

Notification for graduates D-2 visa holder

▶ According to the immigration office's guideline, the university is required to report a "study termination" of graduates to immigration office within 15 days after the graduation day. Furthermore, your Alien Registration Card(D-2 Visa) will become invalid regardless of the period of time written in backside of your ARC.

▶ **Students graduated on August 25, 2021.**

- who are staying in Korea must leave Korea before September 24, 2021.
- who are not currently in Korea cannot enter Korea with their alien card.

▶ **Students completed on August 25, 2021. & Students who need to enroll additional semester**

- **who are preparing to write thesis or enroll additional semester due to lack of credits must extend D-2 visa at the immigration office.**
- If one does not extend visa within the period of stay, university will report "study termination" to Immigration office and D-2 visa will be expired.

※ To prevent students from visiting the Immigration Office along with the effort of reducing the risk of COVID-19 exposure, Immigration Office has automatically extended students' visa to December 31, 2021. Students whose visas are automatically extended to December 31, 2021 are requested to extend their period of stay again online(hikorea.go.kr) only after September 1, 2021.

1. <Graduate Students> Visa Extension to complete writing thesis

1) How to apply

- ① Fill out a 'Confirmation Form for Faculty Advisor on a Student's Thesis Schedule'(Attached 1) and get a signature from advising professor on the bottom of the document
- ② Access to "Challenge Square" and apply online (GLS > Challenge Square > Intl'Degree Student > Service Application > Online Service Application)
- ③ Download document with OISS staff signature(**approved within 3days after application**)
- ④ **Access to "www.hikorea.go.kr" and apply online**

2) Required documents

- ① Application Form, ② Passport, ③ ARC, ④ Fee, ⑤ Certificate of Completion, ⑥ Transcript, ⑦ Certificate of residence*, ⑧ **Confirmation Form for Faculty Advisor on a Student's Thesis Schedule(Attached 1)**, ⑨ **Certificate of financial ability(790,000KRW *expected months)****

※ Additional documents can be requested depending on nationality and financial status

2. <Undergraduate Students> Visa Extension due to lack of credits for graduation

※ **Visa extension is unavailable for other reasons (ex. Submission of TOPIK, TOEIC Score)**

1) How to apply

- ① Fill out a 'Statement of Reasons for Extension of Stay'(Attached 2) and visit the department office and get a signature from Dean/Head of dept. with the help of the department office staff
- ② Access to "Challenge Square" and apply online***
- ③ Download document with OISS staff signature(**approved within 3days after application**)
- ④ **Access to "www.hikorea.go.kr" and apply online**

2) Required documents

- : ① Application Form, ② Passport, ③ ARC, ④ Fee, ⑤ Certificate of Enrollment, ⑥ Transcript, ⑦ **Statement of Reasons for Extension of Stay(Attached2)**, ⑧ **Certificate of financial ability(790,000KRW *expected months)****

* Certificate of residence: dorm residency confirmation or lease contract etc.

**Certificate of financial ability: Certificate of bank balance in Korea under your name,
In the case of 100% full scholarship students, submission of scholarship certificate is possible
In the case of receiving living expenses from the professor, submission of <Letter of Financial support> (Attached3) is acceptable.

***Only students who have complete course registration and tuition payment can be approved.

※ The university is not responsible for any situation caused by students missing to submit documents.

<Attached 1>

Confirmation Form for Faculty Advisor on a Student's Thesis Schedule				
Student	Full Name		Nationality	
	Alien Registration Number		Degree Program (Master, Ph.D)	
	Program of Study (Major)		C.G.P.A	/
	Matriculation Date		Graduation Date	
	Telephone		E-mail	
Thesis Schedule	Date	Guidance Remarks		
<p>I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her (Master/Ph.D) thesis/dissertation under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish writing his/her thesis/dissertation.</p> <p>2021. . .</p>				
Faculty Advisor	Job Title			
	Full Name	(Stamp or Signature)	Tel	
Administration	Job Title	Office of International Student Services		
	Full Name	(Stamp or Signature)	Tel	
To. The Head of ○ ○ Immigration (Branch) Office				

<Attached 2>

Letter of Financial Support

Professor's Information

Name	
Department	

Student's Information

Student ID	
Name	
Birthdate	
Nationality	
Major	
Degree Program	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Combined Master's and Doctoral

I, (Name of Professor) will financially support (Name of Student)'s study at Sungkyunkwan University, with these following period (YYYY./ MM ~ YYYY / MM).

☐ Tuition fee

☐ Living expenses

(000,000KRW / month)

Sincerely,

(YYYY / MM / DD)

Signature of professor _____signature_____

<Attached 3>

기간 초과 체류사유서

Statement of Reasons for Extension of Stay / 居留期限延长理由书

외국인등록번호 Alien Registration No. / 外国人登录证号码			
성명 Name / 姓名		국적 Nationality / 国籍	
학교 University / 大学		학과 Major / 专业	
학번 Students' ID No./ 学号		미달학점 Credits left / 剩余学分	
기간 초과 사유 및 다짐 Reasons for extension of stay and resolutions / 延长居留期限的理由以及今后的计划			

지도교수 Faculty Advisor	소속 및 직위 Job Title			
	성명 Full Name	(인 또는 서명)	연락처	
유학생 담당자 Administration	소속 및 직위 Job Title	외국인유학생지원팀		
	성명 Full Name	(인 또는 서명)	연락처	

2021 . . .

성명 : _____ Name / 姓名

