



新捷旅遊(香港)有限公司
NEW PIONEERS TRAVEL (HK) LIMITED

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Korean visa for Foreign Domestic Helper in Hong Kong/Macau (stay of less than 30 days)

Documents required for the application:

1. Employer's passport (original and copy)
2. Employer's HK/Macau ID card (original and copy)
3. Employer's employment certificate (stated with the employment date and position)
(If Employer is Housewife, then his husband's Company letter stating that her husband is working in that Company must submit)
4. Fill in the Application form with a colored recent photo and signed by the applicant
5. Applicant's passport (original and copy-including the valid HK/Macau working visa)
6. Applicant's HK/Macau ID card (original and copy)
7. Employment contract signed between employer and helper (original and copy)
8. An explanation letter to state the humanitarian issues from employer and provide with relevant documents to support the reason why employer should visit Korea with the Helper.
9. Flight itinerary for applicant and the employer. If applicant will travel with employer's family instead of the employer, then the accompanying family should provide:
 - a. Passport and valid HK/Macau residing visa (original and copy)
 - b. HK/Macau ID card (original and copy)
 - c. Proof of relationship with employer, such as marriage certificate, birth certificate, etc.

Visa Issue Period: 10 -12 Working Days (Submission Date is not included)

Visa Cost: HK\$700 (Visa Cost is non-refundable even visa is reject by the consulate)

The applicant has been resided in Hong Kong/Macau (with a long-term stay visa) for the last 2 consecutive years and holding a long-term stay visa that allow to stay for more than 3 months during the application.

海外家庭傭工(Foreign Domestic Helper)簽證 [30 天以內的短期簽證]

申請時所需提交的材料:

- 1) 僱主的護照 (原件及複印件)
- 2) 僱主的香港/澳門身分證 (原件及複印件)
- 3) 僱主的在職證明書(要包括在入職期間及職位)
(若僱主為家庭主婦, 丈夫公司一定要出一封在職證明信給她丈夫, 證明他在那裡工作)
- 4) 填寫申請書 及 彩色白底近照一張
- 5) 申請人的護照 (原件及複印件-包括有效的香港工作簽證)
- 6) 申請人的香港/澳門身分證 (原件及複印件)
- 7) 僱用合約 (原件及複印件)
- 8) 僱主要用韓文或英文書寫一封具有人道主義性理由的證明書信 及 能夠支持其理由的證明材料
- 9) 僱主及申請人的往返航班訂位資料 (flight itinerary) – 如僱主不同行, 需要提交同行家屬的
 - a. 護照和有效居港/澳簽證 (原件及複印件)
 - b. 香港/澳門身分證 (原件及複印件)
 - c. 家屬證明文件, 如出生證, 結婚證...等

申請人:

- 需在香港連續居住滿2年
- 持有可以逗留3個月以上的長期逗留簽證方可申請韓國簽證

簽證大約需時: 10-12 個工作天 (不含交件日) (但有可能需時較長, 要是乎簽證部審批時間)

簽證費用: HK\$700 (若簽證未能批出, 簽證費用亦不能退回)