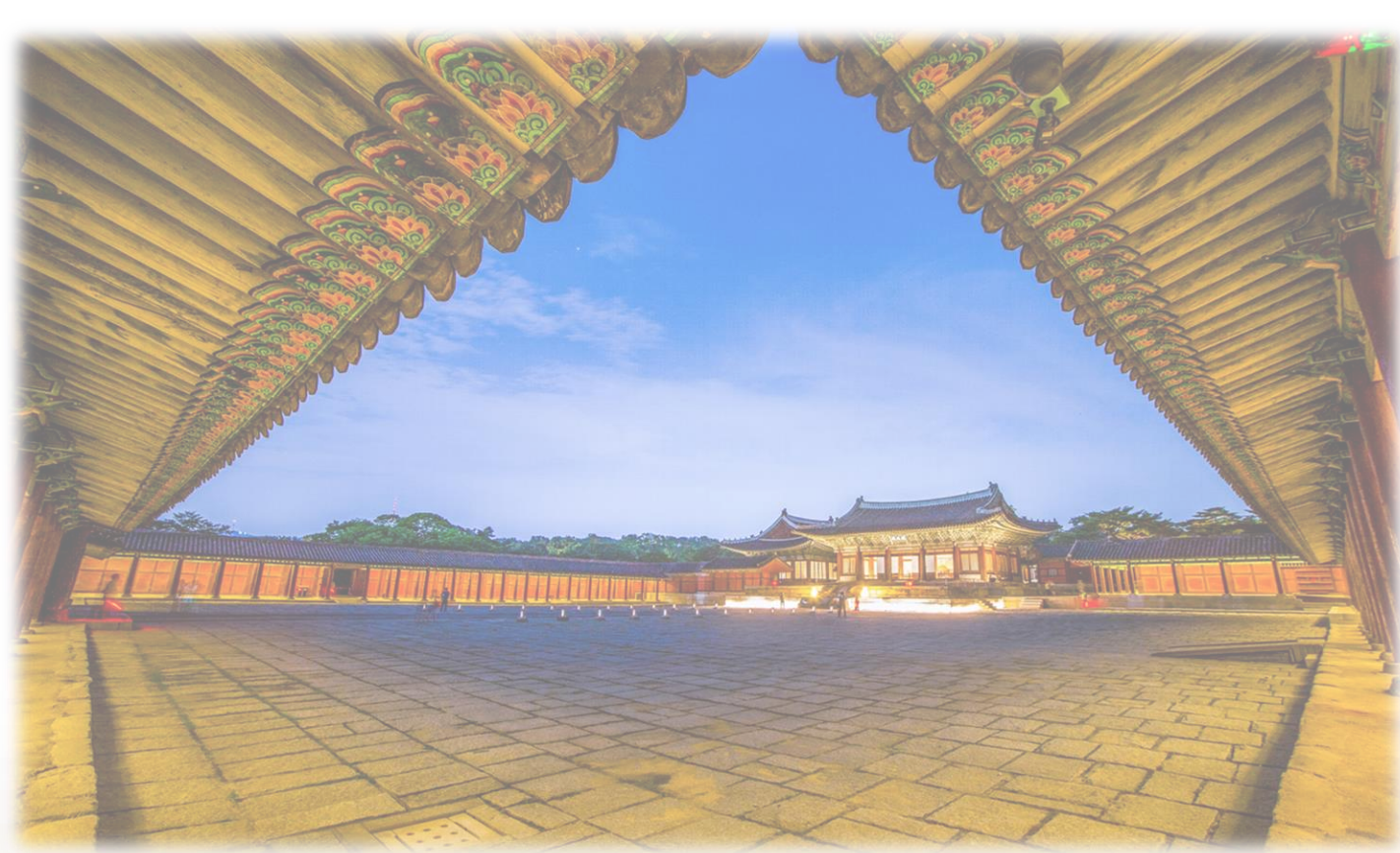


## 비자 종류별 필수 서류 목록

## Visa Type Information

KVAC Berlin



## VISA TYPE LIST

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## □ 비자 종류별 정보 / Visa type Information

### C-3-1 가족방문

\*K-ETA 가능  
\*K-ETA possible

### C-3-1 Family Visit

최대 90일, 단수/더블 입국  
Up to 90 days, Single/Double Entry

## 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

## 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : <b>Documentation confirming residence in Germany for more than 2 years from the date of submission.</b> 독일 내 영주/장기체류 비자 또는 체류허가증 복사본 : <b>사증신청일 기준 현재 거주국에서 2년 이상 체류한 증빙서류</b>  If you have not residence in Germany for more than 2 years, please submit an " <a href="#">Incomplete document form</a> " 체류기간이 2년 미만일 경우, " <a href="#">미완성서류 동의서</a> " 제출
5	<b>For a Double-Entry Visa:</b> To apply for a double-entry visa, please submit your travel plan (A4 size, in English or Korean).  <b>For a Multiple-Entry Visa:</b> To apply for a multiple-entry visa, go to <a href="http://www.visa.go.kr">www.visa.go.kr</a> and use the Visa Navigator to check your eligibility. Then, send a screenshot of your eligibility status to the KVAC Berlin team for processing.  ※ Starting from March 1, 2024, individuals applying for a multiple-entry visa are required to have stayed in Germany for more than 2 years. Please be informed that fees for multiple visa applications with ineligible cases are non-refundable, regardless of the visa outcome.
6	An explanatory statement explaining the purpose of the visit (free format, A4) <b>AND</b> Documents proving the purpose of the visit (if applicable) 방문 목적을 기재한 사유서 (자유양식, A4) 및 방문 목적을 증명하는 서류 (해당 시)
7	Occupation confirmation (Certificate of Enrollment, Certificate of Employment, Proof of Freelancer, etc.) 재직증명서, 재학증명서, 자영업자 증명 등
8	<ul style="list-style-type: none"> <li>○ <b>Option 1) Documents proving a relationship with a family member living in Korea:</b> If your family member living in Korea is Korean - Family Relations Certificate (Detailed) issued within 3 months. <b>선택 1) 한국에 거주하는 가족과의 관계를 증명하는 서류:</b> 한국에 거주하는 가족이 대한민국 국민인 경우 - 국문 가족관계증명서 (상세) (발급 3개월 이내) 또는 호적등본/제적등본 (발급 3개월 이내) (주민등록번호 모두 표기, 영문 증명서 제출 불가)</li> <li>○ <b>Option 2) Documents proving a relationship with a family member living in Korea:</b> If your family member living in Korea is not-Korean and living in Korea with a long-term visa - Family Relations Certificate or another official document equivalent proving the family relations - Copy of Front &amp; Back of Register Card or Visa in Korea <b>선택 2) 한국에 거주하는 가족과의 관계를 증명하는 서류:</b> 한국에 거주하는 가족이 외국 국적자로 장기 비자/영주 자격으로 체류하는 경우 - 가족관계증명서 또는 가족 관계 증명이 가능한 공식 서류 - 외국인등록증 앞, 뒤 사본 또는 사증 사본</li> </ul>
9	Proof of Payment Receipt / 송금내역서
10	<a href="#">KVAC Waiver Courier / 우편 접수시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
11	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

**C-3-1 행사, 회의참석** \*K-ETA 가능  
**C-3-1 Conference attendee** \*K-ETA possible

최대 90일, 단수/더블 입국  
Up to 90 days, Single/Double Entry

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : <b>Documentation confirming residence in Germany for more than 2 years from the date of submission.</b> 독일 내 영주/장기체류 비자 또는 체류허가증 복사본 : <b>사증신청일 기준 현재 거주국에서 2년 이상 체류한 증빙서류</b>  If you have not residence in Germany for more than 2 years, please submit an <a href="#">"Incomplete document form"</a> 체류기간이 2년 미만일 경우, <a href="#">"미완성서류 동의서"</a> 제출
5	<b>For a Double-Entry Visa:</b> To apply for a double-entry visa, please submit your travel plan (A4 size, in English or Korean).  <b>For a Multiple-Entry Visa:</b> To apply for a multiple-entry visa, go to <a href="http://www.visa.go.kr">www.visa.go.kr</a> and use the Visa Navigator to check your eligibility. Then, send a screenshot of your eligibility status to the KVAC Berlin team for processing.  ※ Starting from March 1, 2024, individuals applying for a multiple-entry visa are required to have stayed in Germany for more than 2 years. Please be informed that fees for multiple visa applications with ineligible cases are non-refundable, regardless of the visa outcome.
6	Invitation letter from Korea including the purpose of visit, duration, the role of the applicant, etc. with a stamp or signature. 한국 초청 및 기업이 발행한 비자신청인의 방문 목적, 일정, 역할 등을 상세히 기재한 초청장. 직인 또는 서명 필요
7	Business registration of the Korean inviter issued <b>within 3 months</b> 한국 초청 기관의 사업자등록증명원 ( <b>발급 3개월 이내</b> )
8	Occupation confirmation (Certificate of Enrollment, Certificate of Employment, Proof of Freelancer, etc.) 재직증명서, 재학증명서, 자영업자 증명 등
9	Proof of Payment Receipt / 송금내역서
10	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
11	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### C-3-4 단기상용 C-3-4 Business Visitor General Visa

\*K-ETA 가능  
\*K-ETA possible

최대 90일, 단수/더블 입국  
Up to 90 days, Single/Double Entry

A person who is visiting Korea for commercial activities such as market research, liaison works, purpose of sign the contract or for other similar activities.

(e.g. activities such as business meetings with current customers, machine installation, site supervision, offering training sessions, or similar engagements > C45)

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : <b>Documentation confirming residence in Germany for more than 2 years from the date of submission.</b> 독일 내 영주/장기체류 비자 또는 체류허가증 복사본 : 사증신청일 기준 현재 거주국에서 2년 이상 체류한 증빙서류  If you have not residence in Germany for more than 2 years, please submit an <a href="#">"Incomplete document form"</a> 체류기간이 2년 미만일 경우, <a href="#">"미완성서류 동의서"</a> 제출
5	<b>For a Double-Entry Visa:</b> To apply for a double-entry visa, please submit your travel plan (A4 size, in English or Korean).  <b>For a Multiple-Entry Visa:</b> To apply for a multiple-entry visa, go to <a href="http://www.visa.go.kr">www.visa.go.kr</a> and use the Visa Navigator to check your eligibility. Then, send a screenshot of your eligibility status to the KVAC Berlin team for processing.  ※ Starting from March 1, 2024, individuals applying for a multiple-entry visa are required to have stayed in Germany for more than 2 years. Please be informed that fees for multiple visa applications with ineligible cases are non-refundable, regardless of the visa outcome.
6	Dispatch letter issued by the Employer including detailed information such as the purpose of trip, duration, position, etc. with stamp or signature. 파견명령서 (상세하게 한국 방문 목적 및 기간, 직책 등이 명시되어 있고 고용주의 직인 또는 서명 필요)
7	Invitation letter from Korea including the purpose of visit, duration, the role of the applicant, etc. with a stamp or signature. 한국 초청 기업이 발행한 비자신청인의 방문 목적, 일정, 역할 등을 상세히 기재한 초청장. 직인 또는 서명 필요
8	Business registration of the Korean inviter issued <b>within 3 months</b> 한국 초청 기관의 사업자등록증명원 ( <b>발급 3개월 이내</b> )
9	Documents proving the relationship between the inviting company in Korea and employing company of the applicant supporting the purpose of your visit to Korea (draft service contract, plan for meeting in detail and so on). 방문 목적을 뒷받침하는 현지 파견 기업과의 관계를 증명하는 서류 (가계약서, 물품구매 의향서 등)  ※ 만약, 가계약서, 물품구매 의향서 등 입국 목적에 대해 명확한 서류를 제출할 수 없을 시, 초청회사가 제출할 수 없는 사유를 명시하고 방문 목적에 대해 <b>상세히</b> 기재한 추가 설명서 및 계획서 제출 ※ If there is no draft service contract, plan for meeting in detail, etc, the <b>invitation company</b> must explain why there is no such documents and write the purpose of the visit clearly in the detailed explanation letter and activities plan, additionally.
10	Proof of Payment Receipt / 송금내역서
11	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
12	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

**C-3-9 일반관광**  
**C-3-9 Ordinary tourist**

\*K-ETA 가능  
\*K-ETA possible

최대 90일, 단수/더블 입국  
Up to 90 days, Single/Double Entry

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted

\* = Documents that should be submitted in original form.

1	<b>*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : <b>Documentation confirming residence in Germany for more than 2 years from the date of submission.</b> 독일 내 영주/장기체류 비자 또는 체류허가증 복사본 : <b>사증신청일 기준 현재 거주국에서 2년 이상 체류한 증빙서류</b>  If you have not residence in Germany for more than 2 years, please submit an <b>"Incomplete document form"</b> <b>체류기간이 2년 미만일 경우, "미완성서류 동의서" 제출</b>
5	<b>For a Double-Entry Visa:</b> To apply for a double-entry visa, please submit your travel plan (A4 size, in English or Korean).  <b>For a Multiple-Entry Visa:</b> To apply for a multiple-entry visa, go to <a href="http://www.visa.go.kr">www.visa.go.kr</a> and use the Visa Navigator to check your eligibility. Then, send a screenshot of your eligibility status to the KVAC Berlin team for processing.  ※ Starting from March 1, 2024, individuals applying for a multiple-entry visa are required to have stayed in Germany for more than 2 years. Please be informed that fees for multiple visa applications with ineligible cases are non-refundable, regardless of the visa outcome.
6	<b>Applicant should provide enough financial ability to travel in Korea.</b> <b>한국여행 경비를 위한 신청자의 충분한 재정능력 입증 서류 제출</b>  <b>Case 1) Student</b> ① A bank transaction statement under the applicant's name for the last 3 months from the submission date, <b>including the total balance is mandatory</b> ② Current certificate of Enrollment <b>선택 1) 학생일 경우,</b> ① 신청일 기준 지원자 명의의 최근 3개월간 통장거래내역서 (통장 잔고 내역 필수) ② 재학증명서  <b>Case 2) Employee</b> ① A bank transaction statement under the applicant's name for the last 3 months from the submission date, <b>including the total balance is mandatory</b> ② Pay slip for the last 6 months from the date of submitting ③ Certificate of employment <b>선택 2) 직장인일 경우,</b> ① 신청일 기준 지원자 명의의 최근 3개월간 통장거래내역서 (통장 잔고 내역 필수) ② 신청일 기준 최근 6개월간 급여명세서 ③ 재직증명서  <b>Case 3) Self employee</b> ① A bank transaction statement under the applicant's name for the last 3 months from the submission date, <b>including the total balance is mandatory</b> ② Certificate of income tax payment and certificate of business registration issued most recently <b>선택 3) 자영업자일 경우,</b> ① 신청일 기준 지원자 명의의 최근 3개월간 통장거래내역서 (통장 잔고 내역 필수) ② 가장 최근에 발급된 소득세납부증명서 및 사업자등록증  <b>Case 4) Others – Please contact KVAC</b> <b>선택 4) 기타 – KVAC 으로 연락바랍니다.</b>  ※ If you have support from your family's financial ability, such as your parents or spouse, you need to submit documents from sponsor's ① proving family relationship (Marriage certificate or birth certificate), ② copy of ID, ③ 3 months of bank statements, ④ 6 months of pay slips. And document from applicant's ⑤ certificate of enrollment or certificate of employment or certificate of income tax payment and certificate of business registration. ( <a href="#">Verification of translation</a> , if needed) 부모, 배우자 등 가족의 재정능력을 활용하는 경우에는 ① 가족관계증명서, ② 신분증 복사본, ③ 최근 3개월간 가족 통장거래내역서, ④ 최근 6개월간 급여명세서 ⑤ 신청자의 신분확인 문서 제출 필요. (필요시, <a href="#">번역확인서</a> )
7	Proof of Payment Receipt / 송금내역서
8	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### C-4-5 단기취업 C-4-5 Short-term Employment

최대 90일, 단수 입국  
Up to 90 days, Single Entry

- A person who is visiting Korea, invited or recommend by a public or private entity and will receive a compensation for the performances that overcome the travel and housing allowances.
- A service provider dispatched to Korea upon contracts that do not include manual labor and who will receive compensation from a government-owned or private corporation.  
(e.g. activities such as business meetings with current customers, machine installation, site supervision, offering training sessions, or similar engagements.)

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Dispatch letter issued by the Employer including detailed information such as the purpose of trip, duration, position, etc. with stamp or signature. 파견명령서 (상세하게 한국 방문 목적 및 기간, 직책 등이 명시되어 있고 고용주의 직인 또는 서명 필요)
5	Invitation letter from Korea including the purpose of visit, duration, role of the applicant, etc. with stamp or signature. 한국 초청 기업이 발행한 비자신청인의 방문 목적, 일정, 역할 등을 상세히 기재한 초청장 원본. 직인 또는 서명 필요.
6	Business registration of the Korean inviter issued within 3 months 한국 초청 기관의 사업자등록증명원 (발급 3개월 이내)
7	Documents proving the relationship between the inviting company in Korea and employing company of the applicant supporting the purpose of your visit to Korea (Contract, service contract, purchase order, export declaration certificate etc.) 방문 목적을 뒷받침하는 한국 초청 기업과 현지 파견 기업과의 관계를 증명하는 서류 (고용계약서, 계약서, 용역계약서, 물품구매서, 수입신고필증, 선적(배송) 관련 서류 등)
8	Proof of Payment Receipt / 송금내역서
9	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
10	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### C-4-5 단기취업 (모델 또는 예술가) C-4-5 Short-term Employment (Model or Artist)

최대 90일, 단수 입국  
Up to 90 days, Single Entry

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Explanation letter issued by the Employer(or Agency) including detailed information such as the purpose of the trip, duration, position, etc. with stamp and signature. ※ If you have a direct contract with the invitation company, this document can be exempted. 한국 방문 목적 및 기간, 직책 등이 명시되어 있는 고용주(또는 에이전시)의 설명문(직인 또는 서명 필요) ※ 단, 계약의 주체가 당사자 일 경우 제출 불필요
5	Business registration of the Korean inviter issued within 3 months 한국 초청 기관의 사업자등록증명원 (발급 3개월 이내)
6	<ul style="list-style-type: none"> <li>○ <b>If performing</b>(Concerts, Musicals, etc.) in accordance with the Public Performance Act: <ol style="list-style-type: none"> <li>1. Document from the Korea Media Rating Board</li> <li>2. Contract between applicant(or dispatch company) and invitation company with stamp or signature.</li> <li>3. If applicant is under 18 years old, a document for legal representative consent form</li> </ol> <p>공연법 규정에 의한 공연(콘서트, 뮤지컬 등)을 하려는 경우:</p> <ol style="list-style-type: none"> <li>1. 영상물등급위원회 (제주특별자치도의 경우 제주특별자치도지사)의 공연추천서 (추천제외대상공연은 면제*)</li> <li>2. 공연계획서, 공연계약서(서명 필수)</li> <li>3. 피초청인이 미성년자의 경우, 법정대리인의 동의서</li> </ol> <p>※ 면제일 경우, 면제해당 사유 + 증빙서류(공익법인 설립허가증) + 초청장 제출 필수</p> </li> <li>○ <b>If model,</b> <ol style="list-style-type: none"> <li>1. Please ask your invitation company to provide documents below in Korea. 비자 신청자가 모델일 경우, 하기 서류는 초청회사(한국)에서 준비: <ol style="list-style-type: none"> <li>1) 대중문화예술기획업 등록증</li> <li>2) 부가가치세 과세표준증명</li> <li>3) 납세증명서</li> <li>4) 기타 기업의 건전성을 증명하는 서류</li> <li>5) 신원보증서</li> <li>6) 광고촬영, 패션쇼 관련 계약서(광고건별 제출), 국내 활동 계획서</li> </ol> </li> <li>2. Please prepare documents below from Agency in Germany or invitation company in Korea. 독일 에이전시 혹은 한국초청회사에서 준비하여야 하는 서류 <ol style="list-style-type: none"> <li>1) Resume and Portfolio of Model</li> <li>2) Contract between Model &amp; Invitation company OR Agency(in Germany)&amp;Invitation company</li> <li>3) If applicant is under 18 years old, a document for legal representative consent form <ol style="list-style-type: none"> <li>1) 모델 이력서 및 모델의 전문성을 입증할 수 있는 서류 (포트폴리오 등)</li> <li>2) 모델과 초청회사, 혹은 에이전시와 초청회사간의 계약서</li> <li>3) 보호자 동의서(미성년인 경우)</li> </ol> </li> </ol> </li> </ol> </li></ul>
7	Proof of Payment Receipt / 송금내역서
8	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.



## □ 비자 종류별 정보 / Visa type Information

### D-9-2 무역경영 D-9-2 Technician (Industrial Machinery)

91일 이상, 단수 또는 복수(독일인만) 입국  
Over 91 days, Single or Multiple(German only) entry

산업설비(기계) 도입회사에 파견 또는 초청되어 그 장비의 설치·운영·보수(정비)에 필요한 기술을 제공하는 자에 대한 체류기간 1년 이하의 단수사증 (복수: 독일, 러시아, 우즈베키스탄 예외적 인정)

A person who is dispatched or invited to a company adopting industrial facilities (machinery), to provide technologies required for the installation/operation/maintenance of the equipment

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> <b>e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Dispatch letter issued by the Employer including detailed information such as the purpose of trip, duration, position, etc. with stamp and signature. 파견명령서 (상세하게 한국 방문 목적 및 기간, 직책 등이 명시되어 있고 고용주의 직인 또는 서명 필요)
5	Invitation letter from Korea including the purpose of visit, duration, role of the applicant, etc. with stamp and signature. 한국 초청 기업이 발행한 비자신청인의 방문 목적, 일정, 역할 등을 상세히 기재한 초청장 원본. 직인 또는 서명 필요
6	Business registration of the Korean inviter issued within 3 months 한국 초청 기관의 사업자등록증명원 (발급 3개월 이내)
7	Documents proving the relationship between the inviting company in Korea and employing company of the applicant supporting the purpose of your visit to Korea (Contract, Service Contract, Purchase Order, etc.) 설비도입계약서 또는 산업설비도입 입증서류
8	Certificate of Tax payment for one year of the invitation company. 연간 납부내역증명 (납세증명서는 인정되지 않음)
9	Proof of Payment Receipt / 송금내역서
10	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
11	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### F-3-1 동반 F-3-1 Dependent

91일 이상, 단수 입국  
Over 91 days, Single Entry

- 문화예술(D-1), 유학(D-2), 일반연수(D-4) 내지 특정활동(E-7)까지의 체류자격에 해당하는 사람의 배우자 및 미성년 자녀로서 배우자가 없는 사람 (단, 기술연수(D-3) 체류자격에 해당하는 사람은 제외)
- 취재(D-5) 자격 해당자의 동반 입국자에 대한 동반(F-3) 사증발급은 국내 지사(국)가 개설되어 있어야 함.
- 한국인 동반 가족은 신청 불가
- A spouse or minor child of the following visa holders:  
D-1, D-2, D-4, D-5, D-6, D-7, D-8, D-9, D-10, E-1, E-2, E-3, E-4, E-5, E-6, E-7
- Associate Degree(D-2-1), Language Trainee(D-4-1), Visiting Student(D-2-8), Exchange Student(D-2-6) cannot invite Spouse or Children. (Only for recognized humanitarian reasons can be accepted.)
- Long-term student visas can only invite spouses or Children after staying in Korea for more than 6 months.

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> e-signature not permitted/전자서명 불가
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	<b>Documents proving a relationship with a family member living in Korea:</b> ① Marriage Certificate, Birth Certificate (for a minor child), or another official document equivalent proving the family relations ② Copy of Front & Back of Register Card or Visa  <b>한국에 거주하는 가족과의 관계를 증명하는 서류:</b> ① 결혼증명서, 가족관계기록 사항에 대한 증명서 또는 출생증명서 등 공식 서류 (중국 국적자는 거민신분증, 결혼증 및 호구부 등) ② 외국인등록증 앞, 뒤 사본 또는 사증 사본
5	<b>Financial proof documents:</b> ① Inviter's Certificate of Employment ② Certificate of Tax Payment in Korea. - If you don't have it, other financial documents (such as bank statements, pay-slips, etc.)  <b>재정능력 입증서류</b> ① 초청자의 재직증명서 ② 납세사실증명서 등
6	Proof of Payment Receipt / 송금내역서
7	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
8	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### F-1-D 워케이션 F-1-D Workation (Digital Nomad)

91일 이상, 복수 입국  
Over 91 days, Multiple

The applicant must satisfy the following criteria:

- Over 18 years old
- Overseas business owners or employees at foreign companies (applicants employed by a Korean company are ineligible)
- Should have the capability to work remotely.
- Persons Who have worked in the Same Industry for More Than 1 Year
- (optional) This visa type can be accompanied by family.

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> <b>e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Certificate of employment: ① Should verify the applicant's one-year work experience in the same industry or major. ② The document must show the applicant's ability to work remotely
5	Proof of Income: ① Pay-slip for the last 12 months from the date of submitting Minimum annual income requirement of \$71,980 before tax (approximately 65,000 EUR).
6	A bank transaction statement under the applicant's name for the last 3 months from the submission date. <b>Including the total balance is mandatory.</b>
7	* Criminal Record Certificate: ① German criminal record certificate issued within 6 months. <b>*Apostille required</b> ② (If applicable) If you have resided outside of Germany for more than one year within the last 5 years, you must submit a criminal record certificate issued within 6 months from the countries where you lived. <b>*Apostille required</b> ※ The criminal record certificate issued in Korea does not require an Apostille. ③ (If applicable) If you are not a German passport holder, please provide a criminal record certificate issued within the last 6 months from your home country. <b>*Apostille required</b>
8	Insurance plan in English valid in the Republic of Korea covering <b>repatriation, medical treatment, and hospitalization</b> . (Covering duration of 1 year, minimum 70,000EUR)
9	(If applicable) If the applicant has taken a leave of absence due to maternity, illness, job change, etc., documentation covering <b>the entire 12-month period for working</b> , including the certificate of employment and pay-slips, must be submitted.
10	Proof of Payment Receipt / 송금내역서
11	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
12	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### H-1 워킹홀리데이 H-1 Working Holiday

91일 이상, 복수 입국 (독일인만)  
Over 91 days, Multiple (German only)

The applicant must satisfy the following criteria:

- Between the age of **18 and 30** at the time of application submission;
- Not accompanied;
- Have not applied for a Working Holiday visa for the Republic of Korea before;

#### [MUST READ]

General Permit Information: <https://whic.mofa.go.kr/contents.do?menuNo=90&contentsNo=38>

#### Questions regarding Working Holidays

Email: [workingholiday@mofa.go.kr](mailto:workingholiday@mofa.go.kr)

Website: <https://whic.mofa.go.kr/contents.do?contentsNo=39&menuNo=91>

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	81.00 EURO (German only)
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> <b>e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Round-trip Flight Ticket <b>OR</b> If there is no round-trip ticket, a proof of deposit of a significant amount (equivalent to a round-trip flight ticket) will be accepted.
5	Bank account balance statement and other financial documents proving the ability to sustain the expenses in Korea for the first 3 months (minimum 3,000,000 KRW / 2,500 EUR) issued within <b>1 week</b>
6	* <b>Original</b> Criminal Record Certificate issued within 6 months (polizeiliches Führungszeugnis*) from the date of application submission ※ No need to be Apostilled
7	Insurance plan in English valid in the Republic of Korea covering <b>repatriation, medical treatment, and hospitalization</b> (Covering duration of <b>1 Year</b> , minimum 40,000,000 KRW / 30,000 EUR)
8	Copy of your current school enrollment letter <b>OR</b> copy of final education certificate/degree
9	Working Holiday Activity Plan in English or Korean (A4, free format)
10	Proof of Payment Receipt / 송금내역서
11	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
12	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

## □ 비자 종류별 정보 / Visa type Information

### D-10-1 구직 D-10-1 Job seeker

91일 이상, 단수 입국  
Over 91 days, Single Entry

A person who plans to engage in a training or find a job in a qualified sector, such as Professor (E-1), Foreign language instructor (E-2), Researcher (E-3), Technology instructor/technician (E-4), Professional (E-5), Artist/Athlete (E-6) excluding adult entertainment, Special ability (E-7), fulfils corresponding qualification and at least 20 points in standard criteria scoring in total **over 60 points** based on Points System.

The activities related to Artist/Athlete(E-6) status only includes pure art or sports and excludes adult entertainment businesses. Applicant must score at least 20 points in 'Standard Criteria' and more than 60 points in total to be eligible:

### 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a>
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

### 필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식)</a> <b>e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Detailed plan for seeking employment (free format, max. 3 pages on A4)
5	CV written in Korean or English
6	Copy of highest education degree certificate (Bachelor's degree or higher) <b>*Apostille needs</b> ※ Certificate issued in Korea does not need to be apostilled.
7	Financial Proof issued within 2 weeks proving financial ability to cover expenses in Korea. (min. 700EUR x 6Months)
8	(if applicable) Proof of work experience Certificate of previous or/and current employment which states position and duration in detail - Only work experiences directly related to the major will be considered acceptable.
9	(If applicable) For researchers who have completed a program in Korea Education certificate issued by the Head of institute which states research topics, performance and duration - Institute researcher: completion certificate - Trainee institute: completion certificate - Exchange student: proof of record by the Dean of university
10	(if applicable) Proof of Korean proficiency / Valid TOPIK or KIIP certificate
11	(if applicable) Recommendation letter for employment - Recommendation by the Head of relevant central administrative ministry - Recommendation by the Head of Korean diplomatic mission
12	(if applicable) Proof as a high-income Professional Income statement of the previous year issued by local official
13	(Extra points) Please find your extra points on next page and provide us a proof of document.
14	Proof of Payment Receipt / 송금내역서
15	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
16	<a href="#">KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서</a> On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

☐ This chart is for a reference. Having more than 60 points does not guarantee your visa issuance.

점수제 구직비자 (D-10-1) 배점표 / POINTS SYSTEM						
Points Category		Criteria		Points	Remark	
Standard Criteria	Age	20-24		10	50	
		25-29		15		
		30-34		20		
		35-39		15		
		40-49		5		
	Level of Education	In Korea/Abroad	Associate degree			15
			Bachelor's degree			15
			Master's degree			20
			Doctorate degree			30
Optional Criteria	Job experience	In Korea	Abroad		70	
		1-2 years	3-4 years	5		
		3-4 years	5-6 years	10		
		+5 years	+7 years	15		
	Study in Korea	Associate degree (in the last 3 years)		5(30)		
		Bachelor's degree (in the last 3 years)		10(30)		
		Master's degree (in the last 3 years)		15(30)		
		Doctorate degree (in the last 3 years)		20(30)		
	Training in Korea	Research Student (D-2-5) Exchange Student (D-2-6) Trainee National Public Institute (D-4-2) Trainee Private Institute (D-4-6)	Between 12 to 18 Months	3		
			More than 19 Months	5		
		Korean Language Trainee (D-4-1)		12 Months ~		3
	Korean proficiency	TOPIK / KIIP		Grade / Level 5+		20
				Grade / Level 4		15
Grade / Level 3				10		
Grade / Level 2				5		
Extra points	Recommendation by head of the relevant central administrative ministry OR by the head of Korean diplomatic mission			20	70	
	<a href="#">A graduate of a university listed on the Times' Higher World University Rankings</a>			20		
	<a href="#">A previous employee of a listed company on the Fortune's Global 500 companies</a>			20		
	Bachelor's degree (including Associate degree in Korea) holder in Natural Science and Engineering field			5		
	High-income Professional (over 50,000 USD)			5		
Points deduction	Number of Violations	1	2	3		
	Immigration Act	5	10	30		
	Any other Korean laws	5	10	30		

☐ 비자 종류별 정보 / Visa type Information

**사증발급인정 번호를 보유한 자**  
**Those who has a visa issuance number**

91일이상, 비자타입에 따라 다름 (법무부 확인 필요)  
over 91 days, depends on visa type

비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee <a href="#">HERE</a> Your visa fee depends on eligibility of your visa entry.(Single/Double/Multiple) Please check with your invitation organization to check correct entry type.
Service Fee (Mandatory)	<b>60.00 EURO</b>
Return service (Optional)	8.00 EURO

필수 제출 서류 / Mandatory document to be submitted \* = Documents that should be submitted in original form.

1	<a href="#">*Visa Application Form (Form no. 17-3) / 사증발급신청서 (제17-3호 서식)</a> <b>e-signature not permitted/전자서명 불가</b>
2	*Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	*One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Address in Korea and contact information on a separate paper
5	Proof of Payment Receipt / 송금내역서
6	<a href="#">KVAC Waiver Courier / 우편 접수 시 책임면책서</a> Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
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