



WASHINGTON, DC

Visa Requirements SOUTH KOREA

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide their original Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- One passport-style (2"x2") color photograph taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.

OFFICIAL VISA APPLICANTS must also include:

- Your Official U.S. Passport (brown cover) should be submitted, not your personal passport (blue cover).
- A letter from the U.S. Department of State stating the nature and duration of the visit.

STUDENT VISA APPLICANTS must also include:

- Proof of enrollment at a Korean school or training program.
- Copy of a recent bank statement showing a balance of at least \$3,000. (Account number can be blacked out.) If the balance is less than \$3,000, also submit a notarized letter from a sponsor certifying that all expenses in Korea will be covered.

NOTES:

U.S. Citizens do not require visas to South Korea for business or tourist trips of less than 90 days.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	3 Business Days	5 Business Days	7 Business Days
Tourist	\$90.00	\$45.00	\$45.00
Business	\$90.00	\$45.00	\$45.00
Flight Crew	\$90.00	\$45.00	\$45.00
Student	\$90.00	\$45.00	\$45.00

G3 Processing Fees

Visa Type	3 Business Days	5 Business Days	7 Business Days
Tourist	\$90.00	\$80.00	\$60.00
Business	\$100.00	\$85.00	\$65.00
Flight Crew	\$100.00	\$85.00	\$65.00
Student	\$100.00	\$85.00	\$65.00



VISAS & PASSPORTS

Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form

.....GOUH< '? CF 95

Traveler Information

1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details

Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email:

Return Shipping

Passports will be returned via Federal Express.

Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery** \$80.00
Saturday Delivery** \$40.00
Same Day Delivery** Please Call
International Delivery** Please Call

**These services may not be available for all delivery locations.

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- Dedicated Concierge Level Staff handling your visa request.
Document review via email before you send in your request.
Creation of online visa applications (as applicable).
Personal telephone call confirming package receipt in G3's office.
Personal telephone calls confirming visa completion and delivery details.
Tracking of return delivery and follow-up to ensure satisfaction.
Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
Upgrade of FedEx return delivery from Standard to Priority Overnight.
Emergency Concierge Services and Lost Passport Support.
Dedicated Concierge email and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Washington, DC: Attn: Visa Department
703.276.8472 Phone 3300 N Fairfax Drive
888.883.8472 Toll Free Suite 220
703.524.3374 Fax Arlington, VA 22201
info@g3visas.com

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #

Total Fees from Visa Requirement Sheet:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature:

사증발급신청서 APPLICATION FOR VISA

※ 사증발급인정번호(CONFIRMATION OF VISA ISSUANCE No : _____)

사진 PHOTO 3.5cm 4.5cm	1.성 Surname	3.漢字姓名	4.성별 Gender []M []F
	2.명 Given Names	5.생년월일 Date of Birth	
	6.국적 Nationality	7.출생국가 Country of Birth	
	8.현주소 Home Address		
	9.전화번호 Phone No.	10.휴대전화 Mobile Phone No.	
	11.이메일 E-mail	12.신분증번호 National Identity No.	

여권	13.여권번호 Passport No.	14.여권종류 Classification 외交, 公務, 公務普通, 因私, 其他 DP(外交), OF(官用), OR(一般), OTHERS(其他)
	15.발급지 Place of Issue	16.발급일자 Date of Issue
		17.기간만료일 Date Of Expiry

직업	18.직업 Occupation	19.직장전화번호 Business Phone No.
	20.직장명 및 주소 Name and Address of Present Employer	

결혼여부 Marital status	21. []기혼 married []배우자사망 widowed []미혼 Single []이혼 divorced			
	22.배우자 성명 Spouse's Name		23.배우자 생년월일 Spouse's Date of Birth	
	24.배우자 국적 Spouse's Nationality		25.배우자 연락처 Spouse's Phone No.	

26.입국 목적 Purpose of Entry	27.체류예정기간 Potential Length of Stay
28.입국예정일 Potential Date of Entry	29.방한사실 Previous Visit (If Any)
30.국내체류지 Address in Korea	31.국내전화번호 Phone No. in Korea
32.국내 체류비용 지불자 Who Will Pay For The Expense For Your Stay?	

33.과거 5년간 여행국가 Countries You Have Travelled During The Past 5 Years

※ Please note that C-series visa holders are not able to change their residential status after entry into Republic of Korea pursuant to the first clause of article 9 of Immigration Regulation

34.동반가족 Accompanying Family	관계 Relationship	국적 Nationality	성명 Name	생년월일 Date of birth	성별 Gender

35.국내 보증인 Guarantor or Reference in Korea	관계Relationship	국적 Nationality	성명 Name	생년월일 Date of birth	성별 Gender

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.

신청일자 DATE OF APPLICATION

신청인 서명 SIGNATURE OF APPLICANT

공용란 FOR OFFICIAL USE ONLY						
기본사항	체류자격		체류기간		사증종류	단수 · 복수(2회, 3회 이상)
접수사항	접수일자		접수번호		처리과	
허가사항	허가일자		허가번호		고지사항	
결재	담당자		가 · 부	〈심사의견〉		

수입인지 부착란

Notice

Fill out the form in English language and sign it with your signature.

Attach a photo taken within the last 6 months.

Submission of additional documents may be requested, after the application is completed.

The visa issuance may be denied after the screening of the application.

Applicants shall notify the competent Korean embassy if there is a material change after the application is lodged or a visa has been issued.

If you obtain a new passport after a visa has been issued, you should transfer the visa onto a new passport before departure.

If you have a history of breaking the immigration law in foreign countries, you should submit the details of it with the application.

Visa fee is not refundable even if visa is denied.

How to fill it out

Write down the number of the Confirmation of Visa Issuance, if applicable.

1~2. Write down the name as printed in your passport. Surname is last name and given name is first name.

3. If you have the Chinese character name, write down in Chinese character.

※ Only for people from countries that use chinese character.

4. To mark your gender, check a bracket below.

5. Write down the date of birth in the order of date, month, and year.

6. Write down your nationality.

7. Write down the name of the country you were born in.

8.~11. Write down your address, phone number, mobile phone number and email in your home country.

13.~17. Write down the type of your passport (see your passport) and draw a circle around the appropriate one.

※ DP(Diplomatic Passport), OF(Official Passport), OR(Ordinary Passport)

18. 20. Write down your occupation and the phone number · name · address of your company.

21.~25. Write down personal data of your spouse, if you are married.

29. Write down how many times you have visited Korea.

30.~31. Write down the address and phone number of a place you are going to stay after arriving in Korea. If they are undecided, write down "undecided."

32. Write down who will bear the cost of your stay in Korea. (name, relation)

34. If you are a spouse or a child under the age of 20 of a person who holds the visa status of Culture and Art(D-1), Student(D-2), General Training(D-4) through Particular Occupation(E-7), fill these blanks.

35. Write down the name of person who sponsors your visa.

※ A sponsor may be a non-korean.

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)

Senior Vice President

East Coast Promotions, Inc.

Sample Business Letter For Flight Crew

*****Please print your business letter on company stationery*****

June 15, 2011

Consulate General of (*Country you are traveling to*)
Consular Section

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in (*country*) is the complete and total responsibility of (*name of your flight department*)

Pilots: Primary Captain(s):
 Backup(s):

First Officer Primary:
 Backup:

Flight Attendant Primary:

Date of Arrival #1: July 13, 2009 Date of Arrival #2 (*if applicable*)

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2009 Date of Departure #2 (*if applicable*)

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at (*contact number*).

Best Regards,

(*Signature here, must be signed by someone other than the applicants*)

Title