



Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland *	Numbre of Entries/Anzahl Einreisen *	Business - Tourist - Technical *
.....
Last Name/Nachname *	First Name/Vorname *	Nationality *
.....
Email *	Phone / Telefon *	
.....	

Assistant data / Angaben AssistentIn

Last Name/Nachname	First Name/Vorname	
.....	
Email	Phone / Telefon	Cell phone/Handy
.....

Billing address / Rechnungsadresse

Company / Firmenname *	Attention of / z.Hd. *
.....
Exact address / Genaue Adresse *	
.....	
.....	
PO-Number/Cost Center/Auftragsnummer/Kostenstelle	
.....	

Passport return address / Rückversandadr. Pass

Company / Firmenname	Attention of / z.Hd.
.....
Exact address / Genaue Adresse	
.....	
.....	
Return address for passport/Rücksendung Pass *	
<input type="radio"/> Send Passport to Billing address/Passversand wie Rechnungsadresse	

*For administrative reasons we require credit card payment for private persons.
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung *

Invoice/Rechnung

Credit Card

Credit Card Number with Expiry Date MM/YY

Number Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

Required Shipping / Gewünschte Versandart:

- Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
- DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
- Courier SAME DAY - price on request

- Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
- DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
- Courier international - price on request



Consular Service Fly

Visa and Consular Service
Bern - Geneva

Required documents: South Korea - Business

Validity of Visa:
90 days

Max. Duration of stay:
90 days

Permitted entries:
1x

- Our Visa Request Form
- Application form Application form PDF - please fill in the application form
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B, C or G
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english
- Trade register excerpt: Excerpt of inviting company

Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.

Processing time standard application 1 -2 weeks

Processing time express application not available

Processing time urgent application not available

Comment/Remarks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern
Domizil: Murtenstrasse 114, 3202 Frauenkappelen
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85

사증발급신청서 VISA APPLICATION FORM

<신청서 작성방법>

- ▶ 신청인은 사실에 근거하여 빠짐없이 정확하게 신청서를 작성해야 합니다.
- ▶ 신청서상의 모든 질문에 대한 답변은 한글 또는 영문으로 기재해야 합니다.
- ▶ 선택사항은 해당 칸[] 안에 √ 표시를 하시기 바랍니다.
- ▶ '기타' 를 선택한 경우, 상세내용을 기재하시기 바랍니다.

<How to fill out this form>

- ▶ The applicant must fill out this form completely and correctly.
- ▶ The applicant must write in block letters either in English or Korean.
- ▶ For multiple-choice questions, the applicant must check [√] all that apply.
- ▶ If the applicant selects 'Other' , please provide more information in the given space.

1. 인적사항 / PERSONAL DETAILS

<p style="text-align: center;">PHOTO</p> <p style="text-align: center;">여권용 사진 (35mm×45mm)</p> <p>- 흰색 바탕에 모자를 쓰지 않은 정면 사진으로 촬영일 부터 6개월이 경과하지 않아 야 함</p> <p>A color photo taken within the last 6 months (full fa ce without hat, front vie w against white or off-whi te background)</p>	1.1 여권에 기재된 영문 성명/Full name in English (as shown in passport)	
	성 Family Name	명 Given Names
	1.2 한자성명 漢字姓名	1.3 성별 Sex 남성/Male[] 여성/Female[]
	1.4 생년월일 Date of Birth (yyyy/mm/dd)	1.5 국적 Nationality
	1.6 출생국가 Country of Birth	1.7 국가신분증번호 National Identity No.

1.8 이전에 한국에 출입국하였을 때 다른 성명을 사용했는지 여부

Has the applicant ever used any other names to enter or depart Korea?

아니오 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes' , please provide details

(성 Family Name , 명 Given Name)

1.9 복수 국적 여부 Is the applicant a citizen of more than one country ? 아니오 No [] 예 Yes []

→ '예' 선택 시 상세내용 기재 If 'Yes' , please write the countries ()

2. 신청 사증 정보/ DETAILS OF VISA APPLICATION

2.1 체류기간(장·단기) Period of Stay(Long/Short-term)	2.2 체류자격 Status of Stay
90일 이상 장기체류 Long-term Stay over 90 days []	
90일 이하 단기체류 Short-term Stay less than 90 days []	

공용란 FOR OFFICIAL USE ONLY

기본사항	체류자격	체류기간	사증종류	단수·복수(2회, 3회 이상)
접수사항	접수일자	접수번호	처리과	
허가사항	허가일자	사증번호	고지사항	
결 재	담당자	가 [] 부 []	<심사의견>	

< 수입인지 부착란 >

3. 여권정보 / PASSPORT INFORMATION

3.1 여권종류 Passport Type
 외교관 Diplomatic [] 관용 Official []
 일반 Regular [] 기타 Other []
 → '기타' 상세내용 If 'Other', please provide details ()

3.2 여권번호 Passport No.	3.3 발급국가 Country of Passport	3.4 발급지 Place of Issue
3.5 발급일자 Date of Issue	3.6 기간만료일 Date Of Expiry	

3.7 다른 여권 소지 여부 Does the applicant have any other valid passports? 아니요 No [] 예 Yes []
 → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 여권종류 Passport Type
 외교관 Diplomatic [] 관용 Official []
 일반 Regular [] 기타 Other []

b) 여권번호 Passport No. c) 발급국가 Country of Passport d) 기간만료일 Date of Expiry

4. 연락처 / CONTACT INFORMATION

4.1 본국 주소 Home Country Address of the applicant

4.2 현 거주지 Current Residential Address *현 거주지가 본국 주소와 다를 경우 기재 *Please write the current address if different from above

4.3 휴대전화 Cell Phone No. 또는 일반전화 Telephone No. 4.4 전자우편 E-mail

4.5 비상시 연락처 Emergency Contact Information

a) 성명 Full Name in English	b) 거주 국가 Country of Residence
c) 전화번호 Telephone No.	d) 관계 Relationship to the applicant

5. 혼인사항 및 가족사항 / MARITAL STATUS AND FAMILY DETAILS

5.1 현재 혼인사항 Current Marital Status
 기혼 Married [] 이혼 Divorced [] 미혼 Single []

5.2 배우자 인적사항 Personal Information of the applicant's spouse *기혼으로 표기한 경우에만 기재 If 'Married' please provide details of the spouse

a) 성 Family Name (in English)	b) 명 Given Names (in English)
c) 생년월일 Date of Birth (yyyy/mm/dd)	d) 국적 Nationality
e) 거주지 Residential Address	f) 연락처 Contact No.

5.3 자녀 유무 Does the applicant have children?
 없음 No [] 있음 Yes [] 자녀수 Number of children []

6. 학력 / EDUCATION

6.1 최종학력 What is the highest degree or level of education the applicant has completed?
 석사/박사 Master's /Doctoral Degree [] 대졸 Bachelor's Degree []
 고졸 High School Diploma [] 기타 Other []
 → '기타' 선택 시 상세내용 기재 If 'Other', please provide details ()

6.2 학교명 Name of School	6.3 학교 소재지 Location of School(city/province/country)
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7. 직업 / EMPLOYMENT

7.1 직업 Current personal circumstances

사업가 Entrepreneur [] 자영업자 Self-Employed [] 직장인 Employed []
공무원 Civil Servant [] 학생 Student [] 퇴직자 Retired []
무직 Unemployed [] 기타 Other []

→ '기타' 선택 시 상세내용 기재 If 'Other', please provide details ()

7.2. 직업 상세정보 Employment Details

a) 회사/기관/학교명 Name of Company/Institute/School	b) 직위/과정 Position/Course
c) 회사/기관/학교 주소 Address of Company/Institute/School	d) 전화번호 Telephone No.

8. 방문정보 / DETAILS OF VISIT

8.1 입국목적 Purpose of Visit to Korea

관광/통과 Tourism/Transit [] 행사참석/Meeting, Conference [] 의료관광 Medical Tourism []
단기상용 Business Trip [] 유학/연수 Study/Training [] 취업활동 Work []
무역/투자/주재 Trade/Investment/Intra- 가족 또는 친지방문 Visiting Family/
Corporate Transferee [] Relatives/Friends [] 결혼이민 Marriage Migrant []
외교/공무 Diplomatic/Official [] 기타 Other []

→ '기타'선택 시 상세내용 기재 If 'Other', please provide details ()

8.2 체류예정기간 Intended Period of Stay	8.3 입국예정일 Intended Date of Entry
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8.4 체류예정지(호텔 포함) Address in Korea (including hotels)	8.5 한국 내 연락처 Contact No. in Korea
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8.6 과거 5년간 한국을 방문한 경력 Has the applicant travelled to Korea in the last 5 years ?
아니오 No [] 예 Yes [] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of any visits to Korea
() 회 times,

방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

8.7 한국 외에 과거 5년간 여행한 국가 Has the applicant travelled outside his/her country of residence, excluding to Korea, in the last 5 years?

아니오 No [] 예 Yes [] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of these trips

국가명 Name of Country (in English)	방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

8.8. 국내 체류 가족 유무 Does the applicant have any family member(s) staying in Korea?

아니오 No [] 에 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s)

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant

* 참고: 가족의 범위 - 배우자, 자녀, 부모, 형제
 Note: Scope of family members - Spouse, children, parents, siblings of the applicant

8.9. 동반입국 가족 유무 Is the applicant travelling to Korea with any family member(s) ?

아니오 No [] 에 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s) the applicant is travelling with

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant

* 참고 : 가족의 범위 - 배우자, 자녀, 부모, 형제
 Note : Scope of family members - Spouse, children, parents, siblings of the applicant

9. 초청 정보 / DETAILS OF INVITATION

9.1 초청인/초청회사 Is there anyone inviting the applicant for the visa?

아니오 No [] 에 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 초청인/초청회사명 Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute)

b) 생년월일/사업자등록번호 Date of Birth/Business Registration No.

c) 관계 Relationship to the applicant

d) 주소 Address

e) 전화번호 Phone No.

10. 방문경비 / FUNDING DETAILS

10.1 방문경비(미국 달러 기준) Estimated travel costs(in US dollars)

10.2 경비지불자 Who will pay for the applicant's travel-related expenses? (Any relevant person including the applicant and/or organization)

a) 성명/회사(단체)명 Name of Person/Organization (Company)

b) 관계 Relationship to the applicant

c) 지원내용 Type of Support

d) 연락처 Contact No.

11. 서류 작성 시 도움 여부 / ASSISTANCE WITH THIS FORM

11.1 이 신청서를 작성하는데 다른 사람의 도움을 받았습니까? Did the applicant receive assistance in completing this form? 아니오 No [] 에 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the person who assisted the applicant

성명 Full Name	생년월일 Date of Birth (yyyy/mm/dd)	연락처 Telephone No.	관계 Relationship to the applicant

210mm×297mm[백상지(80g/m²) 또는 중질지(80g/m²)]