

No	Documents Required
01	<p><b>Travellers Details</b></p> <ul style="list-style-type: none"> <li>• Passport should be valid for atleast 3 months from the date of return and should have at least 2 blank pages.</li> <li>• Enclose any old passports with the application.</li> <li>• Handwritten passports, passports with observations mentioned and passports valid for more than 10 years are not accepted.</li> <li>• Photograph : 35mm x 45mm, clicked within the last 3 months, 80% face, clicked against a plain white background with matt finish.</li> </ul>
02	<p><b>Travel Details</b></p> <ul style="list-style-type: none"> <li>• Copy of confirmed Arrival and Departure tickets.</li> <li>• Confirmed Hotel reservation showcasing the Hotel Address, Contact No., Applicant's Name and Dates of Reservation for all days of travel.</li> </ul>
03	<p><b>If Employed</b></p> <ul style="list-style-type: none"> <li>• Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of South Korea): <ul style="list-style-type: none"> <li>◦ Leave Sanction letter (OR) No Objection Certificate.</li> <li>◦ Payslips of last 3 months.</li> <li>◦ Company Appointment Letter (if the applicant has recently switched the company).</li> <li>◦ 3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>◦ Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul> </li> </ul>
04	<p><b>If Self-employed</b></p> <ul style="list-style-type: none"> <li>◦ Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of South Korea)</li> <li>◦ Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.</li> <li>◦ For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR</li> <li>◦ For Self-Employed Individuals: 3 years' Personal / Company ITR</li> <li>◦ Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul>
05	<p><b>If student</b></p> <ul style="list-style-type: none"> <li>• Bonafied certificate from educational institution</li> <li>• Leave letter from the student's educational institution</li> <li>• Student identity card copy</li> </ul>
06	<p><b>If retired</b></p> <ul style="list-style-type: none"> <li>• Retirement Proof or Pension slip for the last 3 months.</li> </ul>
07	<p><b>Specific Mandates</b></p> <ul style="list-style-type: none"> <li>• All documents should be in English. If a document is in any other language, an official translation of the same should be submitted.</li> <li>• Embassy or Consulate may request additional documents or personal interview with the applicant on a case-to-case basis.</li> <li>• If married &amp; name is not stated in passport then required marraige certificate.</li> <li>• Visa Fees for Delhi Jurisdiction - Rs. 4580/-</li> </ul>
08	<p><b>Sponsor documents</b></p> <ul style="list-style-type: none"> <li>• Sponsorship letter from the sponsor stating the applicants details and particulars for the trip.</li> <li>• Employment proof and Bank-statement of the sponsor,</li> <li>• Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India (or) If the sponsor is from South Africa, then passport/driving license copy of the sponsor</li> </ul>
09	<p><b>Minor Travelling</b></p> <ul style="list-style-type: none"> <li>• Applicants below the age of 18 have to present their notarised birth certificate.</li> </ul>
10	<p><b>Staying with friends and family</b></p> <ul style="list-style-type: none"> <li>• Invitation Letter Including the name/passport no.of the invitees and duration/purpose of stay</li> <li>• IPermanent address and contact no.of the inviting person</li> <li>• Copy of Passport and Visa of the inviter</li> <li>• Invitation Letter</li> <li>• Address Proof</li> </ul>
11	<p><b>Rental agreement</b></p> <ul style="list-style-type: none"> <li>• Applicable, if passport is issued in a different jurisdiction from the jurisdiction of visa application.</li> </ul>

**KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:**

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



**For more info contact:**  
**+91 9426417399**