

NOTICE FOR APPLICANTS USING MAIL-IN VISA APPLICATION SERVICES

The mail-in visa application service is available only for visa applicants currently residing in the United Kingdom. IOM KVAC and the ROK Embassy in Berlin highly recommend the use of Royal Mail Special Delivery Guaranteed service for shipping documents to the IOM KVAC

(<https://www.royalmail.com/sending/uk/special-delivery-guaranteed-1pm>).

Please carefully read and follow the instructions below:

1. Verify the required supporting documents for your visa type. Please click here for information.
2. Download the visa application form and checklist and prepare the required documentation.
3. Identify any additional services you wish to purchase at the IOM KVAC. Please note that the additional service of passport return via courier is mandatory for all mail-in visa applications.
4. Verify the visa fees and service fees required for your application. Please note that visa fees may vary depending on nationality, duration of stay, and number of entries.
5. Gather all documents and place them in the order as indicated in the relevant checklist for your visa type.
6. Complete and sign the KVAC Consent Form for Visa Applicants
7. Complete and sign the KVAC Courier Waiver Form.
8. Complete and sign the KVAC Checklist for Mail-In Application.
9. Submit payment for your application with the appropriate visa fees, services fees, any additional services desired, and fee for passport return via courier. The KVAC is currently accepting payment via bank transfer only and offers two options for submitting payment:
 - **In Person at Bank:** If paid at the bank, **please specify “KVAC FEES” and your passport number on the bank slip** (Deutsche Bank is preferred, but you may submit payment via the bank of your choice, please check with your bank about in-person deposits).
 - **E-Banking:** If paid through e-banking, **please specify “KVAC FEES” and your full name in the justification or reference field** (Deutsche Bank is preferred, but you may submit payment via the bank of your choice).

IOM KVAC Bank Details

Bank account holder: International Organization for Migration

Name of the bank: Deutsche Bank AG

IBAN: DE32 3807 0059 0136 0031 01

SWIFT code: DEUTDEDK380

Address: Taunusanlage 12, 60325 FRANKFURT AM MAIN.

Country: Germany

10. Scan the invoice or the e-banking proof of payment and send it to kvacukinfo@iom.int, including full name, passport number, nationality, visa type, duration of stay, number of entries, additional services chosen with associated details (e.g. number of pages to be translated) in the body of the email.
11. Ship all of the above documents, including proof of payment, to the **IOM KVAC London office** *after receiving confirmation* from kvacukinfo@iom.int.

IOM KVAC - London

Address: First Floor, Heron House, 10 Dean Farrar St, London SW1H 0DX, UK.

Telephone Number: +49 30 290 224 5550

12. Le KVAC de l'OIM à Paris vous renverra votre passeport par courrier recommandé La Poste et vous enverra le numéro de suivi par email.