

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

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:
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10	<p>Staying with friends and family</p> <ul style="list-style-type: none"> • Invitation Letter Including the name/passport no.of the invitees and duration/purpose of stay • IPermanent address and contact no.of the inviting person • Copy of Passport and Visa of the inviter • Invitation Letter • Address Proof
11	<p>Rental agreement</p> <ul style="list-style-type: none"> • Applicable, if passport is issued in a different jurisdiction from the jurisdiction of visa application.
12	<p>If Visiting for Business Purpose</p> <ul style="list-style-type: none"> • Invitation letter for company on thier letter head with complete details of your trip. • Bank statement of last 6 months with sign & stamp, company registration certificate & ITR of last 3 years of the company which will bare your travel expenses.

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