

# Employment (vessel) Visa to Korea Checklist

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- 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.

	<b>DOCUMENTS:</b>
<input type="checkbox"/>	<b>Visa application form</b> completed, printed out and signed by hand.
<input type="checkbox"/>	Original and copy of a <b>passport</b> with at least 6 months validity beyond the validity of the visa.
<input type="checkbox"/>	Passport-size colour <b>photograph</b> – can be arranged in our office.
<input type="checkbox"/>	Copy of <b>Identity card</b> issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the <b>validity</b> 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"/>	<b>Letter</b> issued by Singapore company to verify your employment status such as designation, salary, date of hire, date and purpose of visit (issued within recent 1 month). <b>LOC</b> (Letter of Consent) issued by MOM is required if you are LTVP / LTVP+ holder.
<input type="checkbox"/>	<b>Invitation letter</b> issued by Korean company (a scanned copy is acceptable). It must include information like the date of the visit, the purpose of the visit, and the duration of the visit.
<input type="checkbox"/>	<b>Certificate of Business Registration</b> of Korean company. It must have been issued within recent 3 months.
<input type="checkbox"/>	<b>Contract</b> mentioning the provision of manpower or supervision work (a scanned copy is acceptable).
<input type="checkbox"/>	Completed and signed <b>Global Singapore visa order form</b>