

Checklist (C-3-4) Business Visa

(Less than 90 days)

SN	Documents	Details		Checked by Applicant	Remarks
1	Passport	Original Passport (Validity: 6 months or more)			
2	Application Form	Online Filled Form from Korea Visa Portal (signed by applicant)			
3	Invitation Letter	From Korean Company			
4	Business Registration	Business Registration Certificate (Korea)			
5	Occupation Proof	Business	Company Registration Certificate		
			MSME or Business Profile Form		
		Employee	Employment Certificate		
			Salary Slips (6 Months)		
6	Income Tax Return (Explanation letter if no ITR)	Individual	Income Tax Return (2 Years)		
		Business	Personal ITR (3 Years), Company's ITR - 3 Years (Optional)		
7	Bank Statement	Personal Bank Statement (6 Months)			
8	Health Condition Report	Form available at Visa Application Centre and Online, https://www.visaforkorea-id.com/assets/pdfs/health-condition-report-form.pdf			
9	Declaration Form	Form available at Visa Application Centre and Online, https://www.visaforkorea-id.com/assets/pdfs/Declaration.pdf			
10	Additional Documents	If you wish to attach any additional documents at the end			
11		Agents : Agency Employment ID Card / Representative : Govt approved ID			