

## 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.   |         |
| 5       | Photocopy of Income Tax Return (ITR) of last 2 year. (If unable to submit any of ITR or Bank Statement then a letter of explanation mentioning the reason must be submitted.) |         |
| 6       | Copy of recent Bank Statement of last 6 months [original or photocopy with the bank's stamp and sign by bank authority].  |         |
| 7       | Health Condition Form (Please refer to home page).  |         |
| 8       | Contract copy between Indian & Korean Company.  |         |
| 9       | Dispatch & Transfer Order.  |         |
|         | <b>From Korea:</b>  |         |
| 10      | Invitation letter (Attestation is not required, either original invitation letter or scan copy or photocopy can be submitted).  |         |
| 11      | Scan copy or photocopy of Business Registration of Inviting Korean Company.   |         |

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|--------------------|-----------|--|
| Fees:              |           |  |
| Visa Fees (Normal) | Rs. 3200  |  |
| VFS Charge         | Rs. 1380. |  |
| Courier Charge     | Rs. 550   |  |