

Korea Visa Application Center (KVAC) Checklist for Mail-In Applications

All applicants must follow the Mail-In Procedure steps from the KVAC website and complete the following checklist before sending a Mail-In Application:

1. Enclose the completed and signed visa application form and supporting documents, following the appropriate checklist for the relevant visa type.	<input type="radio"/>
2. Enclose the completed and signed Consent Form for Treatment of Data.	<input type="radio"/>
3. Enclose the completed and signed Liability Waiver for Mail-In Service.	<input type="radio"/>
4. Enclose proof of payment for the ROK visa fees, the KVAC service fees, and any additional service(s) to be purchased at the KVAC.	<input type="radio"/>
5. Enclose this checklist duly completed and signed.	<input type="radio"/>

DISCLAIMER

All applications submitted to the KVAC must be fully complete. Please carefully follow the appropriate checklist for your visa type and the procedures published on the KVAC website.

If an application is deemed to be incomplete, KVAC staff will make at least 3 attempts within 10 working days of receiving the Mail-In Package to contact the applicant and inform him / her of any missing or incomplete information, issues with the application, or issues with payment. All requested documents or issues with the application must be provided to the KVAC within 5 working days from the date of receipt of the email.

If an applicant does not wish to or is unable to provide the missing documents or information, the applicant will be required to provide the KVAC with written consent to submit the incomplete application to the ROK Embassy in Berlin.

If an applicant submits incorrect visa fees or incomplete consent forms and waivers, the entire application will be returned at the cost of the applicant.

I hereby confirm that I have followed all steps listed in the Mail-In Procedure to complete my Mail-In Application and I agree to the terms and conditions of service listed on the KVAC website and the disclaimer above. I will be responsible for any deficiency in my Mail-In Application and any potential impact that may have on the decision for my visa application.

Name of Applicant

Signature of Applicant

Date
