

**Checklist -Short Term Visa- Student / Internship / Research
(less than 90 days)**

SL. No.	Documents From Applicant	YES/NO
1	Original Passport with more than 6 months' validity.	
2	Recently taken 2 passport sized colored photographs.	
3	Duly filled Visa application form by Applicant with Blue or Black ball pen in Block Letters.	
4	Copy of all Academic Records with Original Apostille	
5	Copy of Recent Degree with Original Apostille.	
6	Bonafide Certificate with Original Apostille (in case of studying currently).	
7	Occupation Proof or Employment Proof (in case of currently employed). . (Any letter issued by the company/organization should contain employers contact number and contact e-mail id)	
8	1 Year salary slip.	
9	Photocopy of Income Tax Return (ITR) of last 2 year and PAN Card (in case of currently employed). (If unable to submit ITR then a letter of explanation mentioning the reason must be submitted).	
10	In case of ownership please submit 1 year company Income Tax Return and PAN Card copy.	
11	Recent Bank Statement of last 6 months [original or photocopy with the bank's stamp and sign by bank authority] OR Parent's/Guardian's recent Bank Statement of last 6 months in case applicant cannot submit own Bank Statement.	
12	Relation Proof between applicant and sponsor. (If applicant is sponsored for his travel)	
13	Health Condition Form (Please refer to home page).	
14	Company registration copy and Business profile details in case of ownership in format only (Please refer download form section for format)	
	From Korea	
15	Invitation letter from Korea (Attestation is not required, either original invitation letter or scan copy or photocopy can be submitted).	
16	Copy of Business registration of Inviting Korean University (Scan copy or photocopy can be submitted).	
17	Sponsorship Letter (if any).	

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

Applicant / Travel Agent / Representative

Name:

Signature & Date

Officer's Signature