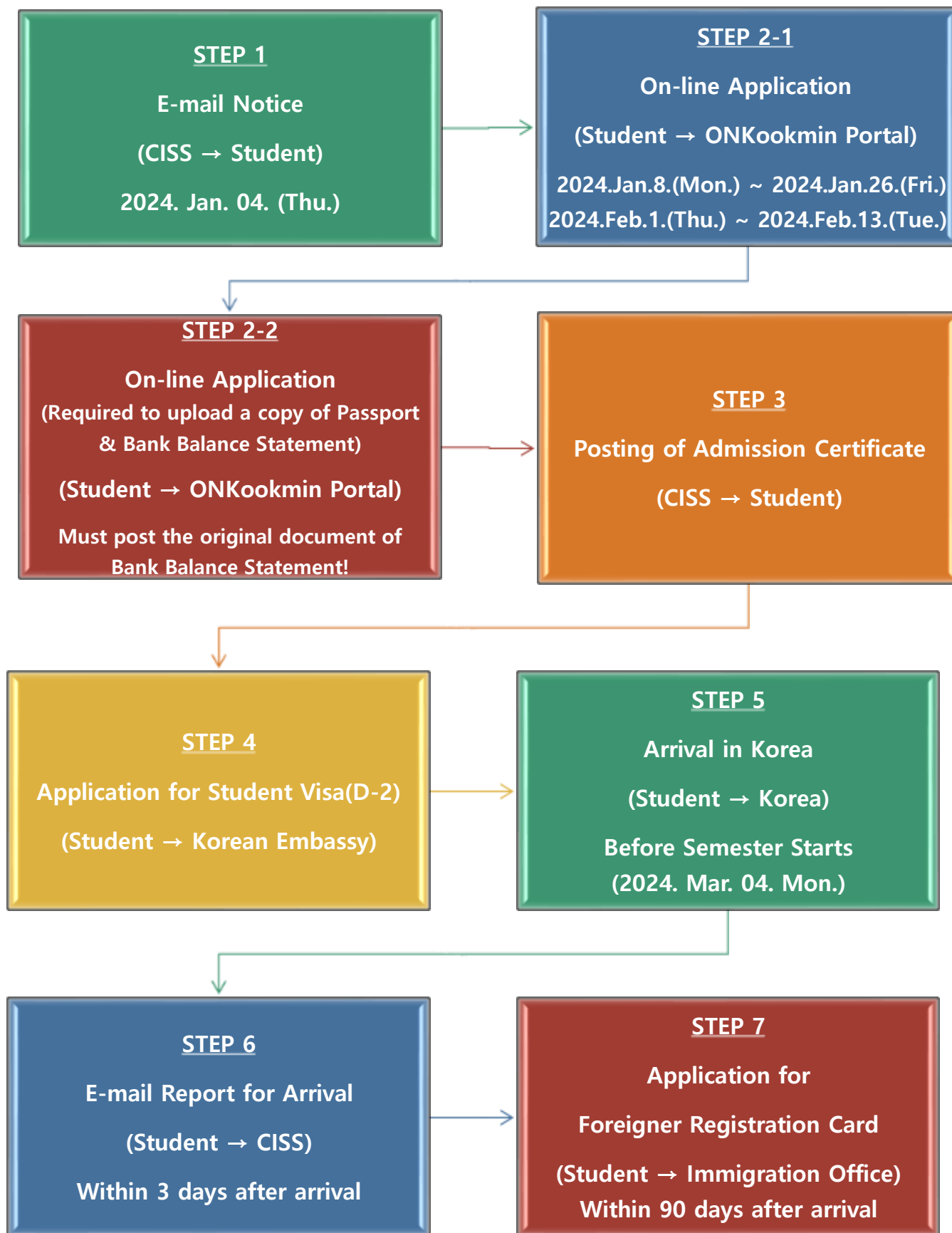


# Returning to School for Spring 2024



# Process Details

## Online Application for Returning to School & Certificate of Admission

- **[Student→ONKookmin Portal, portal.kookmin.ac.kr]** Online Application for Returning & COA
- When : Regular **2024.Jan.8.(Mon.) ~ 2024.Jan.26.(Fri.)** Additional **2024.Feb.1.(Thu.) ~ 2024.Feb.13.(Tue.)**  
- Considering the visa application and arrival in Korea before the semester start, the application deadline for international students is limited to Feb.13.(Tue).
- Where : ON국민 포털 로그인(Log into portal.kookmin.ac.kr) → 포털 → 학사서비스(School Register Info.) → 학적정보 → 휴학/복학신청(Semesteroff/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 KRW2,000 (Apply exchange rate based on document issuance date)
    - ② Issued within one month
    - ③ in the name of the student (Required to additionally submit family relationship document in case of the bank balance statement in the name of parents)
    - 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)
- Those who don't have ID of ONKookmin Portal(KMU new system) : Should register ID first!!!  
(Check the attached file 'Guide for ID Registration @ON국민')

## 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 → Original by Express mail (only for those who need the original)

## 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 (2024. Mar. 04. Mon.)**
- **Important Note**
  - Your visa will be cancelled if you don't come to Korea until 2024. Mar. 15. (Fri.).
  - If you come to Korea after the 1st day of semester, you may have problems with your grades due to absence from classes. Please, be sure to arrive in Korea before starting the semester.

## 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 Noate**
  - **Must follow the Immigartion 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 Registratiioni Card!!! Your visa is expired if you leave Korea without it!!!**
- How 1 : [Individual] Online Reservation → Visit Immigration Office
- Immigration Office Online 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.)