

NOTICE FOR APPLICANTS USING MAIL-IN VISA APPLICATION SERVICES

The mail-in visa application service is available only for visa applicants currently residing in Germany.

IOM KVAC and the ROK Embassy in Berlin highly recommend the use of Deutsche Post Registered Mail service for shipping documents to the IOM KVAC

(<https://www.deutschepost.de/de/toolbar/suchergebnisse.html?q=Einschreiben>).

1. Verify the required supporting documents for your visa type. Please click [here](#) for information.
2. [Download](#) the visa application form and checklist and prepare the required documentation.
3. Identify any additional services you wish to purchase at the IOM KVAC. Please note that the additional service of passport return via courier is mandatory for all mail-in visa applications.
4. [Verify](#) the visa fees and service fees required for your application. Please note that visa fees may vary depending on nationality, duration of stay, and number of entries.
5. Gather all documents and place them in the order as indicated in the relevant checklist for your visa type.
6. Complete and sign the [KVAC Consent Form for Visa Applicants](#)
7. Complete and sign the [KVAC Courier Waiver Form](#).
8. Complete and sign the [KVAC Checklist for Mail-In Application](#).
9. Submit payment for your application with the appropriate visa fees, services fees, any additional services desired, and fee for passport return via courier. The KVAC is currently accepting payment via bank transfer only and offers two options for submitting payment:
 - **In Person at Bank:** If paid at the bank, **please specify “KOREA VISA AND SERVICE FEES” and your passport number on the bank slip** (Deutsche Bank is preferred, but you may submit payment via the bank of your choice).
 - **E-Banking:** If paid through e-banking, **please specify “KOREA VISA AND SERVICE FEES” and your full name in the justification or reference field** (Deutsche Bank is preferred, but you may submit payment via the bank of your choice).

IOM KVAC Bank Details

Bank account holder: International Organization for Migration

Name of the bank: CITIBANK EUROPE PLC, GERMANY BRANCH

IBAN: DE60502109000220043673

SWIFT code: CITIDEFF

Address: Reuterweg 16, 60323 Frankfurt Am Main, Germany

10. Scan the invoice or the e-banking proof of payment and send it to kvacdeinfo@iom.int, including full name, passport number, nationality, visa type, duration of stay, number of entries, additional services chosen with associated details (e.g. number of pages to be translated) in the body of the email.
11. Ship all of the above documents, including proof of payment, to the IOM KVAC Berlin office *after receiving confirmation from* kvacdeinfo@iom.int.

IOM KVAC - Berlin

Address: 5th Floor, Charlottenstraße 68, 10117 Berlin, Germany

Telephone Number: +49 30 290 224 5550

12. IOM KVAC Berlin will send your passport back via Deutsche Post registered mail and will notify you of the tracking number via email.