

## SHORT TERM GENERAL (C-3-1)

### ELIGIBILITY:

Individuals intending to visit Korea for a short period of time to participate in events and meetings or to obtain skills at the government organization.

The purpose of entry and the relevant document will differentiate C-3-1 (Short term invitation) and C-3-4 (short term general).

Where the above short-term invitation exceeds the usual stay expenses, a short-term employment (C-4-5) visa will be applied.

Please note that the possession of an invitation letter does not imply that the visa will be issued.

Every citizen and resident of Mongolia, who wants to enter the Republic of Korea with an Ordinary Tourist Visa must apply through the Korea Visa Application Centre. Note that you can apply for a single-entry visa (valid for 3 months with the maximum duration for stay 90 days), double-entry visa (valid for 6 months with the maximum duration of stay for 90 days), for a multiple entry visa (valid for 1-year, 3-year, 5-year with the maximum duration of stay for 90 days). Note that the Embassy may request additional documents if it is deemed necessary for the evaluation of the visa.

### COMMON DOCUMENTS

1. Visa Application Form, one 3.5x4.5 cm color picture taken within the past 6 months
  2. Passport in original and copy
  3. Marriage Certificate (issued within the past 45 days)
    - Birth Certificate for minors under 19 years old (or a copy of parents' identity cards in case their date of birth is not stated on the applicant's Birth Certificate)
  4. Proof of financial capability
    - Business owner: Tax payment certificate, business registration certificate
    - Employee: Confirmation of social insurance payment, certificate of employment
    - Other cases: Summary of the applicant's bank statement for the past 6 months (joint accounts are not accepted)
- \* Applicants under 20 or above 54 years old who are travelling with other family members are exempted from submitting proof of financial capability**
5. Invitation-related documents (\* Besides a copy of the business registration certificate, all documents related to the invitation must be submitted in original - notarization is not required)

#### Korean inviters:

- Invitation letter including a list of invitees, invitation purpose, invitation period, and responsible parties to cover expenses.

\* A sample of the invitation letter can be found on the Embassy's website in case the inviting entity does not have a specific format.

- Copy of Business Registration Certificate of the Korean entity
- Letter requesting cooperation (can be included in an invitation letter)
- Documents indicating the schedule, introduction and overview of the event (education, training, seminars, work consultation, etc.), and the purpose of entry

Mongolian invitees:

- Letter requesting cooperation (for groups)
- Statement of reasons (for individuals)

**Applicants submitting an invitation letter from an affiliated body of the Korea Sports Council or relevant minister requesting cooperation are exempted from proof of financial capability**

\* Please refer to the list of affiliated bodies of the Korea Sports Council ([www.sports.or.kr](http://www.sports.or.kr))

**6.** Letter of proxy from parents (minors who are going to apply or enter the country independently)