

# Tourist FDW Visa to South 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.

<b>DOCUMENTS FROM APPLICANT:</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 from SGWorkPass app.
<input type="checkbox"/>	Printscreen from the helper's <b>SingPass</b> app showing employment status and name of employer.
<input type="checkbox"/>	Completed and signed <b>Global Singapore visa order form</b>
<b>DOCUMENTS FROM EMPLOYER:</b>	
<input type="checkbox"/>	One of the following: <ul style="list-style-type: none"> <li>- If you are an employee: a <b>letter</b> issued by Singapore company to verify your employment status such as designation, salary, date of hire, date and purpose of visit and that an employee bears all expenses for the trip (original and issued within recent 1 month). LOC (Letter of Consent) issued by MOM is required if you are LTVP / LTVP+ holder.</li> <li>- If you are self-employed: latest printout of <b>ACRA business profile</b> (issued within the last month).</li> <li>- If you are a student: a <b>school letter</b> stating name, passport no., and student status (original and issued within recent 1 month).</li> <li>- If you are unemployed: <b>spouse's company letter</b>, spouse's passport (copy).</li> </ul>
<input type="checkbox"/>	Recent 3 months Singapore bank account <b>statements</b> / passbook (original and copy) / e-statements. * Credit/debit card statements will not be accepted.
<input type="checkbox"/>	Passport copy of <b>ALL family members</b> who will be travelling to Korea.
<input type="checkbox"/>	Copy of <b>NRIC/EP/Spass/WP/LTVP/DP</b> . For work passes issued with QR code, you are required to use "SGWORKPASS" app to obtain your pass information. A clear printout of the scan result obtained within recent 1 week must be submitted. Re-entry permit (applicable to PR only).
<input type="checkbox"/>	A <b>letter of guarantee</b> for FDW.
<input type="checkbox"/>	A copy of a <b>marriage certificate</b> in English if the employer is married.

<input type="checkbox"/>	<p>One of the following:</p> <ul style="list-style-type: none"><li>- Looking after a young child below the age of 13: a copy of <b>child's birth certificate</b> in English.</li><li>- Looking after an elderly above the age of 65: a copy of <b>employer's birth certificate</b> in English.</li><li>- Other humanitarian reason(s): <b>relevant document(s)</b> to prove the necessity of bringing a domestic helper to Korea.</li></ul>
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