

List of supporting documents¹ to be submitted by applicants for Schengen short stay visas in the Republic of Korea

as of 8 March 2017

1. List of supporting documents to be submitted by applicants travelling for the purpose of individual tourism

- 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;
 - 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)
- d) Proof of solvency of the applicant:
 - bank statements (from the last 3 to 6 months);
 - international credit card;
 - travellers check

For employees:

- a certificate of employment (income statement with the expiration date included)
- a vacation certificate from employer

For self-employed:

- business license and tax return forms

- 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.

¹ The supporting documents should contain both originals and copies.

2. List of supporting documents to be submitted by applicants travelling for the purpose of business visit

- a) Flight reservation (round trip reservation)
- b) Proof of accommodation for the whole duration of the intended stay:
 - hotel booking
- c) 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
- d) 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
- e) Financial and commercial information on the company in Korea and original letter from the applicant's employer:
 - 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
- f) 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

- g) Copy (front and back) of Alien Registration Card with at least 3 months of validity after visa expiration date.

3. List of supporting documents to be submitted by applicants travelling for the purpose of visit to family/friends

- a) Invitation letter from the inviting person specifying who is invited and why, the relationship with the invited person, as well as the full address of the sojourn (this document may be requested in notarized form)
- b) Flight reservation (round trip reservation)
- c) Proof of solvency of the applicant:
 - bank statements (from the last 3 to 6 months);
 - international credit card;
 - travellers check

For employees:

- a certificate of employment (income statement with the expiration date included)
- a vacation certificate from employer

For self-employed:

- business license and tax return forms

- d) Proof of accommodation (if the applicant will not stay at the inviting person's place):
 - hotel booking
- e) Korean Alien Registration Card
- 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.

4. List of supporting documents to be submitted by applicants travelling for the purpose of study/conference/sports/cultural events

- a) Flight reservation (round trip reservation) and travel itinerary
- b) 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 EU 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

c) Korean Alien Registration Card

d) 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

5. List of supporting documents to be submitted by applicants travelling for medical treatment

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;
- 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:

- *ibid.* relevant sections above

d) Proof of solvency of the applicant:

- *ibid.* relevant sections above

e) A medical certificate issued by a doctor in Korea

f) Written confirmation of an appointment in a health/medical facility

g) Proof that the cost of medical treatment can be covered

h) An interview may be required on a case-by-case basis