VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

TRAVELER INFO:	
TRAVELER NAME	
TRAVELER DATE OF BIRTH	
DATE OF U.S. DEPARTURE	
DATE PASSPORT IS NEEDED	
VIP FILE LOCATOR NUMBER	

DON'T FORGET

TO EMAIL YOUR DOCUMENTS TO OUR OFFICE FOR OUR COMPLIMENTARY PASSPORT/VISA PRE-CHECK!

BILLING INFORMATION ☐ *(CHECK BOX IF SAME AS SHIPPING)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	
P.O. OR BILLING REF#:	

RETURN SHIPPING INFORMATION ☐ *(CHECK BOX TO WAIVE SIGNATURE)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	

METHOD OF PAYMENT			
☐ **CREDIT CARD**	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT $_____	
☐ **MONEY ORDER**	☐ **CASHIER'S CHECK**	☐ **COMPANY CHECK**	

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations

VIP PASSPORT SERVICES, INC.

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

KOREA SHORT TERM WORK (C4) VISA

U.S. PASSPORT HOLDER

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

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	$150.00
CONSULATE FEE: **(SEE NEXT PAGE)**	
MONEY ORDER:	$6.00
OTHER FEES: _____	
ADD RETURN SHIPPING FEE: (**SEE * BELOW**)	
TOTAL: ***(NO PERSONAL CHECKS PLEASE)***	

FEDEX LETTER RETURN SHIPPING FEES *(SELECT ONE)*	
☐ PRIORITY OVERNIGHT	$65.00
☐ 2-DAY	$57.50
☐ 3-DAY	$47.50
☐ SATURDAY - CALL	
☐ 1ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY- CALL	

REGULAR PROCESS TIME:	10 TO 15 DAYS
SEE THE JURISDICTION LIST PAGE BELOW.	

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

COMMENTS: **THERE WILL BE AN ADDITIONAL $125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TX JURISDICTION.**

REVISED: 10-21-2026 (EL)

VIP PASSPORT SERVICES, INC.

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Houston, Texas 77002
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Website: www.vippassports.com Email: info@vippassports.com

KOREA SHORT TERM WORK (C4) VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

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 CURRENT PASSPORT-TYPE PHOTOGRAPH (2x2)
3.) (1) ONE COMPLETED APPLICATION
4.) CERTIFICATE OF EMPLOYMENT (FROM KOREA)
5.) DISPATCH ORDER OR A PROOF OF OVERSEAS ASSIGNMENT
6.) COPY OF THE BUSINESS CERTIFICATE OF REGISTRATION FROM THE KOREAN COMPANY/SCHOOL NUMBER
7.) CLEAR COPY OF THE SERVICE CONTRACT
8.) CLEAR COPY OF PROOF OF RESIDENCY (DRIVERS LICENSE OR UTILITY BILL)
9.) NOTARIZED PROOF OF RESIDENCY FORM – SEE BELOW
10.) U.S. COMPANY LETTER
11.) COPY OF THE TRAVEL ITINERARY
12.) CONSULATE FEE: $45.00

VALIDITY: MAXIMUM 90 DAYS SINGLE ENTRY. THE VISA IS VALID FOR THE TIME PERIOD REQUESTED IN THE CONTRACT. THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SCENERIO.

REVISED: 5-30-2024 (EL)

사증발급신청서
VISA APPLICATION FORM

<신청서 작성방법>

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

<How to fill out this form>

- The applicant must fill out this form completely and correctly.
- The applicant must write in block letters either in English or Korean.
- For multiple-choice questions, the applicant must check [√] all that apply.
- If the applicant selects 'Other', please provide more information in the given space.

1. 인적사항 / PERSONAL DETAILS

PHOTO 여권용 사진 (35㎜×45㎜) - 흰색 바탕에 모자를 쓰지 않은 정면 사진으로 촬영일부터 6개월이 경과하지 않아야 함 A color photo taken within the last 6 months (full face without hat, front view against white or off-white background)	1.1 여권에 기재된 영문 성명/Full name in English (as shown in 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

Has the applicant ever used any other names to enter or depart Korea?

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

(성 Family Name , 명 Given Name)

1.9 복수 국적 여부 Is the applicant a citizen of more than one country ? 아니요 No [ ] 예 Yes [ ]

→ '예' 선택 시 상세내용 기재 If 'Yes', please write the countries ( )

2. 신청 사증 정보/ DETAILS OF VISA APPLICATION

2.1 체류기간(장·단기) Period of Stay(Long/Short-term)	2.2 체류자격 Status of Stay
90일 이상 장기체류 Long-term Stay over 90 days [ ] 90일 이하 단기체류 Short-term Stay less than 90 days [ ]	

공용란 FOR OFFICIAL USE ONLY

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

< 수입인지 부착란 >

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 Does the applicant have any other valid passports ? 아니요 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 Home Country Address of the applicant

4.2 현 거주지 Current Residential Address *현 거주지가 본국 주소와 다를 경우 기재 *Please write the current address if different from above

4.3 휴대전화 Cell Phone No. 또는 일반전화 Telephone No. 4.4 전자우편 E-mail

4.5 비상시 연락처 Emergency Contact Information

a) 성명 Full Name in English	b) 거주 국가 Country of Residence
c) 전화번호 Telephone No.	d) 관계 Relationship to the applicant

5. 혼인사항 및 가족사항 / MARITAL STATUS AND FAMILY DETAILS

5.1 현재 혼인사항 Current Marital Status

기혼 Married [ ] 이혼 Divorced [ ] 미혼 Single [ ]

5.2 배우자 인적사항 Personal Information of the applicant's Spouse *기혼으로 표기한 경우에만 기재 If 'Married' please provide details of the 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.

5.3 자녀 유무 Does the applicant have children?

없음 No [ ] 있음 Yes [ ] 자녀수 Number of children [ ]

6. 학력 / EDUCATION

6.1 최종학력 What is the highest degree or level of education the applicant has 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)

7. 직업 / EMPLOYMENT

7.1 직업 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

a) 회사/기관/학교명 Name of Company/Institute/School	b) 직위/과정 Position/Course
c) 회사/기관/학교 주소 Address of Company/Institute/School	d) 전화번호 Telephone No.

8. 방문정보 / DETAILS OF VISIT

8.1 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 기재 If 'Other', please provide details ( )

8.2 체류예정기간 Intended Period of Stay	8.3 입국예정일 Intended Date of Entry
8.4 체류예정지(호텔 포함) Address in Korea (including hotels)	8.5 한국 내 연락처 Contact No. in Korea

8.6 과거 5년간 한국을 방문한 경력 Has the applicant travelled to Korea in the last 5 years ?

아니요 No [ ] 예 Yes [ ] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of any visits to Korea

( ) 회 times,

방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

8.7 한국 외에 과거 5년간 여행한 국가 Has the applicant travelled outside his/her country of residence, excluding to Korea, in the last 5 years?

아니요 No [ ] 예 Yes [ ] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of these trips

국가명 Name of Country (in English)	방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

8.8. 국내 체류 가족 유무 Does the applicant have any family member(s) staying in Korea?
아니요 No [ ] 예 Yes [ ] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s)

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

* 참고: 가족의 범위 - 배우자, 자녀, 부모, 형제
Note: Scope of family members - Spouse, children, parents, siblings of the applicant

8.9. 동반입국 가족 유무 Is the applicant travelling to Korea with any family member(s) ?
아니요 No [ ] 예 Yes [ ] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s) the applicant is travelling with

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

* 참고 : 가족의 범위 - 배우자, 자녀, 부모, 형제
Note : Scope of family members - Spouse, children, parents, siblings of the applicant

9. 초청 정보 / DETAILS OF INVITATION

9.1 초청인/초청회사 Is there anyone inviting the applicant for the visa?
아니요 No [ ] 예 Yes [ ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 초청인/초청회사명 Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute)

b) 생년월일/사업자등록번호 Date of Birth/Business Registration No.	c) 관계 Relationship to the applicant
d) 주소 Address	e) 전화번호 Phone No.

10. 방문경비 / FUNDING DETAILS

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

10.2 경비지불자 Who will pay for the applicant's travel-related expenses? (Any relevant person including the applicant and/or organization)

a) 성명/회사(단체)명 Name of Person/Organization (Company)	b) 관계 Relationship to the applicant
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 the applicant receive assistance in completing this form? 아니요 No [ ] 예 Yes [ ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the person who assisted the applicant

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

210㎜×297㎜[백상지(80g/㎡) 또는 중질지(80g/㎡)]

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 the application.
2. 대한민국 사증을 승인받은 후 분실 또는 훼손 등의 사유로 여권을 새로 발급받은 경우에는, 정확한 개인정보를 반영할 수 있도록 변경된 여권정보를 사증처리기관에 통보해야 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.
5. 허위사실 기재 또는 허위서류 제출이 확인되는 경우에는 사증발급·체류허가가 취소되며, 형사처벌·입국금지의 대상이 될 수 있습니다.
   Providing false information or documents leads to revocation of a visa and permission to stay, and may result in criminal punishments and an entry ban to the Republic of Korea.
6. 사증심사에 필요한 관련 서류 제출 요구에 따르지 않는 경우, 사증심사가 지연되거나 신청이 불허 될 수 있습니다.
   Failure to submit all required documents may cause delay or denial of a visa.
7. 사증발급 신청 결과는 '대한민국 비자포털(www.visa.go.kr)'에서 확인*해야 하며, 사증발급거부통지서를 문서로 교부받고자 하는 경우에는 직접 공관을 방문하여 신청해야 합니다.
   * 확인 방법 : 비자포털 초기화면 좌측 '조회/발급' - '진행현황 조회 및 출력' - '재외공관'을 선택하고 여권번호, 성명, 생년월일 입력 후 조회
   Visa applicants must check online on the Korea Visa Portal website* (www.visa.go.kr) for visa application results. To receive the disapproval notice in written form, visa applicants must visit the diplomatic office and apply in person.
   * How to check results: click 'Check Application Status' located on the left side of the Visa Portal main display - click 'Check Application Status & Print' - select 'Diplomatic Office' and input information in the blanks.

12. 서약 / DECLARATION

본인은 위의 유의사항에 동의하며, 이 신청서에 기재된 내용이 거짓 없이 정확하게 작성되었음을 확인합니다. 또한 본인은 대한민국의 「출입국관리법」 규정을 준수할 것을 서약합니다.

I declare that I agree with the terms of application including the contents of the notice provided above, that statements made in this application are true and correct, 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 성명 Applicant Name	(자필서명) SIGNATURE OF APPLICANT

※ 17세 미만자의 경우 부모 또는 법정후견인의 서명을 기재할 것
※ Signature of Parent or Legal Guardian is required for a person under 17 years of age
※ 위 서명란에 본인의 성명과 서명을 기재하지 않는 경우 사증발급이 불허될 수 있음
※ Failure to provide name and signature may result in your application being denied.

첨부서류 ATTACHMENT	「출입국관리법 시행규칙」 제76조제1항 및 별표 5에 따른 사증발급 신청 등 첨부서류

처리절차 / Procedure

신청서 작성 Application	➔	접 수 Reception	➔	심 사 Review	➔	결 재 Approval	➔	사증 발급 Issuance
신청인 Applicant		처 리 기 관 (재외공관) Diplomatic Mission		처 리 기 관 (좌동) Diplomatic Mission		처 리 기 관 (좌동) Diplomatic Mission		처 리 기 관 (좌동) Diplomatic Mission

210㎜×297㎜[백상지(80g/㎡) 또는 중질지(80g/㎡)

PROOF OF RESIDENCY

Name			
Date of Birth		**Sex**	
Passport No			
Current Address			
Home Telephone No			
Cell Phone			

Applicant's Signature : _____

Date : . . .

I _____, A NOTARY PUBLIC. DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____. PERSONALLY APPEARED BEFORE ME, _____. WHO, BEING BY ME FIRST DULY AWORN, DECLARED THAT HE(SHE) IS THE PERSON WHO SIGNED THE FOREGOING STATEMENT AND THA THE STATEMENTS ARE TRUW AND CORRECT.

_____ Notary Public in and For The State of **TX , LA, OK, AR, MS**

(Circle one)

PRINTED NAME		SEAL
COMMISSION NO		
EXPIRY OF COMMISSION		
TELEPHONE NO		
ADDRESS		
SIGNATURE		

Korean Consulates in U.S. and Areas of Jurisdiction – 5-30-2024

Areas of Jurisdiction

Consulate-General	District
Washington D.C.	Washington D.C., Maryland, Virginia, West Virginia
Philadelphia	Delaware, Pennsylvania
New York	New York, New Jersey, Connecticut
San Francisco	Colorado, Northern California, Utah, Wyoming
Los Angeles	Arizona, Nevada, New Mexico, South California
Boston–Can't Assist	New Hampshire, Rhode Island, Maine, Massachusetts, Vermont
Chicago	Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
Seattle	Idaho, Montana, Oregon, Washington
Atlanta	Alabama, Florida, Georgia, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands
Houston	Arkansas, Louisiana, Oklahoma, Mississippi, Texas (all except Dallas and Fort Worth)
Honolulu – Can't Assist	American Samoa, Hawaii
Hagatna – Can't Assist	Guam, Northern Mariana Islands
Anchorage – Can't Assist	Alaska (Since 2008)
Dallas – Can't Assist	Texas DFW (Dallas, Fort Worth)

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

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 C4 WORK 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.