

Immigration Appointment

Documents and preparation checklist

- ☐ Confirm the correct procedure and office for your address and visa category.
- ☐ Read the latest official document list; call 1345 if your situation is unclear.
- ☐ Book or confirm the appointment and keep its reference.
- ☐ Complete the current official application, matching your passport spelling.
- ☐ Prepare passport, residence card if held, and the requested copies.
- ☐ Check requirements for address evidence, photos, fees and additional documents.
- ☐ Prepare school, employment or family documents where required.
- ☐ Keep the receipt and note any follow-up date or requested documents.

Procedure and visa category

Office and appointment time

Reservation reference

Confirmed document list / fee

Follow-up date

Original Settle Seoul planning template · Prepared 13 October 2026.

Not a government form, legal advice or a complete official document list. Check current requirements with the responsible office. Personal details stay on your copy; Settle Seoul does not collect them.