



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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\_\_\_\_\_

**Specializing in Visas, Passports, Document Legalization and Translations**



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## KOREA BUSINESS VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	BUSINESS REGISTRATION:	<u>1-COPY</u>
PROOF OF RESIDENCY:	<u>1-NOTARIZED</u>	COPY OF INVITATION:	<u>1-COPY</u>

OTHER: PLEASE SEND A NOTARIZED CLEAR COPY OF THE FRONT AND BACK OF THE USA GREEN CARD OR THE ORIGINAL USA VISA AND I-94. THE CONSULATE WILL NOT ISSUE YOU A VISA IF YOU ENTERED THE USA ON A B-1 OR A B-2 USA VISA.

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGES)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 6 DAY RUSH PROCESS)	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 6 TO 7 DAYS  
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 6 BUSINESS DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT THAT YOU ARE REQUESTING SPECIAL HANDLING OR IF YOU WANT THE APPLICATION TO BE SUBMITTED THE DAY WE RECEIVE THE REQUEST, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00AM EARLY MORNING DELIVERY.

REVISED: 12-30-2016 (SDL)

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## KOREA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### BUSINESS VISA NON-US:

- 1.) **SIGNED PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF INVITATION**
- 6.) **ONE (1) CERTIFICATE OF BUSINESS REGISTRATION FROM THE COMPANY LISTED ON THE INVITATION** (CLEAR COPY)
- 7.) **VALID U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - NOTARIZED COPY OF THE FRONT/BACK OF THE GREEN CARD
  - THE ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>) *THE CONSULATE WILL NOT ISSUE A VISA IF THE APPLICANT ENTERED THE U.S. ON A B-1 OR A B-2 U.S. VISA.*
- 8.) **ONE (1) NOTARIZED PROOF OF RESIDENCY** (SEE PAGE 19)
- 9.) **ONE (1) COPY OF TRAVEL ITINERARY**
- 10.) **CONSULATE FEE:**

VALIDITY	CONSULATE FEE
SINGLE ENTRY – VALID UP TO 90 DAYS	\$40.00
SINGLE ENTRY – VALID MORE THAN 90 DAYS	\$60.00
MULTI-ENTRY – VALID UP TO 90 DAYS	\$90.00

**VALIDITY: THE VALIDITY, DURATION OF STAY AND NUMBER OF ENTRIES OF THE VISA ARE ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF KOREA.**

REVISED: 12-30-2016 (SDL)

## 1. General Visa Information

Welcome to the Visa Service Section of the Korean Consulate General.

- On November 17, 2008, the Republic of Korea joined the U.S. Visa Waiver Program (VWP). As a result, on reciprocity, U.S. citizens can visit the Republic of Korea without a visa for duration of up to 90 days or less if the purpose of the trip is for tourism, business, attendance at a conference or visiting families or relatives. (Extension of stay is not permitted)
- A U.S. citizen, who wishes to work, or to engage in profit making activities, is kindly requested to apply for an appropriate entry visa.

More visa information is as follows:

### ▷ Making a transit in the Republic of Korea

A transit traveler may be granted visa-free entry to the Republic of Korea as long as he/she possesses a confirmed onward flight ticket for departure within 30 days after entering the Republic of Korea, in addition to having no record of criminal offence such as illegal stay in the five countries listed below, and falls under either of the following two categories.

(1) If he/she has a visa or re-entry permit for U.S., Japan, Canada, Australia, or New Zealand (five countries) and is traveling to any of these countries through the Republic of Korea; OR

(2) If he/she is traveling from any one of the five countries mentioned above and his/her final destination is not the Republic of Korea.

\*NOTE: This exception does not apply to citizens of Cuba and Macedonia.

» For U.S. citizens and Korean-Americans, a five year valid multiple entry (Short-term visitors) Visa is issued. This visa holder can stay up to 90 days each time he/she visits the Republic of Korea until their visa expire.

### (1) General requirements for Visa Application

- A valid passport
- A completed visa application
- Passport size photo (2"x 2" color)
- Fee: \$45 for American citizens (Cash or money order only; Pay to the Order: Korean Consulate General)

Citizens of other countries must pay a visa processing fee \$40 (Single entry less than 90 days), \$60 (Single entry more than 90 days), \$90 (Multiple entry)

Citizens of other countries must submit their US permanent resident card or valid U.S. visa and I-94

**Those that fall in the following categories will be allowed to enter Korea without a visa.**

- Countries under visa waiver agreements
- Designated visa-free entry
- Frequent visitors
- Transit tourists bound for another country
- Europe bound Chinese transit tourists
- Japanese tourists / travelers
- Special Entry arrangements for the Jeju island
- Re-entry Permit holders
- Holders of Passport issued by recognized international organizations(LAISSEZ-PASSER)
- APEC Business Travel Card holders

**Countries under Visa Waiver Agreements**

Nationals of visa waiver countries can enter Korea without a visa as long as the purpose of their visit is tourism or temporary visit. If they want to engage in profitable activities such as employment, they must apply for a Korean visa suitable for their purpose.

**\_ Countries under Visa Waiver Agreements (84 Countries as of Feb. 2007)**

The following countries are permitted to enter without visa:

Country	Applicable Passports	Maximum period of stay
ALGERIA	Diplomatic,Official passport	90 days
ANTIGUA-BARBUDA	Ordinary,Diplomatic,Official passport	3 Months
AUSTRIA	Ordinary,Diplomatic,Official passport	Ordinary:3 Months, Diplomatic · Official passport:180days, Staff stationed in Korea : During a period of incumbency
ARGENTINA	Diplomatic,Official passport	90 days
BAHAMAS	Ordinary,Diplomatic,Official passport	3 Months
BANGLADESH	Ordinary,Diplomatic,Official passport	3 Months
BARBADOS	Ordinary,Diplomatic,Official passport	3 Months
BELGIUM	Ordinary,Diplomatic,Official passport	3 Months
BELIZE	Diplomatic,Official passport	90 days
BENIN	Diplomatic,Official passport	3 Months

BRAZIL	Ordinary,Diplomatic,Official passport	Ordinary:90 days, Diplomatic · Official passport:3 Months, Staff stationed in Korea : During a period of incumbency
BULGARIA	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
CAMBODIA	Diplomatic,Official passport	60 days
CHILE	Ordinary,Diplomatic,Official passport	90 days
COLOMBIA	Ordinary,Diplomatic,Official passport	3 Months
COSTARICA	Ordinary,Diplomatic,Official passport	3 Months
CROATIA	Diplomatic,Official passport	90 days
CYPRUS	Diplomatic,Official passport	90 days
CZECH	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
DENMARK	Ordinary,Diplomatic,Official passport	3 Months
COMMONWEALTH OF DOMINICA	Ordinary,Diplomatic,Official passport	3 Months
DOMINICA REP	Ordinary,Diplomatic,Official passport	3 Months
ECUADOR	Diplomatic,Official passport	Official passport:3 Months, Diplomatic:Unlimited
EGYPT	Diplomatic,Official passport	90days, Staff stationed in Korea : During a period of incumbency
EL SALVADOR	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
ESTONIA	Ordinary,Diplomatic,Official passport	90 days
FRANCE	Ordinary,Diplomatic,Official passport	3 Months
FINLAND	Ordinary,Diplomatic,Official passport	3 Months
GERMANY	Ordinary,Diplomatic,Official passport	Ordinary:3 Months, Diplomatic · Official passport:Unlimited, Staff stationed in Korea : During a period of incumbency
GREECE	Ordinary,Diplomatic,Official passport	Ordinary:3 Months, Diplomatic · Official passport:Unlimited
GRENADA	Ordinary,Diplomatic,Official passport	3 Months
GUATEMALA	Diplomatic,Official passport	90days, Staff stationed in Korea : During a period of

		incumbency
HAITI	Ordinary,Diplomatic,Official passport	3 Months
HUNGARY	Ordinary,Diplomatic,Official passport	3 Months
ICELAND	Ordinary,Diplomatic,Official passport	3 Months
INDIA	Diplomatic,Official passport	90 days
IRAN	Diplomatic,Official passport	3 Months
IRELAND	Ordinary,Diplomatic,Official passport	3 Months
ISRAEL	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
ITALY	Ordinary,Diplomatic,Official passport	90days
JAMAICA	Ordinary,Diplomatic,Official passport	3 Months
JAPAN	Ordinary,Diplomatic,Official passport	Ordinary:B-2, 90days, Diplomatic · Official passport:3 Months, Staff stationed in Korea : During a period of incumbency
LATVIA	Ordinary,Diplomatic,Official passport	90days, Staff stationed in Korea : During a period of incumbency
LESOTHO	Ordinary, Diplomatic,Official passport	60days
LIBERIA	Ordinary, Diplomatic,Official passport	3Months
LIECHTENSTEIN	Ordinary,Diplomatic,Official passport	3Months
LITHUANIA	Ordinary,Diplomatic,Official passport	90days, Staff stationed in Korea : During a period of incumbency
LUXEMBOURG	Ordinary,Diplomatic,Official passport	3 Months
MALAYSIA	Ordinary,Diplomatic,Official passport	3 Months
MALTA	Ordinary,Diplomatic,Official passport	3 Months
MEXICO	Ordinary,Diplomatic,Official passport	Ordinary:3 Months, Diplomatic · Official passport:90 days
MONGOLIA	Diplomatic,Official passport	30 days
MOROCCO	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency

NETHERLAND	Ordinary,Diplomatic,Official passport	3 Months
NEW ZEALAND	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
NICARAGUA	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
NORWAY	Ordinary,Diplomatic,Official passport	3 Months
PAKISTAN	Diplomatic,Official passport	3 Months
PANAMA	Ordinary,Diplomatic,Official passport	90 days
PARAGUAY	Diplomatic,Official passport	3 Months
PERU	Ordinary,Diplomatic,Official passport	3 Months
PHILIPPINES	Diplomatic,Official passport	Unlimited
POLAND	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
PORTUGAL	Ordinary,Diplomatic,Official passport	60 days
RUMANIA(D. O. S.)	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
RUSSIA	Diplomatic, Official passport	90 days
SINGAPORE	Ordinary,Diplomatic,Official passport	3 Months
SLOVAK	Ordinary,Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
SPAIN	Ordinary,Diplomatic,Official passport	3 Months
ST. KITIS NEVIS	Ordinary,Diplomatic,Official passport	3 Months
ST. LUCIA	Ordinary,Diplomatic,Official passport	3 Months
ST. VINCENT	Ordinary,Diplomatic,Official passport	3 Months
SURINAM	Ordinary,Diplomatic,Official passport	3 Months
SWEDEN	Ordinary,Diplomatic,Official passport	3 Months
SWITZERLAND	Ordinary,Diplomatic,Official passport	3 Months
THAILAND	Ordinary,Diplomatic,Official	Ordinary:3 Months, Diplomatic · Official



	passport	passport:Unlimited
TRINIDAD-TOBAGO	Ordinary,Diplomatic,Official passport	3 Months
TUNISIA	Ordinary,Diplomatic,Official passport	30 days, Staff stationed in Korea : During a period of incumbency
TURKEY	Ordinary,Diplomatic,Official passport	3 Months
UKRAINE	Diplomatic	90 days
UNITED KINGDOM	Ordinary,Diplomatic,Official passport	3 Months
URUGUAY	Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency
VENEZUELA	Ordinary,Diplomatic,Official passport	Ordinary:90 days, Diplomatic · Official passport:30 days, Staff stationed in Korea : During a period of incumbency
VIETNAM	Diplomatic,Official passport	3Months, Staff stationed in Korea : During a period of incumbency

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### Designated visa-free entry

- Considering international convention, mutuality doctrine, national profit and other such factors, certain countries are granted visa-free entry permissions.
- Nationals of the following countries are allowed up to 30 days of visa-free sojourn for tourism or visitation  
Exceptions: Canada is allowed up to 6 months, and United States, Australia, Hong Kong, Slovenia, and Japan are allowed up to 90 days.
- [Countries that are granted visa-free entry for diplomatic, government official, and general passport holders](#)

Continent	Countries
Asia	Macau(90 days), Brunei, Saudi Arabia, Arab Emirates, Yemen, Oman, Japan (90 days), Qatar, Taiwan, Hong Kong (90 days), Kuwait, BAHRAIN(90 days) [12 countries]
North America	United States(90 days), Canada (6 months) [2 countries]
South America	Guyana, Guatemala, Argentina, Ecuador, Uruguay, Paraguay [6 countries]
Europe	Monaco, Vatican, Bosnia-Herzegovina, Albania, Cyprus, San Marino, Serbia, Montenegro, Slovenia (90 days), Andorra, Croatia [11 countries]
Oceania	Guam, Nauru, New Caledonia, Micronesia, Samoa, Solomon Islands, Kiribati, Fiji, Australia (90 days), Marshall Islands, Palau, Tuvalu, Tonga [13 countries]

Africa	South Africa, Seychelles, Mauritius, Swaziland, Egypt (5 Countries)
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- Countries that are granted visa-free entry for diplomatic and government official passport holders (2 countries)

Continent	Countries
Asia	Indonesia, Lebanon

### Frequent visitors

#### Eligible countries

- Applicable to all countries (save for China, Cuba, and Macedonia) that are not granted visa-free entry into Korea.

#### Applicable to...

- Those who made more than 4 visits to Korea in the past two years, or more than 10 visits overall may enter Korea without a Korean visa as long as they have no Immigration offence or other criminal records.

※ Chinese nationals meeting the above requirements will be issued appropriate visas as per discretion of the Head of the local foreign office.

### Transit tourists bound for another country

#### Eligible countries

- Applicable to all countries (save for Cuba, and Macedonia) that are not granted visa-free entry into Korea.

#### Applicable to...

- Those with a visa or a re-entry permit for U.S., Japan, Canada, Australia, or New Zealand (5 countries) and traveling to any one of those countries through Korea.
- Those traveling from any one of the five countries mentioned above, whose final destination is not Korea.

#### Requirements

- Must have a confirmed onward flight ticket for departure within 30 days after entering Korea, in addition to having no record of criminal offence in the five countries mentioned above.

### Europe bound Chinese transit tourists

#### Eligible foreigners

- Chinese citizens with an entry visa (including permanent residency visa) for 1 of the 30 nations listed below and connecting flight tickets to the final destination.

Example) China -> Korea -> Europe, Europe -> Korea -> China

#### 30 European countries

- Greece, Netherlands, Norway, Denmark, Germany, Latvia, Rumania, Luxemburg, Lithuania, Liechtenstein, Malta, Belgium, Sweden, Switzerland, Spain, Slovakia, Slovenia, Iceland, Ireland, Estonia, United Kingdom, Austria, Italy, Czech, Cyprus, Portugal, Poland, France, Finland, Hungary

※ Not applicable to the following:

- Those being forcefully relocated back to China from Europe
- Those traveling through Europe as a part of a group tour

### **Japanese tourists/travelers**

- An agreement was made between Korean and Japanese governments on March 1st, 2006 in the interest of reciprocity and encouraging individual interchanges between Korea and Japan. Based on this agreement, nationals of both countries whose purpose of travel is short term visit or tourism are granted visa exemption, so long as the following conditions are met.
- Duration of stay: Up to 90 days
- Purpose:
  - Tourism, business, attendance of a conference, private visit (relatives, friends, etc), or any such non-profit activities.

### **Special Entry arrangements for the Jeju island**

- Eligible foreigners
  - Nationals of all countries not allowed visa-free entry into Korea (save for the exceptions listed below) that enters via Jeju airport for tourism or transit.
- Special entry arrangements for Jeju island is denied to nationals of the following 11 countries.
  - Iran, Iraq, Sudan, Libya, Cuba, Syria, Macedonia, Palestine, Afghanistan, Nigeria and Ghana
- Duration of stay: Up to 30 days
- Permitted area / range: Jeju island
- Conditions of entry:
  - Those that arrive directly into Jeju island by flights or ships.

### **Re-entry permit holders**

- Registered foreigners with re-entry permit that enters Korea within the given re-entry date are allowed to enter without a visa.
- Registered foreigners who are nationals of countries that are exempt from re-entry permit (listed below) may enter without a visa as long as it is within their initial period of sojourn.
  - France, Suriname, Belgium, Netherlands, Luxemburg, Switzerland, Sweden, Denmark, Norway, Finland, Liechtenstein, and Germany

### **Holders of Passport issued by recognized international organizations**

- A staff of the United Nations or special organization who have a travel document, namely, **LAISSEZ-PASSER** issued by U.N. office is allowed to enter Korea without a visa and is granted to stay for 30 days.

### **APEC Business Travel Card**

- In order to facilitate smooth economic operations of economists, visa-free entry is permitted to those that meet the following conditions.
- Eligible countries (16 countries as of January, 2006)
  - Australia, France, Chile, Hong Kong, Japan, Malaysia, New Zealand, Peru, Philippines, Taiwan, Thailand, Indonesia, China, Vietnam, Singapore, Papua New Guinea.
- Eligibility
  - APEC Business Travel Card holders are given Short Term Business (C-2) visa status, and are allowed to stay for up to 90 days.



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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!**

# 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

### 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

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**



## PROOF OF RESIDENCY

Name			
Date of Birth		Sex	
Passport No.			
Present Address			
Home Telephone			
Cell Phone			

Applicant's Signature : \_\_\_\_\_

Date : . . . . .

I, \_\_\_\_\_, A NOTARY PUBLIC. DO HEREBY CERTIFY THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20<sup>th</sup>, PERSONALLY APPEARED BEFORE ME, \_\_\_\_\_, WHO, BEING BY ME FIRST DULY SWORN, DECLARED THAT HE(SHE) IS THE PERSON WHO SIGNED THE FOREGOING STATEMENT AND THAT THE STATEMENTS ARE TRUE AND CORRECT.

\_\_\_\_\_ NOTARY PUBLIC IN AND FOR THE STATE OF TX, LA, OK, AR, MS (circle one)

PRINTED NAME		SEAL
COMMISSION NO		
MY COMMISSION EXPIRES		
TELEPHONE NO		
ADDRESS		
SIGNATURE OF NOTARY		