

2023 Spring Semester: Returning from Leave of Absence Application Guide for International Students 2nd Round

The following is the instructions on how to apply for a return to school for foreign students for the first semester of 2023 and the documents for applying for a visa.

1. Application guideline

A. Application period

Application and documents submission	Tuition fee payment period	Issuance of admission letter
2023.02.01(Wed)~2023.02.28(Tue)	2023.02.15(Wed)~2023.02.28(Tue)	3 days after confirmation of tuition payment

B. Required documents

Fill out the naver application form (<https://naver.me/xZ9M7EnL>)

- 1) Application form
- 2) Passport copy
- 3) Agreement form
- 4) Balance certificate (20000\$) under the name of the person or parent (Copy)
- 5) A copy of the family relationship proof document (if parental balance certificate is submitted)

(You have to send the original balance certificate by international mail to this address 서울특별시 노원구 광운로 20 문화관 국제교류팀 114 호 02-940-5016)

C. Tuition fee payment method: Pay after checking the tuition bill on KLAS

D. Issuance of admission letter: After confirming the tuition fee payment and documents, an admission letter and a copy of the university business

registration certificate will be issued and sent to the email address written in the naver form (Please enter the correct address)

E. Notes

- 1) Consider that the entry period may be delayed by more than one month due to the visa issuance period.
- 2) You cannot apply after the application period

2. D-2 Visa issuance guide

A. Required documents (Common)

- 1) Visa application, passport, one photo (taken within 6 months), fee
- 2) A copy business registration of the institution
- 3) Standard admission letter
- 4) Tuberculosis certificate (Only in the country concerned)
- 5) Proof of final academic background (Original submission)
- 6) Proof of financial documents (20,000 USD): Please note that your visa will be rejected if you submit a counterfeit bankbook to the embassy
- 7) Family relationship card (Only if you have submitted your parent ' s balance proof)

※ When applying for a visa, the required documents could be changed according to the national and competent officials, so be sure to submit after viewing the D-2 application method on the Embassy of the Republic of Korea website.

※ Additional documents due to COVID-19 (such as a medical certificate issued within 48 hours) could be required, so be sure to check in advance.