

Tab 1

Visa Application Process – Korean Consulate of Montreal

Now that your Visa Issuance Number has been issued, you will need to take the next step in getting your final visa granted at the Korean Consulate.

If you live in the following province(s), you will use the Korean Consulate in Montreal to complete your visa process:

Quebec, New Brunswick, Nova Scotia, PEI, and Newfoundland

How to Lodge a Visa Application

1. **Visiting the office:** Monday – Friday: 9:00 A.M. – 5:00 P.M. (Appointment is required for visa application, 14 business days for the visa to be processed)
 2. **Sending required documents by post mail** (14 business days + delivery days in case of applications by post)
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Prepared Documents

1) Visa Application Form (printed and completed/for Visa Issuance Number/VIN Holder)

※ Please do not forget to put your signature on the bottom part of the first page of the visa application form.

※ You must fill it out without leaving any section blank.

▶ 1.1 Full name in English: Your name must be the same on your passport.

▶ 1.7 National Identity No.

▶ 2.5 Emergency Contact Information: a person in Canada

▶ 3.1 Visa Issuance Number (Confirmation No.)

▶ 3.6 Status of Stay: Visa type (e.g., E-2-1)

2) Original Passport (more than 6 months valid)

3) Copy of Passport (Data page and Signature page)

4) 1 Passport-type Color Photo (White background, 3.5cm X 4.5cm, date stamped taken with 6 months at the back)

5) Signed Employment Contract (Signed by both the applicant and the academic institution)

6) Visa Fee: CAD \$78.00 (ONLY cash or Money Order will be accepted)

7) Prepaid Return Envelope (ONLY applying via mail)

- Money Order (Pay to the Order - Korean Consulate General) ※ When you apply for your visa through Canada Prepaid Xpress envelope, please keep your tracking # (MW 000 000 000 CA). You must include Canada Prepaid Xpress return envelope (return address written on it) and original passport along with other visa documents.

7) (For Former Korean Nationals) Documents to prove renunciation, Proof of loss of nationality

- **[If you reported before 2008]:** Please provide jejakdeungbon (제적등본) issued within 3 months from the date of application.
- **[If you reported after 2008]:** Please provide basic certificate (“기본증명서”) and family relation certification (“가족관계증명서”) issued within 3 months from the date of application in detailed version (상세, 전부공개).

※ Photocopies of these documents can be submitted but not printed photos. Please be aware that if the documents have 2 pages, you must submit the second page also.

How to Make an In-person Appointment

1. Visit this website: <https://www.g4k.go.kr/en/main.do>
2. Click "Reservation to Diplomatic Mission"
3. Non-Member Log-in (SMS or Email Log-in)
4. Select a Diplomatic Mission (Choose North America, Canada, "Consulate General of the Republic of Korea in Montreal")
5. Select "Purpose of Visit", and "Date and Time of Visit"
6. Type your passport no for Identification No.
7. Print out or bring a digital copy(screenshot) of the confirmation page and show it when you visit the Consulate. Visa Fee Payment Instructions: ONLY cash or Money Order will be accepted

Money Order (Pay to the Order - Korean Consulate General) Fee: CAD \$78.00

※ Please note that we **accept** email or phone appointment requests. We have created an online portal for your convenience.

Korean Consulate Contact Information

Mailing Address: Consulate General of The Republic of Korea in Montreal and Permanent Mission to ICAO 1250 René-Lévesque Boulevard West, Suite 3600(36th Floor), Montreal, Quebec, H3B 4W8

Phone Number: +1-514-845-2555

Email for Visa: montrealvisa@mofa.go.kr

Working Hours: 9:00 A.M. – 5:00 P.M.

Website: https://overseas.mofa.go.kr/ca-montreal-en/brd/m_4447/view.do?seq=754386&page=1

Processing Time

The visa processing time is approximately 14 business days.

- All submitted documents with the visa application will not be returned to the applicant except the passport.
- Once the visa process is complete, the applicant will receive a text message from the Embassy. Please provide us with your mobile number.
- It is a single-entry visa and is valid for 90 days from the date of issue.
- After 14 business days, please check your application status online. If it has been approved, please print your Visa Grant Notice by visiting www.visa.go.kr