

How to apply for a part-time work permit for D-2 visa holders

○ Part-time work permit applicants

- Common: Average GPA of the previous semester is C (2.0) or higher
- Bachelor's degree 1st/2nd year: TOPIK level 3 or higher
- Bachelor's degree 3rd/4th year, master's, doctoral: TOPIK level 4 or higher
- English Track Course: Regardless of grade level, TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 601 (NEW TEPS 327) or higher certificate holder

○ Part-time work permit hours

Course	Language certification holder		Language certification non-holder
	During semester (Mon – Fri)	During semester (Weekend) and Semester Break	
Bachelors	30 hrs	No limit	10 hrs per week
Masters/Doctoral student	35 hrs		15 hrs per week
Masters/Doctoral completed student (Preparing Thesis after Course Completion)	30 hrs per week		15 hrs per week

○ Part-time work permit application documents

1. Passport
2. Alien Registration Card (front, back)
3. Transcript
4. Part-time Work of Foreign Student Confirmation Form (Attachment 1)
 - * Confirmation signature by the employer and the person in charge of international students at Sungkyunkwan University is required
 - * The work period and hours stated on the form must be the same as in the employment contract.
5. Student Labor contract (must include hourly wage, work details, and working hours)
 - * The Student Labor contract form (Attachment 2) provided can be used
 - * The duration of the employment contract cannot exceed one year, and must be within the validity period of the alien registration card.
6. Business registration certificate
 - * If the type of business is stated as manufacturing industry in the business registration certificate, the '외국인유학생 시간제취업 요건 준수 확인서/Confirmation of Compliance with Part-time Employment Requirements' (Attachment 3) and a copy of the employer's ID should be submitted additionally.
7. (Optional) Proof of language proficiency

○ **Part-time work permit process**

1. Prepare employment contract and the "Part-time Work of Foreign Student Confirmation Form" (employer signature required)
2. Apply for a part-time work permit at school
 - GLS > Challenge Square > Intl' Degree Student > Service Application > Online Service Application > Confirmation for Part-time work of Foreign Student
 - All relevant application documents must be scanned and uploaded
 - The school administrator will confirm and sign the relevant section at the bottom of the "Part-time Work of Foreign Student Confirmation Form"
3. Once approved, download the documents and apply for a part-time work permit at the immigration office
4. Start working

○ **Part-time work permit standards for Internship or profitable research activities for D-2 visa students**

Division	Activities within the university (In case of receiving research allowance from either SKKU or SKKU research&business foundations)	Activities outside of university (In the case of receiving a research allowance from an institution outside of SKKU)
Related to academic (credits, thesis)	No part-time work permit required	Part-time work permit required
Not related to academic	Part-time work permit required	Part-time work not allowed!!!!
Judgement and screening of Academic relevance of the activity	Documents ①, ② below are submitted for screening ① Confirmation of academic advisor ② Letter of recommendation from the dean of the college	Documents ①, ②, ③ below are submitted for screening ① Confirmation of academic advisor ② Letter of recommendation from the college dean ③ Statement of reason for participating in research activities outside of university

※ Refer to Attachments 4-6 for "Confirmation of academic advisor"," Letter of recommendation from the college dean", and "Statement of reason for participating in research activities outside of university"