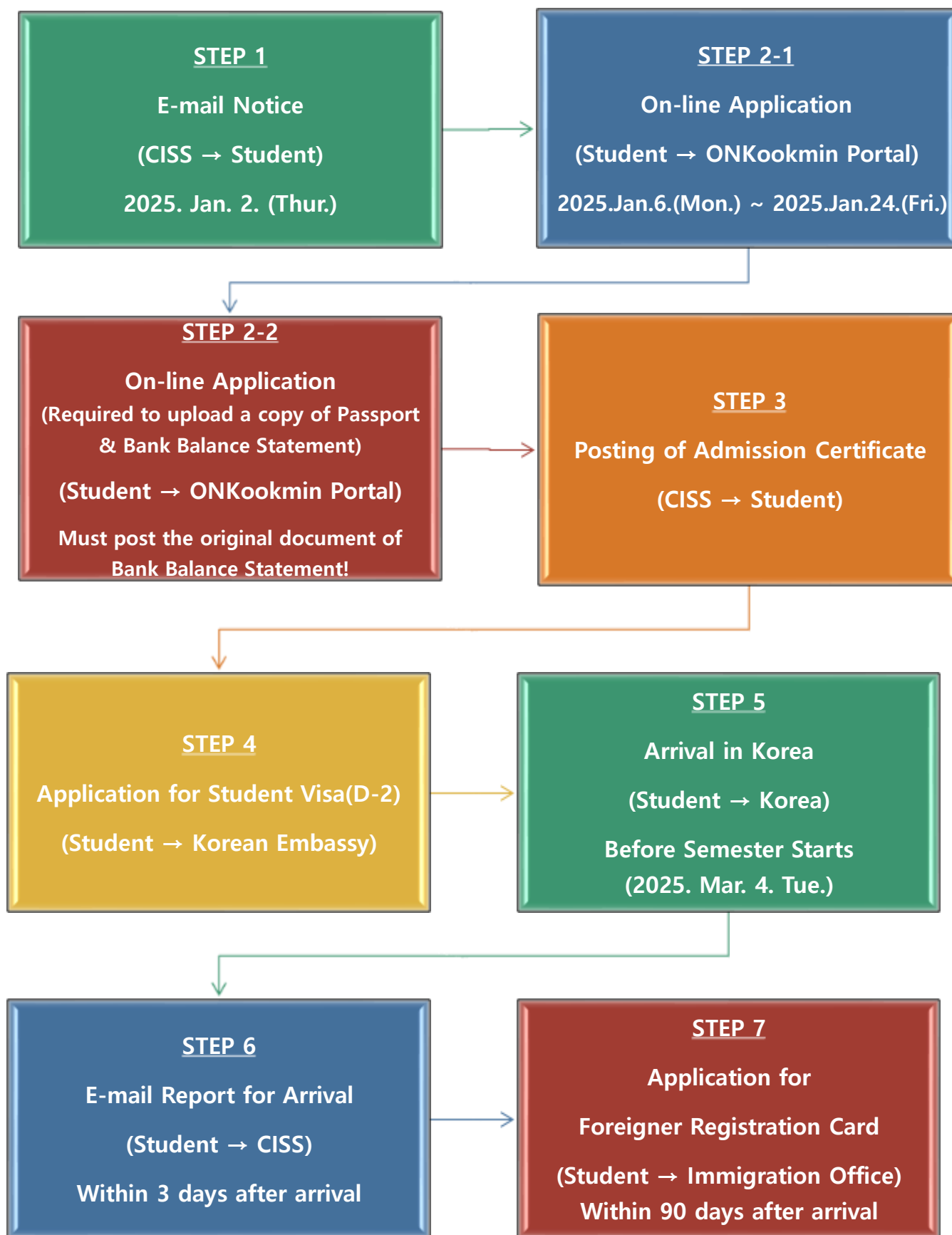


# Returning to School for Spring 2025



# Process Details

## Online Application for Returning to School & Certificate of Admission(COA)

- **[Student→ONKookmin Portal, portal.kookmin.ac.kr]** Online Application for Returning & COA
- When : Regular **2025.Jan.6.(Mon.) ~ 2025.Jan.24.(Fri.)**
  - considering the visa application process and the need to arrive in Korea before the semester starts, the deadline for international students to apply is Friday, Jan.24.
  - **Application for COA will not be accepted in Feb., so you must apply for it by Jan.24.(Fri.).**
- Where : ON국민 포털 로그인(Log into portal.kookmin.ac.kr) → 포털 → 학사서비스(School Register Info.) → 학적정보 → 휴학/복학신청(Semesterooff/Returning) → 복학신청(Application for returning to school)
- Mandatory. input on '기타정보' : 본국전화번호(Tel. of home country) & 본국주소(Address of home country including postal number)
- Mandatory. attached in '증빙서류' : Must upload **a copy of passport & Bank Balance Statement**
- **Important Note on Bank Balance Statement**
  - **Common for All** :
    - ① More than KRW20,000,000(Apply exchange rate based on document issuance date)
    - ② Issued within one month
    - ③ in the name of the student (Required to submit a family relationship document along with the bank balance statement if it is in your parents' name)
    - ④ Required to post the original document

[Address in Korean] 서울 성북구 정릉로 77, 우편번호 02707, 국민대학교, 외국인유학생지원센터 (글로벌센터 105호)

[Address in English] Center for International Student Services, Kookmin University, Global Center #105, 77, Jeongneung-ro Seongbuk-gu, Seoul, 02707, Republic of Korea

[Phone] (82-2)910-5804
  - **Only for Chinese Students** :
    - ① Deposited more than 30 days
    - ② Allowed to submit a document issued by the following 5 banks  
(中国银行, 中国工商银行, 交通银行, 建设银行, 中国农业银行)
    - ③ 1 copy to school, 1 copy to Korean Embassy(required when applying for a visa)

## Issurance & Post of Certificate of Admission

- **[CISS→Student] Issurance & Posting of Certificate of Admission**
- How long to be issued : about 2 weeks (**After the original bank balance statement arrives at the school**)
- Documents issued to students : Certificate of Admission & Certificate of Business Registration of KMU
- How to give the documents to students : Copy by e-mail

## Application for Visa(D-2)

- **[Student→Korean Embassy in your country] Student Visa(D-2) Application**
- Required Document : Certificate of Admission & Certificate of Business Registration of KMU, Etc.  
(Check with the Korean Embassy in person)
- **You must apply for Student Visa(D-2)!! Studying with tourist visa or without visa is illegal!!!**

## Arrival in Korea

- **[Student→Korea] Coming to Korea**
- Arrival : **before the 1st day of Spring Semester (2025. Mar. 4. Tue.)**
- **Important Note**
  - Your visa will be cancelled if you do not arrive in Korea by 2025. Mar. 18. (Tue.).
  - If you arrive in Korea after the 1st day of semester, you may face issues with your grades due to class absences. Please, make sure to arrive in Korea before the semester starts.

## Arrival Report

- **[Student→CISS] Reporting your arrival in Korea by e-mail**
- Deadline : **Within 3 days after coming to Korea**
- How : by e-mail(kmuciss@kookmin.ac.kr)
- Required Document : Entry Confirmation(Stickers attached to passport)



## Application for Foreigner Registration

- **[Student→Immigration office or CISS] Application for Foreigner Registration Card**
- Deadline : **Within 90 days after arrival in Korea**
- **Important Note**
  - **Must follow the Immigration Law!**
  - **If you don't apply for the Foreigner Registration within 90 days after arriving in Korea, you will face big problems on visa as a illegal resident!!**
  - **Do not leave Korea before getting your Foreigner Registration Card!!! Your visa is expired if you leave Korea without it!!!**
- How 1 : [Individual] Online Visit Reservation for visiting to Immigration Office → Visit Immigration Office
- Immigration Office Online Visit Reservation : @ [www.hikorea.go.kr](http://www.hikorea.go.kr)
- How 2 : [Group] submit the required documents to school during the application period
- Application period : in Mar. (Details will be noticed by e-mail at the end of Feb.)