



KOREAN VISA CHECKLIST FORM

CONTACT PERSON INFORMATION

Main Contact Person FB Name : _____

Main Contact Person CP Number : _____

APPLICANT INFORMATION

Name (in Passport) : _____

CP Number : _____

*Put a check mark only on the documents applicable to your profile

GENERAL REQUIREMENTS

- ☐ Original Passport
- ☐ Old Passport
- ☐ Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years
- ☐ 1 Passport sized picture with white background
- ☐ Completely filled-out computerized visa application form with signature that is hand-written printed in A4.

__BUSINESSMAN

- ☐ Photocopy of Business registration from SEC or DTI
- ☐ Photocopy of Updated Mayor's Business Permit
- ☐ Original Personal or Company Bank Certificate
- ☐ Original Bank Statement
- ☐ Photocopy of whole pages Latest Income Tax Return (ITR)
- ☐ Copy of PRC Card or IBP Card (if applicable only)

__EMPLOYED

- ☐ Original Employment Certificate
- ☐ Original Employment Certificate
- ☐ Original Bank Statement
- ☐ Photocopy of whole pages Latest Individual Income Tax Return (ITR)
- ☐ Copy of PRC Card or IBP Card (if applicable)

__STUDENT/CHILD

- ☐ Original Enrollment Certificate
- ☐ Photocopy of School Identification Card
- ☐ Original PSA Birth Certificate
- ☐ Parents' or Sponsor's Documents, whichever is applicable (as Employee or Businessman)

__SPOUSE

- ☐ Sponsor's Documents, whichever is applicable (as Employee or Businessman)
- ☐ Marriage Certificate

__SENIOR / RETIREE / PWD

- ☐ Photocopy of PWD, Senior Citizen Identification Card or Certificate of Retirement.
- ☐ Original Personal Bank Certificate
- ☐ Original Bank Statement
- ☐ Original copy of PSA Marriage Certificate (if applicable)

OTHERS DOCUMENTS :

_____	_____
_____	_____
_____	_____
_____	_____

Terms and Conditions :

Scope of Service

We assist with the Korean visa application process, including document preparation and submission. Visa approval or rejection is solely at the discretion of the Korean government.

Processing Time

Visa processing typically takes 12-14 working days, but delays may occur due to high application volume or unforeseen circumstances, for which we are not liable.

No Guarantee of Visa Approval

Visa decisions are made by the Korean government, and we cannot guarantee approval. Rejection can occur for any reason.

Fees and Refund Policy

Visa processing and service fees are non-refundable, regardless of the outcome. The fee covers assistance, not visa approval.

Cancellation and Withdrawal

Once submitted, applications cannot be withdrawn. Service cancellation must occur before document submission to KVAC.

Liability Limitation

We are not responsible for any costs or missed travel plans due to visa delays or rejection. We recommend waiting for approval before booking non-refundable travel.

Acknowledgment

By signing, clients acknowledge and agree to these terms, releasing One Media Travel from any liability related to the visa process.

Client Signature over Printed Name

Name: _____

Date: _____

DATA PRIVACY CONSENT FORM

By signing this Data Privacy Consent Form ("Consent Form"), I (as "Data Subject"), or on behalf of my child/ward as Data Subject, freely, voluntarily, and unconditionally give my consent to the collection and processing of the personal information (as defined below) as disclosed/transmitted by me in person or by my authorized representative for the processing of my application for Korean Visa through the Korea Visa Application Center (Manila) (hereinafter referred to as 'KVAC'), by whatever means and in accordance with laws and relevant policy requirements of the Data Privacy Act of 2012 ("DPA"), its Implementing Rules and Regulations ("IRR"), Memorandum Circulars ("Circulars"), NPC Advisories, Advisory Opinions, and such other issuances of the National Privacy Commission ("NPC").

I understand that personal information refers to any information of the Data Subject whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual. Sensitive personal information refers to personal information: (1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; (3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation and tax returns; and (4) Specifically established by an executive order or an act of Congress to be kept classified.

Hereafter, 'personal information' and 'sensitive personal information' will be collectively referred to as 'personal information'.

I understand that the purposes of KVAC in processing the personal information are:

- a. To handle visa applications for the Republic of Korea and, in accordance with legal procedures, collect, store, use, process, transfer, provide, disclose, and delete personal information;
- b. To provide services related to South Korea visa applicants and for providing statistical data related to visa applications; and
- c. Any other purposes analogous or relating directly to the foregoing, and those specified by law.

I agree that the personal information shall be retained by KVAC for as long as necessary for the fulfillment of any of the above-mentioned purposes and shall be automatically deleted after 14 days from visa issuance.

I understand further that the methods of personal information processing include, but are not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, usage, consolidation, blocking, erasure or destruction of data.

I understand that, if I wish for a convenient visa application process for the Republic of Korea, the personal information to be processed includes the following:

- i. Name, date of birth, country of birth, passport details, nationality, cellphone number, telephone number, e-mail address, address, permanent address, and signature.
- ii. Additionally, depending on the nature of the application, I may also be required to provide additional information and documentation such as: email address, personal history, education background, occupation, contact information, financial status, family details, and any other information or materials necessary for the visa application process (specific

types of requirements will be determined based on the visa type).

- iii. If I contact KVAC, the latter will also store the communication and call records, and contact information to facilitate communication and resolve any issues that may arise.

As Data Subject, I understand that I have the right to:

- a. Be informed whether personal information shall be, are being, or have been processed; and
- b. Be furnished the information indicated hereunder before the entry of the personal information into the processing system of the personal information controller, or at the next practical opportunity: (1) Description of the personal information to be entered into the system; (2) Purposes for which they are being or are to be processed; (3) Scope and method of the personal information processing; (4) The recipients or classes of recipients to whom they are or may be disclosed; (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized; (6) The identity and contact details of the personal information controller or its representative; (7) The period for which the information will be stored; and (8) The existence of the rights, i.e. to access, correction, as well as the right to lodge a complaint before the NPC.

If the Data Subject is a minor, I understand further that KVAC will request that the minor's parents or legal guardians carefully read this Consent Form and determine whether to provide the minor's personal information. If KVAC collects information about a minor with the consent of the parents or legal guardians, KVAC will only process the relevant information with the explicit consent as permitted by law, or when the protection of the minor is necessary.

I hereby confirm that I have fully understood and verified the above statements. I agree to submit original and copied documents of various information and certifications required for visa application.

Name and Signature of Applicant (or Parent/Guardian in case of minor):

Applicant name and signature

Date: _____

In case of a minor applicant

Name of child/ward: _____

If any of the applicants have any questions, opinions, or suggestions regarding the policy notice or consent form, please call 02-8248-5440.



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 (35mm×45mm) - 흰색 바탕에 모자를 쓰지 않은 정면 사진으로 촬영일 부터 6개월이 경과하지 않 아야 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	
결재	담당자		가 [] 부 []	<심사의견>		

< 수입인지 부착란 >

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 경비지급자 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

210mm×297mm[백상지(80 g / m²) 또는 중질지(80 g / m²)]

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



210mm×297mm[백상지(80 g / m²) 또는 중질지(80 g / m²)