

KOREA

Applicant name : _____

Intended travel date : _____

Place a tick in the box for documents you are submitting		
	You	TGI Remarks
Confirm type of visa applying for ☐ Short-term Visit for Tourist (C-3-9) ☐ Short-term Visit for Family and Friends (C-3) ☐ Short-term Visit Visa for Invited (Business, Religion, Events etc) (C-3) Note: Single entry visa is valid for 3 months from issue day; stay of 59 days or less GRATIS , stay of 60 to 90 days: P2,000 Visa center fee and handling fee charged separately		
My documents are original on A4 size bond paper		
My documents are issued within (3) months from filing		
There are no staples in my documents		
Payment of fees		
GENERAL REQUIREMENTS - MANDATORY		
Application Form		
☐ Must be typewritten (see attached)		
☐ Must be A4		
☐ With original signature in black ink - for minors, parents to sign		
Passport		
☐ Original		Passport #
☐ Passport must have signature		
☐ Must be valid six (6) months from the intended departure		
☐ Must contain two (2) blank visa pages		
☐ Photocopy of bio page - COLORED		
☐ If damaged / defaced, application may not be accepted		
Photo		
☐ One (1) original Passport size photos (35mm x 45mm)		
☐ White background – do not wear white top		
☐ Colored - taken last 6 months		
☐ No selfies, digitally altered/photoshopped photos		
Personal Bank Cert - of applicant or in case of minor, housewife or invited: applicant's parents / spouse / sponsor		
☐ Applicant ☐ Parent ☐ Spouse ☐ Sibling ☐ Uncle ☐ Aunt ☐ Other Sponsor _____		
☐ Original		☐ Must indicate account type
☐ Issued in last 3 months		☐ Must show Account opening date
☐ Issued in the applicant's name		☐ Must show Current Balance
☐ Must include account number		☐ Must include 6 months ADB
Proof of Ties / Relationship		
☐ Applicant's Original PSA Birth Certificate		
☐ Applicant's Original PSA Marriage Certificate		
If applicable only		
Submit for applicant AND in case of student, supported or invited: submit docs of parents / spouse / sponsor		
☐ Copy of valid visa to OECD countries (last 5 yrs)		☐ applicant ☐ parent ☐ spouse ☐ sponsor
☐ Copy of valid arrival stamps to OECD countries (last 5 yrs)		☐ applicant ☐ parent ☐ spouse ☐ sponsor
☐ Copy of PRC Card / IBP Card		☐ applicant ☐ parent ☐ spouse ☐ sponsor

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Place a tick in the box for documents you are submitting		
	You	TGI Remarks
Data Privacy Form		
☐ Filled out and signed - Kvac Data Privacy Form		
Copy of ITR - of applicant or in case of minor, housewife or invited: applicant's parents /spouse / sponsor		
☐ Applicant ☐ Parent ☐ Spouse ☐ Sibling ☐ Uncle ☐ Aunt ☐ Other Sponsor _____		
☐ For sole proprietorship: ITR Form 1701		
☐ For corporation/directors/shareholders: ITR Form 1701 or 1702		
☐ If employed: ITR Form 2316 or 1701		
☐ For Freelancer or Independent Contractor		
- If Philippine Subsidiary / Local Entity		
☐ BIR Form 2307 (if applicable)		
☐ BIR Form 2303 (COR) (if applicable)		
☐ BIR Form 1701 / 1701Q		
- If Offshore Direct Employment		
☐ BIR Form 1701 / 1701Q (if applicable)		
☐ For Remote/Telecommute Worker: ITR Form 2316 or 1701		
If SUPPORTED - Sponsor: Parent, Spouse or Family Member		
Tick sponsor : ☐ Parent ☐ Spouse ☐ Sibling ☐ Uncle ☐ Aunt ☐ Other : _____		
☐ Original PSA Birth Certificate - of sponsor/family member		
☐ Original PSA Marriage Cert - of parents for students		
☐ Sponsor's financial documents		
- Original COE, Original Bank Cert, ITR		
☐ Sponsor - COLORED photocopy of passport biopage		
☐ Sponsor - copy of valid Korean visa, if applicable		
☐ Sponsor - IBP/PRC card, if applicable		
If travelling with family member who already possesses visa		
☐ Proof of Relationship - Original PSA Birth, if applicable		
☐ Proof of Relationship - Original Marriage Cert, if applicable		
☐ Family Member - Photocopy of Visa		
If Attending Events or If Invited for Business, Religion, Events etc - additional docs		
☐ Letter of Invitation		
☐ Copy of Business Registration of Inviter, or		
☐ Invitor's Copy of Unique Certificate for non-profit organization		
<i>If no official invitation, submit other supporting docs to prove invitation</i>		
Proof of Employment		
- Submit for applicant <u>OR</u> in case of student, housewife or invited: submit docs of parents /spouse / sponsor		
- Tick sponsor		
☐ N/A ☐ Parent ☐ Spouse ☐ Sibling ☐ Uncle ☐ Other: _____		
- If Employed, Remote / Telecommute Worker, Paid Religious Worker		
☐ Certificate of Employment		
✓ Original		✓ Date Hired
✓ Must be issued on Official Company Letterhead		✓ Company Address
✓ Salary		✓ HR Manager's contact (phone and email)
✓ Include position		✓ Issued in last 3 months
☐ Remote work: Copy of contract (consulting/employment agreement)		
- If Sole Proprietorship		
☐ DTI Certificate		
☐ Mayor's / Business Permit		

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Place a tick in the box for documents you are submitting		
Proof of Employment - continued	You	TGI Remarks
- If Corporation / Entrepreneurs / Shareholders / Directors		
☐ SEC Registration 1st page and GIS		
☐ Mayor's / Business Permit		
- If Freelancer / Independent Contractor - Philippine Subsidiary / Local Entity		
☐ Service / Project Agreement		
- If Freelancer / Independent Contractor - Offshore Direct Employment		
☐ Independent Contractor Agreement		
☐ Certificate of Engagement		
☐ Billing Invoices (if applicable)		
☐ Inward Remittance (last 3 months)		
- If Retiree / Senior Citizen		
☐ Copy of Senior Citizen's ID or Retirement Certificate		
☐ (if applicable) Proof of Pension (BIR/SSS/GSIS/Private)		
☐ (if applicable) Latest (ITR) or Proof of Property Ownership		
- If Housewife / homemaker		
☐ Spouse financial/employment documents		
- If student		
☐ Certificate of Enrollment Original or copy of School ID		
☐ Parent/s copy of valid passport or government ID		
If Religious Staff and Ministers - additional docs		
- If Paid Religious Workers		
☐ ID for Religious Worker (Cert of Priesthood)		
☐ Certificate of Employment		
☐ CRASM (Certificate of Registration of Authority to Solemnize Marriage)		
☐ SEC Registration 1st page and GIS of organization		
- If unpaid religious worker		
☐ Original Certificate of Membership		
☐ SEC Registration 1st page		
If Overseas Filipino Worker OFW - additional docs		
☐ Copy of Overseas Employment Certificate (OEC)		
☐ OEC must be issued by Department of Migrant Worker		
☐ Copy of Employment Contract		
If Visiting Family and Friends - additional documents		
☐ Invitation Letter - secure format from TGI (no need to notarized)		
☐ Photocopy of bio page of Invitor's Passport		
☐ Photocopy of bio page of Invitor's Military ID (front and back)and order		
☐ Invitor's Proof of Residence in the Philippines		
☐ Invitor's COE or DTI/SEC, Mayors Permit		
☐ Invitor's copy of Korean's Philippine Visa and ACR I-card		
☐ Proof of Family Relation		
✓ Invitor or Parents' Original PSA Marriage Cert -w/ever is applicable		
✓ Basic Certificate		
✓ Certificate of Korean Marriage History		
✓ Certificate of Korean Family Registry (Detailed issued w/in 3 months)		
✓ Adoptive Relation Certificate (Detailed, Issued w/n 3 months)		
☐ If child of Filipino spouse before marriage		
- submit copy of biopage passport of Filipino spouse		
☐ If Filipino in Korea is about to give birth or sick - med cert		

By using TGI Services, I acknowledge and agree to the following:

1. TGI Policies and Consent

TGI's Data Policy as outlined on their website: <https://thetravelguruinc.com/wpautoterm/privacy-policy/>

TGI's Consent and Waiver on personal data processing as outlined on: <https://thetravelguruinc.com/consent-and-waiver/>

2. Submission of Requirements

Additional documents may be requested during screening of visa application depending on individual circumstance

Incomplete documents will not be processed

My submitted documents are legally obtained and authentic

Document falsification may result in prosecution by the Korean Embassy

3. Passport Withdrawal / Borrowing

I understand that I cannot withdraw or borrow my passport until the application processing has been finalized

4. Application Processing

My application will only be processed after I submit complete documents and make the payment

I understand that TGI does not accept partial or incomplete submissions

The processing period may be recalculated upon submission of additional documents.

5. Consequences of Non-Compliance

If I fail to provide mandatory or correct documents, my application may be delayed or denied.

I release TGI from responsibility for the outcome of my application.

6. Fees and Visa Issuance

Payment of visa or processing fees does not guarantee visa approval and all fees are non refundable

7. Embassy Requests

The embassy may request additional documents or corrections

I understand that visa approval or multiple-entry status is solely at the discretion of the embassy.

7. Limitations of Responsibility

Embassy procedures, forms, and requirements may change depending on individual circumstances.

Signed:

Signature Over Printed Name of Applicant

Date: _____

TGI USE ONLY

Received by _____

Date _____

DOF _____

DOR _____