

TEXAS TOWER

PASSPORT AND VISA SERVICES

2020 Montrose Blvd, Suite 400
Houston, Texas 77006

<http://www.texastower.net>

Phone (713) 874-1420
Fax (713) 874-1245

KOREA

Visa Requirements for All Nationalities

TOURIST:

No visa required for a stay of 15 days or less. Must have a confirmed outbound ticket for the return, not standby, otherwise you must have a visa. If your stay is longer than 15 days, please follows instructions below:

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. One (1) Visa application form. * Be sure to fill out completely and sign.
3. One (1) recent passport size photo.
4. Non US citizens need a notarized copy of their status in the US
5. Non US citizens need PROOF OF RESIDENCY Sheet (See Below)
6. Travel itinerary
7. Hotel confirmation
8. Consulate fee of \$45.00

BUSINESS:

To conduct business, research, journalistic activities etc.

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. One (1) Visa Application Form. Be sure to fill out and sign application form completely.
3. One (1) recent passport size photo, size 2x2.
4. Letter of invitation from the company in Korea.
5. Business Cover Letter from the company in the USA. *(sample enclosed).
6. Non US citizens need a notarized copy of their status in the US
7. Non US citizens need PROOF OF RESIDENCY Sheet (See Below)
8. Copy of Korean company's Registration Certificate
8. Consulate fee \$45.00

VALIDITY OF VISA:

Visa is valid for five (5) years from issue date for multiple entries. Length of stay up to 90 days.

Instructions for sending your Korea Visa to Texas Tower

1. Gather the requirements listed above.
2. Fill out the form below.
3. Federal Express your requirements, order form (below) and payment to:

Texas Tower Passport and Visa Services
 2020 Montrose Blvd, Suite 400
 Houston, Texas 77006713-874-1420

Please print this page, fill it out and send to us with your information

Name(s): _____

Address to return passport(s): _____

Have Fedex deliver without a signature? City: _____ State: _____
 Yes No

Zip Code: _____

Phone numbers: (w) _____ (h) _____

Email address: _____

Date of Departure: _____

Costs

All fees below include consulate fee, Texas Tower service fee and return delivery by Federal Express

Tourist Visa	\$167.00 (first visa)
Business Visa	\$167.00 (first visa)

The above fees are for people who live in Texas, Oklahoma, Mississippi, Louisiana and Arizona

Process time is 3-4 business days

Send one check for the amount above or fill out your credit card number below.

Credit card number: _____ expires: _____

Signature: _____

BUSINESS COVER LETTER
(Company letter of Guarantee)
SAMPLE ONLY
FOR BUSINESS VISAS ONLY

The following letter is to be typed onto your company letterhead

Date _____

Consulate of _____(Country Name)_

Dear Sirs

This letter is to introduce _____(Applicant's Name)_____, the _____(Position)_____ with (Company name) _____.

_____(Applicant's name)_____ wishes to visit your country from _____(Proposed date of entry)_____ to _____(Proposed date of exit)_____ in order to _____(Exact purpose of trip)_____.

While in your country, he/she will be contacting _____(Contact Persons Name)_____,
_____(Company Name and Company Street Address)_____.

-

We are requesting a _____(Business)(Type of Visa)_____ visa to be issued for at least _____(days/weeks/months)_____. We are requesting a _____(Single/Double/Multiple)_____ entry visa be issued. _____(Company Name)_____ hereby guarantees the expenses of this trip including return airfare to the United States.

Sincerely

_____(Authorized Signer other than the Applicant)_____

_____(Title)_____

*Note: No address is necessary, and an incorrect consulate or embassy address can delay processing.

PROOF OF RESIDENCY

Name			
Date of Birth		Sex	
Passport No.			
Present Address			
Home Telephone			
Cell Phone			

Applicant's Signature : _____

Date :

I, _____, A NOTARY PUBLIC. DO HEREBY CERTIFY THAT ON THE ____ DAY OF _____, 2002, PERSONALLY APPEARED BEFORE ME, _____, WHO, BEING BY ME FIRST DULY SWORN, DECLARED THAT HE(SHE) IS THE PERSON WHO SIGNED THE FOREGOING STATEMENT AND THAT THE STATEMENTS ARE TRUE AND CORRECT.

_____ NOTARY PUBLIC IN AND FOR THE STATE OF TX, LA, OK, AR, MS (circle one)

PRINTED NAME		SEAL
COMMISSION NO		
MY COMMISSION EXPIRES		
TELEPHONE NO		
ADDRESS		
SIGNATURE OF NOTARY		

