



PASSPORT AND VISA SERVICES

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REQUIREMENT:

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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 (valid for a minimum of 6 months)
2. Application form
3. One recent passport size colour photo attached to the application form
4. Visa fee

Other documents will be required depending on the status of his/her application

NOTE:

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

1. Valid 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 & details of a contacting person at the company in Korea.
5. Letter (written in Korean) from the person who will be coming to pick you up at the airport.

ADDITIONAL REQUIREMENTS:

In the case of staying with family or friends in Korea:

- 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.

Extended holiday:

- Letter of reservation from Hotel Manager
- Detailed itinerary-clear dates of arrival and departure to/from 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.

Additional requirements for a business visa:

- An official letter from place of employment stating reason for going to Korea as well as the senior contacting person at company where applicant is employed.
- Official letter from the relevant person or company in Korea. The contact person, phone number, address and purpose of visit must appear on an original letterhead.
- Business history for the last 3 years (approx 3 pages)
- 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
- Most recent 6 months bank statements.
- Personal invitation letter preferably written in the Korean & English language which states that the invitor will take full responsibility for the duration of the invitee's stay in Korea.

PROCESSING TIME:

Usually 3 working days

VISA PROCEDURE:

1. The applicant needs to send certified and notarized diplomas/certificates to the employer in Korea - colour photocopies of diplomas & degrees, Certified by a Commissioner of Oaths and then a notarization stamp from the Korean Embassy.
2. The employer, in Korea, then go and apply for the "Certificate for the Issuance of a visa".
3. This Visa Certificate then gets sent to the applicant. The alternative is that the employer could e-mail the certificate number to the applicant whilst the original certificate is in-transit.

Single entry visas only / visa issuance number will be sent to the applicant.

4. The applicant sends their visa application, photo, visa certificate (or a copy of the e-mail in which the certificate number is clearly printed), passport and visa fee to the embassy to enable the Embassy to issue a visa (also a return courier bag to enable the Embassy to send the passport back to the applicant).

Normally the above process can take a minimum of 2 weeks and a maximum of up to 6 weeks up to the point of visa issuance into a passport.