



Travel Online Tours

1E Dr.Maldo Street., Pasig City, Philippines
 Viber/WhatsApp/cp: 09228262918 / Landline: 02-85328068
 E-mail Address: ladyorissa1029@gmail.com
 travelonlinetours2017@gmail.com

SOUTH KOREA VISA ASSISTANCE

(10-15 Working Days)

TYPE OF VISA	RATE PER PERSON
E-Group Visa (min. of 3 people)	PHP 4,000
Individual Application	PHP 4,400

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ✓ Visa Consultancy ✓ Non-appearance ✓ Visa Fee for 59 days or less stay in South Korea ✓ Submission to the Embassy ✓ Collection from the Embassy 	<ul style="list-style-type: none"> * Courier or delivery fee for documents/passports to be returned

STEPS IN SOUTH KOREA E-VISA PROCESSING	
STEP 1: ASSESSMENT	<p>Read and sign our Data Privacy Agreement & Visa Waiver then email it together with the accomplished Questionnaire for Free Assessment, this will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through:</p> <p style="text-align: center;">➤ https://www.facebook.com/TravelOnlineTours</p>
STEP 2: PAYMENT	<p>After the assessment and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle then send your proof of payment.</p>
STEP 3: ENDORSEMENT & PROCESSING	<p>The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before proceeding with the processing of your application.</p>

WHAT TO EXPECT AFTER PAYMENT VERIFICATION

Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1	Your assigned Visa Consultant will provide you the list of all applicable requirements that you need to comply. Submission of documents must be sent directly to Travel Online Tours.
3-4 working days after receiving the documents	Once your Visa Consultant receives your documents, they will conduct a thorough review and will contact you promptly if there are any missing requirements or to confirm that your application is ready for submission.
	Our Liaison Officer will submit your application to Embassy and your assigned Visa Consultant will notify you immediately once it has been successfully lodged. <ul style="list-style-type: none"> • If not lodged: Your assigned Visa Consultant will promptly inform you of the reason why the Embassy did not accept your application and discuss further with options regarding your application.
	Once the application is successfully lodged, we will wait for the results.
	Once the results are released, our Liaison Officer will retrieve your passport from Embassy. Your assigned Visa Consultant will then contact you immediately to inform you of the outcome. <ul style="list-style-type: none"> • If approved: A soft copy of your Japan visa will be provided, and we will coordinate with you regarding the return of your passport. • If refused: Your Visa Consultant will provide you with a copy of the refusal letter and offer recommendations on how to strengthen your application should you wish to reapply. We will proceed with coordinating the return of your passport.

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee 100% approval
- It is encouraged to apply two (2) months prior your intended travel date
- Visa Processing takes up to 15 working days after the submission to the Embassy. Thus, we highly encourage applying two (2) months prior your intended travel date.
- In case we found the documents insufficient and applicant wishes to discontinue the application process; we will return the documents and charge ₱ 1,000/applicant as an assessment and consultancy fee. Remaining payment will be refunded to you within three (3) working days.
- For a denied application, you can re-apply after 6 months. No refunds for the Visa Assistance Fee.
- We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application thus in any case of delayed results and/or refusal of application, Travel Online Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.

LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to Travel Online Tours

APPLICANT'S PRIMARY REQUIREMENTS

- Accomplished and wet signed [Application Form](#)
NOTE: Must be computerized and printed on an A4 size paper, font must be Arial size 12
Use black pen only for signature
- VALID PHILIPPINE PASSPORT with at least 12 months validity (make sure page 3 is signed)
- Old Passport/s only if with travel stamps
- Photocopy of valid Passport's Bio Page (page 2)
- Photocopy of previous and valid visas
- 2 pcs colored Photo (size must be 4.5cm x 3.5cm) on a white background
 - Must be taken within 6 months on the date of application
 - Photo must be formal (no smiling) and do not wear white shirt/polo shirt (must be colored)

APPLICANT'S FINANCIAL REQUIREMENTS

- Original Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 100,000
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be a commercial bank
 - Must be issued within 30 calendar days upon submission
- Original Bank Statement from the past 3 months
 - Ideal average daily balance is PHP 50,000
 - Must demonstrate stable and credible cash flow
 - Must be issued within 30 calendar days upon submission

NO NEED FOR FINANCIAL REQUIREMENTS (bank certificate, bank statement and ITR)

IF APPLICANT [including Immediate Family: applicant's parents, spouse, minor children, spouse's parents] IS ONE OF THE FOLLOWING:

- ❖ **ELECTED POLITICIANS:** Senate and House Lawmakers, Governors, Provincial Board members, City or Municipal Mayors
 - Submit copy of identification document such as Certification of Employment or Appointment
- ❖ **PROFESSIONAL LICENSE HOLDERS**
 - Submit copy of PRC or IBP Card
- ❖ **CREDIT CARD HOLDERS OF BDO, BPI, RCBC & METROBANK (to see the applicable specific credit cards, click [here](#)):**
 - Submit copy of front of the credit card with the complete information and credit card statements from the last 3 months

ADDITIONAL REQUIREMENT IF APPLICANT IS A COMPANY EMPLOYEE

- Original Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
- Photocopy of Company ID

- ITR (Income Tax Return)
 - Form 2316
 - Must be signed by both Employee and Employer
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR

ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER

- Photocopy Valid of DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- Photocopy of Valid Mayor's or Business Permit
- Photocopy of BIR Company Registration
- ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN

- Senior Citizen ID

ADDITIONAL REQUIREMENT IF APPLICANT IS A STUDENT

- Original School Certificate of Enrollment
- Photocopy of School ID

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- Notarized Affidavit of Support and Guarantee Letter
- Proof of Relationship of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate)
- Financial Requirements
 - Original Bank Certificate with OR from the Bank
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be a commercial bank
 - Must be issued within 30 calendar days upon submission
 - Original Bank Statement from the past 3 months
 - Ideal average daily balance is PHP 50,000
 - Must demonstrate stable and credible cash flow
 - Must be issued within 30 calendar days upon submission

IF APPLICANT IS APPLYING TOGETHER WITH A FAMILY MEMBER

- PSA Birth Certificate (must be issued within 1 year upon submission)
- If married: PSA Marriage Certificate (must be issued within 1 year upon submission)