

## << Instruction how to fill out Application Form >>

Read all the instructions carefully before you begin to complete the application forms. Fill in the forms carefully and completely. Please use a typewriter or print clearly in black ink.

If there is not enough space to complete any of the sections, please attach an additional sheet. \*Write "N/A" if a section is not applicable. Do not leave blanks.

For applicants with a visa issuance number, print the number on the top right of the application.

For E-1 and E-2 visa applicants, provide the full names and complete addresses of post-secondary schools attended. Only graduates of accredited schools are eligible to apply for these types of visas.

Please note that unsigned visa applications will not be accepted.

Instruction for completing visa application

Section	Notes
1~2:	Print all names as they appear on the passport. Do not use initials.
5:	If the applicant has more than one nationality, print them all.
6:	Provide the city and province of birth.
7:	Provide the passport number.
8:	If the applicant does not have a diplomatic (DP) or an official passport(OP), circle "OR" for ordinary passport.
9~12:	Provide passport information in detail. Please print dates in the form Year/Month/Date. Also, please note that the applicant's passport must be valid for at least 6 months.
14~15:	If these sections are not applicable, write "N/A."
16~18:	Print the applicant's current occupation in the country where the applicant has been living.
22:	Provide a current mailing address, including the postal code and province. Also, please print an e-mail address and cell phone number if available.
23:	Provide the place where the applicant plans to stay in Korea. For working visa applicants, print the recruiter's contact number plus mailing address, e-mail address, and website (if available).
24:	Write down all previous visits. Please include details
25:	If applicable, specify all previous Korean visas received and include the

	years they were issued.
31:	Provide the name of a guarantor or reference person in Korea. For working visa applicants, print the prospective employer's contact number plus mailing address, e-mail address, and website (if available).

### **Photo Specifications**

3.5 x 4.5 cm passport-type colour photo is required for all visa applications. The photo must have been taken in the last 6 months and should have a white background. Photos which are printed out or which do not meet these specifications will not be accepted.

(( NOTE ))

For No. 23 and No. 31, you can find your school's address, guarantor (school's director) name on the contract you got offered. But, if you can't find this information, please request this information to your recruiter individually.