

EMBASSY OF THE REPUBLIC OF KOREA
(PRETORIA, SOUTH AFRICA)

1/2

REQUIREMENTS FOR THE ISSUANCE OF A KOREAN VISA

When applying for a Visa the following documents **must** accompany any additional documents that are required for your length and purpose of stay in the Republic of Korea:

1. Valid Passport
2. Application Form
3. One (1) recent passport size color photo attached to application form
4. Visa Fee

Please take note of the following:

- i.) The Visa Fee is payable on **admittance** of application and is **non-refundable**.
- ii.) The only accepted methods of payment are: **Cash, Postal Order** or **Bank Guaranteed Cheque** made out to **Korean Embassy**.
- iii.) Visa Section is open **Monday to Friday**, from **08h30 till 12h00 only**.
- iv.) The processing time for a visa is normally **three (3) Working Days**.
- v.) When using the Post Office's Speed Services, please contact our offices and inform us of the Track and Trace Number to enable us to retrieve the documents as soon as possible.
- vi.) Mark documents for the attention of: **Mr. JY Lee**.
- viii.) A return envelope or pre-paid courier bag must be included with document, to enable us to return the documents / passport to the applicant.

Notarisation of diplomas & certificates are done at a cost of R14 per bundle.
Only photocopies with a Commissioner of Oaths stamp will be notarised.

PLEASE TAKE NOTE:

When taking advantage of the exemption period for either holiday, conference or general business, please ensure that the following documents are on-hand when entering Korea:

- 1 Valid Passport (Passport must be valid at least another 6 months after return to RSA)
- 2 Return flight ticket
- 3 Confirmation of accommodation
- 4 Conference - Invitation, General business - Letter from Korean company stating purpose of visit and details of a contacting person at the company in Korea.

3 Greenpark Estates
27 George Storrar Drive
Groenkloof, Pretoria
Telephone: 012 460 2508

P. O. Box 939
Groenkloof
0027
Fax: 012 460 1158

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Length of stay in the Republic of Korea	Additional Requirements	Cost
Exempted Countries	Passport holders of exempted countries do not require a visa for holiday, transit, conference or general non-profitable business. (Please confirm with the Embassy if a exemption agreement is in place for your country and for what period)	None
01 - 90 days Non Exempted Countries & Limited Exempted Countries	<p><u>In the case of staying with family or friends in Korea:</u> Letter from Korean resident's employer Invitation letter from Korean resident Police Clearance Certificates from country of birth and residential, if different. These certificates may not be older than 6 months. Most recent 6 Months bank statements</p> <p><u>Extended holiday:</u> Letter of reservation from Hotel Manager Detailed itinerary. - Clear dates of arrival and departure to Korea. Police Clearance Certificates from country of birth and residential, if different. These certificates may not be older than 6 months. Most recent 6 Months bank statements</p> <p><u>In the case of business in Korea:</u> A business visa will not be required for 90 day exempted countries unless one of the following occurs: Signing a contract, getting paid in Korea or buying stock (Please see Additional Requirements for Business Visa).</p>	R210.00
91 days +	<p><u>In the case of taking up employment in Korea:</u> Certificate for issuance of a Visa (Blue Form) NB: Register "Alien-Registration" when arriving in Korea</p>	R350.00

Length of stay in the Republic of Korea	Additional Requirements for a Business visa <i>(These requirements are also necessary for non-RSA passport holder even if the applicant visits Korea for holiday purposes)</i>	Cost
01 - 90Days	<ul style="list-style-type: none"> - An official letter from the place of employment stating the reason for going to Korea as well as the senior contacting person at company where applicant is employed. -An official letter from the relevant person or company in Korea. The contact person, phone number, address and purpose of business must appear on a original letterhead. -Business history for the last 3 years (+/- 3pages) Certified copy of company registration and proof of tax payment. -Police Clearance Certificates from country of birth and residential, if different. These certificates may not be older than 6 months. -6 Months bankstatements from applicant 	R210.00

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APPLICATION FOR VISA

PHOTO 35 X 45	1. Surname				
	2. Given Names				
	3. Date of Birth Y M D		4. Sex M F	5. Nationality	6. Place of Birth
7. Passport Number	8. Classification DP / OF / OR	9. Date of Issue	10. Place of Issue	11. Issuing Authority	12. Expiry Date
13. Marital Status married single		14. Spouse's Name		15. Spouse's Nationality	
16. Occupation	17. Name and Address of Present Employer			18. Business Phone No.	
19. Purpose of Entry (explain fully)		20. Probable Date of Entry		21. Desired Length of Stay	
22. Home Address			Phone No.		
23. Address in Korea			Phone No.		24. Previous Visit (If Any)
25. Have You Ever Been Issued a Korean Visa? When? Where?		Yes	No	What Type of Visa?	
26. Have You Ever Been Refused a Korean Visa? When? Where?		Yes	No	What Type of Visa?	
27. Who Will Pay For Your Trip?			28. Has Your Korean Visa Ever Been Cancelled or Revoked? Yes No		
29. Countries Where You Have Lived or Traveled During The Past 5 Years					
30. Accompanying Family	Nationality	Name	Sex	Date of Birth	
31. Guarantor or Reference in Korea	Name	Address	Phone No.	Relationship	
I declare that the statements made in this application are true and correct to the best of my knowledge and belief, that I will observe the provisions of the Immigration Law of the Republic of Korea and that I will not engage in any activities irrelevant to the purpose of entry stated herein. Besides, I am fully aware that any false or misleading statement may result in the refusal of a visa, and that 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.					
DATE OF APPLICATION			SIGNATURE OF APPLICANT		
공 용 란 FOR OFFICIAL USE ONLY					
접수번호		접수일시		결재	
승인번호		처리과			
사증종류	복수단수	담당자			
제류자격					
제류기간					
고지사항					