



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **KOREA (REPUBLIC-SOUTH) BUSINESS C3-1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Be valid 6 months after the exit date from South Korea
  - Has to have at least one blank visa page.
- Letter of Invitation
  - Has to include who is financially responsible for the trip to South Korea.
  - State the relationship with invitee and inviter.
  - Needs to be on company headed paper, must include the address, phone and fax numbers.
  - Must include the applicants passport details.
  - Must include the purpose, exit and entry.
- Proof of Residency in the UK.
  - Supply a photocopy of latest Council Tax Bill
- Photograph
  - One recent passport sized colour photograph. This must be uploaded online.
- Visa Application Form.
  - Print it out and fill it in by hand using black ink.
  - You will also find the link in our downloadable document pack.
  - Do not print back to back. The form must be on separate pages.
- Complete the Liability Waiver form.
  - You will find one in our downloadable pack.
- Original UK Company letter:
  - It must include the following points:
  - It must be fully addressed to the South Korean Embassy.
  - Applicants full name.
  - Passport number and Nationality.
  - Purpose of trip and name of company being visited.
  - The employer is financially responsible.
  - State the length of visa and amount of entries needed.
- Copy of the Korean company's Business Registration Certificate.
  - This must not be older than 3 months.
- Completed Consent for form. This is available in our downloadable pack.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important Visa Information
  - Sometimes the original of the invite for business might be asked for Non British passport holders without a reason.

## **KOREA (REPUBLIC-SOUTH) BUSINESS C3-1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Please note that these regulations are for those staying more than 90 days. If going for 90 days or less contact Regent Visas to see if a visa is required.
- All visas are suspended except for applicants who have been granted either the visa fast track or quarantine exemption by the Korean government. This takes the form of an official letter which must be sent directly to the Embassy of South Korea from the inviter.

# REGENT VISAS ORDER FORM



## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

|          |                      |
|----------|----------------------|
| Line 1   | <input type="text"/> |
| Line 2   | <input type="text"/> |
| City     | <input type="text"/> |
| Country  | <input type="text"/> |
| Postcode | <input type="text"/> |

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

## APPLICANT DETAILS:

| No. | Name and Surname     | Nationality          | Passport number      |
|-----|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## VISA DETAILS:

| No. | Visa type   | Visa service type                     | Date of travel       | Documents required by |
|-----|---|---------------------------------------|----------------------|-----------------------|
| 1.  | <input type="text" value="Korea (Republic-South) Business C3-1"/> | <input type="text" value="Standard"/> | <input type="text"/> | <input type="text"/>  |

## DISPATCH METHOD

|                               |                                  |
|-------------------------------|----------------------------------|
| In Person                     | <input type="radio"/>            |
| Special Delivery              | <input type="radio"/>            |
| To Be Confirm                 | <input type="radio"/>            |
| Pre-paid RMSD Enclosed        | <input type="radio"/>            |
| Pre 9am Special Delivery      | <input type="radio"/>            |
| Saturday Special Delivery     | <input type="radio"/>            |
| Saturday 9am Special Delivery | <input type="radio"/>            |
| Courier                       | <input checked="" type="radio"/> |

## PAYMENT METHOD

|   |                       |
|---|-----------------------|
| Cash (in person upon collection)            | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal                                      | <input type="radio"/> |
| BACS  | <input type="radio"/> |
| Card  | <input type="radio"/> |

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE