

Important Immigration Law (MUST to FOLLOW)

TO DO	WHO	WHEN	REQUIRED DOCUMENTS						
Visa Change	Students whose enrolled study program is changed	Before starting semester	1. Certificate of Admission(issued by Int'l Affairs Team) 2. Certificate of Academic Verification & Bank Balance 3. Tuition Payment Receipt 4. Application Form & Color Photo(3.5*4.5cm) 5. Passport & Copy of Passport 6. Foreign Registration Card 7. Proof of Residence 8. Application Fee ※ If your attendance rate or grade of the previous program cannot be confirmed on the Immigration system, immigration may request supplementary documents.						
	• Language → Undergraduate • Language → Graduate • Undergraduate → Graduate • Master → Doctoral								
Foreign Registration Card Issue	Students who don't have an Foreign Registration Card	Within 90 days upon arrival in Korea	1. Application Form & Color Photo(3.5*4.5cm) 2. Passport & Copy of Passport 3. Certificate of Enrollment 4. Proof of Residence 5. Application Fee ※ If you leave Korea without registering as a foreigner, your visa expires!						
	• New coming students • Returning students • Readmitted students								
Foreign Registration Card Extension	Students who should extend an Foreign Registration Card	Before visa expires	1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Tuition Payment Receipt (Current students, Students with extended semesters) ※ Payment Receipt for Thesis Defense (Graduate students who paid for thesis defense) 5. Certificate of Enrollment & Transcript ※ Students who complete taking credits: Certificate of Prog. Completion & Transcript 6. Confirmation Form for Faculty Adviser (Students who take extended semesters, Students who complete taking required credits) 7. Certificate of Bank Balance ① Mandatory to submit - GPA below than 2.0(in previous semester or in total) - Students taking extended semesters or completing to fulfill the credits requirements ② Required amounts to show <table><tr><td>Required Study Period</td><td>below than 1 year</td><td>more than 1 year</td></tr><tr><td></td><td>KRW980,000 *extension month</td><td>KRW10,000,000</td></tr></table> 8. Proof of Residence 9. Application Fee	Required Study Period	below than 1 year	more than 1 year		KRW980,000 *extension month	KRW10,000,000
	Required Study Period			below than 1 year	more than 1 year				
	KRW980,000 *extension month	KRW10,000,000							
	• Current students • Students with extended semesters • Students who complete getting credits and carry on other graduation conditions								
Changing to D-10 Visa	Students who want to find a job in Korea after graduation	Within 2 weeks after graduation ceremony	1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Certificate of Graduation & Transcript ※ Acceptable only within 3 years from the date of obtaining degree in Korea 5. Plan for Seeking Employment 6. TOPIK(valid) or KIIP Certificate 7. Proof of Residence 8. Application Fee						
	• Graduated students								
Part-time Work Permit	Students who plan to have a part-time job	Before starting a part-time work	1. Application Form 2. Passport & Foreign Registration Card 3. Part-time Work Confirmation Form 4. Copy of Business License 5. Standard Employment Contract 6. TOPIK Certificate(no restriction on the validity period) ※ For KIBS and Graduate students studying only in Eng. : Documentary Evidence for Studying in Eng. & English Score Certificate						
	• All students								
Residence Change Report	Students whose address is changed	Within 2 weeks after moving	1. Application Form 2. Passport & Foreign Registration Card 3. Proof of Residence ※ It is also subject to reporting even if the room is changed in the dormitory.						
	• All students								
Passport Information Change Report	Students whose passport information is changed	Within 2 weeks	1. Application Form 2. Passport & Foreign Registration Card						
	• All students								
Mandatory to Leave Korea	• Taking semesters off • Dropping out • Expelled • Graduates	* Student Visa is expired within 2 weeks regardless of the deadline of Foreign Registration Card on the back side! * Students must leave Korea within 2 weeks without failure!!! * Students should return their Foreign Registration Card at the airport when departing.							
What happens if You do not Follow the Laws?	* Breaking Korean Laws → Being a Criminal * Possible to be rejected to make or extend a visa * Possible to be deported from Korea or pay fine or be detained in custody.								
Immigration Reservation	* Reservation before visit to the Immigration Office is required on the website. (www.hikorea.go.kr)								
Where to get documents	@ CISS(Global Center #105): Application Form, Confirmation for Faculty Adviser, Part-time Work Confirmation, Confirmation of Residence, Plan for Seeking Employment @ One-Stop Student Center(Administration Hall #105): Certificate of Enrollment, Transcript, Program Completion, Certificate of Graduation @ ONKOOKMIN Portal: Tuition Payment Receipt, Research Student Fee Payment Receipt								