



EMBASSY OF THE REPUBLIC OF KOREA

IN ACCRA, GHANA

REQUIREMENTS FOR CONFERENCES, EVENTS, MEETINGS

Visa applicants are advised to arrange the required documents in the order of the following list and **if it is submitted in improper order or any blank from the application is not filled, application shall not be accepted or may result in visa denial.**

Submitted documents will not be returned in any circumstances except for the passport and certificate.

Left check box must be ticked by the applicant before submission.

	ORIGI	COPY	REQUIREMENTS	OFFICIAL USE ONLY
1	<input type="checkbox"/>	<input type="checkbox"/>	PASSPORT , valid at least six (6) months PREVIOUS PASSPORT , if applicable	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ONE PASSPORT-TYPE COLOR PHOTO (3.5cm x 4.5cm) with white background, taken within recent 6 months	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WRITTEN CONSENT , to be downloaded from the Embassy website	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	OFFICIAL INVITATION LETTER issued by the organizers REGISTRATION CERTIFICATE OF KOREAN ORGANISATION	<input type="checkbox"/>
	5	5	If it is self-sponsored, PERSONAL BANK ACCOUNT STATEMENT proving the financial ability to support yourself for a stay (should be for a period of three(3) months & issued within a week)	<input type="checkbox"/>
5	5-1	5-1	If sponsored by employer LETTER OF INTRODUCTION stating job title (designation), salary and purpose of trip. The employer(company) must fully be responsible to guarantee the return of the applicant to his/her country and be liable for applicant's offence(s) against the law of the Republic of Korea (include contact number and ID card of employer) 1) COMPANY BANK ACCOUNT STATEMENT (should be for a period of three(3) months & issued within a week) 2) CERTIFICATE OF INCORPORATION 3) LETTER OF SPONSORSHIP	<input type="checkbox"/>
	5-2	5-2	If none of the above two cases, LETTER OF INTRODUCTION from where the applicant belongs to, stating the purpose of trip to be born fully by the organizer to guarantee the return of the applicant to Ghana and be liable for applicant's offence(s) against the law of the Republic of Korea (include contact number and ID card of the guarantor)	<input type="checkbox"/>
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOCUMENTS INTRODUCING THE NATURE, SCHEDULE OF CONFERENCES / EVENTS / MEETINGS	<input type="checkbox"/>
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROUND-TRIP FLIGHT SCHEDULE	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOTEL RESERVATION or PROOF OF RESIDENCE IN KOREA	<input type="checkbox"/>

FOR OFFICIAL USE ONLY	
담당자	
접수일자	