

2023-1 VISA Information for International Students

To prevent the spread of COVID-19, visits immigration office **without prior online reservation** are **prohibited**. Therefore, we will guide you international students' visa applications as follows.

■ Visa Extension

1. Application method

A. e-Application: HiKorea(www.hikorea.go.kr) > Login > e-Application(Detailed information in attachment 1)

Weekdays 7:00 to 22:00(Excluding Saturdays, Sundays and public holidays)

B. Reserve visit: HiKorea(www.hikorea.go.kr) > Reserve visit > Visit Reservation Application (Non-member) > Identity verification using passport or ARC number > Book your visit date and time > Visit immigration office on the reservation date

C. Group application in Campus: **1st Round- 10th Mar. 2023(Fri), 2nd round- 17th Mar.2023(Fri)** (Detailed information see notice <https://www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=41853&tpage=1&searchKey=1&searchVal=&srCategoryId=>)

2. Required documents

Applicati on fees	60,000 KRW	* e-Application 50,000 KRW(10,000KRW discount)
Tme Required	3-4 weeks from the submission date	*Do not leave Korea until process is complete
Required Docume nts	Application Form	
	Copy of the information page on your passport	*If a new passport is issued then, it is required report to the immigration office
	Certificate of Enrollment	*Issued at the 화도관 or 한울관 1st floor certificate issuing machine
	Academic Transcript	*May request for "Statement of reasons for underachievement" after reviewing Transcript *Group extension unavailable to the following (Must apply individually) ① GPA for 1 semester is 1.0 or lower in the last 1 year (even if overall GPA is over 2.0) ② There are 4 or more F grades in the last 1 year (even if overall GPA is over 2.0)
	Certificate of Tuition Payment	*Tuition payment receipt of this semester (Print from KLAS) *Confirmation of installment payment can be received at the Office of International Affairs
	Proof of Financial Capacity	* Exempt from submission: Students in their standard period of study with overall GPA and last semester's GPA both of 2.0 or over * Submission required: Students who have failed to meet the above conditions Students who exceeded the standard period of study Graduate students who have begun to work on their papers New graduate students with a degree from other university "Certificate of Bank balance" of your Korean account _extend 1 semester: 5,000USD (issued no earlier than 20 days from application) _extend 2 semesters: more than 10,000USD
	Proof of Residence	* Dormitory : Confirmation of Dormitory Residence * Residence under your name : Copy of lease or rent contract * Residence under other's name: ① "Confirmation of Residence/Accommodation" ② Copy of the provider's ID card (need both sides copied) ③ Copy of lease contract under the provider's name * Goshiwon, AirBnB, Share House, Hotel, etc: ① Confirmation of residence/accommodation or the accomodation's own contract form ② Business license (to check address) ③ Receipt for current month's rent payment (to check your residence period)
Addition al papers	undergrad uate's delayed graduation Statement of Reasons for Extension of Stay	*Signed by the faculty advisor and OIA staff *Must include specific reasons for delay in graduation (in case you haven't met the credit requirements, need to submit your course schedule for this semester)

graduate student's delayed graduation	Certificate of Completion of Courses	
	Confirmation Form for Faculty Advisor on a Student's Thesis Schedule	*Signed by the faculty advisor and the OIA staff *Must fill in specific monthly plans

3. Notes

- A. You **cannot** visit immigration office without a reservation (But if you inevitably visit immigration on the day of your visa expiration, you should visit in the morning, receive a waiting ticket to apply.)
- B. HiKorea e-Application can be applied up to one day before the visa expiration date (Excluding Weekends and public holidays)
- C. Students whose registration has changed (**leave of absence/dismissal/graduates**) must leave the country **within 30 days** after the change of registration, regardless of the visa expiration date.

■ Foreign registration card (Must apply within 90 days of entering Korea)

1. Application method

A. **Reserve visit:** HiKorea(www.hikorea.go.kr) > Reserve visit > Visit Reservation Application (Non-member) > Identity verification using passport or ARC number > Book your visit date and time > Visit immigration office on the reservation date

B. **Group application in Campus:** **17th Mar. 2023 (Fri) only one day** (Detailed information see notice:

<https://www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=41853&tpage=1&searchKey=1&searchVal=&srCategoryId=>)

2. Required documents

Application fee	30,000KRW	
Time Required	6-7 weeks from the submission date	*Chuseok holidays included in the period *Do not leave Korea until ARC is issued
Required Documents	Application Form	*Precise e-mail address (further notices to be given out by email)
	Photo(3.5*4.5cm)	* Front view , full face photo with white background and taken within 6 months
	Copy of the information page on your passport	
	Copy of the visa page on your passport	*Most recently issued Korean visa *If you do not have the visa on your passport, please print out the "Visa Grant Notice"
	Certificate of Enrollment	*Issued at the 화도관 or 한울관 1st floor certificate issuing machine
Proof of Residence	* Dormitory : Confirmation of Dormitory Residence * Residence under your name : Copy of lease or rent contract * Residence under other's name: ① "Confirmation of Residence/Accommodation" ② Copy of the provider's ID card (need both sides copied) ③ Copy of lease contract under the provider's name * Goshiwon, AirBnB, Share House, Hotel, etc: ① Confirmation of residence/accommodation or the accommodation's own contract form ② Business license (to check address) ③ Receipt for current month's rent payment (to check your residence period)	

■ **Inquiries:** Office of International Affairs ☎02-940-5016

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