

Employment (ebusiness) Visa to Korea Checklist

- Arrange your documents in the order according to the checklist.
- All documents should be printed or photocopied on A4-sized paper.
- Separate all the application documents for different applicants into individual sets.
- NO staples/pins/paper clips should be used on documents.

	DOCUMENTS:
<input type="checkbox"/>	Visa application form completed, printed out and signed by hand.
<input type="checkbox"/>	Original and copy of a passport with at least 6 months validity beyond the validity of the visa.
<input type="checkbox"/>	Passport-size colour photograph – can be arranged in our office.
<input type="checkbox"/>	Copy of Identity card issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the validity and expiry status of a pass which can be obtained with a free SGWorkPass app (available on App Store and Google Play).
<input type="checkbox"/>	Employment recommendation letter from the respective department (affiliated organisations).
<input type="checkbox"/>	Certificate of Business Registration of Korean company (□□□□□□□). It must have been issued within recent 3 months. The Korean company may obtain the document from www.hometax.go.kr .
<input type="checkbox"/>	Certificate of Business Registration of Korean company. It must have been issued within recent 3 months.
<input type="checkbox"/>	Employment contract .
<input type="checkbox"/>	Completed and signed Global Singapore visa order form