

Immigration Regulations for International Students



Alien Registration

1. International students must apply for **alien registration within 90 days from entry**
 - Student who does not apply within due will be fined
2. Students cannot leave Korea (visit overseas) before the alien registration is completed and students are given individual alien registration number
 - Student who leaves before registration should reapply for D-2 student visa for entry

✂ Please be sure to check important notices informed via email and SKKU OISS website!

▶ ▶ SKKU OISS website: oiss.skku.edu

Seoul Humanities & Social Sciences Campus

- **Application:** <1st> Aug. 21 (Mon) ~ Aug. 27 (Sun) , 2023
<2nd> Aug. 28 (Mon) ~ Sep. 3 (Fri) , 2023
- **Offline Application:** Aug. 25 (Fri) 13:00 ~ 17:00
- Fee: 40,000 KRW
- Online application: https://www.hirevisa.com/skku_seoul
- Required Documents:

Photo, passport copy, Visa grant notice, Certificate of Enrollment or Certificate of admission or tuition payment certificate, Certificate of Residence

///Note///

- **Registration of fingerprint** : To be announced later

Suwon Natural Sciences Campus

- **Application: Aug. 21 (Mon) ~ Sep. 1 (Fri) , 2023**
- Fee: 40,000 KRW
 - Online application: https://www.hirevisa.com/skku_suwon
 - Required Documents:

Photo, passport copy, Visa grant notice, Certificate of Enrollment or Certificate of admission or tuition payment certificate, Certificate of Residence, Financial requirements confirmation (only for Suwon campus students!)

///Note///

- **Registration of fingerprint** : To be announced later

Alien Registration Card

- At least 7~8 weeks for the card issuance
- Documents for Certificate of Residence

Residence Type	Certificate Required	Required contents
Univ. Dormitory	Certificate of Dormitory residence	
Monthly Rent	Real estate contract document	Address of real estate office, contract period, Personal information (Passport)
Gosiwon	Confirmation of Residence/Accommodation, Business registration certificate, Payment receipt	Address of Gosiwon, contract period
Air-BnB	Confirmation of Residence/Accommodation, Payment receipt	Payment receipt with address, rent period, personal information
Friend's Place	Confirmation of Residence/Accommodation Real estate contract document Copy of your friend's ARC(Front/Back)	date of entry in "Confirmation of Residence/Accommodation" Address of your friend's ARC must match with the contract

Reporting Changes of Foreigner Registration Details

Change of Residence

- **Due Date : Within 14 days** after changing residence; otherwise, the student will be fined
- **How to Report**
 - **Online** : www.hikorea.go.kr > E-application > General Guide > Notification of change of residence
 - **Visit** : Immigration Service Office, Office of District (Gu) or Community Service Center located in the new residence
- **Required Documents** : Proof of Residence (Lease Contract / Confirmation of Residence)

Part-time Job

D-2 VISA holders must get prior permission from the immigration office

- **Average grade of previous semester:** C (2.0) or above
- **Korean Language Proficiency**

(Undergraduate 1st, 2nd year) TOPIK level 3 or above

(Undergraduate 3rd year or above / Graduate School) TOPIK level 4 or above

※ Limitation in working hours when unqualified:

Undergraduate 10 hours / Graduate 15 hours

※ 100% English Program student: following documents in lieu of TOPIK

- Document proving all classes are held in English
- TOEFL iBT 71, IELTS 5.5, CEFR B2, TEPS 600

Part-time Job

- Required Documents

Confirmation letter for hourly part-time job (confirmed by OISS), Passport, ARC, Application Form, Transcript, Copy of Business License, Copy of Standard Employment Contract (hourly wage, job duty, and working times included), Language certificate (TOPIK score / document of proof that classes are held in English, TOEFL IBT 71, IELTS 5.5)

- How to Apply

- ① Fill in the Request of Approval for hourly part-time job
 - personal information, signature by the employer
- ② Online application to get confirmation / signature from OISS
 - *Challenge Square > Online Service Application
- ③ Report to the Immigration Office
 - Online : www.hikorea.go.kr > E-application
 - Visit : Immigration Service Office located in residence

- Violation (Working without Permission)

3 years of imprisonment or 20 million KRW fine for students, employer

Part-time Job

- **Restriction**

- Professional field activities (E-1 Professor, E-2 Foreign Language Instructor, E-3 Research, E-4 Technology Transfer, E-5 Professional Employment, E-6 Artistic Performer, E-7 Designated Activities)
- Student who has not signed the direct contract with the employer
- Student who is in the Research Study (D-2-5)
- Student who failed to get prior permit, or had violated the permit conditions in the past
- Companies, employers, or manufacturers that are restricted of visa issuance from illegal employment in the past

- **Exceptional Allowance of Working in Professional Fields**

- Interpretation/Translation, catering business assistant
- Salesperson, cafeteria assistant, general office assistant
- Staff at an English camp or other foreign languages
- Tourist guide assistant, sales assistant at a duty free shop

Part-time Job

▪ Allowed hours

Degree	During Semester (Mon-Fri)		Weekend & Vacation
	TOPIK requirement fulfilled	TOPIK requirement unfulfilled	
Undergraduate	25hrs	10hrs	Unlimited
Graduate	35hrs	15hrs	Unlimited

(Undergraduate 1st,2nd year) TOPIK level 3 or above

(Undergraduate 3rd year or above / Graduate) TOPIK level 4 or above

Leave of Absence

- **Leave of Absence (LOA):** request for a temporary leave for personal reasons
- Student **must apply for LOA on GLS** within application period
- **Application**
 - Login on GLS > Click the “Application” menu on GLS >
Check VISA related notice > Apply for LOA on GLS > Check the result
- **Note**
 - Student visa (D-2) will be suspended in **30 days from the date of LOA approval**
 - Student **needs to leave Korea** before nullification of his/her visa

Reinstatement

- **Required Process to Return to School**

- Application for re-entry on GLS during the notified period
- Application for Student Visa (D-2) to enter Korea

- **Application for Reinstatement**

Login to GLS > Click “Application” menu > File a re-entry request >
Check the result after 1~2 working days

- **Application for Certificate of Admission**

Online application to submit required documents

*GLS > Application of COA as a reinstatement student.

- **Note**

- Please visit to submit entry-confirmation document office of international student services.

Immigration Office

Seoul Immigration Office, Sejong-ro



- **Location** : Exit 6, Jonggak Station, Line 1
- 2F Seoul Global Center, 38 Jongro Jongno-gu, Seoul
- **Contact** : **1345**

Immigration Office

Suwon Immigration Office

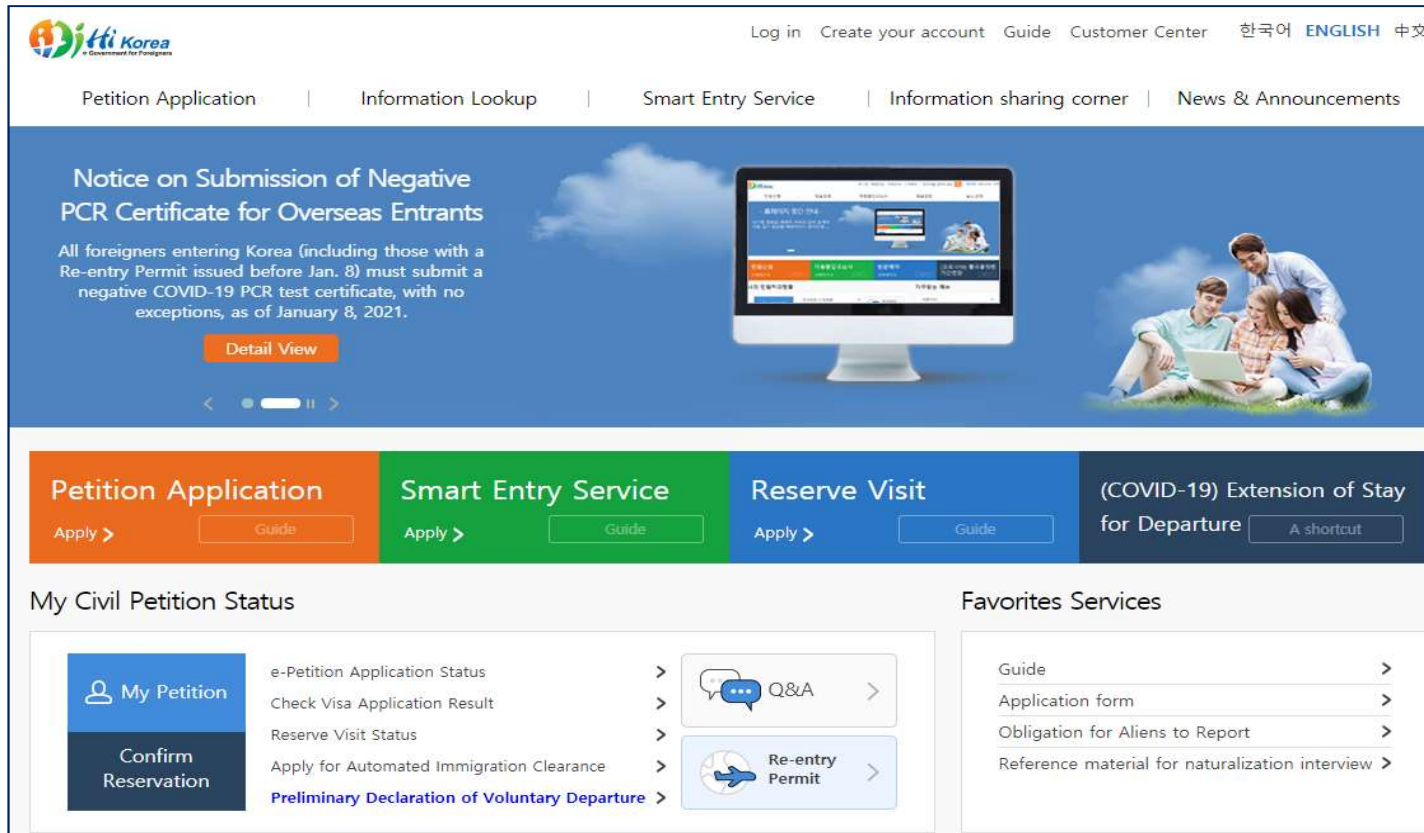


Location

Exit 1, Yeongtong Station, Line 1
Bandalro 39, Yeongtong-gu,
Suwon
(1012-6, Yeong-tong dong)

Contact: 1345

Immigration Regulations – Hikorea



The screenshot displays the Hikorea website interface. At the top, there is a navigation bar with links for 'Log in', 'Create your account', 'Guide', 'Customer Center', and language options: '한국어', 'ENGLISH', and '中文'. Below this is a secondary menu with 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'.

The main banner features a 'Notice on Submission of Negative PCR Certificate for Overseas Entrants' with a 'Detail View' button. To the right of the text is an image of a computer monitor displaying the website and a group of people looking at a laptop.

Below the banner is a row of four service tiles:

- Petition Application** (orange): Includes 'Apply >' and 'Guide' buttons.
- Smart Entry Service** (green): Includes 'Apply >' and 'Guide' buttons.
- Reserve Visit** (blue): Includes 'Apply >' and 'Guide' buttons.
- (COVID-19) Extension of Stay for Departure** (dark blue): Includes a 'A shortcut' button.

At the bottom, there are two sections:

- My Civil Petition Status**: Contains a sidebar with 'My Petition' and 'Confirm Reservation'. The main area lists: 'e-Petition Application Status', 'Check Visa Application Result', 'Reserve Visit Status', 'Apply for Automated Immigration Clearance', and 'Preliminary Declaration of Voluntary Departure'.
- Favorites Services**: Lists 'Guide', 'Application form', 'Obligation for Aliens to Report', and 'Reference material for naturalization interview'.

