



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **KOREA (REPUBLIC-SOUTH) C-4 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Important Visa Information
  - Currently all applications must be paid for online, then posted to the Korean visa centre. It will be returned to Regent Visas by courier.
- Visa Application Form code 17
  - Print it out and fill it in by hand using black ink.
  - You will also find the link in our downloadable document pack.
- Letter of Invitation from the Korean company:
  - Details the purpose of the trip.
  - State dates and how long the applicant will stay in Korea
  - It can be a scan
- 14. Document proving relationship between the inviting company in Korea and employing company of the applicant supporting the purpose of the visit to Korea (Contract, Service Contract, Purchase Order, etc).
- Photographs
  - One recent passport sized colour photograph.
- Passport
  - Be valid 6 months after the entry date into South Korea
  - Has to have at least two blank visa pages.
- Completed checklist for mail in applications form.
  - You will also find the link in our downloadable document pack.
- Complete and sign C-4 form:
  - Also supply the specific documents to your field of work as listed on the form.
- UK Employers letter detailing the trip.
- Business Registration of the Korean company. It must have been issued within the last three months.
- Consent for treatment of personal data
  - You will also find the link in our downloadable document pack.
- Complete Waiver courier form.
  - You will also find the link in our downloadable document pack.
- Complete the visa application centre consent form
  - You will also find the link in our downloadable document pack.
- Regent Visas Order Form
  - You will find this in our document pack.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Korea (Republic-South) C-4"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

<input type="radio"/>	VISA
<input type="radio"/>	VISA DEBIT
<input type="radio"/>	MAESTRO
<input type="radio"/>	MASTER CARD
<input type="radio"/>	AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE