



Application by Post check List

Please tick (√) in the box

Items		Confirmation
Passport *	Original passport and Information page copy. Check if the passport is valid and has at least two blank visa pages	Quantity of passports:____
Photo *	Passport photo (Please stick/staple onto the application form)	<input type="checkbox"/>
Visa application form *	Please download the application form from the website and fill in the form by hand or Enter the information on the website then print it out and sign it.	<input type="checkbox"/>
Application documents *	Prepare supporting documents in accordance with purpose of visit. (You may check under [How to get a Visa]-[Step by Step Guidance] on our website) ★If in doubt please call us on 02-750-9600 or send an email to namsanvisa@naver.com ★	<input type="checkbox"/>
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
Payment	Once notified by email or telephone, payment can be made by bank transfer.	<input type="checkbox"/>
	For application through CVASC in Seoul(Namsan Square): 3rd Floor, Namsan Square (formerly known as 'Kukdong Bldg.')	<input type="checkbox"/>
	173, Toegyero, Joong-gu, Seoul, the Republic of Korea. [Zip code 04554]	
	For application through CVASC in Gwangju: Gwangju Chinese Visa Application Service Centre	<input type="checkbox"/>
	7th floor Kyobo Building Numundong, Buk-gu, Gwangju ,the Republic of Korea.	
	For application through CVASC in Jeju: Jeju Chinese Visa Application Service Centre	<input type="checkbox"/>
	502,Hana Building,NO.702-1 Nohyeong-dong,Jeju,the Republic of Korea.	
Memo		

Item with " * " must be provided

Notice:

- (1) Please ensure the contact number you provide on the application form is correct and check your e-mail regularly after you post the application to CVASC. If there is a problem with your application, our staff may contact you by the telephone number or e-mail you provide. Please provide additional documents within 72 hours after we contact you.
- (2) The processing time for your post application by post usually takes 10 working days assuming no unforeseen circumstances arise. Please arrange your travel time accordingly.

Contact number:

E-Mail address:

Name:

Passport number:

Date: