

International Student VISA Process for the 2nd Semester of 2023

Please refer to the following information on visa procedures for international students enrolled in the second semester of 2023 academic year.

■ Visa Extension

1. How to apply

A. **e-Application:** HiKorea(www.hikorea.go.kr) > Log in > e-Application (See in attachment 1 for details)
Weekdays 07:00 to 22:00 (Excluding weekends and public holidays)

B. **Immigration visit reservation:** HiKorea(www.hikorea.go.kr) > Reserve visit > Visit Reservation Application (Non-member) > Identity verification using passport or ARC number > reservation of your visit date and time > Visit immigration office on the reservation date

C. **On-campus group application: Only on September 14th, 2023 (Friday)** (Please refer to the announcement for details <https://www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=41853&tpage=1&searchKey=1&searchVal=&srcCategoryId=>)

2. Required documents

Application fee	60,000 KRW	* e-Application 50,000 KRW
Processing time	3-4 weeks from the submission date	* Do not leave Korea until the procedure is complete
Required Documents	Application Form	* In case of application for reissuance of alien registration card, a new photo taken within the last 6 months is required
	Copy of the information page on your passport	* If you have a newly issued passport, you must report to the immigration office
	Certificate of Enrollment	* Can be issued on the 1st floor of Hwado-gwan or Hanwool-gwan using a certificate printing machine
	Academic Transcript	* After the transcript examination, an additional document "Statement of Reasons for Underachievement" can be requested * For those who go under the detailed examination, group application is not available (individual application is required) a) Any semester with a GPA of 1.0 or lower within the past year (even if the overall GPA is 2.0 or higher) b) Have 4 or more F grades within the past year (even if your overall GPA is 2.0 or higher)
	Proof of Tuition Payment	*Tuition payment receipt (Printed from KLAS after payment) * Confirmation of installment payment can be received at the Office of International Affairs
Financial Verification Documents	* Submission exemption: Applicants who are enrolled in a regular semester with a GPA of 2.0 or higher for both all semesters and the previous semester * Submission required for those who: · Regular semester students who have failed to meet the above conditions · Students who exceeded the standard period of study · Graduate students who have begun to work on their thesis · Students enrolled in evening degree programs (special graduate schools)	

			<p>"Certificate of Balance" (잔고증명서) of a student's Korean bank account under the name of an applicant (issued within 20 days of the application date)</p> <p>a) Visa extension for 1 semester: 6,000,000 KRW or more</p> <p>b) Visa extension for over 2 semesters or more: 10,000,000 KRW or more</p> <p>*For students enrolled in an evening degree program (special graduate school), additional deposit and withdrawal transaction statements for the last 6 months are required.</p>
		Proof of Residence	<p>*A current "Notice of Expiration of Period of Stay" or "Utility Bill" in your name.</p> <p>*Other proof of residence (see below for types of documents)</p> <p>* School dormitory: Confirmation of Dormitory Residence</p> <p>* Residence under your name: Copy of lease or rent contract</p> <p>* Residence under another person's name:</p> <ol style="list-style-type: none"> 1) "Confirmation of Residence/Accommodation" ("거주숙소제공확인서" attached form) 2) Copy of the front and back of the accommodation provider's registration card 3) Copy of the lease contract under the provider's name <p>* Goshiwon, AirBnB, Shared House, Hotel, etc.:</p> <ol style="list-style-type: none"> 1) 'Residential Accommodation Confirmation' ("거주숙소제공확인서") 2) Business license of the accommodation provider (for address verification) 3) Rent receipt (to confirm the period of residence)
Additional papers	Undergraduate's delayed graduation	Proof of a delayed graduation	<p>* Signed by the faculty advisor and the OIA staff</p> <p>* Must include specific reasons for the graduation delay in handwritten form (in case you haven't met the credit requirements, you need to submit your course schedule for this semester)</p>
	Graduate student's delayed graduation	Certificate of Completion of Courses	
		Thesis advisor's confirmation letter	<p>* Signed by the faculty advisor and the OIA staff</p> <p>* Detailed thesis writing schedule by month</p>

3. Notes

- A. You cannot visit the immigration office without a reservation (however, if you have to visit the immigration office on the day of your visa expiration, you will be accepted after receiving a waiting list in the morning)
- B. HiKorea e-Application can be applied up to one day before the visa expiration date (Excluding weekends and public holidays)
- C. Students whose academic status have changed (leave of absence/dismissal/graduates) must leave the country **within 30 days after the change**, regardless of their visa expiration date.

■ **Foreigner registration (Must apply within 90 days of entering Korea)**

1. How to apply

A. **Apply for an immigration visit:** HiKorea(www.hikorea.go.kr) > Reserve visit > Visit Reservation Application (Non-member) > Identity verification using passport or ARC number > Reserve your visit date and time > Visit immigration office on the reservation date

B. **Group application:** Only on September 14th, 2023 (Thursday) (Please refer to the announcement for details: <https://www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=41853&tpage=1&searchKey=1&searchVal=&srCategoryId=>)

2. Required documents

Application fee	30,000KRW	
Processing Time	5-7 weeks from the submission date	* Departure from the country is prohibited until the process is completed
Required Documents	Application Form	* Correct e-mail address
	Photo (3.5*4.5cm)	* Frontview , full-face photo with a white background within 6 months (cannot be the same photo as your passport)
	Copy of the information page of your passport	
	Copy of the visa page on your passport	* Most recently issued Korean visa * If you do not have the visa in your passport, please print out the "Confirmation of Visa Issuance"
	Certificate of Enrollment	* Can be issued on the 1st floor of Hwado-gwan or Hanwool-gwan using the certificate printing machine
	Proof of Residence	* School dormitory: Confirmation of Dormitory Residence * Residence under your name: Copy of lease or rent contract * Residence under another person's name: 1) "Confirmation of Residence/Accommodation" (" 거주숙소제공확인서 " attached form) 2) Copy of the front and back of the accommodation provider's registration card 3) Copy of the lease contract under the provider's name * Goshiwon, AirBnB, Shared House, Hotel, etc.: 1) 'Residential Accommodation Confirmation' (" 거주숙소제공확인서 ") 2) Business license of the accommodation provider (for address verification) 3) Rent receipt (to confirm the period of residence)

■ **Inquiries:** Office of International Affairs ☎02-940-5016
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Office of International Affairs