

**KVAC DOCUMENTS PROCESSING CHECKLIST**

**HAWB#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.R.#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
SHIPPER’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (SURNAME) (FIRST NAME) (MIDDLE NAME)**

Shipper CSR Internal

**C-3-9 (TOURIST) Visa Requirements For EMPLOYED INDIVIDUALS**

1. Application Form
2. 1 piece of Passport size (35mm x 45mm) colored picture – *white back ground and must be taken within 6 months*
3. Original Passport – (*6 months validity)*
4. Photocopy of Passport Bio-page (page 2)
5. Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
6. Copy of PRC Card or IBP Card (If applicable only)
7. Original Certificate of Employment [must include applicant's position, date hired, compensation, office address, HR landline number (cell-phone number is not allowed), HR e-mail address]
8. Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
9. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
10. Photocopy of ITR (Income Tax Return) or Form 2316
11. Print out and signed copy of W Express checklist

Shipper CSR Internal

**C-3-9 (TOURIST) Visa Requirements For BUSINESSMEN**

1. Application Form
2. 1 piece of Passport size (35mm x 45mm) colored picture – *white back ground and must be taken within 6 months*
3. Original Passport – (*6 months validity)*
4. Photocopy of Passport Bio-page (page 2)
5. Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
6. Copy of PRC Card or IBP Card (If applicable only)
7. Photocopy of Business Registration from SEC or DTI
8. Photocopy of Business Permit or Mayor's Permit
9. Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
10. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
11. Photocopy of ITR (Income Tax Return) or Form 2316
12. Print out and signed copy of W Express checklist

Shipper CSR Internal

Checked documents are all complete: Verified By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Printed Name & Signature / Date Internal Representative & Signature / Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSR Printed Name & Signature / Date

**Conforme:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Over Printed Name / Date**



**Conforme:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Over Printed Name / Date**

*1. This duly accomplished form upon submission for visa application shall bind the signatory of its ownership;*

*2. Advance travel and/or airline booking arrangement is discouraged until the final release of passport from the Embassy of the Korea Manila to avoid unnecessary expenses;*

*3. Fees made for the KVAC Manila shall in no case be refundable;*

*4. W Express handling service fees shall in no case be refundable;*

*5. All spurious, fictitious, tampered or with noticeable erroneous entry submitted for visa application upon determination and evaluation by the Embassy shall be declared void and* *confiscated;*

*6. It shall be understood that any and all discrepancy, inaccuracy, incompleteness, non-compliance/ submission of any and all required documents noted and shall be the cause of delay of its processing shall* *hold free W Express from any and all liabilities.*

**DISCLAIMER**

**C-3-9 (TOURIST) Visa Requirements For STUDENTS**

1. Application Form
2. 1 piece of Passport size (35mm x 45mm) colored picture – *white back ground and must be taken within 6 months*
3. Original Passport – (*6 months validity)*
4. Photocopy of Passport Bio-page (page 2)
5. Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
6. School Certificate (Original)
7. Copy of School ID (photocopy)
8. Original PSA Birth Certificate
9. Parents' Documents:
   1. Original PSA Marriage Certificate
   2. If employed: Employment Certificate Original [must include position, date hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address], Photocopy of ITR(Income Tax Return) or Form 2316 Copy
   3. If Self-employed: Business Registration from SEC or DTI (Copy), Business Permit or Mayor's Permit(Copy), Photocopy of ITR (Income Tax Return) or Form 2316
   4. Original Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
   5. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months) \*If parents already have a valid visa, attach photocopy of parents' valid visa. If not travelling together with parents, attach photocopy of passport or valid ID of parents.
10. Print out and signed copy of W Express checklist