











# KVAC DOCUMENTS PROCESSING CHECKLIST

HWB# \_\_\_\_\_

A.R.# \_\_\_\_\_

DATE: \_\_\_\_\_

SHIPPER'S NAME: \_\_\_\_\_

(SURNAME)

(FIRST NAME)

(MIDDLE NAME)

Shipper    CSR    Internal

## C-3-9 (TOURIST) Visa Requirements For RETIREE

1. Visa Application Form (Computerized Black Ink /printed in A4 size paper and should be 5 pages only, with signature. Indicate N/A if blank)
2. 1 piece of Passport size (35mm x 45mm) colored picture – white background and must be taken within 6 months
3. Original Passport – (6 months validity/ affix the signature on the third page of the passport)
4. Photocopy of Passport Bio-page
5. Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
6. Original Personal Bank Certificate (if applicable only) [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
7. Bank Statement ((if applicable only original or certified true copy of bank statements/passbook for the last 3 months)
8. Photocopy of the Senior Citizen's I.D.
9. If Sponsored: Sponsor Documents (If applicable only)
  - a) Proof of relationship
    - i) Original PSA Birth certificate and/or
    - ii) Original PSA Marriage Certificate
  - b) If Sponsor is employed:
    - i) Original and current Certificate of Employment [must include position, date hired, compensation, Office address, HR landline number (no mobile), HR e-mail address], (e-signed accepted with disclaimer)
    - ii) Photocopy of ITR (Income Tax Return) or Form 2316 Copy
  - c) If Sponsor is Self-employed/businessmen:
    - i) Business Registration from SEC or DTI (Copy)
    - ii) Business Permit or Mayor's Permit (Copy),
    - iii) Photocopy of ITR (Income Tax Return) or Form 1701 or 1702
  - d) Original Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
  - e) Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months).
  - f) Additional Requirements (if applicable):
    - i) If the sponsor already have a valid visa, attach a photocopy of the sponsor's valid visa
    - ii) If not travelling together with the sponsor, attach a photocopy of the sponsor's passport.
10. Signed KVAC Data Privacy Consent Form
11. Others:
 

If a submitted document is not included in the list of required documents, please specify the type of document provided.

If a required document is unavailable, kindly submit a letter of explanation stating the reason for its absence.

  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

Checked documents are all complete:

Verified By: \_\_\_\_\_

Verified By: \_\_\_\_\_

Customer Printed Name & Signature / Date

CSR Printed name & Signature / Date

Internal Representative Name & Signature / Date

### Terms and Conditions for Visa Application Submission

1. This duly accomplished form, upon submission for visa application, shall signify the signatory's acknowledgment of ownership and responsibility for its contents.
2. **Advance travel and/or airline booking arrangements are strongly discouraged until the final release of the passport from the Embassy of Korea (Manila). W Express shall not be held liable for any unnecessary expenses incurred due to premature travel plans.**
3. **In the event of visa issuance being postponed or denied, W Express assumes no responsibility for any related issues.**
4. All fees paid to the Korea Visa Application Center (KVAC) Manila are non-refundable under any circumstances.
5. Handling service fees charged by W Express are also non-refundable.
6. Any spurious, fictitious, tampered, or erroneous documents submitted for visa application shall, upon determination and evaluation by the Embassy, be deemed void and subject to confiscation.
7. W Express shall not be held liable for any delays caused by discrepancies, inaccuracies, incomplete or non-compliant documentation submitted by the applicant.

Conforme:

Customer Printed Name & Signature / Date

BDD - KDPC

Rev. No. 03 / Effective Date : Oct. 20 , 2025







# KVAC DOCUMENTS PROCESSING CHECKLIST

HWB# \_\_\_\_\_

A.R.# \_\_\_\_\_

DATE: \_\_\_\_\_

SHIPPER'S NAME: \_\_\_\_\_

(SURNAME)

(FIRST NAME)

(MIDDLE NAME)

Shipper CSR Internal

## C-3-9 (TOURIST) Visa Requirements For RELIGIOUS WORKERS

- 1. Visa Application Form (Computerized Black Ink /printed in A4 size paper and should be 5 pages only, with signature. Indicate N/A if blank)
- 2. 1 piece of Passport size (35mm x 45mm) colored picture – white background and must be taken within 6 months
- 3. Original Passport – (6 months validity/ affix the signature on the third page of the passport)
- 4. Photocopy of Passport Bio-page
- 5. Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
- 6. Copy of PRC Card or IBP Card (If applicable only)
- 7. Original Church Certificate
- 8. Photocopy of Church SEC in the Philippines
- 9. Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
- 10. Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
- 11. Photocopy of ITR (Income Tax Return) or Form 2316
- 12. If Sponsored: Sponsor Documents (If applicable only)
  - a) Proof of relationship
    - i) Original PSA Birth certificate and/or
    - ii) Original PSA Marriage Certificate
  - b) If Sponsor is employed:
    - i) Original and current Certificate of Employment [must include position, date hired, compensation, Office address, HR landline number (no mobile), HR e-mail address], (e-signed accepted with disclaimer)
    - ii) Photocopy of ITR (Income Tax Return) or Form 2316 Copy
  - c) If Sponsor is Self-employed/businessmen:
    - i) Business Registration from SEC or DTI (Copy)
    - ii) Business Permit or Mayor's Permit (Copy),
    - iii) Photocopy of ITR (Income Tax Return) or Form 1701 or 1702
  - d) Original Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
  - e) Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months).
  - f) Additional Requirements (if applicable):
    - i) If the sponsor already have a valid visa, attach a photocopy of the sponsor's valid visa
    - ii) If not travelling together with the sponsor, attach a photocopy of the sponsor's passport.
- 13. Signed KVAC Data Privacy Consent Form
- 14. Others:
 

If a submitted document is not included in the list of required documents, please specify the type of document provided.

If a required document is unavailable, kindly submit a letter of explanation stating the reason for its absence.

  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

Checked documents are all complete:

Verified By:

Verified By:

Customer Printed Name & Signature / Date

CSR Printed name & Signature / Date

Internal Representative Name & Signature / Date

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