간만료일 Date Of Expiry
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4. 연락처 / CONTACT INFORMATION

4.1 본국 주소 Address in Your Home Country

4.1 현 거주지 Current Residential Address *현 거주지가 본국 주소와 다를 경우 기재 / Write if it is different from the above address

4.3 휴대전화 Cell Phone No.	4.4 일반전화 Telephone No.	4.5 이메일 E-mail
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4.6 비상시 연락처 Emergency Contact Information

a) 성명 Full Name in English	b) 거주국가 Country of residence
c) 전화번호 Telephone No.	d) 관계 Relationship to you

5. 혼인사항 / MARITAL STATUS DETAILS

5.1 현재 혼인사항 Current Marital Status

기혼 Married [] 이혼 Divorced [] 미혼 Never married []

5.2 배우자 인적사항 *기혼으로 표기한 경우에만 기재 If 'Married' please provide details of your spouse

a) 성 Family Name (in English)	b) 명 Given Names (in English)
c) 생년월일 Date of Birth (yyyy/mm/dd)	d) 국적 Nationality
e) 거주지 Residential Address	f) 연락처 Contact No.

6. 학력 / EDUCATION

6.1 최종학력 What is the highest degree or level of education you have completed ?

석사/박사 Master's/Doctoral Degree [] 대졸 Bachelor's Degree []
고졸 High School Diploma [] 기타 Other []

→ '기타' 선택 시 상세내용 기재 If 'Other' please provide details ()

6.2 학교명 Name of School	6.3 학교 소재지 Location of School(city/province/country)
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7. 직업 / EMPLOYMENT

7.1 직업 What are your current personal circumstances ?

사업가 Entrepreneur [] 자영업자 Self-Employed [] 직장인 Employed []

공무원 Civil Servant [] 학생 Student [] 퇴직자 Retired []

무직 Unemployed [] 기타 Other []

→ '기타' 선택 시 상세내용 기재 If 'Other' please provide details ()

7.2. 직업 상세정보 Employment Details

Table with 2 columns: a) 회사/기관/학교명 Name of Company/Institute/School, b) 직위/과정 Your Position/Course, c) 회사/기관/학교 주소 Address of Company/Institute/School, d) 전화번호 Telephone No.

8. 초청인 정보 / DETAILS OF SPONSOR

8.1 초청인/초청회사 Do you have anyone sponsoring you for the visa ?

아니오 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes' please provide details

Table with 2 columns: a) 초청인/초청회사명 Name of your visa sponsor (Korean, foreign resident in Korea, company, or institute), b) 생년 월일/사업자등록번호 Date of Birth/Business Registration No., c) 관계 Relationship to you, d) 주소 Address, e) 전화번호 Phone No.

9. 방문정보 / DETAILS OF VISIT

9.1 입국목적 Purpose of Visit to Korea

관광/통과 Tourism/Transit [] 행사참석/Meeting, Conference [] 의료관광 Medical Tourism []

단기상용 Business Trip [] 유학/연수 Study/Training [] 취업활동 Work []

무역/투자/주재 Trade/Investment/Intra-Corporate Transferee [] 가족 또는 친지방문 Visiting Family/Relatives/Friends [] 결혼이민 Marriage Migrant []

외교/공무 Diplomatic/Official [] 기타 Other []

→ '기타' 선택 시 상세내용 If 'Other' please provide details ()

Table with 2 columns: 9.2 체류예정기간 Intended Period of Stay, 9.3 입국예정일 Intended Date of Entry, 9.4 체류예정지(호텔 포함) Address in Korea(including hotels), 9.5 한국 내 연락처 Contact No. in Korea

9.6 과거 5년간 한국을 방문한 경력 Have you travelled to Korea in the last 5 years ?
아니오 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes' please provide details of any trips to Korea () 회 times, 최근 방문목적 Purpose of Recent Visit ()

9.7 한국 이외에 과거 5년간 여행한 국가 Have you travelled outside your country of residence, excluding to Korea, in the last 5 years ?
아니오 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes' please provide details of these trips

Table with 3 columns: 국가명 Name of Country (in English), 방문목적 Purpose of Visit, 방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

9.8. 동반입국 가족 유무 기재 Are you travelling to Korea with any family member ?
아니오 No [] 에 Yes [] → ‘예’ 선택 시 상세내용 If ‘Yes’ please provide details of the family members
you are travelling with

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to you

* 참고: 가족의 범위 - 배우자, 자녀, 부모, 형제
Note: Definition of a Family Member - your spouse, father, mother, children, brothers and sisters

10. 방문경비 / FUNDING DETAILS

10.1 방문경비(미국 달러 기준) Estimated travel costs(in US dollars)

10.2 경비지불자 Who will pay for your travel-related expenses ? (any person including yourself and/or institute)

a) 성명/회사(단체)명 Name of Person/Company(Institute)	b) 관계 Relationship to you
c) 지원내용 Type of Support	d) 연락처 Contact No.

11. 서류 작성 시 도움 여부 / ASSISTANCE WITH THIS FORM

11.1 이 신청서를 작성하는데 다른 사람의 도움을 받았습니까? Did you receive assistance in completing this form?
아니오 No [] 에 Yes [] → ‘예’ 선택 시 상세내용 If ‘Yes’ please provide details of the person who assisted you

성명 Full Name	생년월일 Date of Birth (yyyy/mm/dd)	연락처 Telephone No.	관계 Relationship to you

12. 서약 / DECLARATION
* 사증발급인정서 소지자도 작성
Those who possess confirmation of visa issuance must only complete section 1,2, and 12 of this form

본인은 이 신청서에 기재된 내용이 거짓 없이 정확하게 작성되었음을 확인합니다. 또한 본인은 대한민국의 출입국
관리법 규정을 준수할 것을 서약합니다.

I declare that the statements made in this application are true and correct to the best of my knowledge and belief,
and that I will comply with the Immigration Act of the Republic of Korea.

신청일자 (년. 월. 일) DATE OF APPLICATION (yyyy/mm/dd)
/ /

신청인 서명 SIGNATURE OF APPLICANT

17세 미만자의 경우 부모 또는 법정후견인의 서명
Signature of Parent or Legal Guardian's for a person under 17 years of age

첨부서류 ATTACHMENT	1. 「출입국관리법 시행규칙」 제76조제1항 관련 [별표 5] 사증발급신청 등 첨부서류
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유의사항 Notice

1. 위 기재사항과 관련하여 자세한 내용은 별지로 작성하거나 관련 서류를 추가로 제출할 수 있습니다.
If extra space is needed to complete any item, record on a separate sheet of paper or submit relevant documents which could support your application.
2. 대한민국 사증을 승인받은 후 분실 또는 훼손 등의 사유로 여권을 새로 발급받은 경우에는, 정확한 개인정보를 반영할 수 있도록 변경된 여권정보를 사증처리기관에 통보하여야 합니다.
If you received Korean visa approval, and have new passport issued thereafter in lieu of lost/damaged passport, you must notify the concerned visa office of changes in your passport information.
3. 사증을 발급받았더라도 대한민국 입국 시 입국거부 사유가 발견될 경우에는 대한민국으로의 입국이 허가되지 않을 수 있습니다.
Possession of a visa does not entitle the bearer to enter the Republic of Korea upon arrival at the port of entry if he/she is found inadmissible.
4. 「출입국관리법 시행규칙」 제9조제1항에 따라 C 계열 사증소지자는 입국 후에 체류자격을 변경할 수 없습니다.
Please note that category C visa holders are not able to change their status of stay after their entry into the Republic of Korea in accordance with Article 9(1) of the Enforcement Regulations of the Immigration Act.

공용란 FOR OFFICIAL USE ONLY

기본사항	체류자격		체류기간		사증종류	단수·복수(2회, 3회 이상)
접수사항	접수일자		접수번호		처리과	
허가사항	허가일자		인정번호		고지사항	
결재	담당자		가 []	<심사의견>		
			부 []			

< 수입인지 부착란 >

처리절차

