



## KVAC Berlin

### Important Notes for completing the Visa Application 비자신청서류 작성 시 유의사항

#### Visa Regulation Notice / 비자 신청 관련 공지

(K-ETA, Visa Criteria, Processing Time, etc. / K-ETA, 신청 가능 비자, 심사 기간 등)

CLICK on the language to view Notice in [English](#), [Deutsch](#), [한국어](#), [Français](#)

All applications submitted to the KVAC Berlin will be reviewed by  
the Embassy of the Republic of Korea in Germany (Berlin).

KVAC 베를린으로 신청하신 모든 비자 신청 서류는 주독일대한민국대사관(베를린)에서 심사됩니다.

!!!

Please make sure to **plan in advance** for the visa application submission for your timely departure.  
(Flight schedules, itinerary etc. do not fall under the reason for the expedited visa screening process)

**Applicants are recommended to apply for their visa 1.5 – 2 months in advance**  
during high seasons. The high season is from the beginning of June to the end of August and from mid-December to  
mid-February, due to the international students' applications.

항공편 일정 등은 비자심사 기간 단축 사유에 해당하지 않으므로,  
출국일을 고려하여 사전에 **충분한 시간**을 두고 신청하시기 바랍니다.

특히 학생비자 신청이 폭주하는 극성수기 기간(여름, 겨울)에는 여유롭게  
출국일로부터 **1.5-2 달 전에** 신청하시기 바랍니다.

## Wie Sie Ihr Visum beantragen / How do I apply for my visa? / 비자 신청 방법

1. Application can be submitted **IN-PERSON OR** via **POST**, **ONLY AFTER** sharing a proof of **\*CORRECT\* Fee payment** to [kvacdeinfo@iom.int](mailto:kvacdeinfo@iom.int)
2. ONLINE ANTRAGSTELLUNG IST **NICHT MOEGLICH** / ONLINE VISA APPLICATION IS **NOT POSSIBLE** / 온라인 비자신청 불가능

### [German]

1. Persönlich von Montag bis Freitag zwischen 10 Uhr und 11 Uhr (kein Termin erforderlich) **nach Gebührüberweisung**.  
Klicken Sie [hier](#) für die Liste der Feiertage.  
>> Zeit für die Abholung von Reisepässen: 14:00 – 15:00
2. Per Kurier über den [Mail-in Service](#).  
Bitte geben Sie auf dem Umschlag Ihre Visakategorie an. (z. B. C-3-1, C-4-5, F-6-1, usw.)  
>> Nach Abschluss des Visumverfahrens wird Ihnen Ihr Pass per Einschreiben Einwurf der Deutschen Post an die von Ihnen auf dem [KVAC Haftungsausschluss \(Waiver Courier\)](#) angegebene Adresse zurückgeschickt.  
\*Die Zustellgebühr von 8 EUR beinhaltet einen Umschlag und die Rücksendung.

### [English]

1. In-person from Monday to Friday between 10 AM to 11 AM (no appointment is necessary) **AFTER FEE TRANSACTION**.  
Click [here](#) for Holiday Closure  
>> In-person Passport Pick-up: 14:00 – 15:00
2. Send your documents via courier using [mail-in service](#)  
Please indicate your Visa Category on the envelope. (e.g C-3-1, C-4-5, F-6-1, etc.)  
>> Once Visa Screening Process is over, your passport will be returned to you using Deutsche Post registered mail (Einschreiben Einwurf) to the address you indicated on [KVAC Waiver Courier](#).  
\*8 EUR fee includes an envelope and courier fee.

### [Korean]

1. **올바른 비용 송금 후**, 공휴일 및 휴무일을 제외한 평일 오전 10-11 시 방문제출 (방문 예약 불필요)  
휴무일 공지는 [여기](#)서 확인  
>> 여권 픽업 가능 시간: 오후 2 시부터 3 시까지
2. 우편으로 신청 가능하며 절차는 [여기](#)에서 확인  
봉투 앞 면에 반드시 비자 카테고리를 명시하시기 바랍니다. (예시: C-3-1, C-4-5, F-6-1, 등)  
>> 심사가 끝나면, [KVAC Waiver Courier](#) 에 기재한 주소로 Deutsche Post 등기우편(Einschreiben Einwurf)을 이용하여 여권을 돌려보내드립니다.  
\*8 유로 - 등기우편 요금 및 봉투 포함.

\* If you live near **Frankfurt/Bonn/Hamburg** / 프랑크푸르트/본/함부르크 근처에 거주하는 경우

Please check the relevant website [here](#) and find the contact to make an appointment there.

프랑크푸르트/본/함부르크 영사관 근처에 거주하시는 경우, 영사관에 직접 비자 신청 가능하오니, 영사관으로 신청 방법, 방문 등 문의하시기 바랍니다.

주소 및 연락처는 [링크](#)에서 확인하실 수 있습니다.

## STEP-BY-STEP 1 TO 5

Please follow these steps when applying for a visa at the KVAC in Berlin.  
KVAC 에서 비자 신청 시, 반드시 아래 절차를 따라 주시기 바랍니다.

For all refund requests due to incorrect amount transferred, voluntary withdrawal, etc., the refund process may take up to 6 months.

본인 부주의로 인한 정확하지 송금액, 본인 취소 요청 등 대한 환불에는 **약 6개월** 이 소요됩니다.

### 1. Please pay your VISA and SERVICE FEES

비자 및 서비스 수수료 지불

Visa and Service Fees for **German national**.

**독일 국적자의 비자 및 서비스 수수료**

**!!! For other nationalities and other visa categories, please contact your KVAC**

**!!! 기타 국적자 및 비자 종류는 KVAC 에 문의 바랍니다.**

**D-2-1 ~ D-2-4 Student Visas (ONLY German passport holder can apply for Multiple Entry visa)**

D-2-1 ~ D-2-4 학생 유학 비자 (단수 입국 비자, 단, 독일인은 복수 입국 비자 가능)

\*There are **NO Visa Fees for German nationals** applying for student visas, **BUT SERVICE FEE IS MANDATORY (POSTAL FEE 8 EUR IS OPTIONAL).**

\*독일 국적자는 학생 비자 신청 시, 비자 수수료가 없습니다.

Visa Fee	<b>NO FEES for German nationals</b>
Service Fee	<b>60.00 EUR</b>
Return passport via mail/post within Germany	<b>8.00 EUR</b>

**D-2-6 Exchange Student Visas (Single Entry visa ONLY)**

D-2-6 교환 학생 비자 (단수 입국 비자)

\*There are **NO Visa Fees for German nationals** applying for student visas, **BUT SERVICE FEE IS MANDATORY (POSTAL FEE 8 EUR IS OPTIONAL).**

\*독일 국적자는 학생 비자 신청 시, 비자 수수료가 없습니다.

Visa Fee	<b>NO FEES for German</b>
Service Fee	<b>60.00 EUR</b>
Return passport via mail/post within Germany	<b>8.00 EUR</b>

**D-2-8 Short term Student Visas (Single Entry visa ONLY)****D-2-8 단기유학 비자 (단수 입국 비자)**

\*There are **NO Visa Fees for German nationals** applying for student visas, **BUT SERVICE FEE IS MANDATORY (POSTAL FEE 8 EUR IS OPTIONAL).**

\*독일 국적자는 학생 비자 신청 시, 비자 수수료가 없습니다.

<b>Visa Fee</b>	<b>NO FEES for German</b>
<b>Service Fee</b>	<b>60.00 EUR</b>
<b>Return passport via mail/post within Germany</b>	<b>8.00 EUR</b>

**D-4 Trainee Visas (more than 90 days, Single Entry visa ONLY)****D-4 연수 비자 (90 일 이상, 단수 입국 비자)**

\*Visa fees for all D-4 visa types are only exempted if the purpose of applying for D-4 visa is to attend trainee courses prior to attending a Korean University from which an applicant already has an admission letter (Certificate of Admission). For all other cases, applicants need to pay the relevant visa fees.

\*모든 D-4 유형의 비자 수수료는 국내 대학입학허가를 받아 대학 진학을 목적으로 연수 과정을 이수하는 학생의 경우에만 면제되며 입학허가서 등을 제출해야 합니다.

<b>Visa Fee</b>	<b>36.00 EUR</b>
<b>Service Fee</b>	<b>60.00 EUR</b>
<b>Return passport via mail/post within Germany</b>	<b>8.00 EUR</b>



3. **2-3 days after the payment**, please send all the necessary documents with **your original passport** to the address below.

송금일로부터 2-3 일 뒤에, 모든 서류 및 실물 여권을 동봉하여 아래 주소로 보내주시기 바랍니다.



Please send **one-sided** document only.



Please **DO NOT staple** your documents.



Please **DO NOT clip** any papers.

모든 서류는 A4 용지 **단면**으로만 출력해주시기 바랍니다.

서류를 절대 **철**하지 마십시오. (스테이플러 사용금지!)

서류에 클립을 끼우지 마십시오.

Please write your name, address, and Visa category on the envelope.

반드시 봉투 앞면에 이름, 주소, 비자종류를 기재해주시고.

#### **KVAC Berlin Address / 주소**

KVAC Berlin (06. OG)

Taubenstrasse 20

10117 Berlin

GERMANY

4. Once the KVAC in Berlin receives your documents, the team will check your payment and documents in order of arrival. If you have missing documents, the KVAC will contact you.

Only once you have submitted everything correctly, your application will be registered to the embassy and will be processed.

서류가 KVAC 베를린에 도착하면 KVAC 직원이 순차적으로 송금내역과 서류를 확인합니다.

서류 완성도 검사 후, 부족한 서류가 있는 경우 연락 드립니다.

모든 서류가 구비되었을 경우, 심사를 위해 비자 신청 서류가 대사관에 접수됩니다.

5. When your is visa approved or rejected, the KVAC in Berlin will announce the result and print your Visa (**Visa Grant Notice**) and send back the passport with the receipt to the address written on your [KVAC Waiver Courier](#).

비자 심사 후, 승인/불허된 결과물을 KVAC 직원이 출력하여, 여권 및 영수증과 함께 제출한

[KVAC Waiver Courier/우편 책임 면책서](#) 에 기재한 주소로 돌려드립니다.

We **do not return** the documents that were submitted for review.

비자 심사에 제출된 서류를 반환하지 않습니다.

Please **DO NOT** send originals unless specifically requested. **Photocopies** are accepted.

따로 요청이 있지 않는 경우, 원본서류를 보내지 마십시오. **복사본** 제출 가능.

All the documents should be submitted in **English/Korean** only.

사증발급신청서를 제외하고 기타 제출 서류는 영어/한국어로 제출 가능.

The **KVAC cannot guarantee the result of your visa application. The Embassy of Korea in Germany is the sole entity in charge of the decision-making process.**

심사 허가/불허 여부는 사전에 알 수 없습니다.

All documents that are issued in Korea can **only be submitted within 3 months from the date of issuance.** (Business Registration Certificate, Certificate of Admission, Family Relations Certificate, etc.)

모든 한국에서 발행되는 서류는 3 개월 이내 본 만 제출 가능합니다.

(사업자등록증, 신용정보조회서, 가족관계증명서 주민등록등본, 소득금액증명, 기본증명서, 제적등본 등)

\*가족관계증명서, 기본증명서, 혼인관계증명서는 모두

국문, 상세, 주민등록번호 모두 표기, 발급 3 개월 이내만 제출 가능.

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## Declaring loss of Korean Nationality 국적상실 신고 관련

### 1) 의의

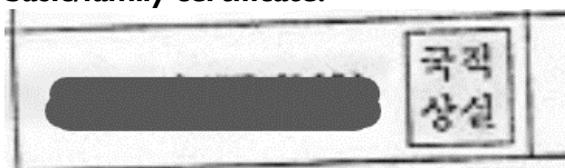
대한민국 국민이 외국국적을 취득하면 그 취득일로부터 대한민국 국적이 자동 상실되는 것이며, 국적상실신고는 외국국적을 취득한 시점에서 법적으로 대한민국 국적이 상실된 것을 사후에 호적에 정리하기 위한 절차입니다.

\* 국적취득일로부터 **1 개월 이내**에 재외공관(영사과) 또는 법무부(법무과)에 신고하여야 합니다.  
(호적관서나 국내 각 출입국 관리사무소에서도 신고를 접수합니다.)

관련 정보는 [여기](#)에서 확인

**! 단기 비자의 경우, 국적상실 접수증으로 비자 신청이 가능하나 F-4 비자는 신청 불가.**

**! In order to apply for F-4 visas, ‘국적상실’ must be written next to your name on your Korean basic/family certificate.**



# VISA CHECKLISTS / 비자 체크리스트

**!!! Please organize your documents in the order shown on the checklist !!!**

**!!! 반드시 체크리스트에 기재된 순서대로 서류를 정리하여 주십시오!!!**

The Visa Application Form must be filled in **English or Korean only** and the signature should be handwritten  
(digital signature cannot be accepted)

Application Forms filled in any other language will not be accepted.

비자 발급 신청서는 **영어** 또는 **한국어**로 작성해야 합니다.

기타 다른 언어로 작성된 신청서는 접수되지 않습니다.

## Do I need to submit a proof of residency in Germany?

For all visa types, if you are not a German national, you need to provide a document proving your residency.

### ■ For EU citizens

> provide a proof that you reside in that country (e.g. für in Deutschland wohnhafte Personen Meldebescheinigung)

### ■ For non-EU citizens

> If you have been living in Germany for more than 2 years, please provide relevant evidence. (e.g. copies of visas, copies of residence permits, etc.)

> If you have been living in Germany for less than 2 years, it is **mandatory to submit the certificate of enrollment of your school**.

독일 국적자가 아닌 경우, 반드시 거주 증빙 서류를 제출하셔야 합니다.

### ■ 유럽 국적자의 경우

> 거주 증빙 (예: (독일의 경우) Anmeldung Meldebescheinigung 등)

### ■ 비유럽 국적자의 경우

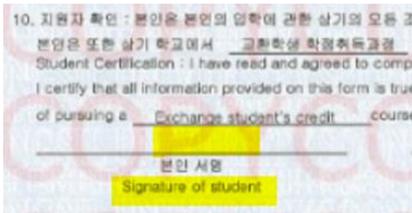
> 해당 국가에 2년 이상 거주한 증빙 제출 (예: 비자 사본, 거주증 사본 등)

> 해당 국가에 **2년 미만 거주한 경우 재학증명서 필수 제출**

## D-2-1 ~ D-2-4 Student Visa (Single Entry, only German can apply for Multiple Entry visa)

## D-2-1 ~ D-2-4 학생 유학 비자 (단수 입국 비자)

\* Students from **Cuba, Syria, Macedonia, Kosovo** must have Confirmation of Visa Issuance first. Please contact your school.

Documents to be submitted:	
<b>If your school is on the “Excellent IEQAS Universities” list,</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>Or, If your school is on the “IEQAS Universities” list, and you are from OECD* countries</b>	
1	<a href="#">Visa Application Form (Form no. 17)</a> (please do not print double-sided, electronic signature not permitted)
2	Passport with <b>at least 6 months</b> remaining validity from the date of the visa application submission
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	<b>Certificate of Admission/표준입학허가서</b> ❖ Please make sure the following points are valid: <ul style="list-style-type: none"> <li>- Stamp of the President is clearly visible</li> <li>- Your name, passport number, and date of birth are correctly written on your CoA document**</li> <li>- Document is issued within 3 months</li> <li>- Please sign the above “Signature of Student” (<b>only hand signature will be accepted.</b>)</li> </ul> <div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: right; color: red; font-weight: bold;">                         **If your CoA is not correct, please contact your school and request a revised version. CoA with incorrect data cannot be accepted.                     </div> </div>
5	Business Registration Certificate of the Korean Institute/University <b>issued within 3 months.</b>
6	Proof of Payment Receipt
7	<a href="#">KVAC Consent Form and Terms of Use</a> On page 2, “I have the right to contact IOM at _____”, please write ‘Berlin’
8	(If you asked for the post-service,) <a href="#">KVAC Waiver Courier</a> Please clearly write down the address where you wish to have your passport sent back including C/O.
<b>If your school is not on the “Excellent IEQAS Universities” list.</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>And, you are from the below country,</b> Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines, Guinea, Mali, Ethiopia, Uganda, Cameroon <b>please submit additional documents below.</b>	
9	Documents proving your last academic background certification <ul style="list-style-type: none"> <li>- <b>Original</b> document needed</li> <li>- <b>Apostille</b> needed (If your country of origin is not among the Apostille Convention countries, you will need to legalize your documents. To do so, please visit the Embassy of your country of origin located in the country where you are studying/have studied)</li> </ul>
10	Financial proof <ul style="list-style-type: none"> <li>- Your bank statement issued within 1 month (<b>Original</b> needed).</li> <li>- If you submit parents’ bank statement, please submit your <b>birth or family certification</b>. (Please translate the document if it is not written in English or Korean and submit a <a href="#">translate confirmation letter</a>.)</li> </ul>
<b>In countries at high risk of tuberculosis, please submit additional documents below.</b>	
11	If you haven’t stayed in Germany, France, UK for more than 6 months, you must submit the “tuberculosis certificate”.
11	- If you’ve been staying more than 6 months, you do not need to submit the certificate.

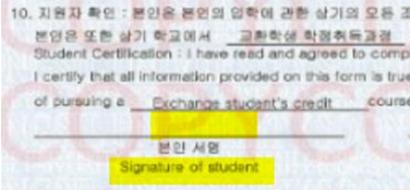
\* KVAC or Embassy might request additional documents if needed.



## D-2-6 Exchange Student Visa (Single Entry ONLY)

### D-2-6 교환학생 비자 (단수 입국 비자)

\* Students from **Cuba, Syria, Macedonia, Kosovo** must have Confirmation of Visa Issuance first. Please contact your school.

Documents to be submitted:	
<b>If your school is on the “Excellent IEQAS Universities” list,</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>Or, If your school is on the “IEQAS Universities” list, and you are from OECD* countries</b>	
1	<a href="#">Visa Application Form (Form no. 17)</a> (please do not print double-sided, electronic signature not permitted)
2	Passport with <b>at least 6 months</b> remainder validity from the date of submission of the visa application
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8	(If you ask for the post service,) <a href="#">KVAC Waiver Courier</a> Please clearly write down the address where you wish to have your passport sent back including C/O.
<b>If your school is not on the “Excellent IEQAS Universities” list.</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>And, you are from the below country,</b> Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines, Guinea, Mali, Ethiopia, Uganda, Cameroon <b>please submit additional documents below.</b>	
9	Reference letter from the principal of home country school
10	<b>Financial proof</b> <ul style="list-style-type: none"> <li>- Your bank statement issued within 1 month (<b>Original</b> needed).</li> <li>- If you submit parents’ bank statement, please submit your <b>birth or family certification</b>. (Please translate the document if it is not written in English or Korean and submit <a href="#">translate confirmation letter</a>.)</li> </ul>
11	<b>Documents proving that you are an exchange student</b> <ul style="list-style-type: none"> <li>- Invitation letter from the University</li> <li>- Exchange student agreement between the universities</li> </ul>
12	<b>Documents proving that you have attended university for more than one semester</b> <ul style="list-style-type: none"> <li>- Certification of enrollment etc.</li> <li>- <b>Original, Apostille</b> needed</li> </ul>
<b>Countries at high risk of tuberculosis, please submit additional document below.</b>	
13	If you haven’t stayed in Germany, France, UK more than 6 month, you must submit the “tuberculosis certificate”. <ul style="list-style-type: none"> <li>- If you’ve been staying more than 6 months, you do not need to submit the certificate.</li> </ul>

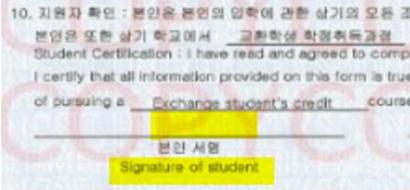
\* KVAC or Embassy might request additional documents if needed.



## D-2-8 Short term study (Single Entry ONLY)

### D-2-8 단기유학 비자 (단수 입국 비자)

\* Students from **Cuba, Syria, Macedonia, Kosovo** must have Confirmation of Visa Issuance first. Please contact your school.

Documents to be submitted:	
<b>If your school is on the “Excellent IEQAS Universities” list,</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>Or, If your school is on the “IEQAS Universities” list, and you are from OECD* countries</b>	
1	<a href="#">Visa Application Form (Form no. 17) (please do not print double-sided, electronic signature not permitted)</a>
2	Passport with <b>at least 6 months</b> remainder validity from the date of submission of the visa application
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	<b>Certificate of Admission/표준입학허가서</b> ❖ <b>Please make sure the following points are valid:</b> <ul style="list-style-type: none"> <li>- Stamp of the President is clearly visible</li> <li>- Your name, passport number, and date of birth are correctly written on your CoA document**</li> <li>- Document is issued within 3 months</li> <li>- Please sign the above “Signature of Student” (<b>only hand signature will be accepted.</b>)</li> </ul> <div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: right; color: red; font-weight: bold;">                         **If your CoA is not correct, please contact your school and request a revised version. CoA with incorrect data cannot be accepted.                     </div> </div>
5	Business Registration Certificate of the Korean Institute/University <b>issued within 3 months.</b>
6	Proof of Payment Receipt
7	<a href="#">KVAC Consent Form and Terms of Use</a> On page 2, “I have the right to contact IOM at _____”, please write ‘Berlin’
8	(If you ask for the post service,) <a href="#">KVAC Waiver Courier</a> Please clearly write down the address where you wish to have your passport sent back including C/O.
<b>If your school is not on the “Excellent IEQAS Universities” list.</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>And, you are from the below country,</b> Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines, Guinea, Mali, Ethiopia, Uganda, Cameroon <b>please submit additional documents below.</b>	
9	<b>Financial proof</b> <ul style="list-style-type: none"> <li>- Your bank statement issued within 1 month (<b>Original</b> needed).</li> <li>- If you submit parents’ bank statement, please submit your <b>birth or family certification</b>. (Please translate the document if it is not written in English or Korean and submit <a href="#">translate confirmation letter</a>.)</li> </ul>
10	<b>Documents proving your <u>current and last</u> academic background certification</b> <ul style="list-style-type: none"> <li>- <b>Original</b> document needed</li> <li>- <b>Apostille</b> needed (If your country of origin is not among the Apostille Convention countries, you will need to legalize your documents. To do so, please visit the Embassy of your country of origin located in the country where you are studying/have studied)</li> </ul>
<b>Countries at high risk of tuberculosis, please submit additional document below.</b>	
11	If you haven’t stayed in Germany, France, UK more than 6 month, you must submit the “tuberculosis certificate”. <ul style="list-style-type: none"> <li>- If you’ve been staying more than 6 months, you do not need to submit the certificate.</li> </ul>

\* KVAC or Embassy might request additional documents if needed.

**\*OECD Members Countries**

Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, **France**, Greece, Hungary, Iceland, Ireland, Israel, Italy, **Germany**, Japan, Latvia, Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, **UK**, USA

**\*\*Regarding your name on 'Certificate of Admission'**

How can I check if my Certificate of Admission (COA) is issued correctly with my name?



You name in this **RED BOX** area must be written on the COA.  
It does not matter how your name is written in the **BLUE BOX** area.

For example, if your name written in the blue box area as  
Last name: MÜSTERMANN  
First name: ERIKA

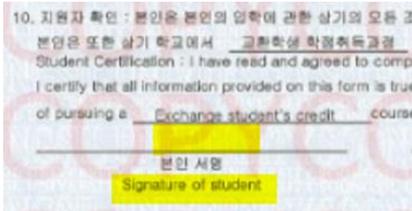
But written as below in the red box area  
Last name: MUSTERMANN  
First name: ERIKA

Then, you need to check if your name on COA is written as  
**MUSTERMANN ERIKA**

## D-4 Korean Language Trainee (Single Entry visa ONLY)

### D-4 한국어연수 비자 (단수 입국 비자)

\* Students from **Cuba, Syria, Macedonia, Kosovo** must have Confirmation of Visa Issuance first. Please contact your school.

Documents to be submitted:	
<b>If your school is on the “Excellent IEQAS Universities” list,</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>Or, If your school is on the “IEQAS Universities” list, and you are from OECD* countries</b>	
1	<a href="#">Visa Application Form (Form no. 17)</a> (please do not print double-sided, electronic signature not permitted)
2	Passport with <b>at least 6 months</b> remainder validity from the date of submission of the visa application
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	<b>Certificate of Admission/표준입학허가서</b> ❖ Please make sure the following points are valid: <ul style="list-style-type: none"> <li>- Stamp of the President is clearly visible</li> <li>- Your name, passport number, and date of birth are correctly written on your CoA document**</li> <li>- Document is issued within 3 months</li> <li>- Please sign the above “Signature of Student” (<b>only hand signature will be accepted.</b>)</li> </ul> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="margin-left: 20px;"> <p><b>**If your CoA is not correct, please contact your school and request a revised version. CoA with incorrect data cannot be accepted.</b></p> </div> </div>
5	Business Registration Certificate of the Korean Institute/University <b>issued within 3 months.</b>
6	Proof of Payment Receipt
7	<a href="#">KVAC Consent Form and Terms of Use</a> On page 2, “I have the right to contact IOM at _____”, please write ‘Berlin’
8	(If you ask for the post service,) <a href="#">KVAC Waiver Courier</a> Please clearly write down the address where you wish to have your passport sent back including C/O.
<b>If your school is not on the “Excellent IEQAS Universities” list.</b> - Click <a href="#">HERE</a> to find the list of <a href="#">International Education Quality Assurance System (IEQAS) schools</a>	
<b>And, you are from the below country,</b> Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines, Guinea, Mali, Ethiopia, Uganda, Cameroon <b>please submit additional documents below.</b>	
9	<b>Financial proof</b> <ul style="list-style-type: none"> <li>- Your bank statement issued within 1 month (<b>Original</b> needed).</li> <li>- If you submit parents’ bank statement, please submit your <b>birth or family certification</b>. (Please translate the document if it is not written in English or Korean and submit <a href="#">translate confirmation letter</a>.)</li> </ul>
10	<b>Documents proving your last academic background certification</b> <ul style="list-style-type: none"> <li>- <b>Original</b> document needed</li> <li>- <b>Apostille</b> needed (If your country of origin is not among the Apostille Convention countries, you will need to legalize your documents. To do so, please visit the Embassy of your country of origin located in the country where you are studying/have studied)</li> </ul>
11	<b>The language training plan includes</b> <ul style="list-style-type: none"> <li>- Lecture schedule, teacher’s profile, training facility information, etc.</li> </ul>
<b>In countries at high risk of tuberculosis, please submit additional documents below.</b>	
12	If you haven’t stayed in Germany, France, UK for more than 6 months, you must submit the “tuberculosis certificate”. <ul style="list-style-type: none"> <li>- If you’ve been staying more than 6 months, you do not need to submit the certificate.</li> </ul>

\* KVAC or Embassy might request additional documents if needed.



## For those who have a *Confirmation of Visa Issuance* number

### 사증발급인정 번호를 보유한 자

Documents to be submitted:	
1	<a href="#">Confirmation of Visa Issuance Form (no 21)</a> all fields filled and signed. Signature must be hand written.
2	Passport with at least 6 months remainder validity from the date of submission of the visa application
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	Address in Korea and contact information on a separate paper
5	Proof of Payment Receipt/ 송금내역서
6	(If you ask for the post service,) <a href="#">KVAC Waiver Courier</a> / <a href="#">우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O.
7	<a href="#">KVAC Consent Form and Terms of Use</a> / <a href="#">KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin



## Why is there no Visa Sticker on my passport?

### 왜 여권에 사증스티커가 없나요?

The Republic of Korea **does not issue visa stickers anymore.**

The “Visa Grant Notice” certificate is your Entry Visa.

대한민국 정부는 더 이상 스티커 형태의 비자를 발행하지 않습니다.

사증발급확인서가 입국 비자입니다.

대한민국 법무부  
MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA

VISA GRANT NOTICE  
사증발급확인서

Barcode

Visa No. (사증번호) : A80000000

1. DETAILS OF APPLICANT 신청자 정보					
	Full Name 성명	KIM SAMPLE			
	Date of Birth 생년월일	2019. 01. 01.	Gender 성별	male	
	Nationality 국적	REPUBLIC OF KOREA			
	Passport No. 여권번호	M15001234			
	Passport Expiration Date 여권만료일	2022. 01. 01.			

2. VISA DETAILS 사증 사항					
Status of Stay 체류자격	C-3-9	Period of Stay 체류기간	30 Days	Number of Entries 사증 종류	Multiple
Date of Issue 발급일	2020. 01. 01	Validity Period of Visa 사증 유효기간	2025. 01. 01	Issuing Authority 발급 기관	Korean Embassy in Vietnam
비고 Remarks					

This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the Enforcement Decree of the Immigration Act.  
대한민국 출입국관리법 시행령 제7조(사증발급)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다.  
Minister of Justice, Republic of Korea  
대한민국 법무부 장관

For short-term visas, you can stay in Korea up to 90 days from the date on entry in the country.

단기 비자의 경우, 입국일로부터 90 일 간 체류 가능.

## How to read your VISA GRANT NOTICE

- **Date of Issue ~ Validity Period of Visa:**

*The “Date of issue” is the date when your visa is issued – no customization/change possible.*

*The “Validity Period of Visa” is always 90 days starting from the date when your visa was issued (see Date of Issue). You must enter Korea within the 90 days. Please plan your application accordingly and in consideration of the processing time: 2-4 weeks from the date your application has been confirmed as complete.*

- **Period of Stay:**

The “Period of Stay” indicates the period during which the applicant can stay in Korea from the date of entry in the Republic of Korea. **IF THE PERIOD OF STAY IS LONGER THAN 90 DAYS, you must visit the IMMIGRATION OFFICE IN KOREA to get the ‘Alien Registration Card’ that will cover your entire stay in the country.**

# FAQ

Please read through the following questions carefully to see if we already provided answers to your questions before contacting us directly.

## Frequently asked Questions

1. [Student Visas ONLY] How do I fill out the Visa Application Form?
2. Can I submit copies?
3. What is a Visa Grant Notice?
4. [For Long-term Visa Holders] What do I do after I enter Korea?
5. [All others] How do I fill out the Visa Application Form?

### 1. [Student Visas ONLY] How do I fill out the Visa Application Form?

> When filling out the application form No. 17 please refer to the following notes.

- 1.2 Leave it BLANK/EMPTY
- 1.7 If you do not have National identity card other than passport, leave it BLANK/EMPTY
- 2.2 Find your relevant visa type
- 6.2 Your current school
  - 7.1 Tick 'V' Student
  - 7.2 Your current school information
- 8.1 Tick 'V' 유학/연수 Study/Training
  - 8.2 Duration indicated on your 'Certificate of Admission' under 5.
  - 8.3 Even if you do not have a flight ticket yet, indicate a possible entry date
  - 8.4 If you do not have a place to stay in Korea yet, write down the school address
  - 8.5 If you do not have any contact person in Korea, write down the phone number of your school
  - 8.7 You are not obliged to write down all the countries visited, please feel free to indicate up to 5 countries you visited last
- 9.1 You do not need to fill this part. Please tick 'V' 아니오 No
- 10.2 If you are paying for yourself, then please write b) Relation to the applicant as 'Myself'

### 2. Can I submit copies?

- > For your visa application the only document needed in original is the Passport.
- > The documents you received from Korea can be printed from your email (in high quality) or copied.
- > If you submit the original document which KVAC didn't ask for, this will not be returned.

### 3. What is a Visa Grant Notice?

> The Visa Grant Notice is your **ENTRY VISA** to Korea.

**There will be no sticker or stamp in your passport.**

For STUDENTS, your visa will be issued according to the duration indicated on the 'Certificate of Admission'.

5. 상기 학생에게 본교의 국어국문학과 학과 1 개월 과정 입학을 허가합니다.  
 등록금 최종납입기한은 2019/12/25 이며, 2020/01/09 까지  
 학업을 마쳐야 합니다.

The student named above has been accepted for a 1 month course of  
 study at this school, majoring in KoreanLanguage&Literature  
 The Tuition and Fee Due Date is 2019/12/25 and all academic  
 requirements must be completed no later than 2020/01/09

> Although your Certificate of Admission indicates '6 Months' or more, you will see on your Visa Grant Notice (photo below) that the visa is valid **for only 3 months.**

This is because this is your Entry Visa to Korea which means you can enter Korea from Germany within the dates written under 'Date of Issue' and 'Validity Period of Visa'.

Under 'Period of Stay', a complete duration of your visa will be shown as written on the 'Certificate of Admission'.

대한민국 법무부  
 MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA



### VISA GRANT NOTICE 사증 발급 확인서

Visa No. (사증번호) : AB0000000

1. DETAILS OF APPLICANT 신청자 정보					
	Full Name 성명	KIM SAMPLE			
	Date of Birth 생년월일	2019. 01. 01.	Gender 성별	male	
	Nationality 국적	REPUBLIC OF KOREA			
	Passport No. 여권번호	M15001234			
	Passport Expiration Date 여권만료일	2022. 01. 01.			
2. VISA DETAILS 사증 사항					
Status of Stay 체류자격	C-3-9	Period of Stay 체류기간	30 Days	Number of Entries 사증 종류	Multiple
Date of Issue 발급일	2020. 01. 01	Validity Period of Visa 사증 유효기간	2025. 01. 01	Issuing Authority 발급 기관	Korean Embassy in Vietnam
비고 Remarks					
This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the Enforcement Decree of the Immigration Act. 대한민국 출입국관리법 시행령 제7조(사증발급)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다. Minister of Justice, Republic of Korea 대한민국 법무부 장관					

#### 4. [For Long-term Visa Holders] What do I do after I enter Korea?

> After you enter Korea, you must go to the Immigration Office in Korea to register yourself as a foreigner living in Korea. At the Immigration Office in Korea, you will receive an Alien Registration Card which will indicate the type of visa you have.

> The Embassy does NOT issue nor extend validity of Alien Registration Card (ARC).

> ARC must be returned to the immigration office or immigration officer at the departure airport or port upon final departure. FAILURE TO DO SO WILL RESULT IN FINE.



> For all questions regarding Immigration Services after you have entered Korea, please contact the Immigration Contact Center operated by the Ministry of Justice at +82-1345.

[https://www.immigration.go.kr/immigration\\_eng/1862/subview.do](https://www.immigration.go.kr/immigration_eng/1862/subview.do)

#### 5. Where is my passport?

> Once your visa decision has been made and if you requested to have your passport sent back to you via courier, your passport will be sent back using **Deutsche Post Registered Mail (Einschreiben Einwurf)**.

What is the procedure?

1. KVAC staff packs your Passport and Visa Grant Notice in an envelope.
2. Your enveloped is stamped using the franking machine at IOM.
3. Then your envelope is dropped at the mailbox located opposite of KVAC Berlin. (photo below)

Leerungszeiten		Deutsche Post	
	Tagesleerungen	Spätleerung	Nachtleerung
Montag - Freitag	15:15 17:00		
Samstag	15:45		
Sonntag			

Sendungen aus allen Tages- und Spätleerungen erreichen die Empfänger bundesweit in der Regel mit der nächsten Zustellung.  
Bei Nachtleerungen gilt dies nur für Sendungen, deren Postleitzahl mit den Ziffern 10 beginnt.

Service-Telefon der Briefkastenleerung: 0228 4333112  
Weitere Services und Informationen erhalten Sie unter [www.deutschepost.de](http://www.deutschepost.de)

Briefkästen mit späteren Leerungen:			
	letzte Tagesleerung	Spätleerung	Nachtleerung
Montag - Freitag	Mohrenstr. 50, 10117 Berlin 17:15		Hausvogelplatz 12-13, 10117 Berlin 21:30
Samstag	Mohrenstr. 50, 10117 Berlin 16:00		
Sonntag			Hausvogelplatz 12-13, 10117 Berlin 21:30

BZ 10, Eresburgstr. 21, 12103 Berlin Standort: Taubenstr. 30, 10117 Berlin

The KVAC is unable to give any information regarding the **delivery time of Deutsche Post**.

Please direct your inquiries to Deutsche Post.

You may request Tracking Number via email to the KVAC. Otherwise, the KVAC does not send the tracking number to you.

> If you need a tracking number, please send us an email. [kvacdeinfo@iom.int](mailto:kvacdeinfo@iom.int)

(Email Title : Your Name / Tracking Number  
e.g. SMITH, Adam / Tracking Number)

Deutsche Post informed the KVAC that for all Registered Mails, there is no obligation to update the status online up to 7 working days. Thus, from our experience, applicants may not be able to track the shipment online after a day, even if the envelope is on its way and the status is only updated when it's delivered.

## 6. [All others] How do I fill out the Visa Application Form?

> Please refer to the pictures below. This is a sample. You must fill and sign according to your own case.

■ 출입국관리법 시행규칙 [별지 제17호서식]

(제1쪽 / Page1)

### 사증발급신청서 VISA APPLICATION FORM

#### <신청서 작성방법>

- ▶ 신청인은 사실에 근거하여 빠짐없이 정확하게 신청서를 작성해야 합니다.
- ▶ 신청서상의 모든 질문에 대한 답변은 한글 또는 영문으로 기재해야 합니다.
- ▶ 선택사항은 해당 칸 [ ] 안에  표시를 하시기 바랍니다.
- ▶ '기타' 를 선택한 경우, 상세내용을 기재하시기 바랍니다.

#### <How to fill out this form>

- ▶ The applicant must fill out this form completely and correctly.
- ▶ The applicant must write in block letters either in English or Korean.
- ▶ For multiple-choice questions, the applicant must check [] all that apply.
- ▶ If the applicant selects 'Other', please provide more information in the given space.

**SAMPLE  
견본**

#### 1. 인적사항 / PERSONAL DETAILS

PHOTO 이름을 사진 Glue your photo here 사진 부착 (The photo must be a recent color photograph of the applicant's face without hat, front view against white or off-white background)	1.1 여권에 기재된 영문 성명/Full name in English (as shown in passport)	성 Family Name Smith	명 Given Names Adam Vincent
	1.2 한자성명 漢字姓名		1.3 성별 Sex 남성/Male [ <input checked="" type="checkbox"/> ] 여성/Female [ <input type="checkbox"/>
	1.4 생년월일 Date of Birth (yyyy/mm/dd) 1966 / 12 / 20		1.5 국적 Nationality German
	1.6 출생국가 Country of Birth Germany		1.7 국가신분증번호 National Identity No.

If you don't have one, leave it blank  
여권 이외 신분증 없는 경우, 공란

1.8 이전에 한국에 출입국하였을 때 다른 성명을 사용했는지 여부

Has the applicant ever used any other names to enter or depart Korea?

아니오 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

(성 Family Name \_\_\_\_\_, 명 Given Name \_\_\_\_\_)

1.9 복수 국적 여부 Is the applicant a citizen of more than one country? 아니오 No [] 예 Yes [

→ '예' 선택 시 상세내용 기재 If 'Yes', please write the countries ( \_\_\_\_\_ )

#### 2. 신청 사증 정보/ DETAILS OF VISA APPLICATION

2.1 체류기간(장·단기) Period of Stay(Long/Short-term) 90일 이상 장기체류 Long-term Stay over 90 days [ <input type="checkbox"/> 90일 이하 단기체류 Short-term Stay less than 90 days [ <input checked="" type="checkbox"/>	2.2 체류자격 Status of Stay C-4-5 Business	Indicate your Visa Type (e.g. F-6-1, D-2-6, D-4-1)
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#### 공용란 FOR OFFICIAL USE ONLY

기본사항	체류자격	체류기간	사증종류	단수·복수(2회, 3회 이상)
접수사항	접수일자	접수번호	처리과	
허가사항	허가일자	사증번호	고지사항	
결재	담당자	가 [ ]	<심사의견>	
		부 [ ]		

< 수입인지 부착한 >

210mm×297mm[백상지(80g/m<sup>2</sup>) 또는 중질지(80g/m<sup>2</sup>)]

### 3. 여권정보 / PASSPORT INFORMATION

3.1 여권종류 Passport Type  
 외교관 Diplomatic [ ] 관용 Official [ ]  
 일반 Regular [  ] 기타 Other [ ]  
 → '기타' 상세내용 If 'Other', please provide details ( )

3.2 여권번호 Passport No. C0123456	3.3 발급국가 Country of Passport Germany	3.4 발급지 Place of Issue Berlin
3.5 발급일자 Date of Issue 2015/12/20	3.6 기간만료일 Date Of Expiry 2025/12/19	

3.7 다른 여권 소지 여부 Does the applicant have any other valid passports? 아니요 No [  ] 예 Yes [ ]  
 → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 여권종류 Passport Type  
 외교관 Diplomatic [ ] 관용 Official [ ]  
 일반 Regular [ ] 기타 Other [ ]

b) 여권번호 Passport No.      c) 발급국가 Country of Passport      d) 기간만료일 Date of Expiry

### 4. 연락처 / CONTACT INFORMATION

4.1 본국 주소 Home Country Address of the applicant  
Stuelerstr. 8, 10787 Berlin

4.2 현 거주지 Current Residential Address \*현 거주지가 본국 주소와 다른 경우 기재 \*Please write the current address if different from above

4.3 휴대전화 Cell Phone No. 또는 일반전화 Telephone No.      +49.30.260650      4.4 전자우편 E-mail      test@email.com

4.5 비상시 연락처 Emergency Contact Information

a) 성명 Full Name in English      Smith, Alex	b) 거주 국가 Country of Residence      Germany
c) 전화번호 Telephone No.      +49.30.260650	d) 관계 Relationship to the applicant      Father

### 5. 혼인사항 및 가족사항 / MARITAL STATUS AND FAMILY DETAILS

5.1 현재 혼인사항 Current Marital Status  
 기혼 Married [  ]      이혼 Divorced [ ]      미혼 Single [ ]

5.2 배우자 인적사항 Personal Information of the applicant's spouse \*기혼으로 표기한 경우에만 기재 If Married please provide details of the spouse

a) 성 Family Name (in English)      Smith	b) 명 Given Names (in English)      Mandy
c) 생년월일 Date of Birth (yyyy/mm/dd)      1966/10/25	d) 국적 Nationality      German
e) 거주지 Residential Address ( <u>Stuelerstr. 8, 10787 Berlin</u> ) 연락처 Contact No.      +49.30.260650	

5.3 자녀 유무 Does the applicant have children?  
 없음 No [ ]      있음 Yes [  ]      자녀수 Number of children [ **1** ]

### 6. 학력 / EDUCATION

6.1 최종학력 What is the highest degree or level of education the applicant has completed?  
 석사/박사 Master's / Doctoral Degree [ ]      대졸 Bachelor's Degree [  ]  
 고졸 High School Diploma [ ]      기타 Other [ ]  
 → '기타' 선택 시 상세내용 기재 If 'Other', please provide details ( )

6.2 학교명 Name of School      Berlin University	6.3 학교 소재지 Location of School(city/province/country)      Berlin, Germany
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**7. 직업 / EMPLOYMENT**

7.1 직업 Current personal circumstances

사업가 Entrepreneur [ ]      자영업자 Self-Employed [ ]      직장인 Employed [ **V** ]  
 공무원 Civil Servant [ ]      학생 Student [ ]      퇴직자 Retired [ ]  
 무직 Unemployed [ ]      기타 Other [ ]  
 → '기타' 선택 시 상세내용 기재 If 'Other', please provide details (      )

7.2. 직업 상세정보 Employment Details

a) 회사/기관/학교명 Name of Company/Institute/School <p style="text-align: center;"><b>Berlin Company</b></p>	b) 직위/과장 Position/Course <p style="text-align: center;"><b>Manager</b></p>
c) 회사/기관/학교 주소 Address of Company/Institute/School <p style="text-align: center;"><b>Test str. 123, 10000 Berlin</b></p>	d) 전화번호 Telephone No. <p style="text-align: center;"><b>+49.123.456789</b></p>

**8. 방문정보 / DETAILS OF VISIT**

8.1 입국목적 Purpose of Visit to Korea

관광/통과 Tourism/Transit [ ]      행사참석/Meeting, Conference [ ]      의료관광 Medical Tourism [ ]  
 단기상용 Business Trip [ ]      유학/연수 Study/Training [ ]      취업활동 Work [ **V** ]  
 무역/투자/주재 Trade/Investment/Intra- 가족 또는 친지방문 Visiting Family/  
 Corporate Transferee [ ]      Relatives/Friends [ ]      결혼이민 Marriage Migrant [ ]  
 외교/공무 Diplomatic/Official [ ]      기타 Other [ ]  
 → '기타' 선택 시 상세내용 기재 If 'Other', please provide details (      )

8.2 체류예정기간 Intended Period of Stay

**2 weeks**

8.3 입국예정일 Intended Date of Entry

**2021.08.11**

8.4 체류예정지(호텔 포함) Address in Korea (including hotels)

**Seoul Hotel, Seoul-ro 123, Seoul 12345**

8.5 한국 내 연락처 Contact No. in Korea

**+82.10.123.456**

8.6 과거 5년간 한국을 방문한 경력 Has the applicant travelled to Korea in the last 5 years?  
 아니요 No [ ]      예 Yes [ **V** ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of these trips  
 ( **1** ) 회 times.

STUDENTS – write down the address and contact info of your school in Korea if you do not yet have address and contact number

방문목적 Purpose of Visit	방문기간 Period of Stay (yyy/mm/dd) - (yyy/mm/dd)
<b>Attending Conferences</b>	<b>20.01.01 – 2020.01.15</b>

8.7 한국 외에 과거 5년간 여행한 국가 Has the applicant travelled outside his/her country of residence, excluding to Korea, in the last 5 years?

아니요 No [ ]      예 Yes [ **V** ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of these trips

국가명 Name of Country (in English)	방문목적 Purpose of Visit	방문기간 Period of Stay (yyy/mm/dd) - (yyy/mm/dd)
<b>Switzerland</b>	<b>Tourism</b>	<b>2020.03.01 – 2020.03.10</b>

210mm×297mm [백상지(80g/㎡) 또는 용질지(80g/㎡)]

8.8. 국내 체류 가족 유무 Does the applicant have any family member(s) staying in Korea?  
아니요 No [  ] 에 Yes [  ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s)

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant

\* 참고: 가족의 범위 - 배우자, 자녀, 부모, 형제  
Note: Scope of family members - spouse, children, parents, siblings of the applicant

8.9. 동반입국 가족 유무 Is the applicant travelling to Korea with any family member(s) ?  
아니요 No [  ] 에 Yes [  ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s) the applicant is travelling with

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant

\* 참고 : 가족의 범위 - 배우자, 자녀, 부모, 형제  
Note : Scope of family members - spouse, children, parents, siblings of the

### 9. 초청 정보 / DETAILS OF INVITATION

9.1 초청인/초청회사 Is there anyone inviting the applicant for the visit?  
아니요 No [  ] 에 Yes [  ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 초청인/초청회사명 Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute)

Seoul Company

b) 생년월일/사업자등록번호 Date of Birth/Business Registration No.

150-000-0000

c) 관계 Relationship to the applicant  
Inviting Company

d) 주소 Address

Seoul-ro 100, Seoul 12345

e) 전화번호 Phone No.  
+82.10.1234.5678

STUDENTS - you do not need to tick 'YES' if you are not getting a scholarship from your school in Korea

### 10. 방문경비 / FUNDING DETAILS

10.1 방문경비(미국 달러 기준) Estimated travel costs(in US dollars)  
3,000 USD

If you are financing yourself, please indicate 'Myself' under 'Relationship to the applicant'

10.2 경비지불자 Who will pay for the applicant's travel-related expenses? (Any relevant person including the applicant and/or organization)

a) 성명/회사(단체)명 Name of Person/Organization (Company)

Seoul Company

b) 관계 Relationship to the applicant  
Inviting Company

c) 지원내용 Type of Support

Flight, Accommodation

d) 연락처 Contact No.  
+82.10.1234.5678

### 11. 서류 작성 시 도움 여부 / ASSISTANCE WITH THIS FORM

11.1 이 신청서를 작성하는데 다른 사람의 도움을 받았습니까? Did the applicant receive assistance in completing this form?  
아니요 No [  ] 에 Yes [  ] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the person who assisted the applicant

성명 Full Name	생년월일 Date of Birth (yyyy/mm/dd)	연락처 Telephone No.	관계 Relationship to the applicant

210mm×297mm [백상지(80g/m<sup>2</sup>) 또는 동등지(80g/m<sup>2</sup>)]

**유의사항 Notice**

1. 위 기재사항과 관련하여 자세한 내용은 별지로 작성하거나 관련 서류를 추가로 제출할 수 있습니다.  
If extra space is needed to complete any item, record on a separate sheet of paper or submit relevant documents which could support the application.
2. 대한민국 사증을 승인받은 후 분실 또는 훼손 등의 사유로 여권을 새로 발급받은 경우에는, 정확한 개인정보를 반영할 수 있도록 변경된 여권정보를 사증처리기관에 통보해야 합니다.  
If you received Korean visa approval, and have new passport issued thereafter in lieu of lost/damaged passport, you must notify the concerned visa office of changes in your passport information.
3. 사증을 발급받았더라도 대한민국 입국 시 입국거부 사유가 발견될 경우에는 대한민국으로의 입국이 허가되지 않을 수 있습니다.  
Possession of a visa does not entitle the bearer to enter the Republic of Korea upon arrival at the port of entry if he/she is found inadmissible.
4. 「출입국관리법 시행규칙」 제9조제1항에 따라 C 계열 사증소지자는 입국 후에 체류자격을 변경할 수 없습니다.  
Please note that category C visa holders are not able to change their status of stay after their entry into the Republic of Korea in accordance with Article 9(1) of the Enforcement Regulations of the Immigration Act.
5. 허위사실 기재 또는 허위서류 제출이 확인되는 경우에는 사증발급·체류허가가 취소되며, 형사처벌·입국금지의 대상이 될 수 있습니다.  
Providing false information or documents leads to revocation of a visa and permission to stay, and may result in criminal punishments and an entry ban to the Republic of Korea.
6. 사증심사에 필요한 관련 서류 제출 요구에 따르지 않는 경우, 사증심사가 지연되거나 신청이 불허 될 수 있습니다.  
Failure to submit all required documents may cause delay or denial of a visa.
7. 사증발급 신청 결과는 '대한민국 비자포털(www.visa.go.kr)' 에서 확인·해야 하며, 사증발급거부통지서를 문서로 교부받고자 하는 경우에는 직접 공관을 방문하여 신청해야 합니다.  
  - 확인 방법 : 비자포털 초기화면 좌측 '조회/발급' - '진행현황 조회 및 출력' - '재외공관' 을 선택하고 여권번호, 성명, 생년월일 입력 후 조회
  - Visa applicants must check online on the Korea Visa Portal website ( www.visa.go.kr ) for visa application results. To receive the disapproval notice in written form, visa applicants must visit the diplomatic office and apply in person.
  - How to check results: click 'Check Application Status' located on the left side of the Visa Portal main display - click 'Check Application Status & Print' - select 'Diplomatic Office' and input information in the blanks.

**12. 서약 / DECLARATION**

본인은 위의 유의사항에 동의하며, 이 신청서에 기재된 내용이 거짓 없이 정확하게 작성되었음을 확인합니다. 또한 본인은 대한민국의 「출입국관리법」 규정을 준수할 것을 서약합니다.

I declare that I agree with the terms of application including the contents of the notice provided above, that statements made in this application are true and correct, and that I will comply with the Immigration Act of the Republic of Korea.

2021 / 8 / 1 / 신청일자 (년, 월, 일) DATE OF APPLICATION (yyyy/mm/dd)

신청인 성명 **Smith, Adam Vincent** (자필서명) **SIGNATURE**  
Applicant Name SIGNATURE OF APPLICANT

- ※ 17세 미한자의 경우 부모 또는 법정후견인의 서명을 기재할 것
- ※ Signature of Parent or Legal Guardian is required for a person under 17 years of age
- ※ 위 서명란에 본인의 성명과 서명을 기재하지 않는 경우 사증발급이 불허될 수 있음
- ※ Failure to provide name and signature may result in your application being denied.

첨부서류 ATTACHMENT '출입국관리법 시행규칙' 제76조제1항 및 별표 5에 따른 사증발급 신청 등 첨부서류

**처리절차 / Procedure**



210mm×297mm[백상지(80g/m<sup>2</sup>) 또는 중질지(80g/m<sup>2</sup>)

**Signature must be hand-written in original**