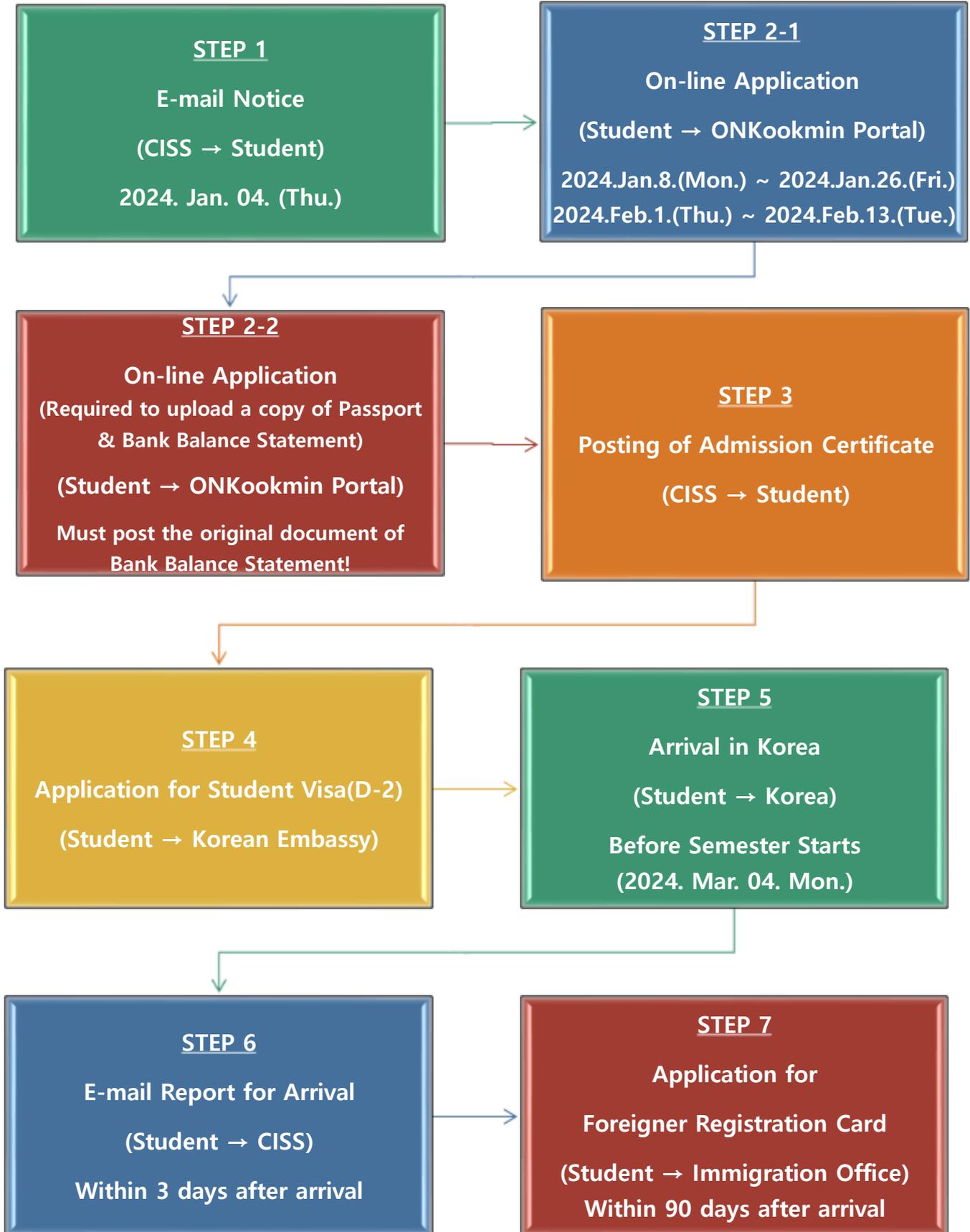


Returning to School for Spring 2024



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(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 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 Immigation 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
- 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.)