

사증발급신청서 APPLICATION FOR VISA

※ 사증발급인정번호(CONFIRMATION OF VISA ISSUANCE No. : )

사진 PHOTO 3.5cm×4.5cm	1. 성 Surname	3. 漢字姓名	4. 성별 Gender [ ]M [ ]F
	2. 명 Given Names	5. 생년월일 Date of Birth D/M/Y	
	6. 국적 Nationality Nepali	7. 출생국가 Country of Birth Nepal	
	8. 현주소 Home Address		
	9. 전화번호 Phone No.	10. 휴대전화 Mobile Phone No.	
	11. 이메일 E-mail	12. 신분증번호 National Identity No.	

여권	13. 여권번호 Passport No.	14. 여권종류 Classification 외교, 公務, 公務普通, 因私, 其他 DP(外交), OF(官用), OR(一般), Others(其他)
	15. 발급지 Place of Issue Ministry of foreign Affairs	16. 발급일자 Date of Issue D/M/Y
		17. 기간만료일 Date Of Expiry D/M/Y

직업	18. 직업 Occupation	19. 직장전화번호 Business Phone No. 4
	20. 직장명 및 주소 Name and Address of Present Employer	

결혼여부 Marital Status	21. [ ]기혼 Married [ ]배우자사망 Widowed [ ]미혼 Single [ ]이혼 Divorced	
	22. 배우자 성명 Spouse's Name	23. 배우자 생년월일 Spouse's Date of Birth D/M/Y
	24. 배우자 국적 Spouse's Nationality Nepali	25. 배우자 연락처 Spouse's Phone No.

26. 입국 목적 Purpose of Entry Temporary Visit	27. 체류예정기간 Potential Length of Stay One month
28. 입국예정일 Potential Date of Entry D/M/Y	29. 방한사실 Previous Visit (If Any) No
30. 국내체류지 Address in Korea xxxx	31. 국내전화번호 Phone No. in Korea
32. 국내 체류비용 지불자 Who Will Pay For The Expense For Your Stay? Myself	
33. 과거 5년간 여행국가 Countries You Have Travelled During The Past 5 Years	

※ Please note that C-series visa holders are not able to change their residential status after entry into

34. 동반가족 Accompanying Family	관계 Relationship	국적 Nationality	성명 Name	생년월일 Date of Birth	성별 Gender
35. 국내 보증인 Guarantor or Reference in Korea	관계 Relationship	국적 Nationality Nepali	성명 Name	생년월일 Date of Birth D/M/Y	성별 Gender

I declare that the statements made in this application are true and correct to the best of my knowledge and belief, that I will observe the provisions of the Immigration Law of the Republic of Korea and that I will not engage in any activities irrelevant to the purpose of entry stated herein. Besides, I am fully aware that any false or misleading statement may result in the refusal of a visa, and that possession of a visa does not entitle the bearer to enter the Republic of Korea upon arrival at the port of entry if he/she is found inadmissible.

신청일자 DATE OF APPLICATION

신청인 서명 SIGNATURE OF APPLICANT

공용란 FOR OFFICIAL USE ONLY						
기본사항	체류자격		체류기간		사증종류	단수·복수(2회, 3회 이상)
접수사항	접수일자		접수번호		처리과	
허가사항	허가일자		허가번호		고지사항	
결재	담당자		가 · 부	〈심사의견〉		

수입인지 부착란

## Notice

- Fill out the form in English language and sign it with your signature.
- Attach a photo taken within the last 6 months.
- Submission of additional documents may be requested, after the application is completed.
- The visa issuance may be denied after the screening of the application.
- Applicants shall notify the competent Korean embassy if there is a material change after the application is lodged or a visa has been issued.
- If you obtain a new passport after a visa has been issued, you should transfer the visa onto a new passport before departure.
- If you have a history of breaking the immigration law in foreign countries, you should submit the details of it with the application.
- Visa fee is not refundable even if visa is denied.

## How to fill it out

Write down the number of the Confirmation of Visa Issuance, if applicable.

1~2. Write down the name as printed in your passport. Surname is last name and given name is first name.

3. If you have the Chinese character name, write down in Chinese character.

※ Only for people from countries that use Chinese character.

4. To mark your gender, check a bracket below.

5. Write down the date of birth in the order of day, month, and year.

6. Write down your nationality.

7. Write down the name of the country you were born in.

8.~11. Write down your address, phone number, mobile phone number and email in your home country.

13.~17. Write down the type of your passport (see your passport) and draw a circle around the appropriate one.

※ DP(Diplomatic Passport), OF(Official Passport), OR(Ordinary Passport)

18.~20. Write down your occupation and the phone number • name • address of your company.

21.~25. Write down personal data of your spouse, if you are married.

29. Write down how many times you have visited Korea.

30.~31. Write down the address and phone number of a place you are going to stay after arriving in Korea. If they are undecided, write down "undecided."

32. Write down who will bear the cost of your stay in Korea. (name, relation)

34. If you are a spouse or a child under the age of 20 of a person who holds the visa status of Culture and Art(D-1), Student(D-2), General Training(D-4) through Particular Occupation(E-7), fill these blanks.

35. Write down the name of person who sponsors your visa.

※ A sponsor may be a non-Korean.

# 초청장

## 1. 피초청인

성명	(Name of Person you inviting)	생년월일	Date of Birth	성별	F
국적	Nationality	여권번호	Passport No	직위	Relation
연락처	일반전화: Land line		휴대폰 : Mobile		

※ 성명: 여권상 영문성명을 기재

## 2. 초청인

성명	(Name of Person who is inviting)	주민등록번호 (외국인등록번호)	ID card (alien)	성별	Sex
국적	Nationality	여권번호	Passport Number		
현재학교	University name	학과	Department	년	year
거 주	your Address in Korea				
연락처	Mobile		일반전화	landline	

3. 초청기간: YY년 MM월 DD일 ~ YY년 MM월 DD일 (duration of stay)

4. 초청목적: Purpose of invitation in short in KOREAN

## 5. 초청인의 보증 사항

- 가. 피초청인의 대한민국 체류기간중 대한민국의 제반법규를 준수하고, 대한민국 법률을 위반하여 발생하는 민·형사상의 모든 책임을 부담한다.
- 나. 피초청인이 체류기간에 맞추어 대한민국을 출국할 것을 보증하며, 피초청인이 불법체류를 하는 경우, 향후 초청인이 초청하는 자에 대하여 사증발급이 거부되더라도 이의를 제기하지 않는다.
- 다. 피초청인이 대한민국 관련 법규를 위반하여 강제출국될 경우 여비 등 관련 비용에 대해 일체의 지불 책임을 진다.

초청인은 피초청인을 대한민국에 초청함에 있어 상기 보증 내용을 준수할 것을 확인합니다.

YY년 MM월 DD일

초청인:성명: (Name&sign of Person who is inviting) (인감 날인)

# Letter of Guarantee

※ [ ]에는 해당하는 곳에 √ 표시를 합니다.

(뒤쪽)

Applicant (a foreign national entering Korea)	Surname	Given names	Name in Chinese character
	Date of birth		Gender [ ]male [ ]female
	Nationality		Passport Number
	Address in Korea		Phone Number
	Purpose of sojourn		

Guarantor	<b>a. Personal information</b>		
	Full name	Name in Chinese character	
	Nationality	gender [ ]male [ ]female	
	Passport Number or Korean's ID number	Tel	
	Address		
	Relationship to applicant		
	Occupation/Employer	Job title	
	Work address	Note	
	<b>b. Period of guarantee</b> (The period of guarantee shall not exceed 4 years)		
	<b>c. I shall guarantee the following items:</b>		
(1) I shall ensure that the applicant abides by competent laws and regulations of Korea.			
(2) I shall shoulder the cost of the applicant's travel expenses for his/her return if the applicant is unable to pay them.			
(3) I shall shoulder the cost of the applicant's expenses arising from his/her stay or detention in Korea if s/he is unable to pay them.			

I hereby declare that the above mentioned information is true

년 월 일

신원보증인

(서명 또는 인)

Guarantor

(signature or seal)

## Documents required for the invitation of relatives in Korea

1. Completely filled application form [Attachment -1]
2. Invitation & Certificate of Personal reference (legal office in Korea(변호사) must notarize all related documents 초청장)- [attachement-2]
3. Any relevant document that shows the purpose of the visit (Graduation certificate 졸업 예정 증명서) (English or Korean)
4. Letter from your research professor or research in charge to the counselor of Korean embassy in Nepal for providing visa to the invitee with the purpose of visit. (English or Korean)
5. Letter from your Dean or in charge of your graduate school to the counselor of Korean embassy in Nepal for providing visa to the invitee with the purpose of visit. (English or Korean)
6. Certificate of family relationship
7. Copy of Alien Registration, passport and student card of inviter must be submitted
8. Citizenship certificate of both invitee and inviter(Nepali version of citizenship certificate is required to be translated and notarized)
9. Bank statement(잔액증명서), last 1Year (from both Korea and Nepal) (we suggest you for minimum bank balance of 5000-10000\$)
10. Academic certificates of your degree being pursued in Korea
11. Every document must be in its original and should be either in Korean or English
12. Valid passport (we recommend MRP passport for visa application as Korean embassy does not accept hand written passport effective from 2March, 2015)
13. Copy of room agreement paper or confirmed place of accommodation here in Korea

More information:

- i. Please submit bank deposit receipt for Visa screening fee/ it's non-refundable
- ii. One passport size photo
- iii. Passport & a copy of passport of invitee
- iv. Visa screening fee (effective from Jan 1st, 2014)
  1. Visa for a stay of up to 90 days : NRs 4,000
  2. Visa for a stay of over 90 days : NRs 6,000
  3. Multiple-entry visa : NRs 9,000

Bank account No. : Nabil Bank, Kantipath/ 0101012205401

✧ (Please do delete the words in red color, as they are mentioned here with the purpose of guidance)

