



TIPS

How to apply for a VISA



1 Pay Correct Fee

- Pay the correct fee to the KVAC Bank account.
- Visa fee + Service fee + Post fee
 - Visa Fee: check your visa fee according to your passport [HERE](#)
 - Service Fee: 60EUR
 - Post Fee: check your KVAC post fee [HERE](#)
 - KVAC accepts only Bank transfer payments.



2 Submit Application

- Submit your application, mandatory documents, and your **actual** passport to your KVAC.
- Write your visa type on your envelope.
- Please note that KVAC does **not** accept international posts.



3 Document Review

- KVAC team will email you if you have any incomplete documents.
- If your documents are completed, **ROK Embassy in Berlin** will process your visa.
 - Visa processing time: 14 working days depending on your documents' completeness.
 - During peak season: 2-6weeks

4 Check your Status

- You can track your visa status at [Korea Visa Portal](#) after KVAC team has forwarded it to ROK Embassy.
- Please click "**Diplomatic office**" when you check your status.
- Please note that Consul may request additional documents if needed.



5 Receive Visa Result



- After the Consul has made a visa decision, the KVAC team will inform you to pick up applicants.
- For applicants who asked for post service, the KVAC team will send your visa and passport via courier service.