

Check List - Short Term - Employment Visa
(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 colour photographs.	
3	Duly filled Online Visa application form by Applicant.	
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 or Bank Statement then a letter of explanation mentioning the reason must be submitted.)	
7	Copy of recent Bank Statement of last 6 months [Bank Statement with original stamp and sign by bank authority].	
8	Health Condition Form (Please refer to home page).	
9	Contract copy between Indian & Korean Company.	
10	Dispatch & Transfer Order.	
	From Korea:	
11	Invitation letter (Attestation is not required, either original invitation letter or scan copy or photocopy can be submitted).	
12	Scan copy or photocopy of Business Registration of Inviting Korean Company.	
13	Guarantee Letter from Inviting company	

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

Applicant / Travel Agent / Representative

Name:

Signature & Date:

Officer's Signature :