

NOTICE FOR APPLICANTS USING MAIL-IN VISA APPLICATION SERVICES

The mail-in visa application service is available only for visa applicants currently residing in UK. IOM, KVAC and the ROK Embassy in Berlin highly recommend the use of Royal Mail Special Delivery Guaranteed service for shipping documents to the IOM KVAC.

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. Check [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.**
- **E-Banking:** If paid through e-banking, please specify “KOREA VISA AND SERVICE FEES” and **your full name in the justification or reference field.**

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 kvacukinfo@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. Please monitor the tracking status with your chosen delivery company.

IOM KVAC - London

Address: 1st Floor, Heron House, 10 Dean Farrar Street, SW1H0DX, London,
United Kingdom
Telephone Number: +44 02078116098

12. IOM KVAC London will return your passport through Royal Mail and will notify you of the tracking number via email upon request.