

EMPLOYED

SOUTH KOREA VISA REQUIREMENTS

- ❑ **Application Form.** Available online through the web link: visa.eongroup.com.ph. Kindly contact your services officer should log-in code be required.
- ❑ **2 pcs. Korean Passport Size Colored Picture.** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral facial expression. DO NOT STAPLE!
- ❑ **Original Passport.** 6 Months valid prior to travel date. Passports shall be on hold by the Embassy for processing until the release date. Please manage your travel schedules.
- ❑ **Photocopy of previously issued visas for the past 5 years:** Found in your passport only if applicable. USA, Schengen, Australia, Japan, Canada, etc.
- ❑ **Original Certificate of Employment.** Valid for 1 month from the date issued upon the submission of the application. The certificate must reflect the applicant's position, date hired, compensation, office address, office landline number [cellphone is not allowed], and email address; must be issued at least 1 month prior to application. If **NOT** Originally signed submit an Explanation Letter or System Generated. **For Government Employees, original Travel Authority is required for submission.**
- ❑ **Original Bank Certificate.** Latest issued. Valid for 1 month from the date issued prior to submission of application. Must include account type, current balance, and account opening date with 6 months Average Daily Balance (ADB) stated on the certificate. Available Funds must reflect at least Php 100,000.00.
- ❑ **Original Bank Statement or Passbook Certified True Copy.** The Bank Statement must reflect the recent banking transaction history for the past **6 months**. If the passbook is, the certified true copy of the pages with transaction history for the last **6 months**; must be paired with the Bank Certificate provided.
- ❑ **Photocopy of Latest ITR (Income Tax Return) Form 2316.** Checked by **BIR with Stamp** and with **TIN Number (w/out BIR Stamp attach Alpha List) (can't comply submit Explanation Letter).**
- ❑ **Latest Original PSA Birth Certificate.** Issued 6months prior to application.
- ❑ **Latest Original PSA Marriage Certificate.** Issued 6months prior to application.
- ❑ **Photocopy of PRC card or IBP card.**

IMPORTANT REMINDERS:

- Documents for photocopy must be printed on A4-sized Bond Paper.
- For proper handling, place all documents in a long folder with the name written on the cover enclosed in a plastic envelope.
- For clarifications & concerns please contact: **09171296825 / 09393184667**
- Email Address: visa.travel@eongroup.com.ph

Address your Bank Certificate to: CEBU	Address your Bank Certificate to: MANILA	All documents must be submitted to:
Consulate of the Republic of Korea in Cebu 12 th Floor Chinabank Corporate Center Lot 2, Samar Loop Cor. Road 5Cebu Business Park, Mabolo, Cebu City	Korean Embassy Manila 122 Upper McKinley Road, McKinley Tower Center Fort Bonifacio, Taguig City	Eon Travel Visa Center 2 nd Floor Rm 204 Adelina Building Corner Gen. Luna – Jalandoni Sts. IloiloCity, Iloilo 5000

Updated as of April 2025