

Foreign Student Visa (VISA) Work Guide

Please refer to the following information on foreign student visa-related work.

■ Visa extension

1. Application method

A. **Online electronic complaint:** HiKorea (www.hikorea.go.kr) > Login > Electronic complaint
Weekdays from 07:00 to 22:00 (excluding Saturdays, Sundays and holidays)

B. **Immigration reservation:** HiKorea (www.hikorea.go.kr) > Visit reservation > Application for visit reservation (non-members) > Authentication with registration number or passport number > Date and time of visit

C. **On-campus group application:** **Sep 3, 2024 (Tuesday) for one day only** (see 2024-2 semester, detailed notice)

2. preparatory documents

Application fees	KRW 65,000	*Cancellation fees for personal reasons: 5,000 KRW
Time Required	4-5 weeks from a submission date	*Do not leave Korea before your application is granted. If not, your application can be dropped. Due to the Chuseok holiday, the time required may be delayed
Check points before application	Re-issued Passport holder	*Notification of change in registration information: Visit Hikorea Online or immigration office
	Address Change	*Address change declaration: Visit Hikorea Online or community center / immigration office
Required Documents for All	Application Form	*Please leave your contact number in Korea or email address
	Alien Registration Card	*We will return your ARC with the extended period printed on the backside
	Copy of your Passport	*Information page, code below should be clearly shown.
	Certificate of Enrollment	*Document should be issued after you arrive in Korea
	Academic Transcript	*May request for "Statement of reasons for underachievement" after reviewing Transcript *Group extension unavailable to the following (Must apply individually) (a) GPA for 1 semester is 1.0 or lower in the last 1 year (even if overall GPA is over 2.0) (b) There are 4 or more F grades in the last 1 year (even if overall GPA is over 2.0)
	Proof of	ONLY FOR ©D22/D23/D24 : Student with grades of 2.0 or less in overall or last semester's GPA ©D22 Holders : Student who exceeded a standard period of study(need extension for an extra

	Financial Capacity	semester) ©D23/D24 Holders : Student who need an extension to Graduate from master's/doctor's degree ④D22/D23/D24 : All the students who enrolled only in evening course
		©/©/©/④ : “Certificate of Bank balance” of your Korean account _extend 1 semester: 6,420K KRW (issued no earlier than 20 days from application) _extend 2 semesters: more than 12,840K KRW ④ : All the students who enrolled only in evening course should submit 'Deposit and withdrawal transactions in the last 6 months' also.
	Proof of Residence	**“Advance Notice on Expiration of your Stay” mail sent from the Immigration Office, or a most recent utility bill in your/tenant name *For others, please refer to ※mark below
	Power of Attorney ¹⁾	
S u p p l e m e n t a r y D o c u m e n t s	<u>D22 holders</u> need extension for an extra semester	Confirmation for Faculty Advisor on a Student's Thesis ²⁾ *Signed by the faculty advisor and the administration staff *Must handwrite specific reasons for delay in graduation (in case you haven't met the credit requirements, need to submit your course schedule for this semester)
	<u>D23/D24 holders</u> need extension to graduate from master's/doctor's degree	Certificate of Completion of Courses Confirmation for Faculty Advisor on a Student's Thesis ²⁾ *Signed by the faculty advisor and the administration staff *Must fill in specific monthly plans

3. significant matters

- A. **Never visit without an immigration reservation** (However, if you inevitably visit the country on the day of visa expiration, you will receive a waiting list for your morning visit.)
- B. HiKorea electronic complaints can be applied up to one day before the expiration date of the visa (excluding Saturdays, Sundays and holidays)
- C. Students whose academic records(**Leave of absence/dropout/exclusion/graduates**) have changed must leave the country within 30 days of the change regardless of the expiration date of their visa.

■ Foreign registration (in need to apply within 90 days after entering Korea)

1. Application method

A. Immigration application: HiKorea (www.hikorea.go.kr) > Visit reservation > Application for visit reservation (non-members) > Authentication with registration number or passport number > Reservation for visit date and time > Application for visit to the immigration on the reservation date

B. On-campus group application: Sep 26, 2024 (Thursday) only for one day (refer to detailed notice)

2. preparatory documents

Application fees	KRW 41,000	*Cancellation fees for personal reasons: KRW 5,000
Time Required	12 weeks from the submission date	*Do not leave Korea until ARC is issued *Don't need to worry even if it's over 90 days from entering Korea in the case of your foreigner registration application has been petitioned
Required Documents	Application Form + ID Photo	*Double check your e-mail address. All notices to be given by email, (No refund for all the issues caused by costumers' negligence) *Photo taken <u>within last 6months</u> should meet the standard requirement (Refer to ※mark below)
	Copy of your passport	*Information page, code below should be clearly shown.
	Visa Grant Notice	*Most recently issued Korean visa on your passport
	Certificate of Enrollment	*Document should be issued after you arrive in Korea
	Proof of Residence	*Must include : the exact address of your residence, personal information, signature of both the tenant and the landlord, and duration of your stay *Residence period on a contract should be 60 days or more. Do not move to other place while issuing ARC (Refer to ※mark below for details)

■ **Contact:** Office of International Affairs ☎ 02-940-5016
(Inquiry on Hikorea ☎ 1345)