



GROUP VISA

SOUTH KOREA REQUIREMENTS

GENERAL REQUIREMENTS (Lead Guest)

- **Application Form.** Available online through web link: visa.eongroup.com.ph
- **Original Passport.** 6 Months valid prior to travel date. Passports shall be on hold by the Embassy for processing until the releasing date. Please manage your travel schedules.
- **2 pcs. Korean Passport-Sized Colored Picture.** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. **DO NOT STAPLE!**
- **Certificate of Employment Certificate.** Must reflect the applicant's position, date hired, compensation, office address, office landline number [cellphone is not allowed], email address; must be issued at least 3 months prior to application.
- **Photocopy of Income Tax Return (ITR1701).** Checked by BIR with stamp.
- **Original Bank Certificate.** Must include account type, current balance, account opening date, 6 months average balance [ADB]; must be paired with the original bank statement. Available Fund must reflect at least Php 100,000.00.
- **Original Bank Statement.** Must reflect the banking transaction history for the past 3 months.
- **PSA Birth Certificate.** Colored Photocopy. Issued 6months prior to application.
- **PSA Marriage Certificate.** Colored Photocopy. Issued 6months prior to application.
- **Not applicable for Retired**
- **Group Visa must minimum of 5pax**

GROUP MEMBERS Requirements

- **Photocopy of Passport.** 6 Months valid prior to travel date and must cleared copy with signature.
- **2 pcs. Korean Passport-Sized Colored Picture.** With Collar. White background. NO white-colored shirt/blouse. NO accessories. Neutral face expression. **DO NOT STAPLE!**

BUSINESS DOCUMENTS (Support by Company)

- **Photocopy of DTI or SEC**
 - **Photocopy of GIS** (General Information Sheet -*applicable for Corporate Business only*).
 - **Photocopy of Business Permit (Year 2023)**
 - **Photocopy of Income Tax Return** (ITR1701 with Financial Statement)
 - **Original Bank Certificate.** Must include account type, current balance, account opening date, 6 months average balance [ADB]; must be paired with the original bank statement. *Available Fund must reflect at least Php100,000.00.
 - **Original Bank Statement.** Must reflect the banking transaction history for the past 3 months.
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