

Important Immigration Law (MUST to FOLLOW)

TO DO	WHO	WHEN	REQUIRED DOCUMENTS						
Visa Change	Students whose enrolled study program is changed	Before starting semester	<ol style="list-style-type: none"> Certificate of Admission(issued by Int'l Affairs Team) Certificate of Academic Verification & Bank Balance Tuition Payment Receipt Application Form & Color Photo(3.5*4.5cm) Passport & Copy of Passport Foreign Registration Card Proof of Residence Application Fee ※ If your attendance rate or grade of the previous program cannot be confirmed on the Immigration system, immigration may request supplementary documents.						
	<ul style="list-style-type: none"> 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	<ol style="list-style-type: none"> Application Form & Color Photo(3.5*4.5cm) Passport & Copy of Passport Certificate of Enrollment Proof of Residence Application Fee ※ If you leave Korea without registering as a foreigner, your visa expires!						
	<ul style="list-style-type: none"> New coming students Returning students Readmitted students 								
Foreign Registration Card Extension	Students who should extend an Foreign Registration Card	Before visa expires	<ol style="list-style-type: none"> Application Form Passport & Copy of Passport Foreign Registration Card Tuition Payment Receipt (Current students, Students with extended semesters) <ul style="list-style-type: none"> ※ Payment Receipt for Thesis Defense (Graduate students who paid for thesis defense) Certificate of Enrollment & Transcript <ul style="list-style-type: none"> ※ Students who complete taking credits: Certificate of Prog. Completion & Transcript Confirmation Form for Faculty Adviser (Students who take extended semesters, Students who complete taking required credits) Certificate of Bank Balance <ol style="list-style-type: none"> Mandatory to submit <ul style="list-style-type: none"> - GPA below than 2.0(in previous semester or in total) - Students taking extended semesters or completing to fulfill the credits requirements Required amounts to show <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Required Study Period</th> <th>below than 1 year</th> <th>more than 1 year</th> </tr> </thead> <tbody> <tr> <td></td> <td>KRW980,000 *extension month</td> <td>KRW10,000,000</td> </tr> </tbody> </table> 	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							
<ul style="list-style-type: none"> 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	<ol style="list-style-type: none"> Application Form Passport & Copy of Passport Foreign Registration Card Certificate of Graduation & Transcript <ul style="list-style-type: none"> ※ Acceptable only within 3 years from the date of obtaining degree in Korea Plan for Seeking Employment TOPIK(valid) or KIIP Certificate Proof of Residence Application Fee 						
	<ul style="list-style-type: none"> Graduated students 								
Part-time Work Permit	Students who plan to have a part-time job	Before starting a part-time work	<ol style="list-style-type: none"> Application Form Passport & Foreign Registration Card Part-time Work Confirmation Form Copy of Business License Standard Employment Contract TOPIK Certificate(no restriction on the validity period) <ul style="list-style-type: none"> ※ For KIBS and Graduate students studying only in Eng. : Documentary Evidence for Studying in Eng. & English Score Certificate 						
	<ul style="list-style-type: none"> All students 								
Residence Change Report	Students whose address is changed	Within 2 weeks after moving	<ol style="list-style-type: none"> Application Form Passport & Foreign Registration Card Proof of Residence ※ It is also subject to reporting even if the room is changed in the dormitory.						
	<ul style="list-style-type: none"> All students 								
Passport Information Change Report	Students whose passport information is changed	Within 2 weeks	<ol style="list-style-type: none"> Application Form Passport & Foreign Registration Card 						
	<ul style="list-style-type: none"> All students 								
Mandatory to Leave Korea	<ul style="list-style-type: none"> Taking semesters off Dropping out Expelled Graduates 	<ul style="list-style-type: none"> * 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?	<ul style="list-style-type: none"> * 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								