

KOREAN VISA APPLICATION FOR INDONESIAN

South Korean Visa for Tourists (Indonesia)

Please note that you will need to apply for your Tourist Single Entry Visa in person.

Step 1: Fill up application form

Fill in the Visa application form with your personal details. Download the application form [here](#).

Step 2: Prepare the required documents

Click [here](#) for more details on the documents required.

1. One completed and signed visa application form filled in legibly in English.
2. Passport that is valid for at least 6 months from the date of visa application.
3. One photograph of full color and 3.5cm x 4.5cm size, not older than 7 months.
The file format must be in JPEG/JPG/PNG with white background and no accessories worn.
4. A family relationship certificate (Family Card) should also be submitted.
5. A copy of the applicant's Birth Certificate.
6. Proof of employment. This includes your:
 - a. Employment certificate that includes information detailing your employer's website, phone number, name of the issuing department, phone number and issuer name.
 - b. Tax certificate
7. Original bank transaction statements for the last 3 months under the applicant's name
8. Additional documents as requested by the embassy on a case-by-case basis.

RAC will provide you with the following documents to support your visa application:

1. Business Invitation Letter This letter will indicate that you have been invited to go to this RAC event held in Seoul.
2. Hotel Confirmation Letter This is proof of your stay at Intercontinental Seoul Parnas.
3. Flight Itinerary This is proof of return flight to and fro from Seoul, Korea to your home country.
4. Insurance This is proof that your travel to Seoul, Korea is insured.

**Note: We will contact you via email for the above 4 documents.*

Step 3: Book an appointment

You would have to apply for an Indonesian visa personally at the Korea Visa Application Center.

There is no online booking appointment system. You will have to head down to the center and get a queue number.

Korea Visa Application Centre Details:

- Address: Lotte Mall Ciputra World 1 Unit 5F-05A LT. 05
Jl. Prof. DR. Satrio No.1, RT.18/RW.4, Kuningan, Karet Kuningan, Kecamatan Setiabudi, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12940 Indonesia
- Working days: Monday – Friday (closed on Saturday, Sunday and national public holiday, Embassy holidays in South Korea 1/3, 15/8, 3/10, 9/10)
- Working hours: All individuals will be served as long as you get your queue number before 3.00pm

Application Submission (Monday – Friday)

· Individual applicants/ Travel Agent: 09:00 – 15:00

Document Collection (Monday – Friday)

· Individual applicants/ Travel Agent: 12:00 – 17:00

- Hotline: +6221 3007 7166
- Whatsapp: +62 812 9591 5558

Step 4: Attend appointment

On the day of your appointment, bring along all the required documents, visa fees (Cashless payment only) and attend your appointment.

Approximate Visa Application Fee and Processing Time

- Visa Fee: 652,000 IDR (single-entry, ≤ 90 days)
- Admin Fee: 240,000 IDR
- Total: 892,000 IDR

Processing Time: 5–14 business days

Step 5: Track your application

You can track your visa application status online via the official website.

Step 6: Collect your passport

Once your visa application is approved, you can head down personally to collect your passport with the visa sticker from the embassy.

Step 7: Reimbursement of Visa fee

In order to obtain the reimbursement of your Visa fee, please email the following details along with your receipt to rac@spinergy.com.sg for your reimbursement.

Please include the following details in your email:

- Payee Account name:
- Mobile Number:
- Account Number:
- Bank Name:
- Payee Bank Address:
- Swift Code: