

ANNEX IV

List of supporting documents to be submitted by applicants for short stay visas in South Korea

I. General Requirements

- a) Flight reservation (round trip reservation) and travel itinerary.
- b) Proof of applicant's return to home country after travel:
 - a recent declaration from the applicant's employer (not older than a month);
 - an employment contract or other information proving employment;
 - a document proving the applicant is in education or training in country of origin;
 - proof of immovable property in country of origin.
- c) Proof of accommodation for the whole duration of the intended stay:
 - hotel reservation;
 - travel package;
 - proof of participation in group travel;
 - a letter or email that confirms that the host will provide accommodation for the visa applicant (this document may be requested in notarized form);
 - proof of sponsorship and/or private accommodation (completing a form drawn up by each Member State);
 - proof of possession of own real estate.
- d) Proof of solvency of the applicant:
 - bank statements (from the last 3 months);
 - international credit card;
 - travellers check.
- e) Copy (front and back) of Alien Registration Card with at least 3 months of validity after visa expiration date.
- f) Minors (under 18 years of age) travelling alone or with only one parent:
 - minor's birth certificate;
 - an identity document bearing the parents' signature (1 document for each parent);
 - a declaration of consent from both parents stating that the minor can travel;
 - a declaration from the minor's school consenting his/her absence for trips falling outside the general school holiday periods.

II. Documents to be submitted depending on purpose of visit

(1) Individual tourism

- a) Proof of solvency of the applicant:

For employees:

- a certificate of employment proving employment relations between employer and applicant (income statement with the expiration date included);
- a vacation certificate from employer.

For self-employed:

- business license and tax return forms.

(2) Visit to family/friends

- a) Invitation letter from the inviting person specifying who is invited, the relationship with the invited person, as well as the full address of the sojourn (this document may be requested in notarized form).
- b) Proof of solvency of the applicant:

For employees:

- a certificate of employment proving employment relations between employer and applicant (income statement with the expiration date included);
- a vacation certificate from employer.

For self-employed:

- business license and tax return forms.

(3) Business visit

- a) Proof of solvency of the applicant:
 - proof of the solvency of the employing company, if the company pays the costs of travel and living; or
 - proof of the applicant's personal solvency, in case personally covering the costs of travel and living.
- b) Proof of solvency for employees:
 - a sealed copy of the business licence of employing company;
 - a letter from the employer on paper with hosting company or organizer letter head with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the company;
 - the name and position in the company of the countersigning officer;
 - the name of the applicant, position, salary and years of service;
 - approval for leave or absence.
- c) Financial and commercial information on the company in South Korea and original letter from the applicant's employer, i.e.:
 - the charter and registration certificate;
 - solvency documents from the bank;
 - on official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company;
 - the name and position of the countersigning officer;
 - name, position, salary and years of employment;
 - the purpose of the visit;

- confirmation of position after the return;
 - the person or the entity who will bear the applicant's travel and living costs.
- d) Original invitation letter from the organizer of the event or the training;
On official company paper with stamp and signature, mentioning:
- the full address and contacts of the company;
 - the name and position of the countersigning officer;
 - purpose and duration of the visit;
 - detailed program;
 - the person or the entity who will bear applicant's travel and living costs;
 - whether the sponsor gives financial guaranty for the applicant's return to South Korea;
 - proof of registration from a Chamber of Commerce, if applicable.

(3) Study/conference/sports/cultural events

Documents proving your visit relates to study/conference/sports/cultural events, for instance:

- A letter of invitation from the organizer on official paper mentioning:
 - purpose and duration of the stay;
 - detailed program and itinerary;
 - an indication of the costs of the study/sport/event and entity that will pay for them;
 - indication of lodging during the period of the intended stay;

Or

- if attending a seminar/conference: invitation/ticket for congress, expo, conference, seminar etc.;
- if attending a culture/sport event: confirmation about cultural/sport activities in the Member State;
- if for study: acceptance letter from the school, student cards or certificates concerning the courses to be attended;
- if for scientific research: hosting agreement with a research institution.

(4) Medical treatment

- a) A medical certificate issued by a doctor and/or a medical institution in South Korea or in the destination country confirming the need for specific medical treatment in the country of destination;
- b) Written confirmation of an appointment in a health/medical facility;
- c) Proof that the cost of medical treatment can be covered and/or proof of prepayment of these costs.