

List of Required Documents for VISA - for foreigners residing in Korea-

(Dec. 2021 / UST Students Services Division)

[NOTICE]

This document is to provide with **basic information** on visa issuance which is required for foreign students reside in Korea.

Not only the required documents may vary depending on individual situations, but the criteria may be subject to change, thus this manual should be used for reference only. Please make sure to contact the immigration office in advance and apply individually for offline/online.

Students are recommended to visit immigration office after making an appointment by online reservation at Hi Korea website. (Seoul and Daejeon started receiving group application for the immigration service and if one individually applies for services it would take approx. 3 weeks)

* Online pre-booked visits system has been implemented from Feb. 1st, 2021 to prevent COVID-19.

[Useful Information]

▶Hi Korea(e-Government for Foreigners) : https://www.hikorea.go.kr/pt/main_en.pt

- A web portal that offers online information and E-Application service (online civil affairs service) in 3 languages (Korean, English, and Chinese)

▶Immigration Contact Center : ☎+82 1345

- Telephone Counseling Service offered in 19 foreign languages as well as Korean. Dial 1345 anywhere in the nation using landline or mobile phones.
- Counseling service hours : 09:00 to 22:00 on weekday
(After 18:00 pm, services are available in Korean, English and Chinese)
- Range of Service 📄 https://www.hikorea.go.kr/pt/InfoDetailR_en.pt

▶The period of application

- Alien Registration : within **90 days** of entry
- Extend the visa : within **4 months** of your visa expiration date
- Change of address : within **14 days** upon moving

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Alien Registration

No.	Required Documents	Note
1	Application Form	Attachment 1
2	2-1. A photo copy of passport 2-2. Photo 2-3. A photo copy of VISA 2-4. Alien Registration Card issuance fee of 30,000KRW in cash	-
3	Certificate of (expected) Enrollment	https://ust.certpia.com/?lang=en
4	Certificate of Financial Support	1. It has already been delivered after announcement of final successful applicants or 2. go to https://ust.certpia.com/?lang=en and print it by yourself
5	Proof of Residency (lease contract, proof of dormitory residency under your name, etc.)	If you are in dormitory at each campus/school, please contact to the campus/school staff

- ※ MUST report any changes of address within 14 days upon moving to avoid penalty fee.
- ※ Application for alien registration MUST be made within 90 days of entry.
- ※ Required documents as above may be subject to change.
- ※ Additional documents may be required to be submitted.
- ※ If the residence is not confirmed, it is likely to be rejected your application for alien registration. UST suggests applying alien registration after the residence is confirmed.

2

Extension of Visa(D-2)

No.	Required Documents	Note
1	Application Form	Attachment 1
2	2-1. A photo copy of passport 2-2. Alien registration card 2-3. Application fee of 60,000KRW in cash	Application fee can be exempted by submitting the official document issued by each campus/school, proving that you are affiliated with one of government funded institutes as D-2 visa holding student
3	Certificate of Enrollment (current students) OR	https://ust.certpia.com/?lang=en
	Certificate of Completion (course completed students)	https://ust.certpia.com/?lang=en & Attachment 2. Plan of your Thesis sign by your advisory professor(only if you are course completed student)
4	Certificate of Tuition payment	https://ust.certpia.com/?lang=en
5	Official Transcript	- https://ust.certpia.com/?lang=en - need explanatory note if your GPA for previous semester is below 2.0
6	Proof of Residency (lease contract, proof of dormitory residency under your name, etc.)	If he/she is in dormitory at each campus/school, please contact to the campus/school staff
7	Certificate of Financial Support	go to https://ust.certpia.com/?lang=en and print it by yourself

- ※ MUST report any changes of address within 14 days upon moving to avoid penalty fee.
- ※ Application for visa extension can be made 4 months before the expiration date.
- ※ Required documents as above may be subject to change.
- ※ Additional documents may be required to be submitted.

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Change degree type(Master→ Ph.D.) in UST

No.	Required Documents	Note
1	Application Form	Attachment 1
2	Certificate of Admission	will be delivered after announcement of final successful applicants
3	3-1. A photo copy of passport 3-2. Alien registration card 3-3. Application fee of 60,000KRW in cash	-
4	Certificate of Tuition payment	https://ust.certpia.com/?lang=en
5	Official Transcript	https://ust.certpia.com/?lang=en
6	Proof of Residency (lease contract, proof of dormitory residency under your name, etc.)	If he/she is in dormitory at each campus/school, please contact to the campus/school staff
7	Certificate of Financial Support	1.has already been delivered after announcement of final successful applicants or 2. go to https://ust.certpia.com/?lang=en and print it by yourself

- ※ MUST report any changes of address within 14 days upon moving to avoid penalty fee.
- ※ Required documents as above may be subject to change.
- ※ Additional documents may be required to be submitted.

No.	Required Documents	Note
1	Application Form	Attachment 1
2	Certificate of Admission	will be delivered after announcement of final successful applicants
3	3-1. A photo copy of passport 3-2. Alien registration card 3-3. (for relevant applicant) Application fee of 60,000KRW in cash	-
4	Certificate of Enrollment (current students) OR Certificate of Expected Admission (newcomers)	https://ust.certpia.com/?lang=en
5	Certificate of Tuition payment	https://ust.certpia.com/?lang=en
6	Official Transcript from previous University	-
7	Certificate of Withdrawal from previous University	-
8	Proof of Residency (lease contract, proof of dormitory residency under your name, etc.)	If he/she is in dormitory at each campus/school, please contact to the campus/school staff
9	Certificate of Financial Support	1.has already been delivered after announcement of final successful applicants or 2. go to https://ust.certpia.com/?lang=en and print it by yourself ※(can be requested)proof the rest of the bank balance exclude the scholarship amount from total amount(18,000USD/20,200,000KRW)

- ※ MUST report any changes of address within 14 days upon moving to avoid penalty fee.
- ※ If you have remaining visa, you don't need to submit the application fee and certificate of scholarship support.
- ※ Required documents as above may be subject to change.
- ※ Additional documents may be required to be submitted.

[Leave of absence & No leave of absence]

Students on leave of absence(휴학) or permanently returning to countries without leave of absence (미휴학 대한민국 출국) are considered to have stopped their study in Korea. This change in students' status must be reported to the Immigration office at once and students are obligated to leave Korea within 30 days from the date on which the event occurred.

Upon report, your permitted duration of stay will be automatically shorten regardless of your visa or the dates written on your Alien Registration Card(ARC).

In addition your ARC will expire due to the change in your alien registration. So you must turn in your ARC at the International airport when leaving Korea.

If you would apply for a leave of absence(휴학) or permanently return to your own country without leave of absence(미휴학 대한민국 출국), please follow and apply for it by the each official process.

To re-enter Korea, you must acquire a new student visa(D-2), which means you need a new 'certificate of admission'. When you are preparing to apply for a new student visa, please contact UST department.(Student Affairs Team)

[Re-issuance of Alien Registration Card]

If you lose your ARC, it is important that you report the loss within 14 days from the date of occurrence and get it reissued.

You will need to bring the following documents to the Immigration office by yourself.

- 1) Application form
- 2) Copy of Passport
- 3) Photo
- 4) Other documents depends on individual circumstances

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

□ 업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	PHOTO 여권용사진(35mm×45mm) 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Alien Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name In Full	성 Surname	명 Given names	漢字姓名	성별 Gender	<input type="checkbox"/> 남 M <input type="checkbox"/> 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (If any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality / Others
여권 번호 Passport No.	여권 발급일자 Passport Issue Date			여권 유효기간 Passport Expiry Date	
대한민국 내 주소 Address In Korea					
전화 번호 Telephone No.			휴대 전화 Cell phone No.		
본국 주소 Address In Home Country				전화 번호 Telephone No.	
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
재입국 신청 기간 Intended Period Of Reentry			이메일 E-Mail		
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration					

신청일 Date of application	신청인 서명 또는 인 Signature/Seal
신청인 제출서류	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기 사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.

I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. *If you disagree, you will present all related documents yourself.

신청인 Applicant	서명 또는 인 신청인의 배우자 signature/seal Spouse of applicant	서명 또는 인 신청인의 부 또는 모 signature/seal Father/Mother of applicant	서명 또는 인 signature/seal
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공 용 란 (For Official Use Only)

기본 사항	최초입국일	체류자격	체류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	체류자격 체류기간
결 재	담 당		소 장 가 / 부

수입인지 첨부란 (Revenue Stamp Here) / 수수료 면제(exemption) [] (면제사유)

심사 특이사항

Confirmation Form for Faculty Advisor on a Student's Thesis Schedule [Korean ver./available on Hi Korea]

논문지도 일정에 대한 지도교수 확인서

대상자	성명		국적	
	외국인 등록번호		과정명 (학사, 석사, 박사)	
	학과(전공)		졸업학점 (평점)	
	입학일자		수료일자	
	전화번호		e-mail	
논문지도 일정	일정	지도 내용		
<p>위 학생은 수료 후 본인의 지도하에 상기와 같이 (학사/석사/박사) 학위 논문 준비 중에 있음을 확인하며 위 학생이 국내에서 체류하며 논문을 준비할 수 있도록 체류기간 연장 등의 조치를 하여 주시기 바랍니다.</p> <p style="text-align: right;">2019. . .</p>				
지도 교수	소속 및 직위			
	성명	(인 또는 서명)	연락처	
(확인) 유학담 당자	소속 및 직위			
	성명	(인 또는 서명)	연락처	
○ ○ 출입국관리사무소(출장소)장 귀하				

**Confirmation Form for Faculty Advisor on a
Student's Thesis Schedule**
[English ver./available on Hi Korea]

**Confirmation Form for Faculty Advisor on a
Student's Thesis Schedule**

Student	Full Name		Nationality	
	Alien Registration Number		Degree Program (Master, Ph.D)	
	Program of Study (Major)		C.G.P.A	/
	Matriculation Date		Graduation Date	
	Telephone		E-mail	
Thesis Schedule	Date	Guidance Remarks		
<p>I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her (Master/Ph.D) thesis/dissertation under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish writing his/her thesis/dissertation.</p> <p style="text-align: center;">2020. . .</p>				
Faculty Advisor	Job Title			
	Full Name	(Stamp or Signature)	Tel	
Adminis- tration	Job Title			
	Full Name	(Stamp or Signature)	Tel	
<p>To. The Head of ○ ○ Immigration (Branch) Office</p>				