

Check List - Short Term - Business

(Less than 90 days)

SL. No.	Documents From Applicant	YES/NO
1	Original Passport with more than 6 months' validity.	
2	Recently taken 2 passports sized colored photographs.	
3	Duly filled Visa application form by Applicant with Blue or Black ball pen in Block Letters.	
4	Occupation Proof or Employment Proof. (Any letter issued by the company/organization should contain employers contact number and contact e-mail id)	
5	1 Year salary slip.	
6	Photocopy of Income Tax Return (ITR) of last 2 year and PAN Card. (If unable to submit any of ITR then a letter of explanation mentioning the reason must be Submitted).	
7	In case of ownership please submit 3 year company Income Tax Return and PAN Card copy (for proprietor please submit 3 year personal ITR ).	
8	Recent Bank Statement of last 6 months [Bank statement with original stamp and sign by bank Authority].	
9	Company registration copy.	
10	Business profile details in case of ownership in format only (Please refer download form section for format).	
11	Health Condition Form (Please refer to home page).	
	From Korea	
12	Invitation letter from Korea (Original invitation letter or scan copy or photocopy can be submitted).	
13	Scan copy or photocopy of Business Registration of Inviting Korean Company.	
14	Guarantee Letter from Inviting Company.	

Fees:		
Visa Fees (Normal)	Rs. 3400	
VFS Charge	Rs. 1380.	
Courier Charge	Rs. 550	

Important Note:

Applicant / Travel Agent / Representative are requested not to contact the Consulate General of the Republic of Korea, Chennai, for visa application status & visa processing updates.

Applicant / Travel Agent / Representative

Name:

Signature & Date;

Officer's Signature

Contact Number: