

# Documents for Visa (Foreign Registration Card)

[2023.08.23.기준]

TO DO		Foreign Registration Card Re-issuance (D2)		Foreign Registration Card Extension (D2)		Foreign Registration Card Extension (D2)		Changing to Job-Seeking Visa (D10)	
WHO	New Students, Returning Students, Readmitted Students	Students who lost it	Enrolled Students, Students with extended semesters	Undergraduate who complete credits & prepare other graduation conditions		Graduated Students			
				Graduate Students who complete prog. & prepare thesis					
WHEN	Within 90 days after arrival in Korea	Right Away	before visa expires	before visa expires		Within 2 weeks after graduation ceremony			
REQUIRED DOCUMENTS	1. Application Form 2. Passport & Coy of Passport 3. Color Photo(3.5cm x 4.5cm) 4. Certificate of Enrollment 5. Proof of Residence 6. Application Fee: KRW30,000		1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Tuition Payment Receipt 5. Certificate of Enrollment 6. Transcript 7. Confirmation Form for Faculty Adviser -only for students with extended sem. 8. Certificate of Bank Balance ① Mandatory to submit -GPA below than 2.0 (in previous sem. or in total) -Students with extended semesters ② Required amounts to show		1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Payment Receipt for Thesis Defense -only for graduate students who paid the fee 5. Certificate of Prog. Completion 6. Transcript 7. Confirmation Form for Faculty Adviser 8. Certificate of Bank Balance: KRW980,000*extension month 9. Proof of Residence 10. Application Fee: KRW60,000		1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Diploma (or Certificate of Graduation) -Acceptable only within 3 years from the date of obtaining degree in Korea 5. Transcript 6. Plan for Seeking Employment 7. TOPIK(valid) or KIIP Certificate 8. Proof of Residence 9. Application Fee: KRW130,000		

## ■ How to apply

① Visit Immigration Office(required to make a reservation at [www.hikorea.go.kr](http://www.hikorea.go.kr))    ② Online application at [www.hikorea.go.kr](http://www.hikorea.go.kr)    ③ Submit to School(in Mar. & Sept.)

## ■ Where to get the documents

@ CISS(Global Center #105): Application Form, Confirmation for Faculty Adviser, 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

## ■ Proof of Residence

If you are not the contractor for housing, a copy of the contractor's Foreign registration card and confirmation for residence are required.