

KVAC BERLIN / 베를린 대한민국 비자신청센터

How to apply for your 'Student Visa' at KVAC Berlin

!!! Please make sure to plan in advance for your submission to ensure your timely departure.
(Flight schedules, etc. do not fall under the reason for expedited visa screening process)

In all cases, KVAC cannot guarantee your visa issuance.

All applications submitted to KVAC France will be reviewed by
the Republic of Korea Embassy in Germany (Berlin).

Visa Regulation Notice

(K-ETA, Visa Criteria, Processing Time, etc.)

German: <https://visaforkorea.eu/de/covid-19-changes-in-visa-regulations>

English: <https://visaforkorea.eu/en/covid-19-changes-in-visa-regulations>

> Für Nicht-EU-Bürger > legen Sie einen Nachweis vor, dass Sie seit mehr als 2 Jahren in diesem Land leben
(z. B. Kopien von Visa, Kopien von Aufenthaltsgenehmigungen usw.)

> Für EU-Bürger > legen Sie einen Nachweis vor, dass Sie in diesem Land wohnen
(z. B. für in Deutschland wohnhafte Personen Meldebescheinigung)

How to apply in-person at KVAC Berlin?

If you live near the center and wish to submit in-person, please submit your passport and documents **in-person** at KVAC Berlin on 6 Floor. Please transfer the correct amount of Visa and Service Fees first.
(IOM KVAC – Korea Visa Application Center / 06. OG Taubenstrasse 20, 10117 Berlin)

Application Submission Time : Monday to Friday (10:00 to 11:00) / 1 hour

After the visa decision has been made,
you can also **pick up your passport** in-person at KVAC Berlin from
Monday to Friday, 14:00-15:00 / 1 hour
(Do not pay 8 EUR courier fee)

Holiday Closures: <https://visaforkorea.eu/en/office-hours-and-holiday-closures>

Do you live near Frankfurt / Bonn / Hamburg?

If you wish to apply **in-Person** and live near **Frankfurt, Bonn or Hamburg**, please call the Republic of Korea Consulates in that city and make an appointment for your visa application.

For addresses and phone numbers, please check here: https://overseas.mofa.go.kr/de-de/wpge/m_7236/contents.do

You can also apply by Post/Mail-in at KVAC Berlin

If you decide to apply at KVAC Berlin by post/mail-in, please send the correct amount of Visa and Service Fees to KVAC Berlin bank account before sending your documents.

Please send your document 2 days after making the payment.

Please indicate your Visa Category on the envelop. (e.g D-2-6, D-2-8, D-4-1, D-2-2, etc.)

Can I apply for Quarantine Exemption?

At KVAC BERLIN, we **do not** process **Quarantine Exemption**. Do not pay 25 EUR.

Please check the [websites of nearby Republic of Korea Consulates](#) for more information OR call KDCA.

Botschaft der Republik Korea in der Bundesrepublik Deutschland ([Berlin](#))

https://overseas.mofa.go.kr/de-de/brd/m_7229/view.do?seq=761336

Generalkonsulat der Republik Korea in **Frankfurt**

<https://overseas.mofa.go.kr/de-frankfurt-de/index.do>

Botschaft der Republik Korea Außenstelle **Bonn** in der Bundesrepublik Deutsch

<https://overseas.mofa.go.kr/de-bonn-de/index.do>

Generalkonsulat der Republik Korea in **Hamburg**

<https://overseas.mofa.go.kr/de-hamburg-de/index.do>



Korea Disease Control and
Prevention Agency

Korea Disease Control and Prevention Agency (KDCA)

<http://www.kdca.go.kr/contents.es?mid=a30103000000>

+82-2-2633-1339 (82 is country code for Korea)

Please follow these steps when applying for a visa with us.

CURRENTLY, ONLY SINGLE-ENTRY VISAS ARE ISSUED.

1. First, you need to pay your Visa and Service Fees

Visa and Service Fees for **GERMAN** nationals.

D-2 Student Visas

(more than 90 days, Single Entry ONLY)

*There are no Visa Fees for **German nationals** applying for student visas.

Visa Fee	NO FEES for German
Service Fee	60.00 EUR
Return passport via mail/post within Germany	8.00 EUR

D-4 Trainee Visas (more than 90 days, Single Entry ONLY)

*Visa fees for all D-4 visa types are only exempted if the purpose of applying for D-4 visa is to attend trainee courses prior to attending a Korean University which an applicant already has an admission letter(Certificate of Admission) from.

Visa Fee	50.40 EUR
Service Fee	60.00 EUR
Return passport via mail/post within Germany	8.00 EUR

**Students who already have ‘Confirmation of Visa Issuance Number’
(more than 90 days, Single Entry ONLY)**

Visa Fee	50.40 EUR
Service Fee	60.00 EUR
Return passport via mail/post within Germany	8.00 EUR

!!! For all **other nationalities and other visa categories**, please check the link: <https://www.visaforkorea.eu/en/visa-and-service-fees>

For all **refund** requests due to incorrect amount transferred, voluntary withdrawal, etc., the refund process takes at least **2 months**. Despite the notice published on the website, if you pay 25 EUR for Quarantine Exemption, this **will not be refunded**. KVAC does not process Quarantine Exemption.

2. Please send the Visa and Service fees to KVAC account before sending your documents.

After the payment, please send your Proof of Payment receipt to KVACDEINFO@IOM.INT indicating:

Email Title: Your Name / Visa Type / Proof of Payment
(e.g. MULLER, Adam / D-2-6 / Proof of Payment)

Email Contents:

- Proof of Payment attached to the email
- Name and Nationality
- Type of Visa you are applying for (e.g. D-2-6, D-2-8, D-4-1, D-2-2, etc.)
- Payment details (e.g. visa fee 50.40, service fee 60.00, courier fee 8.00 eur...)

When making a transfer, please **write on the transfer reference/note** 'Korea Visa and Service Fees' sentence with your Name and Passport Number.

Bank Information

IOM KVAC Bank Details: International Organization for Migration

Name of the bank: Deutsche Bank AG

IBAN: DE32 3807 0059 0136 0031 01

SWIFT: DEUTDEDK380

Address: Taunusanlage 12, 60325 FRANKFURT AM MAIN, GERMANY

3. 2-3 days after sending the payment, please send all documents including your original passport (with validity more than 6 months remaining) to the address below.

Please **DO NOT** print the submitted documents **double-sided**. Every page on a separate paper. (single-sided)

Please **DO NOT** staple your documents.

Please **DO NOT** clip any papers.

Please indicate your name, address and Visa category on the envelope.

KVAC Berlin (06. Etage)

Taubenstrasse 20

10117 Berlin

GERMANY

4. Once KVAC Berlin receives your documents, KVAC staff will check if you sent the payment and all the documents have been completed correctly in order of arrival.

If you submitted everything, your application will be registered to be screened by the embassy.

If not, KVAC will contact you separately.

5. When your visa decision is out, KVAC Berlin staff will print out your Visa (**Visa Grant Notice**) and send back the passport with the receipt to your address written on the [KVAC Waiver Courier](#).

If your visa is denied, KVAC will only send back your passport and the receipt.

Important Notice

KVAC does not return your documents that were submitted for review to the embassy.

Please **DO NOT** send originals unless specifically requested. **Photocopies** are accepted.

The Visa Application Form must be filled thoroughly in **English** or **Korean**.

All supporting documents other than Visa Application Forms can be submitted in **German/English/Korean**.

All documents that are issued in Korea can only be submitted if it is issued within 3 months.
(Business Registration Certificate, Certificate of Admission, etc.)

Which school can issue 'Certificate of Admission'?

> Click [HERE](#) for List of International Education Quality Assurance System (IEQAS) schools

If you are not German national:

> Für Nicht-EU-Bürger > legen Sie einen Nachweis vor, dass Sie seit mehr als 2 Jahren in diesem Land leben
(z. B. Kopien von Visa, Kopien von Aufenthaltsgenehmigungen usw.)

> Für EU-Bürger > legen Sie einen Nachweis vor, dass Sie in diesem Land wohnen
(z. B. für in Deutschland wohnhafte Personen Meldebescheinigung)

If you are not eligible to apply for a visa AND/OR do not have all necessary documents to apply for a visa, but still wishes to apply for a visa, you must sign the form '[KVAC Consent for incomplete documents](#)' acknowledging that you understand that you do not meet the eligibility criteria AND/OR did not provide all necessary documents and that your visa may NOT be approved.

Please submit this form with all other documents.

VISA CHECKLISTS

!!! Please organize your documents in the order shown below !!!

All visas are screened based on the documents submitted.
KVAC is unable guarantee your Visa Approval.

1 D-2 Student Visas (more than 90 days, Single Entry ONLY)

2 D-4-1 Korean Language Trainee (more than 90 days, Single Entry ONLY)

3 For students who possess 'Confirmation of Visa Issuance number'

> For other visa categories, <https://visaforkorea.eu/en/download-visa-forms>

> Students from Cuba, Syria, Macedonia, Kosovo must obtain 'Confirmation of Visa Issuance' first.
Please contact your school in Korea.

*OECD Members Countries

Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, **Germany**, Japan, Latvia, Lithuania, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, UK, USA

Q: How long does visa screening process take?

A: Relevant Link: <https://visaforkorea.eu/de/covid-19-changes-in-visa-regulations>

B. Long-term Visas (single-entry only) can be issued after sufficient screening period **(14 working days and more)** **Your flight schedule does not affect the Visa screening process.**

Note that all STUDENTS in Germany apply at the SAME TIME. Thus, this leads to processing time taking longer than the usual.

Therefore, KVAC highly recommends that you ask your school in Korea to issue your 'Certificate of Admission' at least **2 - 2.5 months** before your planned departure.

Once you receive the PDF version of the Certificate of Admission, apply for your visa at least **1.5 - 2 months before your planned departure.**

Sending multiple emails with the email title 'URGENT' does not speed up the process.

KVAC receives about 300+ calls and 500+ emails per day during high season with 100+ applications per day. Therefore, KVAC is unable to reply nor pick-up calls promptly.

Please check with Deutsche Post directly regarding your deliveries and check your visa status on Visa Portal.

D-2 Student Visa (Single Entry ONLY) (D-2-2, D-2-3, D-2-4, D-2-6, D-2-8)

Documents to be submitted:	
1	Visa Application Form (Form no. 17) (please do not print double-sided)
2	Passport with at least 6 months remainder validity
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	Consent for Isolation
5	Photocopy of your current university enrollment letter & transcript of records*
6	<p>Financial proof* of the sponsor or the student for amount indicated on 'Certificate of Admission 8. a. student's personal funds'; i.e., bank statement, Auslands-BaföG, scholarship documents (Copy allowed, bank statement issued within 2 weeks from the date of visa application submission)</p> <p>In case of sponsor:</p> <ul style="list-style-type: none"> - If another person is paying for your education (i.e. family member, partner etc.) please submit a statement signed by that person (Example: "I, (name), will be financially responsible for my daughter/son (name) while she/he is studying at ... University in Korea..." etc.) , copies of that person's bank statement and a copy of their ID (Personalausweis, Passport etc.). <p>If your <u>parents</u> are paying for your studies, please submit a copy of your birth certificate as well.</p> <p>*Citizens of OECD countries are exempt from submitting financial ability and academic background proof documents if they enter a university where invitation of international students is not restricted according to the Education Internationalization Competency Certification System. (However, if deemed necessary, additional documents to be submitted may be requested based on Table 5 of the Enforcement Regulations of the Immigration Control Act.)</p>
7	<p>Certificate of Admission/표준입학허가서 (issued within 3 months and signed by the Director of the Institute) 'Signature of Student' on the bottom of the Certificate of Admission must be signed by the student. Please make sure the following points are valid:</p> <ul style="list-style-type: none"> - Stamp of the President is clearly visible - Your name, passport number and date of birth are correctly written as shown on the passport - CoA is issued within 3 months <p>If not, please ask your school to issue you a correct Certificate of Admission</p>
8	Business Registration Certificate of the Korean Institute issued within 3 months
9	Proof of Payment Receipt
10	<p>1 KVAC Waiver Courier</p> <p>Please clearly write down the address where you wish to have your passport sent back including C/O.</p>
11	<p>1 KVAC Consent Form and Terms of Use</p> <p>1 On page 2, "I have the right to contact IOM at _____", please write Berlin</p>

D-4-1 Korean Language Trainee (Single Entry ONLY)

Documents to be submitted:	
1	Visa Application Form (Form no. 17) (please do not print double-sided)
2	Passport with at least 6 months remainder validity
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	Consent for Isolation
5	Photocopy of your current university enrollment letter & transcript of records*
6	<p>Financial proof* of the sponsor or the student for amount indicated on 'Certificate of Admission 8. a. student's personal funds'; i.e., bank statement, Auslands-BaföG, scholarship documents* (Copy allowed, bank statement issued within 2 weeks from the date of visa application submission)</p> <p>In case of sponsor:</p> <ul style="list-style-type: none"> - If another person is paying for your education (i.e. family member, partner etc.) please submit a statement signed by that person (Example: "I, (name), will be financially responsible for my daughter/son (name) while she/he is studying at ... University in Korea..." etc.) , copies of that person's bank statement and a copy of their ID (Personalausweis, Passport etc.). <p>If your <u>parents</u> are paying for your studies, please submit a copy of your birth certificate as well.</p> <p>*Citizens of OECD countries are exempt from submitting financial ability and academic background proof documents if they enter a university where invitation of international students is not restricted according to the Education Internationalization Competency Certification System. (However, if deemed necessary, additional documents to be submitted may be requested based on Table 5 of the Enforcement Regulations of the Immigration Control Act.)</p>
7	Tuition Payment Receipt
8	Training Plan including: Lecture Schedule, Lecturer's profile, Training facility, etc.
9	<p>Certificate of Admission/표준입학허가서 (issued within 3 months and signed by the Director of the Institute) 'Signature of Student' on the bottom of the Certificate of Admission must be signed by the student. Please make sure the following points are valid:</p> <ul style="list-style-type: none"> - Stamp of the President is clearly visible - Your name, passport number and date of birth are correctly written as shown on the passport - CoA is issued within 3 months <p>If not, please ask your school to issue you a correct Certificate of Admission</p>
10	Business Registration Certificate of the Korean Institute issued within 3 months
11	Proof of Payment Receipt
12	<p>KVAC Waiver Courier</p> <p>Please clearly write down the address where you wish to have your passport sent back including C/O.</p>
13	<p>KVAC Consent Form and Terms of Use</p> <p>On page 2, "I have the right to contact IOM at _____", please write Berlin</p>

For students who possess 'Confirmation of Visa Issuance number' (Single Entry ONLY)

Documents to be submitted:	
1	Confirmation of Visa Issuance Form (no 21) all fields filled and signed
2	Passport with at least 6 months remainder validity
3	One 3.5X4.5 cm picture taken in the past 6 months (please glue your photo on the application form)
4	Address in Korea and contact information on a separate paper
5	Consent for Isolation
6	Proof of Payment Receipt
7	KVAC Waiver Courier Please clearly write down the address where you wish to have your passport sent back including C/O.
8	KVAC Consent Form and Terms of Use On page 2, "I have the right to contact IOM at _____", please write Berlin

The Republic of Korea **does not issue** sticker type of Visas anymore. (No sticker in your passport)
 Visa Grant Notice is your 90 days **Entry Visa**.
 You can enter Korea between dates indicated on 'Date of Issue' and 'Validity Period of Visa'.

대한민국 법무부
 MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA



VISA GRANT NOTICE 사증 발급 확인서

Visa No. (사증번호) : AB0000000

1. DETAILS OF APPLICANT 신청자 정보					
	Full Name 성명	KIM SAMPLE			
	Date of Birth 생년월일	2019. 01. 01.	Gender 성별	male	
	Nationality 국적	REPUBLIC OF KOREA			
	Passport No. 여권번호	M15001234			
	Passport Expiration Date 여권만료일	2022. 01. 01.			
2. VISA DETAILS 사증 사항					
Status of Stay 체류자격	C-3-9	Period of Stay 체류기간	30 Days	Number of Entries 사증 종류	Multiple
Date of Issue 발급일	2020. 01. 01	Validity Period of Visa 사증 유효기간	2025. 01. 01	Issuing Authority 발급 기관	Korean Embassy in Vietnam
비고 Remarks					

This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the Enforcement Decree of the Immigration Act.
 대한민국 출입국관리법 시행령 제7조(사증발급)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다.
 Minister of Justice, Republic of Korea
 대한민국 법무부 장관

FAQ

Please read through the following questions carefully to see if we already provided answers to your questions before contacting us directly.

Frequently asked Questions

1. [Student Visas ONLY] How do I fill out the Visa Application Form?
2. Can I submit copies?
3. What is a Visa Grant Notice?
4. [For Long-term Visa Holders] What do I do after I enter Korea?
5. My school said they cannot get a new Business Registration Certificate. What should I do?
6. Where is my passport?

1. [Student Visas] How do I fill out the Visa Application Form?

> When filling out the application form No. 17 please refer to the following notes.

- 1.2 Leave it BLANK/EMPTY
- 1.7 If you do not have National identity card other than passport, leave it BLANK/EMPTY
- 2.2 e.g. D-2-2/D-2-6 ... as written on the CoA
- 6.2 Your current school
 - 7.1 Tick 'V' Student
 - 7.2 Your current school information
- 8.1 Tick 'V' 유학/연수 Study/Training
 - 8.2 Duration indicated on your 'Certificate of Admission' under 5.
 - 8.3 Even if you do not have a flight ticket yet, indicate a possible entry date
 - 8.4 If you do not have a place to stay in Korea yet, write down the school address
 - 8.5 If you do not have any contact person in Korea, write down the phone number of your school
 - 8.7 You are not obliged to write down all the countries visited, please feel free to indicate up to 5 countries you visited last
- 9.1 You do not need to fill this part. Please tick 'V' 아니오 No
- 10.2 If you are paying for yourself, then please write b) Relation to the applicant as 'Myself'

2. Can I submit copies?

> For your visa application we only need your Original Passport.

All other documents you received from Korea can be printed from your email (in high quality) or copied.

> If you're sending an original you wish to receive back (besides your passport), please put a note on that specific document or submit copies as well.

3. What is a Visa Grant Notice?

> The Visa Grant Notice is your 90 days ENTRY VISA to Korea. There will be no sticker or stamp in your passport anymore. For STUDENTS, your visa will be issued according to the duration indicated on the 'Certificate of Admission'.

5. 상기 학생에게 본교의 국어국문학과 학과 1 개월 과정 입학을 허가합니다.
 등록금 최종납입기한은 2019/12/25 이며, 2020/01/09 까지
 학업을 마쳐야 합니다.
 The student named above has been accepted for a 1 month course of
 study at this school, majoring in KoreanLanguage&Literature
 The Tuition and Fee Due Date is 2019/12/25 and all academic
 requirements must be completed no later than 2020/01/09

> Although your Certificate of Admission indicates '6 Months' or more, you will see on your Visa Grant Notice (photo below) that the visa is valid for only 3 months (90 days).

This is because this is your Entry Visa to Korea which means you can enter Korea from another country within the dates written under 'Date of Issue' and 'Validity Period of Visa'.

Under 'Period of Stay', the complete duration of your VISA will be shown as indicated on the 'Certificate of Admission'.

대한민국 법무부
 MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA

VISA GRANT NOTICE
사증 발급 확인서



Visa No. (사증번호) : AB0000000

1. DETAILS OF APPLICANT 신청자 정보					
	Full Name 성명	KIM SAMPLE			
	Date of Birth 생년월일	2019. 01. 01.	Gender 성별	male	
	Nationality 국적	REPUBLIC OF KOREA			
	Passport No. 여권번호	M15001234			
	Passport Expiration Date 여권만료일	2022. 01. 01.			
2. VISA DETAILS 사증 사항					
Status of Stay 체류자격	C-3-9	Period of Stay 체류기간	30 Days	Number of Entries 사증 종류	Multiple
Date of Issue 발급일	2020. 01. 01	Validity Period of Visa 사증 유효기간	2025. 01. 01	Issuing Authority 발급 기관	Korean Embassy in Vietnam
비고 Remarks					

This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the Enforcement Decree of the Immigration Act.
 대한민국 출입국관리법 시행령 제7조(사증발급)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다.
 Minister of Justice, Republic of Korea
 대한민국 법무부 장관

4. [For Long-term Visa Holders] What do I do after I enter Korea?

> After you enter Korea, you must go to the Immigration Office in Korea to register yourself as a foreigner living in Korea. At the Immigration Office in Korea, you will receive an Alien Registration Card which will indicate the type of visa you have.

> The Embassy does NOT issue nor extend validity of ARC.

> ARC must be returned to the immigration office or immigration officer at the departure airport or port upon final departure. FAILURE TO DO SO WILL RESULT IN FINE.



> For **all questions** regarding Immigration Services after you have entered Korea, please contact the [Immigration Contact Center](#) operated by the Ministry of Justice at +82-1345.

5. My school said they cannot get a new Business Registration Certificate. What should I do?

> All business entities in Korea are able to download the Business Registration Certificate(사업자등록증, 사업자등록증명, etc.) online. It is not true that the school is not able to get a new one and that they can only get a new one when the Director changes. In this case, inform your school that they can always download it online. Other schools had no problem providing such document.

6. Where is my passport?

> Once your visa decision has been made and if you requested to have your passport sent back to you via courier, your passport will be sent back using **Deutsche Post Registered Mail (Einschreiben Einwurf)**.

What is the procedure?

1. KVAC staff packs your Passport and Visa Grant Notice in an envelope.
2. Your enveloped is stamped using the franking machine at IOM.
3. Then your envelope is dropped at the mailbox located opposite of KVAC Berlin. (photo below)

Leerungszeiten		Deutsche Post	
	Tagesleerungen	Spätleerung	Nachtleerung
Montag - Freitag	15:15 17:00		
Samstag	15:45		
Sonntag			

Sendungen aus allen Tages- und Spätleerungen erreichen die Empfänger bundesweit in der Regel mit der nächsten Zustellung.
Bei Nachtleerungen gilt dies nur für Sendungen, deren Postleitzahl mit den Ziffern 10 beginnt.

Service-Telefon der Briefkastenleerung: **0228 4333112**
Weitere Services und Informationen erhalten Sie unter www.deutschepost.de

Briefkästen mit späteren Leerungen:			
	letzte Tagesleerung	Spätleerung	Nachtleerung
Montag - Freitag	Mohrenstr. 50, 10117 Berlin 17:15		Hausvogelplatz 12-13, 10117 Berlin 21:30
Samstag	Mohrenstr. 50, 10117 Berlin 16:00		
Sonntag			Hausvogelplatz 12-13, 10117 Berlin 21:30

BZ 10, Eresburgstr. 21, 12103 Berlin Standort: Taubenstr. 30, 10117 Berlin

KVAC is unable to give any information regarding the **delivery time of Deutsche Post.**

Please direct your inquires to Deutsche Post.

You may request Tracking Number via email to KVAC. Otherwise, KVAC does not send the tracking number to you.

> If you need a tracking number, please send us an email. kvacdeinfo@iom.int

(Email Title : Your Name / Tracking Number
e.g. SMITH, Adam / Tracking Number)

Deutsche Post informed KVAC that for all Registered Mails, they do not have any obligation to update the status online up to 7 working days. Thus, from our experience, applicants may not be able to track it online after a day, but the envelope is on its way and the status is only updated when it's delivered.