

Sookmyung  
\* Women's \*  
University

# Guidebook for International Students

## 3. Visa and Immigration Guidelines



**숙명여자대학교** 유학생서비스팀  
Office of International Student Services

# 1. Visa

- ★ All international students residing in foreign countries and have been accepted to study at Sookmyung Women's University will need to apply for a STUDENT(D-2) before school starts in accordance with the laws and guidelines of the Ministry of Justice of the Republic of Korea.
- ★ If you already have a visa, you should ask the immigration office in advance whether you can study abroad with your current visa, and if necessary, you should change your visa or obtain permission to work outside of qualification.
- ★ Visa that allows study abroad without separate permission: Diplomacy (A-1) to Agreement (A-3), Culture and Arts (D-1), Study abroad (D-2), General Training (D-4-2), Coverage (D-5), International Trade (D-9), Professor (E-1) to Specific Activity (E-7), Visiting cohabitation (F-1), Marriage Immigration (F-6), Refugee applicants (G-1-5), Humanitarian residence permission (G-1-6), Visiting employment (H-2), other persons who have obtained permission to work outside of residence other than study abroad(D-2).
- ★ For more information on visas, please contact the Foreigners Information Center of the Ministry of Justice (1345). Regardless of general phone or mobile phone, you can connect anywhere within the country by pressing 1345 (+82-1345 from overseas) and receive phone counseling services in 20 languages including Korean, English, Chinese, and Vietnamese. (extra fee will be charged)

## Types of Visas

### D-2 Student

If you wish to receive education in bachelor's, master's, or Ph.d. courses at educational institutions or academic research institutes above junior colleges or to stay in Korea for specific research purposes, you must obtain a D-2 visa.

### D-4 General Trainee

If you wish to receive education, training or engage in research activities at educational institutions, companies or organizations other than educational institutions or academic research institutes that qualify for studying abroad (D-2), you must obtain a general training (D-4) visa.

If a student who has received a general training (D-4) visa and has completed language training enters the regular course, she or he must change to a study abroad (D-2) visa before the start of school.

## 2. Visa Issuance / Change of Status of Sojourn

### 1 Applying for Student (D-2) Visa for the International Students who are abroad

- International students must obtain a Certificate of Admission by contacting the Office of International Student Services(studyabroad@sookmyung.ac.kr), and then apply for a visa to the Korean Embassy (consulate) in their country.

#### ★ Required Documents

- Completed application form, copy of passport, photo(3.5cmx4.5cm, white background, taken within 6 months), application fee
- Standard University acceptance letter
- Proof of finance (more than \$20,000 written in English)
  - \* If the finance-state paper is in the name of the family, not in your name, you must submit a family relationship certificate written in English.
  - \* Original and copy can both be used, depending on each respective region, the Embassy may request original documents only, and therefore, Office of International student services strongly advise students to contact the embassy for inquiries prior to requesting visa issuance, and if original documents are needed, please contact the Office of International Student Services promptly.
- Medical Certificate of Tuberculosis Test from hospitals designated by the Korean Embassy (or consulate).
  - \* Applies to students of the following countries only
  - \* Nepal, East Timor, Laos, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, Philippines, Nigeria, South Africa, Belarus, Mozambique, Moldova Republic, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru(35 countries in total)
- Additional documents required by the Korean Embassy(or Consulate)
  - \* Depending on country and region, the Korean Embassy(or Consulate) may require students to submit additional documents including Proof Of Relationship, Final certificate of academic background, and Proof of finance over 20,000 USD, so it is highly advised that you contact the Embassy (or Consulate) to confirm the necessary documents prior to visit the Embassy.

## 2 Change of Status of Sojourn from General Trainee(D-4) to Student(D-2) Visa

International Students who are already staying in Korea with the GENERAL TRAINEE (D-4) visa or OVERSEAS KOREAN VISITOR(C-3-8) visa must change the visa status to STUDENT(D-2) visa before the start of the semester

※ It does not apply to students with visa status permitting academic pursuance such as OVERSEAS KOREAN(F-4) visas.

### ★ Required Documents

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- Completed application form, copy of passport, Certificate of alien registration
- photo(3.5cmx4.5cm, white background, taken within 6 months)
- Application fee
- Standard University acceptance letter
- Certificate of Tuition Payment
- Certificate of Residence (Lease Contract, Confirmation of Dormitory - Residence, Confirmation of Residence/Accommodation, Examination certificate(고시원 확인증 etc., )
- Proof of finance : Tuition + Living Expenses during staying (850,000 won monthly \* number of months permitted to stay)
- Students staying in Korea under the OVERSEAS KOREAN VISITOR(C-3-8) Visa must prepare Medical certificate(Compulsory diagnosis: tuberculosis)

### 3 Change of Status of Sojourn from Other Visa types to Student (D-2) Visa

**Q** Students who are in Korea with GROUP TOURIST(c-3-2), MEDICAL TOURIST(c-3-3), or GENERAL TOURISM(c-3-9

**A** Students should return to their home countries and obtain STUDENT(D-2) visas and come back to the Republic of Korea. Those visas cannot be changed to STUDENT(D-2) visas in Immigration office in Korea.

**Q** Students who transferred from universities in Korea or dropped out from universities in Korea before applying to Sookmyung Women's University as freshman.

**A** Students should return to their home countries, obtain STUDENT(D-2) visas, and re-enter Korea with newly issued Certificate of Admission from Sookmyung Women's University even if their previous STUDENT(D-2) visas have not expired.

Students who are in Korea with EXEMPTED (B-1), TOURIST/ TRANSIT(B-2), SHORTTERM\_GENERAL(C-3-1), BUSINESS VISITOR GENERAL(C-3-4) visas or other certain visas should contact the Immigration Contact Center(1345). Whether the changing of those visa holder's status of sojourn is possible or not in Korea can differ from student's nationality and specific condition in these cases.

## 3. Foreigner Registration - Residence Card Re-Issuance

### 1 Foreigner Registration

- 1 Foreigners staying in Korea for more than 90 days must register for an Residence card(former ARC) at an immigration office of jurisdiction within 90 days from the date of entry.
- 2 Regardless of the visa status, international students who wish to study in Sookmyung Women's University must register for the Residence card within 90 days from the date of entry. If not, please be informed that students may be fined under the Republic of Korea Ministry of Justice legislation.

#### ★ Required Documents

- Completed application form
- Passport
- Photo(3.5cmX4.5cm, white background, taken within 6 months)
- Application fee
- Certificate of Tuition Payment or Certificate of registration
- Certificate of Residence (Lease Contract, Confirmation of Dormitory Residence, Confirmation of Residence/ Accommodation, Examination certificate(고시원 확인증 etc., )
- ※ Other documents may be required by Immigration Office.

### 2 Certificate of alien registration Re-issuance

- 1 When a foreigner loses their Certificate of alien registration, she or he must visit immigration office of the jurisdiction within 14 days from the date of loss, and re-apply for the Certificate of alien registration.
- 2 If you write down your registration number or passport number and keep it in a safe place it will be easier to report when you have lost them.

#### ★ Required Documents

- Passport
- Photo(3.5cmX4.5cm, white background, taken within 6 months)
- Completed application form
- Application fee (300,000 Won)

## 4. Report on Change of Residence· Change in Registration Information

### 1 Report on Change of Residence

1 When a foreigner's address changes after the foreigner registration, When a foreigner's address changes after the foreigner registration, she or he must report the change of residence to the immigration office that has jurisdiction on her or his new address, or report to the city("si"), country("gun"), district("gu"), or area("eup", "myeon", or "dong") office within 14 days. You may also report the change of residence via the 'Hi Korea' website. (<http://www.hikorea.go.kr>).

2 Failure to report the change of residence within 14 days may be subject to fines.

#### ★ Required Documents

- Passport
- Certificate of alien registration
- Completed application form
- Certificate of Residence (Lease Contract, Confirmation of Dormitory Residence, Confirmation of Residence/ Accommodation, Examination certificate(고시원 확인증 etc.))

### 2 Report on Change in Registration Information

1 When any of the following changes occur to a registered foreigner, she or he must report the change of information to the immigration office of jurisdiction within 14 days. She or he may also report the change of registration information via the 'Hi Korea' website(<http://www.hikorea.go.kr>).

- Change in Name/Gender/Birth or Nationality
- Change in Passport number, Issued date, valid date
- Change in College/University (including changes of the name)

2 Failure to report the change of information within 14 days may be subject to fines.

#### ★ Required Documents

- Passport
- Certificate of alien registration
- Completed application form
- Proof that personal data had been changed including name (only who are relevant)
- Proof of enrollment of changed College/University
- Certificate of Enrolled Previously of previous College/University (only who are relevant)
- Explanatory data on the necessity of changing the school for the same master's and doctorate courses (only who are relevant)

## 5. Extension of Stay

### 1 Extension of Stay of Enrolled Student

- 1 Students who are with upcoming expiry dates shall not forget to extend the visa in advance to the expiration date.
- 2 Visa extension can be applied starting from 4 months before the expiration date at the immigration office of jurisdiction. Visa extension may be restricted if there was a violation of purpose of the visa during a student's stay in Korea.

#### ★ Required Documents

- Completed application form, Passport, Certificate of alien registration
- Certificate of Enrollment and Academic transcript
- Certificate of Tuition Payment
- Proof of finance (certificate of bank balance, etc., equivalent to US \$10,000)
- Certificate of Residence ( Lease Contract. Confirmation of Dormitory Residence,. Confirmation of Residence/Accommodation, Examination certificate(고시원 확인증 etc.))
- Tuberculosis Test Certificate (only for students who are applicable)

### 2 Extension of Stay for Students Who Need to Enroll for Additional Semester

Candidate: Students who need to take more courses than the scheduled academic period(8 semesters, 4 years) due to reasons such as insufficient credits, failure to pass graduation exam or dissertations, etc.

#### ★ Required Documents

- Completed application form, passport, Certificate of alien registration
- Application fee
- Certificate of Enrollment and Academic transcript
- Certificate of Tuition Payment
- Confirmation Documents by Tutor and the person in charge of international students
- Letter of explanation
  - ※ No fixed form, students must provide a written statement of reasons for extension
- Proof of finance
  - ※ Certificate of bank deposit balance, etc., equivalent to the extended period, amount of at least 4.5 million won(750,000 won x 6 months) for 6 months)
- Certificate of Residence (Lease Contract. Confirmation of Dormitory Residence,. Confirmation of Residence/Accommodation, Examination certificate(고시원 확인증 etc.))



## 6. Residence after Graduation

### Students who have STUDENT(D-2) visa

- Students who do not plan to stay in Korea after graduation must return to their home countries before the expiration of the period of stay.
- Students who plan to stay in Korea for reasons such as attending graduate school, job-seeking, employment, marriage, etc. must change their visa status to relevant purposes.
- Students who are unable to depart the country under unavoidable circumstances must visit the immigration office of jurisdiction and apply for extension of date of departure.
- Students who are out of Korea before the graduation cannot re-enter Korea once graduation is processed. If the student wishes to return to Korea, new visas are required.

### 2. Change of Visa from Student(D-2) to Job Seeking(D-10)

<b>Eligible Individuals</b>	<ul style="list-style-type: none"> <li>- A foreigner staying in Korea who legally meets the score requirements.</li> <li>- A foreigner with a bachelor's or a higher degree (or graduate-to-be) of a domestic or overseas university who possesses intellectual property rights and wants to start a venture company based on the equivalent technical capability.</li> </ul>
<b>How to Apply</b>	Prepare the following documents and apply at an immigration office (6-month stay allowed per one application)
<b>Required Documents</b>	Completed integrated application form, passport, Certificate of alien registration Photo(3.5cmX4.5cm, white background, taken within 6 months) Plan for Seeking Employment Certificate of academic background (One of diploma, certificate of degree, or certificate of degree acquisition) Document proving Korean proficiency(TOPIK or KIIP)
<b>Other notices</b>	The immigration office may request additional documents for screening such as documents of financial statement, proof of residence, etc. Application is not possible with a certificate of expected graduation. You may apply immediately after the issuance of a degree certificate(diploma). Change of status to JOB SEEKING(D-10) of an international student who had been illegally employed while studying in Korea will be restricted.

## 7. Permission for Part-Time Work

International students holding a Student visa (D-2) must receive approval from the immigration office prior to beginning any part-time work. For the permission from immigration office, after receiving confirmation on the 'Part-time Work of Foreign Student Confirmation Form' from the Office of International Student Service, submit it to the immigration office.

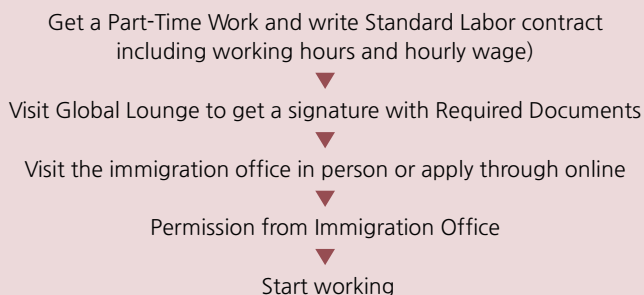
### 1

#### Eligibility

- International Student with Certificate of alien registration and D2 Visa holder students
- GPA over C (2.0) in the previous semester \*on the date of application
- Currently enrolled at SMWU (less than 8 semesters of enrollment)

### 2

#### Step for Part-Time Work Permission



### 3

#### Required Documents

1	Passport
2	Alien Registration Card
3	Application Form
4	Part-time Work of Foreign Student Confirmation Form (Need school coordinator's signature on)
5	Copy of Standard Labor Contract
6	Copy of Business Registration Certificate
7	Academic Transcript / Attendance List
8	TOPIK Certificate (Third rate or above, Master's and Ph.D. - Fourth rate or above)

※ Immigration office may require for additional documents.

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**Permitted  
Working  
hours**

- Depends on the course
  - Students for Language Course : Within 20 hours a week
  - Undergraduates : Within 20 hours a week  
(Certificated College/University - within 25 hours)
  - Master's and Ph.D. degrees : Within 30 hours a week
- Unlimited during holiday/Legal holiday.
- Students without TOPIK : Within 10 hours a week  
(Including holiday/Legal holiday)

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**Permitted  
Working  
Area/Places**

- Works that you can hold down a job and study and related to your major.
- Interpretation, Translation, Restaurant assistant, Office Assistant
- Salesperson, Waitress/Waiter, Personnel for an Event on English Village or English Camp
- Tour guide assistant, Duty-free shop sales assistant
- Restricted : Part-Time Work on Manufacturing Industry

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**Change in  
Workplace**

- The student must report the change in workplace within 15 days of occurrence at hikorea
- Modification Range : Limited to less than a year, 2 places during stay

7

**Violators**

- If you get a Part-Time Work without permission
  - Punishing both Employee and Employer in accordance with Article 18 of the Immigration act
  - Primary detection : Restriction of Part-Time Work Permit for a year
  - Second detection or above : Forced Eviction
- Permitted but violated the terms of permitted conditions
  - Primary detection : Disallowed to have a Part-Time Work for a year
  - Second detection : Disallowed to have a Part-Time Work during the period of studying abroad
  - Third detection : Revocation of Student(D-2) visa.

## 8. Immigration Office

### 1 How to Make a Reservation to Visit at an Immigration Office

A reservation to visit allows you to arrange a date and time online before visiting an immigration office. If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

#### Available Time for Online Reservation

Opens 365 days

#### One-day Advance Policy

You should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.

#### Online Reservation Procedure

- 1 Visit 'Hi Korea' webpage(<https://www.hikorea.go.kr/>)  
: Click 'Reserve Visit'
- 2 Access to the 'Reserve Visit' page  
: Click 'Visit Reservation Application(Non-member)  
\* If you have already signed up for a membership of 'Hi Korea', you can make a reservation by clicking 'Visit Reservation Application(Member)'.  
: Click 'Visit Reservation Application(Non-member)'
- 3 Identity verification using Certificate of alien registration Number or Passport Number or Visa Number
- 4 Fill out the application form for visit reservation  
: After filling out the application page, click the application button at the bottom
- 5 Select the date and time of the visit
- 6 Confirmation of visit reservation: Print the details and visit the immigration office on the reserved date.

## 2 How to Check the period of stay on the website

1 Visit 'Hi Korea' webpage(https://www.hikorea.go.kr/)  
: Click 'Expiry Date Check'.

2 After entering passport information, click the confirmation button.

Hi Korea webpage

The screenshot shows the Hi Korea website interface. At the top, there is a navigation bar with the Hi Korea logo and language options (한국어, ENGLISH, 中文). Below the navigation bar, there are several menu items: 민원신청, 정보조회, 자동출입국심사, 정보광장, and 뉴스공지. The main content area features a large banner with a computer monitor and a clock, with a red circle and the number 1 highlighting the '방문예약 신청하기 >' button. Below the banner, there are several service buttons: 민원신청, 자동출입국심사, 방문예약 신청하기 >, and (코로나19) 출국을 위한 기간연장. Under the '방문예약 신청하기 >' button, there is a section titled '나의 민원처리현황' (My Application Status) and '자주찾는 메뉴' (Frequently Used Menu). In the '나의 민원처리현황' section, there is a button labeled '방문예약확인' with a red circle and the number 2 highlighting it. The '자주찾는 메뉴' section includes links for '이용안내', '민원서식', '발령지참정보', '외국인의 신고의무', and '귀화면접심사 참고자료'. At the bottom of the page, there are several service icons: '관할출입국/외국인관리서', '동행증/귀소증 유효확인', '재류안보일조회', '외국인 취업 및 고용가능여부 조회', '법무부지정 의료기관 조회', and '출국금지 여부 조회 (한국인 전용)'.



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