

The Sojourn Guide for Foreigners

2015. 02. 16.

**Ministry of Justice
Korea Immigration Service**

C O N T E N T S

2015. 02. 16.

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NOTICE

1. If the expiry dates are NOT specified on documents issued in Korea, such as a copy of resident registration, these documents are presumed to have three months of validity from the date of issuance.
2. The head of an immigration (branch) office may request additional documents if it is deemed necessary.
3. You are not required to submit documents that have already been submitted for your visa applications and others, and that are already stored on our registered aliens record.
4. If the document is too long, please extract and submit only the important parts or pages.
5. Even if your personal reference letter is valid for more than 4 years, we only acknowledge the validity period of your reference up to 4 years. This also means that the validity period of any permit may not exceed the acknowledged validity period of your personal reference letter.
6. Administrative information that can be verified by common electronic access, such as a copy of resident registration, certificate of family relations, certificate of business registration, tax return form, fishery license and others, in accordance with Article 36(1) of the Electronic Government Act do not have to be submitted. However, if you disagree to give a consent to this access, you must enclose documents mentioned above to your application.
7. Documents such as medical examination certificate, drug test certificate, physical examination certificate for employment must be sealed by the issuing hospital. (Do NOT open the envelope.)
8. Foreigners who plan to apply for any permits regarding stay in Korea must stay in the country at the time of application and the permit may not be granted if the foreign applicant departs after application. In addition, agencies cannot apply for permits regarding stay in Korea on behalf of the applicant while the applicant is outside of Korea.
9. Application fees for each permit related to stay in Korea are charged for review purpose in accordance with Article 87 of the Immigration Control Act and Article 72 of the Enforcement Rules of the Act, etc. and the fees are not returned to applicants after the application is filed.

Review Fees for Each Permit

Governed by	Types of Permits	Fees (KRW)
<p>▶ Article 82 of the Immigration Control Act and Article 72 of the Enforcement Rules of the Act</p> <p>▶ Article 12 of the Enforcement Rules of the Act on the Immigration and Legal Status of Overseas Koreans</p>	Activities not Covered by Current Status	120,000
	Change and Addition of Workplace	120,000
	Status of Stay (Marriage Migrant (F-6))	40,000
	Status of Stay (Others)	80,000
	Change of Status of Stay (to Permanent Resident (F-5))	200,000
	Change of Status of Stay (to Others)	100,000
	Extension of Period of Stay (Marriage Migrant (F-6))	30,000
	Extension of Period of Stay (Others)	60,000
	Single Re-entry	30,000
	Multiple Re-entry	50,000
	Issue and Re-issue of Alien Registration Card	30,000
	Issue and Re-issue of Domestic Residence Card	30,000
	Certificate of Fact on Entry and Departure	2,000
	Certificate of Fact on Foreigner Registration	2,000
	Certificate of Fact on Domestic Residence Report	2,000

Eligible Applicants and Required Documentation for All Visa Types

DIPLOMAT (A-1)

ELIGIBLE APPLICANTS	<p>A person who</p> <ul style="list-style-type: none"> - is a member of the foreign government's diplomatic corps or consulates accredited to the ROK government; - has diplomatic immunity and privileges equivalent to diplomats, in accordance with international agreements or customs; or - is a family member of the people listed above.
MAXIMUM LENGTH OF STAY	<ul style="list-style-type: none"> ● Until the expiry of the term of office
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS	<p>1. "Family members of the foreign government's diplomatic mission or consulate" are allowed to be employed in Korea if they are recommended by the Minister of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) on the basis of reciprocity.</p> <ul style="list-style-type: none"> ● Countries Allowed (25 countries as of June. 2012) <div style="border: 1px dotted black; padding: 5px; margin: 5px 0;"> <p>Japan, Sri Lanka, Bangladesh, Israel, US, Canada, Germany, UK, France, Sweden, Czech Republic, Poland, Russia, Netherlands, Belgium, Hungary, New Zealand, Denmark, Norway, Ireland, Australia, Pakistan, India, Singapore, Portugal</p> </div> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> ▸ Teaching a foreign language at universities, private institutions, etc. (E-2) ▸ Engaging in any artistic performing activities such as appearing on TV shows or movies (E-6), working as an editor, translator, interpreter or other foreign-language-related occupations at culture/research/media institutions or teaching at international schools (E-7) or having occupations where Koreans cannot replace foreign workers ▸ D-1, D-6, E-1, E-3 ▸ Working as an indispensable professional specialist at a Korean branch office of a foreign company/a foreign investment company or as a management consultant of a foreign company (E-7)

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<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>※ Permission of participation in activities uncertified in the current sojourn status is expanded to family members of staff of the Canadian Embassy in the Republic of Korea (as of Mar. 09, 2009).</p> <ul style="list-style-type: none"> - All activities except those in the non-professional fields (D-3, E-9, E-10, H-2) (if qualified) <p>2. The principle of reciprocity does not apply to the spouse and minor children of a staff member of an international organization that has signed an agreement with the Republic of Korea and is located in the ROK. Instead, they must obtain a permission from the head of an immigration (branch) office, who will examine their qualifications.</p> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> - All activities except non-professional occupations ● Permission Procedures <ul style="list-style-type: none"> - The head of an Immigration (Branch) Office will examine your request after you submit proof of your qualifications for the activity you are applying for. <u>(You are not required to submit a recommendation letter from the Minister of Foreign Affairs.)</u> <p>3. Permission for "A-1, A-2 Holders" (This is entrusted to the heads of Immigration (Branch) Offices.)</p> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> ▸ Foreign Language Instructor (E-2), Foreign Language Teacher at International Schools (E-7), Foreign Language Editor (E-7), Korea Arts and Culture (D-1), Religious Worker (D-6), Professor (E-1), Researcher (E-3), IT·E-business-related expert recommended by the Minister-in-charge among administrative personnel hired by foreign diplomatic missions or foreign institution (E-7) ● A recommendation letter from the Ministry of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) is a must. ● You must submit documented proof of your qualifications for the activity you are applying for.
<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● N/A
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● Application must be submitted within 90 days after birth. ● Required Documents <ul style="list-style-type: none"> ① an application form (enclosed form No. 34), passport ② a copy of birth certificate ③ official documents from the embassy requesting cooperation
<p>Change of Status</p> <p></p>	<ul style="list-style-type: none"> ● Required Documents

		Applicant	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② an official document from the embassy of the country of origin requesting cooperation
	MANDATORY DOCUMENTS	Accompanied Family	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② Under age 14 : documented proof of family relationship (i.e. birth certificate) ③ Over age 14 : ID card issued by the Ministry of Foreign Affairs ④ Diplomat ID card of the applicant
	SUPPLEMENTARY DOCUMENTS		documented proof of the dispatch or employment
Change of Status	<ul style="list-style-type: none"> ● The scope of accompanied family members of a member of the foreign government's diplomatic mission, and etc. (A-1, A-2) 		
	<ol style="list-style-type: none"> 1. Legal spouse. However, the status of spouse may be denied if it is against Korean laws, public morals or social order. 2. Parents of the applicant or his/her spouse who are over 61 years old 3. Parents under age 60 who entered the ROK on a condition that they would not engage in any economic activities in the Republic of Korea 4. Unmarried and minor (under the 「Korean Civil Act」) children who live with the applicant. 5. Unmarried children who are under 26 years old and currently attending formal education institutions (full time). 6. Unmarried and adult (under the 「Korean Civil Act」) children who live with the applicant and cannot make a living on their own due to mental or physical disability. <p>※ Legal Basis : Regulations for Issuance and Maintenance of Identification Card for Diplomatic Officials and Consuls (Ministry of Foreign Affairs Regulations No. 114, Feb. 1, 2011)</p>		
Extension of Stay	<ul style="list-style-type: none"> ● You do not need to apply for extension during your term of office. 		
Re-entry Permit	<ul style="list-style-type: none"> ● You do not need a re-entry permit if you plan to return to Korea within 1 year from the departure date. ● A-1 ~ A-3 single entry visa holders may receive a re-entry permit on a condition that they plan to return to the ROK within their term of office, the period of diplomatic status or the period of sojourn determined by an agreement. ※ If you have a valid multiple-entry visa for your term of office, you do not need a re-entry permit. 		
			

<p>Re-entry Permit</p>	<ul style="list-style-type: none"> ▸ single/multiple re-entry permit during the term of office (in multiple ports of entry) ▸ fee : free ▸ Required Documents an application form (Form No. 34), passport, Diplomat ID card, an official document from the embassy requesting cooperation, documented proof of the dispatch or employment
<p>Alien Registration</p>	<ul style="list-style-type: none"> ● You are exempted from the alien registration requirement but, if you wish, you may apply for an alien registration card. - You are also exempted from the obligations of registered aliens. (i.e. notification of change in registration information and place of stay) ● Required Documents application form (Form No. 34), passport, photograph (3.5×4.5cm), identification document (i.e. diplomat ID Card)
<p>Remarks</p> <p>▶ CONIENS</p>	<ul style="list-style-type: none"> ● There is no charge for applying for any permission of sojourn.

FOREIGN GOVERNMENT OFFICIAL (A-2)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> - is employed for an official mission by a foreign government or an international organization accredited by the Korean government; or - an immediate family member of the person defined above.
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● You are allowed to stay in the ROK while you perform the official mission.
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. "Family members of the foreign government's diplomatic corps or consulates" are allowed to work in Korea if they are recommended by the Minister of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) on the basis of reciprocity.</p> <ul style="list-style-type: none"> ● Countries Allowed (25 countries as of August, 2009) <div style="border: 1px dotted black; padding: 5px;"> <p>Japan, Sri Lanka, Bangladesh, Israel, US, Canada, Germany, UK, France, Sweden, Czech Republic, Poland, Russia, Netherlands, Belgium, Hungary, New Zealand, Denmark, Norway, Ireland, Australia, Pakistan, India, Singapore, Portugal</p> </div> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> ▸ Teaching a foreign language at universities, private institutions, etc. (E-2) ▸ Engaging in any artistic performing activities such as appearing on TV shows or movies (E-6), working as an editor, translator, interpreter or other foreign-language-related occupations at culture/research/media institutions or teaching at international schools (E-7) or having occupations where Koreans cannot replace foreigners ▸ D-1, D-6, E-1, E-3 ▸ Working as an indispensable professional specialist at a Korean branch office of a foreign company/a foreign investment company or as a management consultant of a foreign company (E-7) ※ Permission of participation in activities uncertified in the current sojourn status is expanded to family members of staff of the Canadian Embassy in the Republic of Korea (as of Mar. 09, 2009). - All activities except those in the non-professional fields (D-3, E-9, E-10, H-2) (if qualified)

<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>2. For the spouse and minor children of a staff of an international organization which has signed an Agreement with the Republic of Korea and is located in the ROK, the principle of reciprocity does not apply and they may receive permission after review by the head of an Immigration (Branch) Office.</p> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> - All activities except non-professional occupations ● Permission Procedures <ul style="list-style-type: none"> - The head of an Immigration (Branch) Office will examine after you submit a proof of qualifications for the activity you are applying for. (You are not required to submit a recommendation letter from the <u>Minister of Foreign Affairs.</u>) <p>3. Permission for "A-1, A-2 Holders" (This is entrusted to the heads of Immigration (Branch) Offices.)</p> <ul style="list-style-type: none"> ● Activities Allowed <ul style="list-style-type: none"> ▸ Foreign Language Instructor (E-2), Foreign Language Teacher at International Schools (E-7), Foreign Language Editor (E-7), Korean Arts and Culture (D-1), Religious Workers (D-6), Professors (E-1), Researcher (E-3), IT · E-business-related experts who are recommended by the Minister in charge among administrative personnel hired by foreign diplomatic missions or foreign institution (E-7) ● A recommendation letter from the Ministry of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) is a must. ● You must submit documents proving your qualifications for the activity you are applying for. 					
<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● N/A 					
<p>Endowment of Status</p> <p></p>	<ul style="list-style-type: none"> ● Application must be submitted within 90 days after birth. ● Required Documents <table border="1" data-bbox="363 1675 1401 2045"> <tr> <td data-bbox="363 1675 576 1865" rowspan="2"> <p>MANDATORY DOCUMENTS</p> </td> <td data-bbox="576 1675 691 1865"> <p>Applicant</p> </td> <td data-bbox="691 1675 1401 1865"> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of the dispatch or employment; or an official document from the embassy of the country of nationality requesting cooperation </td> </tr> <tr> <td data-bbox="576 1865 691 2045"> <p>Accompanied Family</p> </td> <td data-bbox="691 1865 1401 2045"> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ ID Card of the applicant proving that he/she is on an official mission </td> </tr> </table>	<p>MANDATORY DOCUMENTS</p>	<p>Applicant</p>	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of the dispatch or employment; or an official document from the embassy of the country of nationality requesting cooperation 	<p>Accompanied Family</p>	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ ID Card of the applicant proving that he/she is on an official mission
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Change of Status	● Required Documents					
	MANDATORY DOCUMENTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 20%;">Applicant</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of the dispatch or employment; or an official document from the embassy of your country of origin requesting cooperation </td> </tr> <tr> <td style="text-align: center;">Accompanied Family</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ ID Card of the applicant proving that he/she is on an official mission </td> </tr> </table>	Applicant	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of the dispatch or employment; or an official document from the embassy of your country of origin requesting cooperation 	Accompanied Family	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ ID Card of the applicant proving that he/she is on an official mission
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SUPPLEMENTARY DOCUMENTS	documented proof of the dispatch or employment					
	● The scope of accompanied family members of a member of the foreign government's diplomatic mission, etc. (A-1, A-2)					
	<ol style="list-style-type: none"> 1. Legal spouse. However, the status of spouse may be denied if it is against Korean laws, public morals or social order. 2. Parents of the applicant or his/her spouse, who are over 61 years old 3. Parents under 60 who entered the ROK on a condition that they would not engage in any economic activities in the Republic of Korea 4. Unmarried and minor (under the 「Korean Civil Act」) children who live with the applicant 5. Unmarried children who are under 26 years old and attend formal education institutions (full time) 6. Unmarried and adult (under the 「Korean Civil Act」) children who live with the applicant and cannot make a living on their own due to mental or physical disability 					
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Extension of Stay	● N/A					
Re-entry Permit	<ul style="list-style-type: none"> ● You do not need a re-entry permit if you plan to return to Korea within 1 year from the departure date. ● A-1 ~ A-3 single visa holders may receive a re-entry permit upon requests on a condition that they plan to return to the ROK within the term of office, the period of diplomatic status or the period of sojourn determined by an agreement. 					
CONTENTS	※ If you have a valid multiple entry visa for your term of office, you do					

<p>Re-entry Permit</p>	<p>not need a re-entry permit.</p> <ul style="list-style-type: none"> ▸ single/multiple entry re-entry permit during the term of office (in various ports of entry) ▸ fee: free ▸ Required Documents <p>an application form (Form No. 34), passport, Diplomat ID card, an official document from the embassy requesting cooperation, documented proof of your dispatch or employment</p>
<p>Alien Registration</p>	<ul style="list-style-type: none"> ● You are exempted from the alien registration requirement but, if you wish, you may apply for an alien registration card. - You are also exempted from the obligations of alien registration requirement. (i.e. notification of change in registration information and place of stay) <ul style="list-style-type: none"> ※ This is to remove barriers to the use of the internet (ex. online shopping) caused by not being able to verify his/her identity. ● Required Documents <p>application form (Form No. 34), passport, a color photograph (3.5×4.5cm), identification document</p>
<p>Remarks</p> <p> CONTENTS</p>	<ul style="list-style-type: none"> ● There is no charge for applying for any permission of sojourn.

International Agreement (A-3)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> - is exempted from the alien registration requirement or for whom exemption is deemed necessary in accordance with bilateral or multilateral international agreements with the Korean government; or - is an immediate family member of the person defined above. <p>※ SOFA: refers to an agreement under article 4 of the Mutual Defense Treaty between the Republic of Korea and the United States of America, regarding facilities and areas and the status of the United States Armed Forces in the Republic of Korea</p>
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● You are allowed to stay in the ROK until your status or period of stay specified in the agreement expires.
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. Activities Allowed to A-3 Holders</p> <ul style="list-style-type: none"> ● A-3 holders, who originally entered the ROK on a visa other than A-3 then changed it to A-3 after their entry to Korea, may participate in activities uncertified for current sojourn status. (as of February 9, 2007) ● Activities Allowed: Professorship (E-1) or Special Occupation (E-7) ● Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, fee ② a certificate of service ③ SOFA ID Card ④ Documents proving that you are qualified to do the activity you are applying for. ⑤ If you are the SPONSOR, you must obtain a consent letter from your current employer. ※ If you want to change your workplace related to the activities uncertified for current sojourn status, you are required to re-apply for the permission of Participation in Activities uncertified for current sojourn status for your new workplace.
<p>Change or Addition of Workplace</p> <p>▶CONTENTS</p>	<ul style="list-style-type: none"> ● N/A

<p style="text-align: center;">Endowment of Status</p>	<p>1. A person who is born in Korea</p> <ul style="list-style-type: none"> ● Application must be submitted within 90 days after his/her birth. <ul style="list-style-type: none"> ▸ If he/she leaves Korea within 90 days of his/her birth, there is no need for application. ● Required Documents <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">MANDATORY DOCUMENTS</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ SOFA ID Card of the applicant ④ a certificate of service/employment or a contract for invited contractors </td> </tr> </table>	MANDATORY DOCUMENTS	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ SOFA ID Card of the applicant ④ a certificate of service/employment or a contract for invited contractors
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<p>2. A person who is discharged from service (A-3-1)</p> <ul style="list-style-type: none"> ● Application must be submitted within 30 days after discharge. ● You will be granted one of visa status among Conventions/Agreements (A-3), Short Term General (C-3), Family Visitation (F-1), Residential (F-2), Miscellaneous (G-1) in accordance with your purpose of stay. ● Required Documents <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">MANDATORY DOCUMENTS</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② a birth certificate (copy) or a certificate of discharge ③ SPONSOR's certificate of service (generally called 'order', if SPONSOR is a soldier) · proof of employment (generally called 'memorandum') or contract (if you are an invited contractor) ④ SPONSOR's SOFA ID Card (a person who was born in the ROK) or the applicant's SOFA ID Card (a person who was discharged from service) </td> </tr> </table>	MANDATORY DOCUMENTS	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② a birth certificate (copy) or a certificate of discharge ③ SPONSOR's certificate of service (generally called 'order', if SPONSOR is a soldier) · proof of employment (generally called 'memorandum') or contract (if you are an invited contractor) ④ SPONSOR's SOFA ID Card (a person who was born in the ROK) or the applicant's SOFA ID Card (a person who was discharged from service) 	
MANDATORY DOCUMENTS	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② a birth certificate (copy) or a certificate of discharge ③ SPONSOR's certificate of service (generally called 'order', if SPONSOR is a soldier) · proof of employment (generally called 'memorandum') or contract (if you are an invited contractor) ④ SPONSOR's SOFA ID Card (a person who was born in the ROK) or the applicant's SOFA ID Card (a person who was discharged from service) 		

<p style="text-align: center;">Change of Status</p>	<p>1. Required Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">Applicant</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② SPONSOR's certificate of service (in active service) or proof of employment (civilian component) ③ contract (if you are an invited contractor) </td> </tr> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">Accompanied Family</td> <td> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ identification documents of the applicant ④ SPONSOR's certificate of service, proof of employment or contract ⑤ Under 11 years old : SOFA ID Card of the parent Over 11 years old: his/her own SOFA ID Card </td> </tr> </table>	Applicant	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② SPONSOR's certificate of service (in active service) or proof of employment (civilian component) ③ contract (if you are an invited contractor) 	Accompanied Family	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ identification documents of the applicant ④ SPONSOR's certificate of service, proof of employment or contract ⑤ Under 11 years old : SOFA ID Card of the parent Over 11 years old: his/her own SOFA ID Card
Applicant	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② SPONSOR's certificate of service (in active service) or proof of employment (civilian component) ③ contract (if you are an invited contractor) 				
Accompanied Family	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport ② documented proof of family relationship (i.e. birth certificate) ③ identification documents of the applicant ④ SPONSOR's certificate of service, proof of employment or contract ⑤ Under 11 years old : SOFA ID Card of the parent Over 11 years old: his/her own SOFA ID Card 				

<p>Change of Status</p>	<p>※ Other visa holders (including registered aliens) may apply for change of status to A-3.</p> <p>2. A-3 visa holders who lost their eligibility due to retirement, etc. must apply for the change of status within 30 days after the loss if they wish to continue staying in the ROK. (There is no need for permission if they leave the ROK within 30 days.)</p>
<p>Extension of Stay</p>	<p>● N/A</p>
<p>Re-entry Permit</p>	<p>● You do not need a re-entry permit if you plan to return to Korea within 1 year from the departure date.</p> <p>● A-1 ~ A-3 single visa holders may receive a re-entry permit on request on the condition that they plan to return to the ROK within the term of office, the period of diplomatic status or the period of sojourn determined by an agreement.</p> <p>※ If you have a valid multiple entry visa for your term of office, you do not need a re-entry permit.</p> <ul style="list-style-type: none"> ▸ single/multiple re-entry permit during the term of office (in multiple ports of entry) ▸ fee : free ▸ Required Documents <p>① an application form (Form No. 34), passport, SOFA ID Card (both SPONSOR's and Dependent's)</p> <p>② a certificate of service (a proof of employment: Departure date and accompanied family must appear on the certificate.)</p>
<p>Alien Registration</p> <p>▶ CONTENTS</p>	<p>● You are exempted from the alien registration requirement but, if you wish, you may apply for an alien registration card.</p> <p>- You are also exempted from the obligations to alien registration. (i.e. notification of change in registration information and place of stay)</p> <p>※ This is to remove barriers to the use of the internet (ex. online shopping) caused by not being able to verify his/her identity.</p>

	<ul style="list-style-type: none"> ● Required Documents application form (Form No. 34), passport, a color photograph (3.5×4.5cm), identification document (i.e. SOFA ID Card)
<p>Remarks</p> <p>▶CONTENTS</p>	<ul style="list-style-type: none"> ● There is no charge for applying for any permission of sojourn.

VISA EXEMPTED (B-1)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● Activities as set forth in visa waiver agreements
<p>ELIGIBLE INDIVIDUALS</p>	<ul style="list-style-type: none"> ● A citizen of a country that has signed and ratified a visa waiver agreement with the government of the Republic of Korea. However, please note that once you enter the ROK on the B-1 visa, you are only allowed to engage in activities that are defined in the agreement.
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● You are allowed to stay during the period of sojourn specified in the visa waiver agreement.
<p>Change of Status & Extension of Stay</p> <p>▶CONTENTS</p>	<ul style="list-style-type: none"> ● In principle, B-1/B-2 holders who entered the Republic of Korea are prohibited from applying for extension or change of status. So if you want to stay more than the period of sojourn specified in the agreement or set by the Minister of Justice, you are required to apply for a visa before coming to Korea. ● Required Documents <ol style="list-style-type: none"> ① an application form (Form No. 34), passport, fee (30,000 KRW) ② documents proving that you cannot leave Korea due to unavoidable circumstances.

TOURIST/TRANSIT (B-2)

<p>ACTIVITIES ALLOWED</p>	<p><input type="radio"/> Tourism · Transit</p>
<p>ELIGIBLE INDIVIDUALS</p>	<p><input type="radio"/> A person who wishes to come to the Republic of Korea without a visa for tourism or transit</p>
<p>MAXIMUM LENGTH OF STAY</p>	<p><input type="radio"/> You are allowed to stay for the period set by the Minister of Justice.</p>
<p>Change of Status & Extension of Stay</p> <p>▶CONTENTS</p>	<p><input type="radio"/> In principle, B-1/B-2 holders who entered the Republic of Korea may not apply for visa extension or change of status. So if you want to stay longer than the period of sojourn specified in the agreement or set by the Minister of Justice, you must apply for a visa before coming to Korea.</p> <p><input type="radio"/> Required Documents</p> <p>① an application form (Form No. 34), passport, fee (30,000 KRW)</p> <p>② documents proving that you cannot leave Korea due to unavoidable circumstances.</p>

Short-Term News Coverage (C-1)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> - is a representative of the foreign media travelling to the Republic of Korea for temporary news coverage · report; - is journalist seeking for temporary news coverage · report on the basis of a contract with the foreign media; or - is a representative preparing to establish a Korean branch office of the foreign media outlet
<p>MAXIMUM LENGTH OF STAY</p>	<p><input checked="" type="radio"/> 90 days</p>
<p>Extension of Stay</p> <p>▶ CONIENS</p>	<p><input checked="" type="radio"/> Maximum Length of Stay: 90 days</p> <p>If you entered the ROK with a visa valid for less than 90 days, you may extend your visa up to 90 days from the date of entry.</p> <p><input checked="" type="radio"/> Required Documents</p> <ol style="list-style-type: none"> ① an application form (Form No. 34), passport, fee (30,000 KRW) ② documents proving the necessity of extension of stay (i.e. a certificate of dispatch or media coverage order, a copy of press card or a proof of employment issued by the headquarter office)

Short-Term General (C-3)

**ELIGIBLE
INDIVIDUALS
&
ACTIVITIES
ALLOWED**

A person who is staying in the Republic of Korea for less than 90 days for

- daily business activities including market research, business communication, consulting, contract; or
- tourism, transit, recuperation, family visitation, friendly match, attendance at events or meetings, cultural art, general training, offering of lessons, attendance at religious ceremonies, academic research and other activities similar to listed above.

☞ C-2 Temporary Business visa was combined with C-3 Temporary Visit visa. (as of Dec. 15, 2011)

☞ C-3 Temporary Visit visa is not issued to those coming to the ROK for profit-making purposes.

● Visa Code

Specific Code	Category	Qualification
C-3-1	Short-Term General	A person engaging in any of activities covered by the C-3 Temporary Visit visa, except those who are eligible to apply for the C-3-2 or C-3-6 visa.
C-3-2	Group Tourists	A person on a tourist visa or guaranteed-individual visa to engage in small coastal trade activities, to travel or others. If the group tourist/guaranteed-individual visa holder overstays in Korea, his/her agent (travel agency) takes the responsibilities for his/her violation of our immigration laws.
C-3-3	Medical Tourism	A short-term visitor among foreign patients who are also eligible for the medical-patient visa or the confirmation of visa issuance
C-3-4	Short-Term Business	A person engaging in daily business activities, such as market research, business communication, consulting, and contract, or a holder of APEC Business Travel Card who wishes to enter the ROK without visas
C-3-5	Short-Term Business in accordance with agreements	A person entering the ROK for the short-term business in accordance with an agreement ※ for CEFA, FTA (India · Chile) only
C-3-6	Invitee of VIP Corporations: Short-Term Business	An invitee of selected VIP corporations or associations
C-3-7	Visa on Arrival	A person who obtains visa upon arrival at the airport

[CONTENTS](#)

	<table border="1"> <tr> <td>C-3-8</td> <td>Overseas Korean visit</td> <td><u>An eligible candidate for overseas Korean visit visa</u></td> </tr> <tr> <td>C-3-9</td> <td>General Tourism</td> <td><u>An ordinary traveller who is not included in C-3-2(group tourists, etc.) category</u></td> </tr> </table>	C-3-8	Overseas Korean visit	<u>An eligible candidate for overseas Korean visit visa</u>	C-3-9	General Tourism	<u>An ordinary traveller who is not included in C-3-2(group tourists, etc.) category</u>
C-3-8	Overseas Korean visit	<u>An eligible candidate for overseas Korean visit visa</u>					
C-3-9	General Tourism	<u>An ordinary traveller who is not included in C-3-2(group tourists, etc.) category</u>					
<p>MAXIMUM LENGTH OF STAY</p> <p>▶CONTENTS</p>	<p>● 90 days</p>						
<p>ALIEN REGISTRATION</p>	<p>● If you are a Chilean citizen with Short-term Business C-3-4 visa and plan to stay in the ROK for 91 days or more, you may apply for registration.</p> <p>① an application form (Form No. 34), passport, a color photograph (3.5×4.5cm), fee</p> <p>② documents proving the purpose of your visit</p> <p>- a record of transaction, an invitation, a contract, documents related to export/import etc.</p> <p>※ Citizens of Chile holding C-3-4 (6M) visa may not stay in the ROK for more than 6 months. If you want to stay for more than 6 months, you are required to apply for the change of status to D-7, D-8 or D-9.</p>						
<p>Extension of Stay</p> <p>▶CONTENTS</p>	<p>1. Required Documents</p> <p>① an application form (Form No. 34), passport, fee (30,000 KRW)</p> <p>② documents proving the necessity of extension of stay</p>						

SHORT-TERM EMPLOYEE (C-4)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who is working temporarily for profit-making. (i.e. Temporary Performance, Advertisement/Fashion Activities, Lecture/Speech, Research, Technical Transfer, etc.)</p>
<p>MAXIMUM LENGTH OF STAY</p>	<p>● 90 days</p>
<p>Change or Addition of Workplace</p>	<p>1. The head of an Immigration (Branch) Office is entrusted to give permission for change/addition of workplace.</p> <p>2. For the application for the change of workplace, a recommendation letter from the Minister-in-charge is not necessary. (Recommendation letter will be required if you engage in activities of E-1 to E-7 and if the particular occupation requires the recommendation letter)</p> <p>- You may receive either a stamp on your passport on which the changed workplace and period of sojourn is written, or a sticker for an approval.</p> <p>● There is no limit to the number of times for addition of workplace.</p> <p>※ If your activity is classified as E-6-1 and you change your place of performance in accordance with an order from the company you belong to, you do not need to report it or receive permission. (If your activity is classified as E-6-2, the employer is under obligation to report the change.)</p> <p>※ If you apply for the change of workplace to do a different activity from the one that you received permission for C-4 visa, the head of an immigration (branch) office will give permission only if the activity is highly relevant with the original activity and you are qualified. (i.e. an E-6-3 holder signs a contract with an agency or advertiser and becomes a singer, a model or an entertainer after the previous contract expires.)</p> <p>4. Required Documents</p> <p>① an application form (Form No. 34), passport, fee (60,000 KRW) ② an employment contract ③ documents related to the establishment of the company ④ a recommendation letter (depending on the occupation) ⑤ other relevant documents</p> <p></p>

<p style="text-align: center;">Change of Status</p>	<p>1. An athlete, an instrumentalist or a dancer coming to the ROK for tryouts or participation in an international competition/contest with cash prizes with No Visa (B-1 · B-2) or Temporary Visit Visa (C-3) may receive permission at the discretion of the head of an Immigration (Branch) Office if they submit documented proof.</p> <ul style="list-style-type: none"> ● You may receive permission to change your visa status only if you must stay in the ROK due to unavoidable circumstances or for national interests of the ROK. ● If permitted, your period of sojourn will be counted from the date of entry. You may not receive permission for change of status if you plan to do an activity classified as Arts & Performance (E-6-2). <p>2. A prominent figure like a Nobel Prize winner coming to the ROK to deliver a lecture or an address</p> <p>※ Definition of 'a prominent figure' : A dean of a university or a person who has published his/her paper on distinguished journals or whose achievement has been reported by media outlets (objective evidence required).</p> <p>3. Required Documents</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, a color photograph (3.5×4.5cm), fee (50,000 KRW) ② documents for explanation, documents stating your plan
<p style="text-align: center;">Extension of Stay</p> <p></p>	<p>1. From Aug. 20, 2010, C-4 visa allows 90 days of period of sojourn. (It is not possible to stay for more than 90 days.)</p> <p>2. Required Documents</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, fee (30,000 KRW) ② documents proving the necessity of extension for short-term employment (ex. an original and photocopy of employment contract (contract for service provision), a copy of business registration certificate <p>3. Extension of Stay for Departure</p> <ul style="list-style-type: none"> ● The head of an Immigration (Branch) Office may allow extension of stay for departure only if there is no vessel to use to leave Korea, or there are unavoidable circumstances.

Korean Arts and Culture (D-1)

ELIGIBLE INDIVIDUALS	A person who engages in academic or artistic activities without any intention to make profits. (including a person who intends to conduct a professional research or to learn from experts)
MAXIMUM LENGTH OF STAY	<ul style="list-style-type: none"> <input checked="" type="radio"/> 2 years
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS	<p>1. Permission is not required If you are an alien staying in the ROK and plan to learn Korean traditional culture or arts from a Korean expert or to receive Korean language training at a language institute affiliated with a Korean university during your period of sojourn.</p> <p>2. When you do volunteer works during your period of sojourn without any intention to make profits, you do not need permission.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Eligible Individuals: aliens staying in the Republic of Korea <input checked="" type="radio"/> Activities Allowed <ul style="list-style-type: none"> - Volunteering work at public institutions, orphanages, nursing homes, soup kitchens, charity bazaars, international exhibitions, international conventions, and etc. - Receiving money for transportation costs and meal is acceptable. <p>2. If you (D-1 holder) plan to receive formal school education during your period of sojourn, you do not need permission as long as it is consistent with your original purpose of stay.</p> <p>3. Participation in D-1 activity of A-1 or A-2 holders</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Academic or artistic activities without any intention to make profits: <ul style="list-style-type: none"> Permission required

<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>● Required Documents</p> <p>① an application form (Form No. 34), passport, diplomat ID Card, fee (60,000 won) ② a recommendation letter from the Ministry of Foreign Affairs ③ an official document or a letter of consent from the embassy requesting cooperation ④ documents related to the organization such as a copy of business registration certificate or certificate of tax registration number for non-profit organizations ⑤ other documents</p>
<p>Change or Addition of Workplace</p> <p></p>	<p>➡ You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.</p> <p>1. Those who have following visas are required to report changes in Alien Registration information (not change/addition of workplace). (Article 49-2 of the Enforcement Regulations)</p> <ul style="list-style-type: none"> ▸ <u>D-1 Cultural Arts, D-2 Study Abroad, D-4 General Training or D-9 Trade Management visa holder</u> must report change or addition of institution/organization (including name change). ▸ <u>a person who has a D-10 Job seeking visa</u> must report the commencement of training or change of training institute (including name change). ▸ For <u>an H-2 Working Visit visa holder</u>, he/she must report the start of employment if he/she is newly hired by an individual/institution/organization/company; Moreover, if he/she is already working, he/she must report changes in information of the individual/institution/organization/company (including name change). <p>2. Required Documents</p> <p>① an application form (Form No. 34), passport, fee ② statement of reasons for change/addition of workplace issued by the culture/art organization ③ documents proving that the organization is an cultural/art organization (i.e. business registration certificate issued in accordance with the Value-Added Tax Act)</p>

<p>Endowment of Status</p>	<p>N/A</p>				
<p>Change of Status</p>	<p>1. You may apply for change of status to D-1, if you are</p> <ul style="list-style-type: none"> ● an individual who acquired foreign nationality due to international adoption; or ● a citizen of Germany <ul style="list-style-type: none"> • Permission for change a visa for long-term stay for German citizens coming to the ROK without a visa (B-1) <ul style="list-style-type: none"> A. Activities Allowed: All activities except Industrial Training (D-3), Non-professional Employment (E-9) and Working Holiday (H-1) B. Period Allowed: It differs depending on the status you are applying for. ● a citizen of Canada staying in the ROK for less than 6 months <ul style="list-style-type: none"> • Permission for change of a visa for Canadian citizens planning to stay in the ROK for less than 6 months and to engage in the following activities <ul style="list-style-type: none"> A. Activities Allowed: Cultural Arts (D-1). Religious Affairs (D-6), Family Visitation (F-1), Dependent Family (F-3), Miscellaneous (G-1) B. Period Allowed: Less than 6 months from the date of entry <p>2. Required Documents</p> <table border="1" data-bbox="360 1263 1455 1671"> <tr> <td data-bbox="360 1263 564 1487"> <p>MANDATORY DOCUMENTS</p> </td> <td data-bbox="564 1263 1455 1487"> <p>① an application form (Form No. 34), passport, fee ② training schedule and activity outline issued by the training institute/organization ③ documents proving that the organization is a culture/art organization (i.e. a copy of business registration certificate)</p> </td> </tr> <tr> <td data-bbox="360 1487 564 1671"> <p>SUPPLEMENTARY DOCUMENTS</p> </td> <td data-bbox="564 1487 1455 1671"> <p>① a statement of reasons for invitation ② a certificate of training ③ documents proving your financial ability to afford tuition and living expenses (If you cannot submit one, you must submit a reference letter.)</p> </td> </tr> </table>	<p>MANDATORY DOCUMENTS</p>	<p>① an application form (Form No. 34), passport, fee ② training schedule and activity outline issued by the training institute/organization ③ documents proving that the organization is a culture/art organization (i.e. a copy of business registration certificate)</p>	<p>SUPPLEMENTARY DOCUMENTS</p>	<p>① a statement of reasons for invitation ② a certificate of training ③ documents proving your financial ability to afford tuition and living expenses (If you cannot submit one, you must submit a reference letter.)</p>
<p>MANDATORY DOCUMENTS</p>	<p>① an application form (Form No. 34), passport, fee ② training schedule and activity outline issued by the training institute/organization ③ documents proving that the organization is a culture/art organization (i.e. a copy of business registration certificate)</p>				
<p>SUPPLEMENTARY DOCUMENTS</p>	<p>① a statement of reasons for invitation ② a certificate of training ③ documents proving your financial ability to afford tuition and living expenses (If you cannot submit one, you must submit a reference letter.)</p>				
<p>Extension of Stay</p> <p> CONTENTS</p>	<p>1. Required Documents</p> <table border="1" data-bbox="360 1727 1455 2038"> <tr> <td data-bbox="360 1727 564 2038"> <p>MANDATORY DOCUMENTS</p> </td> <td data-bbox="564 1727 1455 2038"> <p>① an application form (Form No. 34), passport, fee ② training schedule and activity outline issued by the training institution/organization ③ documents proving that the organization is a cultural/art organization (i.e. business registration certificate issued in accordance with the Value-Added Tax Act) ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of</p> </td> </tr> </table>	<p>MANDATORY DOCUMENTS</p>	<p>① an application form (Form No. 34), passport, fee ② training schedule and activity outline issued by the training institution/organization ③ documents proving that the organization is a cultural/art organization (i.e. business registration certificate issued in accordance with the Value-Added Tax Act) ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of</p>		
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	<p>provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p> <p>SUPPLEMENTARY DOCUMENTS</p> <p>① a certificate of training</p>
<p>Re-entry Permit</p>	<p>1. You do not need a re-entry permit if you plan to return to Korea within 1 year from the departure date.</p> <p>- If your period of sojourn remains less than 1 year, you are exempted from the re-entry permit requirement for the remaining period.</p> <p>2. Multiple Re-entry Permit (This does not apply to citizens of Saudi Arabia, Iran, and Libya)</p> <p>- Required Documents: an application form (Form No. 34), passport, Alien Registration Card, fee (multiple: 50,000 KRW)</p> <p>3. Countries exempted from Re-entry Permit</p> <p>Germany, France, Sweden, Switzerland, Netherlands, Norway, Denmark, Finland, Belgium, Luxembourg, Liechtenstein, Suriname, Chile (C-3-4, D-7, D-8, D-9)</p>
<p>Alien Registration</p> <p>▶CONTENTS</p>	<p>1. Required Documents for Registration</p> <p>① an application form (Form No. 34), passport, a color photograph (3.5cm X 4.5cm, white background), fee</p> <p>② documents proving that the organization is a cultural/art organization (i.e. business registration certificate)</p> <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport information (number, issue date, expiry date) ● Reasons for the report : change and addition (as of Nov. 16, 2010) of organization/institution (including name change) ● Due Date : within 14 days from the date of occurrence ● Required Documents <p>① an application form (Form No. 34), passport, Alien Registration Card, no fee ② documents proving the change of your information (i.e. a letter of acceptance or a recommendation letter from the chief of the training institution)</p>

Student (D-2)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who intends to study or research in a regular course at academic institutions (junior college or higher)</p>
<p>MAXIMUM LENGTH OF STAY</p>	<p>● 2 years</p>
<p>STATUS ALLOWED TO STUDY</p>	<p>● A person who has Diplomacy (A-1) ~ Conventions/Agreements (A-3), Cultural Art (D-1), Study Abroad (D-2), Journalism (D-5) ~ Trade Management (D-9), Professorship (E-1) ~ Special Occupation (E-7), Family Visitation (F-1) ~ Spouse of a Korean National (F-6), Working Visit (H2) visa, etc. and received permission for participation in activities uncertified for current sojourn status for D-2 activities.</p> <p>※ If you plan to receive formal schooling, you do not need permission as long as it is consistent with your original purpose of stay.</p> <p>※ A legal alien (any status) may receive language training.</p>
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. <u>Part-time Work</u> for Foreign Students</p> <p>A. Ground Rule</p> <p>● You may only engage in activities that students usually do as part-time jobs (including non-professional occupations)</p> <p>※ If the activity in which you intend to engage is stipulated under the Enforcement Decree [Table 1], the corresponding guidelines shall apply. (e.g. Foreign English Scholar invited by the President, language instructor, etc.)</p> <p>B. Eligible Individuals</p> <p>● You are a D-2 Study Abroad or D-41/D-47 Language Trainee visa holder who is confirmed by a person-in-charge of an international student program at your school.</p> <p>※ Among language trainees, those attending elementary school, middle school, and high school are not eligible for part-time job permission (though graduating students may be eligible to apply), and you must have passed the 6-months-mark from the date of status change (the original entry date for visa holders only)</p>

**PARTICIPATION
IN ACTIVITIES
UNCERTIFIED
FOR CURRENT
SOJOURN
STATUS**

C. Activities Allowed

<Time Limit>

- **(Undergraduate Course & Language Training Course)** up to 20 hours per week.
 - ※ Exceptions will be made to those (including language trainee) who go to a government-accredited university. These students will be given a maximum of 25 hours per week for working.
- **(Postgraduate Course)** up to 30 hours per week
- **(On thesis after completing postgraduate course)** up to 30 hours per week
 - ※ Time limit does not apply to holidays (including Saturday) during the semester and the vacation (excluded in calculation of the time limit).

<Activities Allowed (examples)>

- **(Postgraduate Course)** up to 30 hours per week
- **(On thesis after completing postgraduate course)** up to 30 hours per week
 - ※ Time limit does not apply to holidays (including Saturday) during the semester and the vacation (excluded in calculation of the time limit).
- Translation/interpretation, assistant clerk at restaurants, office assistant, etc.
- Activities at English villages or English camps as a sales clerk, a waiter/waitress or assistant staff
 - ※ The rules apply mutatis mutandis to Chinese, Japanese and other foreign language camps. (Residence Policy Division-495, June 28, 2007)
- Tour guide assistant, sales assistant in a duty-free shop, etc.
 - ※ Even if the activity you intend to engage in belongs to the allowed activities above, you must be qualified for the occupation (if the job requires specific qualifications pursuant to the domestic laws).

<Change of Workplace> : Changing workplace (under a different employer) within the period allowed

**PARTICIPATION
IN ACTIVITIES
UNCERTIFIED
FOR CURRENT
SOJOURN
STATUS**

- Reporting Method : International students themselves or the person-in-charge of international students at the university must report by visiting an Immigration (Branch) Office in person or filing e-application within 15 days of the date of change.

<Extension for Period of Part-time Work>

- Individuals Restricted
 - If your latest semester's attendance rate is 70% or lower or GPA is C (2.0) or lower, you will be regarded to have difficulty maintaining job and study at the same time.
 - If you fail to register detailed information of your part-time job conditions (workplace, working hours, etc.) or if you haven't reported after changing workplace, you will not be allowed to extend the period of part-time work.
- Regulations : Up to 1 year within your period of sojourn, up to 2 work places

D. Required Documents

- passport, Alien Registration Card, an application form (Form No. 34), free of charge
- Recommendation for part-time work of foreign student (Appendix 4), a transcript or a certificate of attendance (If the information can be checked on FIMS, you do not need to submit.)

E. Special Case of Part-time Work Permit (exempted from permission)

- If you engage in a **certain activity and receive temporary reward, prize money or other remuneration related to everyday life**, you do not need permission as long as it is consistent with the purpose of stay as a student.

**PARTICIPATION
IN ACTIVITIES
UNCERTIFIED
FOR CURRENT
SOJOURN
STATUS**

**Cases exempted from getting
permission * Examples**

- When a student participates in an internship or research project to receive credits and gets paid
 - When a student receives a working scholarship and works as a teaching assistant/research assistant or a librarian at the school that he/she has enrolled in
 - When a student gets paid for temporary housekeeping or assisting office work (not as a professional)
 - When a student gets paid for working as a counselor · a connoisseur (not as a professional), participating in an event, appearing in a movie or a TV program (one time or irregular) or others similar activities (* Visa & Residence Division-4716, Jul. 22, 2010)
- ※ The Head of an Immigration (Branch) Office will examine whether the person concerned may be exempted from permission after considering type of the activity, wage, period and other features.

2. Special Case of a person who wishes to study (including Korean language training)

<A person who wishes to participate in activities of D-2>

- **(Ground Rule)** If you are staying in the ROK with one of the visas below, you **do not need permission** to receive formal schooling within the period of sojourn **as long as it is consistent with your original purpose of stay.**
- **(Eligible Status)** A holder of Diplomacy (A-1) ~ Conventions/Agreements (A-3), Cultural Art (D-1), Journalism (D-5) ~ Trade Management (D-9), Professorship (E-1) ~ Special Occupation (E-7), Family Visitation (F-1) ~ Spouse of a Korean National (F-6), Working Holiday (H-1) or Working Visit (H-2) visa
This does not apply if there are separate guidelines that prohibit studying in Korea.
- **(Exception)** A Working Holiday (H-1) visa holder who is a citizen of

[▶CONTENTS](#)

<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p><u>Australia, Taiwan, Ireland, Denmark, Canada, Hong Kong may receive training without permission within the scope allowed in the Agreement.</u></p> <p>But citizens of other countries do not need permission since there are no restrictions in the Agreement.</p> <p>Australia: You may not receive formal education except Korean language training. Taiwan: You may not receive formal education except Korean language training and seminar to understand the local culture. Ireland: You may not receive training or study but you may receive Korean language training up to 6 months. Denmark: You may take a training or educational program up to 6 months. Canada: You may receive Korean language training up to 3 months. Hong Kong: You may take a short-term training course up to 6 months.</p> <p><u><A person who wishes to receive Korean language training></u></p> <ul style="list-style-type: none"> ● (Ground Rule) If you plan to receive Korean language training at a language institute affiliated with a Korean university within the period of sojourn, you do not need permission. ● (Eligible Individuals) Foreigners staying in the ROK legally <p>6. Employment Permission for a Spouse of D-2 Visa Holder</p> <ul style="list-style-type: none"> ● Appearing in a TV program, a movie or engaging in modeling (one time or temporary) ● Teaching conversation at an institution or a foreign language school ● Working as a foreign language editor in a national institution or public organization (local government, government-invested institution)
<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● N/A ※ If the institution/organization of a D-1, D-2 or D-4 visa holder who does not have the intention to make profits is changed (including name change) or if the name of the institution/organization of a D-5, D-6, D-7, D-8 or D-9 visa holder is changed, you must report 'Change of Registration Information' pursuant to Article 35 of the Immigration Control Law. (Article 49-2 of the Enforcement Decree of the Immigration Control Law)
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● N/A

Change of Status

1. Permission for change of Status into D-2 Study Abroad v

A. Eligible Individuals

- Short-term visitors (including those entering the ROK with Visa Exemption (B-1) and Tourist/Transit (B-2) visa) or registered foreigners staying in the ROK.

※ However, there are restrictions for holders of Pure Tourism and Group Tourism (C-3-2), Medical Tourism (C-3-3), Industrial Training (D-3), Non-professional Employment (E-9), Vessel Crew (E-10) or Miscellaneous (G-1) visa.

B. Authority : the Head of an Immigration (Branch) Office

C. Required Documents

Common Required Documents

- ① an application form (Form No. 34), passport, a color photo, fee
- ② a copy of business registration certificate of the educational institute (or a certificate of tax registration number for non-profit organizations)
- ③ a standardized acceptance letter (issued by the Dean/President of the University)
- ④ documented proof of family relationship (for those who submit their parents' account balance statement only)

< Designated 21 Countries >

China, the Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru (21 countries in total)

* English names must be written on the translated version with a copy of passport or other documents.

Change of Status

<Examples of documented proof of family relationship >

China : a family register or a notarial deed of relative relations, **the Philippines** : Family Census, **Indonesia** : a certificate of family relations (KARTU KELUARGA), **Bangladesh** : 점머 까꺼즈 또는 or 싸이드티켓, **Vietnam** : a family register (So Ho Khau) or a birth certificate (Giay khai sinh), **Mongolia** : a certificate of relative relations, **Pakistan** : Family Certificate, **Sri Lanka** : a 빠올러 certificate, **Myanmar** : a certificate of family relations (잉타웅수사옌), **Nepal** : 전마달다, **Kirgizstan, Kazakhstan · Uzbekistan · Ukraine · Thailand** : a birth certificate

Other Required Documents

⑤ documented proof of final level of education

- **In principle, documented proof of final level of education that you submit must be an original version.** However, a certified report of degree/diploma marked as "original" by the person-in-charge of the university is acceptable. Documented proof of education that you requested and received is acceptable only within its validity, **which is generally 30 days from the date of issue** and extendable.
- **If you are a citizen of one of the 21 designated countries below or have a degree/an academic certificate of one of those countries, you must submit (i), (ii) or (iii).**

college ·
bachelor's ·
master's ·
doctor's degree
course

< Designated 21 Countries >

China, the Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Si Lanka, Inda, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru (21 countries in total)

- (i) A document of degree/diploma certified **in accordance with the Apostille Convention**
- (ii) A document of degree/diploma **confirmed by the Korean consul** stationed in the country where the school is located or by the consul of the country concerned stationed in Korea
- (iii) A certified report of degree/diploma issued by the China Higher Education Student Information and Career Center/China Academic Degrees and Graduate Education

<p>Change of Status</p>		<p>Development Center (only for those who acquired a diploma/degree in China)</p> <p>※ If you have a diploma/degree of a Korean school, you may submit a document of diploma/degree without confirmation. (Information will be verified with the original diploma/degree and the records on the Immigration Information System, and then the copy will be stored.</p> <p>- A citizen of countries other than the 21 designated countries above) also may be required to submit a document among (i), (ii) or (iii) at the discretion of the head of an Immigration (Branch) Office, if he/she is suspected of falsifying the document.</p> <p style="text-align: center;"><Examples></p> <p>A. A citizen of China with a degree or an academic certificate of a school in America: You must have your document certified in accordance with the Apostille Convention or confirmed by the consul of Korean diplomatic missions in the U.S. or the consul of American diplomatic missions in Korea</p> <p>B. A citizen of the U.S. with a degree or an academic certificate of a school in China: You must submit a certified report of degree/diploma issued by the China Higher Education Student Information and Career Center/China Academic Degrees and Graduate Education Development Center or a document confirmed by the consul of Korean diplomatic missions in China.</p> <p>C. A high-school graduate: proof of final education (a certificate of graduation)</p> <p>D. A person with a bachelor’s or higher degree: proof of degree (a certificate of graduation showing the degree is also acceptable)</p> <p>E. A transfer student: proof of final education (if bachelor’s or higher degree - proof of the degree) and a certificate of attendance of current school (if you are still attending school)</p> <p>⑥ documented proof of your financial ability</p> <p>- amount of money equivalent to the tuition fee and living expenses for 1 year</p>
<p>CONTENTS</p>	<p>a course of special research</p>	<p>⑤ documented proof of final level of education (In principle, a person with a master’s degree or higher)</p>

<p>Change of Status</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">(D-2-5)</td> <td> <ul style="list-style-type: none"> ⑥ documents proving your ability to pay for living expenses in the ROK (a bank balance sheet, a confirmation of payment of the research allowance) ⑦ documents proving your engagement in special research activities </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Exchange Student (D-2-6)</td> <td> <ul style="list-style-type: none"> ⑤ documents proving your ability to pay for living expenses in the ROK (considering the tuition fee is paid abroad) ⑥ a recommendation letter from the Dean/President of the University that you originally belong to ⑦ documents proving your status as an exchange student (i.e. an official document from the university inviting you, an Academic Exchange Agreements between the universities, etc.) ⑧ a document proving that you've completed 1 or more semesters at the university (i.e. a certificate of attendance from the original university, etc.) </td> </tr> </table>	(D-2-5)	<ul style="list-style-type: none"> ⑥ documents proving your ability to pay for living expenses in the ROK (a bank balance sheet, a confirmation of payment of the research allowance) ⑦ documents proving your engagement in special research activities 	Exchange Student (D-2-6)	<ul style="list-style-type: none"> ⑤ documents proving your ability to pay for living expenses in the ROK (considering the tuition fee is paid abroad) ⑥ a recommendation letter from the Dean/President of the University that you originally belong to ⑦ documents proving your status as an exchange student (i.e. an official document from the university inviting you, an Academic Exchange Agreements between the universities, etc.) ⑧ a document proving that you've completed 1 or more semesters at the university (i.e. a certificate of attendance from the original university, etc.)
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<p>Extension of Stay</p>	<p>A. Ground Rule</p> <p style="text-align: center;">Period of sojourn will be granted in consideration of the school calendar</p> <ul style="list-style-type: none"> ● A person with Study Abroad visa (D-2-1 ~ D-2-6) <ul style="list-style-type: none"> - When applying for the alien registration: Your period of sojourn will be adjusted to the end of March or September in the following year* and an alien registration card will be issued.** * Only the fee for issuance of Alien Registration Card will be charged. (The fee for extension will be exempted.) ** Example) If you enter the ROK with a 2-year Study Abroad (D-2) visa on Jan. 1, 2010, your expiry date should be Jan. 1, 2012, but when you apply for the alien registration, your expiry date will be adjusted to Mar. 31, 2012. (The fee for extension will be exempted.) - When applying for change · extension: Your period of sojourn will expire at the end of March or September within 2 years. <p style="text-align: center;">Non-recognition of Leave of Absence for Private Affairs</p> <ul style="list-style-type: none"> ● If you are taking a temporary leave due to personal circumstances or poor grade, you may be restricted from applying for extension. 				

<p>Extension of Stay</p>	<ul style="list-style-type: none"> ● If there are unavoidable reasons such as a disease or an accident, your status may be changed as an exception. <p>B. Required Documents</p> <ul style="list-style-type: none"> ● an application form (Form No. 34), passport, Alien Registration Card, fee ● documents proving attendance (research) (Only when information cannot be confirmed on the FIMS system) <ul style="list-style-type: none"> - Example) a certificate of attendance, a certificate of extension of exchange student, a certificate of research student, etc. ● documents proving that you are maintaining your study properly (Only when information cannot be confirmed on the FIMS system) <ul style="list-style-type: none"> - Example) a transcript, a confirmation of attendance, etc. ● documented proof of your financial ability (If you are a student of a certified university and your CGPA is C or higher or if you are a language trainee and your attendance rate is 70% or higher, you may be exempted from submitting the document(s) at the discretion of the head of an Immigration (Branch) Office.) ● application guidelines (including the training schedule) or a training plan (for a Korean language trainee only) <ul style="list-style-type: none"> ※ If documents are available on the school website, etc., you do not need to submit them. Also, "Training and Training Course" on the confirmation of visa issuance or on the no.9 of the remarks on a standardized acceptance letter that you've submitted when applying for change of status, will be considered for evaluation. ● Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.))
<p>Re-entry Permit</p>	<ul style="list-style-type: none"> ● Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010) <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from re-entry permit

	<ul style="list-style-type: none"> - If your period of sojourn remains less than 1 year, you are exempted from a re-entry permit for the remaining period. - If you need the permission due to the entry restrictions, you may submit application to an Immigration (Branch) Office free of charge. ● If you are a registered alien and plan to return to Korea between 1 year and 2 years from the departure date, you may apply for multiple re-entry permit free of charge. - A 2-year period will be granted. If your period of sojourn remains less than 2 years, you are exempted from a re-entry permit for the remaining period.
<p style="text-align: center;">Alien Registration</p>	<p>1. Required Documents</p> <ul style="list-style-type: none"> ● an application form (Form No. 34), passport, a color photograph (3cm X 4cm, taken within 6 months), a certificate of attendance (research student)*, fee <ul style="list-style-type: none"> * If you apply for registration before admission to open a bank account or rent a house, etc., a certificate of tuition fee payment may be submitted. ● A medical examination report <ul style="list-style-type: none"> - Applicants subject to a test for tuberculosis <div style="border: 1px dashed black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • (Applicants subject to the test) Foreigners applying for Student (D-2) or Language Trainee (D-4) visa from countries at high risk of tuberculosis with the incidence rate of 50 per 100,000 persons or higher (16 countries) <div style="border: 1px dashed black; padding: 5px; text-align: center; margin: 5px 0;"> <p>16 Countries with the incidence and prevalence rate of 50 per 100,000 persons or higher</p> </div> <p>China, Sri Lanka, the Russian Federation, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongol, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia</p> </div> <ul style="list-style-type: none"> • (What to submit) A medical examination report issued by a nearby local public health center <ul style="list-style-type: none"> - A test for tuberculosis is the only required diagnostic item. You need to bring your passport and a certificate of admission with you for the medical examination • (When to submit) For foreigner registration (A medical examination report issued no earlier than 3 month before submission is accepted only.) <p>* Except for registered foreigners with an Alien Registration Card</p> <p>2. Notification of Change in Registration Information</p> <p>A. Report Details : When one of the information listed below has been changed</p>

	<ul style="list-style-type: none"> ● name, sex, date of birth and nationality ● number, passport issued date and expiry date ● change of school (including name change) <ul style="list-style-type: none"> - In principle, changing (transferring) to one of underperforming universities is restricted. - If you apply for school change in order to enroll in an equivalent degree course after completing master's or doctor's degree (i.e. master's → master's, doctor's → doctor's), change will be restricted. (You must leave Korea and apply for a new visa.) <p>B. Due Date of Report : within 14 days form the date of change</p> <p>C. Method of Report : By visiting an Immigration (Branch) Office or filing E-application</p> <p>D. Required Documents</p> <ul style="list-style-type: none"> ● an application form (Form No. 34), passport, Alien Registration Card ● documents proving the name change or change of other personal information (where applicable) ● a certificate of attendance from the new school and a certificate of previous enrollment from the previous school (where applicable) ● Explanatory materials for changing school to the same master's and Ph.D degree programs (for eligible candidates only)
<p>Management and Report of Foreign Students</p> <p></p>	<p>1. Obligation of the President/Dean of School (Article 19(4), Law)</p> <p>A. Designation/Appointment and Notification of the person-in-charge of the international students</p> <ul style="list-style-type: none"> ● The president/dean of school that foreign students attend is under obligation to designate a person in charge of supervising foreign students and report this to the head of the competent Immigration (Branch) Office*. When the person-in-charge is replaced, it must be notified immediately as well. <p>* In principle, the competent Immigration (Branch) Office is the one that has jurisdiction over the district of the university or the branch school.</p> <ul style="list-style-type: none"> ● Notification Method <p>- Designation or change of the person-in-charge must be notified and registered through International Student Information System (which is called 'FIMS').</p>

Management and Report of Foreign Students

B. Notification of Change in Information of Foreign Students

- The president/dean of school* that foreign students attend is under obligation to report to the head of the competent Immigration (Branch) Office when the following occurs within 15 days from the date of recognition.

* This is when a person with one of visas below who is allowed to receive formal education or Korean language training is engaging in activities of D-2 or D-4-1 at a college or a higher educational·academic research institute.

<Status Allowed to Study/Learning>

Holders of Diplomacy (A-1) ~ Conventions/Agreements (A-3), Cultural Art (D-1), Journalism (D-5) ~ Trade Management (D-9), Professorship (E-1) ~ Special Occupation (E-7), Family Visitation (F-1) ~ Spouse of a Korean National (F-6), Working Holiday (H-1, There may be restrictions in accordance with the Agreement.) or Working Visit (H-2) visa. You may be excluded if there is a restriction on activities as a international student on the separate guidelines.

- If a foreign student who received permission of entrance or training* did not enroll in the course within a registration period or has taken a leave of absence

* If a foreign student has not entered the ROK after getting permission of entrance, this is not to be reported. This is to be registered 'not entered' on the FIMS. If a student has not enrolled in after entering the ROK, this is to be reported.

- When study or training has been terminated because a foreign student is expelled from school, has quit the course or is missing*

* including when he/she has completed the course, graduated from school or acquired Korean nationality

※ When you report change in information, you must ensure that you report information that is appropriate for the report item and avoid repetition of report. (report items: an unregistered person, a dropout, a person on a leave of absence, an expelled person, a missing person, a dead person, a graduate or a person who completed the course, a person who acquired Korean Nationality)

Management and Report of Foreign Students

Criteria for the Date of Recognition*

- Unregistered: The date when the entrance permit is cancelled in accordance with the school regulations in the case where a foreign student who received permission of entrance or training did not enroll in the course within a registration period
 - Taking a leave of Absence: The date when the application for leave of absence is received
 - Dropping out: The date when the application for dropping out of school is received
 - Expelled: The date when the expulsion of the student is processed in accordance with the school regulations
 - Missing: When the student is out of contact or is unaccounted for
 - Died: The date when the fact that a student died is recognized
 - Acquiring Korean Nationality: The date when the fact that a student has acquired Korean nationality is recognized
 - Graduation · Completion of Training: the date on the certificate of graduation (certificate of degree/diploma)
- * The date of recognition is not the date when the person-in-charge recognizes the change of information, but the date when the actual change in academic affairs information occurs.

- Report Method: Change in Information of a foreign student must be notified and registered through the FIMS.

C. Supervision and Counsel of Foreign Students

<Management and Notification of Academic Affairs Information · Current State of Foreign Students>

- The president/dean of school that foreign students attend is under obligation to manage all the academic affairs information of foreign students* and report (register) to the head of the competent Immigration (Branch) Office within 15 days from the starting date of every semester.
- * Academic Affairs Information of foreign students include major, student ID number, attendance rate, acquired credits, GPA, etc. Please refer to the FIMS for the details of academic affairs information.
- However, "credits and grades" must be notified until the end of February and August every year (twice a year) and "attendance rate" (for students attending a language course only) must be notified (registered) within 15 days from the end date of the language training course.

Management and Report of Foreign Students

※ Credits, grades and attendance rate of a student who completed a graduate school course and is working on a thesis/paper do not need to be reported.

- The president/dean of school that foreign students attend is under obligation to report the current state of the students such as the educational course that they are taking (an associate degree, a bachelor's degree, etc.) and reasons for suspension of study (an unregistered person, a dropout, a person on a leave of absence, an expelled person and etc.) to the head of the competent Immigration (Branch) Office until the end of February, May, August and November every year (four times a year).
- Report Method: Change in academic affairs information of foreign students must be notified (registered) through the FIMS.

<Notification of Counsel and Status Report of Counsel to prevent foreign students from leaving school>

- The president/dean of school that foreign students attend must give regular counselling and keep status report of counsel.
 - Status report should be submitted upon the request of the head of the competent Immigration (Branch) Office.
- The president/dean of school must make joint efforts with the Immigration (Branch) Office to prevent foreign students from leaving school.
- Report Method: Status report of counsel must be submitted upon the request of the head of the competent Immigration (Branch) Office.

2. Issuance, Modification and Deletion of Standardized Acceptance Letter

A. Issuance of standardized acceptance letter

- In principle, visa, confirmation of visa issuance and a standardized acceptance letter that are required for change of status, etc. is to be checked on the FIMS.
 - ※ However, an original copy of the standardized acceptance letter may be requested for submission if it is impossible to check on the system due to unavoidable reasons such as disruption of communication lines.

Management and Report of Foreign Students

B. Modification and deletion of standardized acceptance letter

- The person-in-charge of international students must register a standardized acceptance letter of a foreign student. Once an entrance permit number is issued, he/she cannot modify information.
- Before the permit number is issued, he/she can modify or delete information.
- The officer of the Immigration (Branch) Office must check the board at least once a day for the requests of modification/deletion of a standardized acceptance letter and process it on demand.
- After the request is processed, the officer must leave a reply to the request about processing status.
- After a standardized acceptance letter is used for applying for visa, confirmation of visa issuance or change of status, it is not to be deleted. (The person-in-charge must register "not entered" or notify "change in information".)
- If the person-in-charge requests to modify or delete the information after the entrance permit number is issued, the officer must check whether it can be modified or deleted and then process it.
 - When the person-in-charge requests to "modify", the officer should give "permission to modify" and then the person-in-charge of school can "modify" it.
 - When the person-in-charge requests to "delete", the officer should give "permission to modify" after checking whether there is a repetition and then "delete" it.
- Report Method :
 - "Management of Visa" → "A standardized acceptance letter " → Search a certain student from the "Integrated management of a standardized acceptance letter" menu, click "name" button and then click the "modify" button on the bottom of the screen

INDUSTRIAL TRAINEE (D-3)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who meets all the requirements set by the Minister of Justice to receive on-the-job training at Korean corporations that:</p> <ul style="list-style-type: none"> - directly invested overseas in accordance with the Foreign Exchange Transactions Act; - export their technologies to foreign countries and is deemed that on-the-job training is necessary by the Minister of Justice; or - export industrial facilities to foreign countries in accordance with the International Trade Act.
<p>MAXIMUM LENGTH OF STAY</p>	<p><input checked="" type="radio"/> 2 years</p>
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p><input checked="" type="radio"/> In principle, you are restricted to apply for 'Participation in activities uncertified for current sojourn status'.</p>
<p>Change or Addition of Workplace</p>	<p><input checked="" type="radio"/> N/A</p>
<p>Endowment of Status</p>	<p><input checked="" type="radio"/> N/A</p>
<p>Change of Status</p>	<p><input checked="" type="radio"/> In principle, you are restricted to apply for 'Change of status'.</p>
<p>Extension of Stay</p> <p></p>	<p>1. You may be granted stay up to 6 months at first, and you may apply for extension up to 1 year from the date of entry.</p> <ul style="list-style-type: none"> - Acceptance or rejection will be decided in consideration of necessity of extension of training period, desertion rate and the record of lawbreaking (Guidelines of the Ministry of Justice, as of April 5, 2010)

<p>Extension of Stay</p>	<p>▶ Rules of Issuance of Confirmation of Visa Issuance and Management for Industrial Trainee of a Company Investing overseas (Article 5)</p> <p>In principle, training period of an industrial trainee may not exceed 6 months from the date of entry. However, if it is deemed necessary to extend training period by the head of an Immigration (Branch) Office, you may apply for extension, and maximum length of period will be less than 1 year from the date of entry.</p> <p>3. Required Documents</p> <p>① an application form (Form No. 34), passport, Alien Registration Card, fee (30,000 KRW)</p> <p>② Statement of Reasons for Extending the Training Period</p> <p>③ business registration certificate, factory registration certificate (where applicable)</p> <p>④ tax payment certificate of the domestic corporation</p> <p>⑤ documents proving tax payment of the foreign corporation</p> <ul style="list-style-type: none"> - tax payment receipts (corporate tax, VAT, etc.) - a bill payment receipt (electricity bill, water bill, building rental fee, land tax and other utility bills) <p>⑥ documents demonstrating payment of wages and training costs</p> <ul style="list-style-type: none"> - a payroll paid by the foreign corporation for trainees (for the past month): Be sure to check employees working after training and trainees dispatched to Korea - a sheet of training costs paid by the domestic corporation <p>⑦ a reference letter</p> <p>⑧ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>● You are exempted from re-entry permit if you plan to return Korea within 1 year from the departure date.</p> <ul style="list-style-type: none"> - If your period of sojourn remains less than 1 year, you are exempted from a re-entry permit for the remaining period.

**Alien
Registration**

1. Required Documents

① an application form (Form No. 34), passport, a color photograph (3.5cm × 4.5cm), fee ② business registration certificate ③ medical examination certificate ④ a documents proving Industrial Accident Compensation Insurance or Guarantee Insurance

2. Change of Employment Information (change of training place)

A. relocation/addition of factory facilities, change of place due to commissioned training within 3 months

- Relocation or addition of factory facilities are allowed (under the same employer).
- As for commissioned training, it is allowed only when trainees must learn a certain skill or technique that the original corporation cannot provide but is necessary for the purpose of training. It may not exceed 3 months.

B. Required Documents

- ① passport, Alien Registration Card, Form for Notification for changes in foreign employees (trainees)
- ② a copy of business registration certificate and a copy of factory registration certificate (including documents proving relocation or addition)
- ③ a list of trainees

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GENERAL TRAINEE (D-4)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who researches, studies or trains at an educational institute/organization for a D-2 visa or at an academic research center, corporation and other groups.</p>
<p>MAXIMUM LENGTH OF STAY</p>	<p>● 2 years</p>
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>● In principle, you are restricted to apply for 'participation in Activities uncertified for current sojourn status'. (You should check.)</p> <ol style="list-style-type: none"> 1. See "participation in Activities uncertified for current sojourn status (as of April 1, 2008)" on D-2 Manual 2. Permission to engage in Foreign Language Instructor (E-2) activities for a person with a D-4-1 visa <ul style="list-style-type: none"> ※ A person with Language Training (D-4-1) visa may apply for permission from 6 month after getting D-4-1 visa.
<p>Change or Addition of Workplace</p>	<p>● N/A</p> <p>※ If the non-profit institution/organization of a D-1, D-2 or D-4 visa holder is changed (including name change) or if the name of the institution/organization of a D-5, D-6, D-7, D8 or D-9 visa holder is changed, you must report 'Change of Registration Information' pursuant to Article 35 of the Immigration Control Law. (Article 49-2 of the Enforcement Regulations of the Immigration Control Law)</p>
<p>Endowment of Status</p>	<p>● N/A</p>
<p>Change of Status</p>	<p>1. Changing your status to Language Trainees (D-4-1; Korean Language, D-4-7 Foreign Language)</p> <p>A. Eligible Individuals</p> <p>● You are a short-term visitor (including a person entering the Korea with B-1 Visa Exemption visa or B-2 Transit visa) or a registered foreigner staying in the ROK.</p> <p>※ Exclusions</p> <p>However, C-3-2 Pure Tourism and Group Tourism, C-3-3 Medical Tourism, D-3 Industrial Training, E-9 Non-professional Employment, E-10 Vessel Crew or G-1 Miscellaneous visa holders are not included.</p>

Change of Status

B. Required Documents

Common Documents	<p>① Application form, passport, alien registration card (holder), one standard size photograph, fee</p> <p>② Business Registration Card of the Educational Institution or Unique Number Card</p> <p>③ Standardized Acceptance Letter* (issued by the Dean of Student or President)</p> <p>* You can replace this document with FIMS information confirmation, or if you are a scholarship student invited by the Korean government, the you can replace the document with the 'invitation' letter issued by the head of the NIIED.</p> <p>④ Financial documents to prove you have enough money to support yourself during your stay*</p> <p>* If you submit a balance account statement of your parent, then you must submit a family relation certificate as well.</p> <p>⑤ Proof of enrollment or any documents proving your final level of education</p> <p>⑥ Training Plan (which must include details in lecture schedule, lecturer profile, training facility, and etc.</p>
Elementary School, Middle School, and High School students* *Not including graduating students	<p>⑦ International Student Insurance Certificate* or National Health Insurance</p> <p>* the certificate must be issued by the insurance company in Korea and abroad, indicating the period of insurance</p>
Nationals of Countries designated by the Minister of Justice	<p>Considering ages, if your need for language training is considered unnecessary, you may be asked to submit additional documents to explain your motivations and needs.</p>

2. Graduates Changing status to D-4-2 General Training(D-4-2)

A. Eligible Individuals

- A person who is a soon-to-be university/college graduate and deemed necessary to get training in Korea because he/she is going to work for a foreign company invested by Korean or a foreign-invested company.

Change of Status

B. Training Places Allowed

- If you are going to work for a foreign company invested by Koreans, you can work at the parent company in Korea or a branch office abroad
- If you are going to work for a foreign company abroad, you can work at the Korean office or affiliates in Korea.

C. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, a color photograph, fee
- ② documents proving necessity of training (a proof of employment, a letter of training plan)
- ③ documents proving that the company is a foreign investment company
- ④ documents proving that the company is a foreign investment company or a domestic company investing abroad

3. Changing status to D-4-3 International Student At High School Level or below

A. Eligible Applicants

- You are legally staying in the Republic of Korea and have been accepted to one of the educational institutions described below (including entrants through tourist transit and visa waiver programs).

※ However, D-3-2 Pure and Group Tour, C-3-3 Medical Travel, G-1 Miscellaneous visa holders will be restricted from changing their status to D-4-3 international students.

B. Educational Institution

- Elementary school, middle school, high school in accordance with Article 2(1) to (3) of the 「Elementary and Secondary Education Act」 (not including air school, higher civic school, broadcasting and correspondence middle school·high school, and high technical school), Foreigner school* among all types of schools (not including alternative school) in accordance with Article 2(5) of the aforementioned act, Foreign educational institution in accordance with Article 2(2) of the 「Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju International City」 .

Change of Status

- * Article 60(2) of the 「Elementary and Secondary Education Act」 (Foreigner School) defines 'Foreigner School' as ① a school established to educate children of foreigners who are staying in Korea, or of Korean nationals who have come back to Korea after living abroad for a while and who been designated by the presidential decree : in accordance with the Elementary and Secondary Education Act, the foreigner eligibility to apply for foreigner school is limited to those whose parents are living in Korea (The Education Development Cooperation Team, The Ministry of Education)

C. Eligible Candidates

International student who is solely paying for his/her tuition

- You have been accepted to an educational organization defined above, and are planning to enroll or is already enrolled in the school as an international student. Moreover, you not only meet all financial requirements, such as the minimum amount of living expenses, but also have a designated sponsor.
- Staying expenses (tuition fee + living expenses for one year)
 - Tuition (including tuition fee, residence fee, admission fee for studying)
 - Annual living expenses : 6 million KRW per one person (If your parent is accompanying you as a sponsor, then about 12 million KRW will be separately charged as your parent's living expenses)*
- * The living expenses of an international student (annually 6 million KRW) is at the similar level of the 'minimum cost of living 2013' announced by the Ministry of Health (572,168 KRW per 1 person).
- Sponsor
 - Korean National or Foreigner staying in Korea
 - A sponsor of an international student who is a national of countries where many illegal immigrants come from (21 countries)* must have annual income of at least 26 million KRW or at least 140 million KRW's worth of financial assets (You can opt one among the two financial requirements)
- * Countries where many illegal immigrants come from (21 countries): China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan,

Change of Status

	<p>kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru</p> <p>** A sponsor can combine his/her annual income or assets with his/her partner's. '2012 Gross National Income Per Capita = 25.5 million KRW, and '2012 Average Net Worth of Middle Class = 138 million KRW have been taken into consideration to set the standards for annual incomes and financial assets of the sponsor.</p> <ul style="list-style-type: none"> · If you are a foreign sponsor, you must complete alien registration and be able to stay in the RoK for a long term stay · Sponsorship is limited to two international students per one sponsor
<p>International student on a full scholarship offered by a government organization or organization</p>	<ul style="list-style-type: none"> ▪ You have been accepted to an educational organization defined above, and are going to accept the admission offer as an international student on a full scholarship provided by a government organization or public organization. ▪ Living expenses and sponsor requirements may be substituted by an official letter issued by the inviting organization
<p>International students invited by a private firm/group</p>	<ul style="list-style-type: none"> ▪ You have been accepted to an educational organization defined above, and are planning to enroll in the school as an international student on a full scholarship offered and invited by a private firm or religious group. ▪ Financial requirements and sponsor requirements may be substituted by an official letter issued by the head of the organization. However, if the credibility and financial conditions of the organization do not seem satisfactory, an immigration officer may request financial documents of the firm/group and a different sponsor for the student's sake.

D. Required Documents

<p>Required Documents</p>	
<p>Common Documents</p>	<ol style="list-style-type: none"> ① Application form (enclosed form 34), passport, alien registration card (for holders only), one standard size photograph, fee ② Photocopy of business registration card of educational organization (or distinct number card) ③ Acceptance letter (issued by the president of school, enclosed form 1)* and proof of enrollment (for eligible candidates only)



Change of Status

	<p>translated copy is submitted, the confirmation of respective translator (enclosed document #3) must be additionally submitted.</p> <p>** <Acceptable family relations documents> China : Family Relations Registry or notarized document proving family relations, Philippine : Family Census, Indonesia : Certificate of family relations (KARTU KELUARGA), Bangladesh : জমা কাগজ or জমা সাইটিকট, Vietnam : 호적부 (So Ho Khau) or Birth Certificate (Giay khai sinh), Mongolia : Certificate of Family Relations, Pakistan : Family Certificate, Sri Lanka: පාවුලා Certificate, Myanmar : Family Relations Certificate (잉타웅수사엔), Nepal : 전마달다, Kirgizstan/Kazakhstan/Uzbekistan/Ukraine/Thailand : Birth Certificate</p>
<p>International student on a full scholarship offered by a government organization or organizations</p> <p><u>Additional Documents</u></p>	<p>⑤ Documents demonstrating that you are on full scholarships (official notices issued by an organization or group)</p> <p>⑥ Sponsor Guarantee (only when required, please see enclosed document 2)</p> <p>⑦ Documents proving the financial integrity of the inviting organization (when required)</p> <p>- Financial records will be checked through a copy of corporate registration of the respective organization</p>
<p>※ The head of an immigration (branch) office may ask additional documents or omit required documents in order to examine genuineness of the invitation and qualifications of the inviter and invitee.</p>	

4. Change of Status of German citizens who came to the ROK on a B-1 Visa Exemption visa

- A. Permissible Status of Stay: All long-term status except D-3 Industrial Training, E-9 Non-Professional Employment, and H-1 Working Holiday
- B. Period Allowed: a maximum period of stay that could be granted for each status



Extension of Stay

1. Extension of Stay for a D-4-1, D-4-7 language trainee

A. Ground Rule

Non-recognition of Leave of Absence for Private Affairs

- If you are taking a temporary leave due to personal circumstances or poor grade, you may be restricted from applying for extension.
- If there are unavoidable reasons such as a disease or an accident, your status may be changed as an exception.

Providing Advantages to Students of Certified Universities

- **(Eligible Individuals)** A student of certified universities whose CGPA (Cumulative Grade Point Average) is 2.0 (C) or higher
- **(Required Documents)** In principle, no document is required.
 - Information check on the FIMS can substitute for documents and you do not need to submit documents proving your financial ability.

Tightened Criteria for Students of Under-performing Universities

- **(Eligible Individuals)** Students of under-performing universities whose GPA is 1.0 (D) or lower
- **(Required Documents)** Information on the FIMS will be checked for examination (status of enrollment, credits, etc.), documents proving your financial ability

For the extension, filing an e-application or applying by proxy by the person-in-charge is encouraged (to alleviate congestion).

- **(Eligible Individuals)** Those who are not subject to face-to-face examination, such as students of certified universities
- **(Examples of application)**
 - Filing of e-application by international students themselves or **the person-in-charge of international students**
 - ※ The person-in-charge may apply for extension up to 8 students at a time.
 - Visiting in person to an Immigration (Branch) Office by international students themselves or the person-in-charge of international students

Extension of Stay

B. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② documents proving attendance
 - a certificate of attendance, a certificate of extension of stay as exchange student, a certificate of research student, etc.
- ③ documents proving that you maintain study properly
 - a transcript, a confirmation of attendance, etc.
- ④ documents proving your financial ability
- ⑤ application guidelines (indicating training schedule) or a training plan (for Korean language trainees only)

2. Required documents for Extension of Stay for D-4-3 international student at the high school level or below

- ① Application form (enclosed form #34), Passport, Alien Registration Card, Fee
- ② Documents proving your student status (ex. Proof of Enrollment, Acceptance Letter, etc.)
- ③ Financial documents such as tuition fee receipt (ex. Tuition Payment Receipt, Balance Account Statement which proves the money has been deposited into the respective account for a month or more, Official Letter from your educational institution)
- ④ Sponsorship Certificate or Documents proving your financial status (if your sponsor is changed)
- ⑤ Proof of Residency (Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others)

3. Extension for D-4-5 Chef Trainee for Korean Cuisine Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② a copy of business registration certificate (or a certificate of tax

<p>Extension of Stay</p>	<p>registration number for non-profit organization), a certified copy of corporation registration (where applicable)</p> <p>③ a certificate of tuition fee payment (when paying additional fee)</p> <p>※ You may submit a confirmation of expense payment issued by the institution if the training institution pays your tuition fee and living expenses.</p> <p>④ documents proving the necessity for continuance of training (including the reasons and training schedule, etc.)</p> <p>⑤ a recommendation letter from the chief of the institution (including grades and attendance rate)</p> <p>⑥ documents proving your Korean language ability (only for those who submitted a request for the exemption from proving the basic Korean language ability)</p> <p>⑦ medical examination certificate (for those who submitted a confirmation of medical treatment plan)</p> <p>⑧ Proof of Residency (Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others)</p>
<p>Re-entry Permit</p> <p> CONTENTS</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from re-entry permit. - If your period of sojourn remains less than 1 year, you are exempted from re-entry permit for the remaining period. - If you need the permission due to the entry restrictions, you may submit application to an Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)</p>

Alien Registration

1. Required Documents for Alien Registration

- ① an application form (Form No. 34), passport, a standardized photo, fee
- ② a certificate of attendance

2. Required Documents for Alien Registration of Chef Trainee for Korean Cuisine

- ① an application form (Form No. 34), passport, a standardized photo, fee
- ② a copy of business registration certificate of the training institution (or a certificate of tax registration number for non-profit organization)
- ③ medical examination certificate issued by a hospital designated by the Ministry of Justice

3. Required Documents for Alien Registration of D-4-3 International Student at the High School level or below

- ① Application form (Enclosed form #34), Passport, One Standard Size Photograph (must have been taken within the past 6 months), Fee*
 - * Korean Government Scholarship Students are also subject to the alien registration fee or re-registration fee in accordance with the Article 74 of the Enforcement Decree of the Immigration Control Act

- ② Proof of Enrollment**

** If you would like to apply for your alien registration before the matriculation date because of a lease contract, opening a bank account, and other reasons, you can replace this document with a tuition payment receipt.

- ③ Documents proving that you are a scholarship student (Official Notification Letter by the Respective Organization, Group and Individuals)

4. Notification of Change in Registration Information

- Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)
- Reasons for the report: Change and addition (as of Nov. 16, 2010) of organization/institution (including name change)

**Alien
Registration**

● Due Date: within 14 days from the date of change

● Required Documents

- ① a form for change in registration information, passport, Alien Registration Card, no fee ② a certificate of attendance, a certificate of previous enrollment (when changing school)

5. Notification of change of residence for foreign students

A. If you change your residence, you must report it to the mayor, head of gun or gu office of your new residence or the head of the Immigration (Branch) Office that has jurisdiction over your new residence within 14 days from the date of transfer.

B. Required Documents

a form for change of residence, passport, Alien Registration Card

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Long-Term News Coverage (D-5)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> ● is dispatched to the Republic of Korea for news reporting and coverage from a foreign media outlet (newspapers, broadcasting corporations, magazines or other foreign media outlets); ● is under the contract with a foreign media outlet for news reporting and coverage while staying in the ROK; or ● is dispatched to a branch office in the ROK for news reporting and coverage by the headquarter office of a foreign media outlet. 				
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 2 years 				
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<ol style="list-style-type: none"> 1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status If you (D-5 holder) plan to receive formal school education within the period of sojourn, you do not need permission as long as it is consistent with your original purpose of stay. 2. Range of activities as a foreign language instructor (E-2) that you may engage in without permission (Guidelines for Visa Issuance and Residence Management for foreign language instructors) <ol style="list-style-type: none"> A. Activities as a foreign language instructor for colleagues in the workplace <table border="1" data-bbox="427 1668 1453 1899"> <tr> <td data-bbox="427 1668 576 1803">Eligible Individuals</td> <td data-bbox="576 1668 1453 1803">registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally</td> </tr> <tr> <td data-bbox="427 1803 576 1899">activities allowed</td> <td data-bbox="576 1803 1453 1899">teaching foreign language conversation to colleagues at the company/institute/organization you belong to</td> </tr> </table> B. Volunteer activities as a foreign language instructor without any intention to make profits 	Eligible Individuals	registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally	activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to
Eligible Individuals	registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally				
activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to				

<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Eligible Individuals</td> <td style="padding: 5px;">registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally</td> </tr> <tr> <td style="padding: 5px;">activities allowed</td> <td style="padding: 5px;">teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits</td> </tr> </table> <p>C. Remarks</p> <p>- If teaching activities go beyond the scope listed above or become your main activities, you are not exempted from permission.</p>	Eligible Individuals	registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally	activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits
Eligible Individuals	registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally				
activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits				
<p>Change or Addition of Workplace</p>	<p><input checked="" type="radio"/> N/A</p> <p>※ If the institution/organization of a D-1, D-2 or D-4 visa holder who does not have intention to make profits is changed (including name change) or if the name of the institution/organization of a D-5, D-6, D-7, D8 or D-9 visa holder is changed, you must report 'Change of Registration Information' pursuant to Article 35 of the Immigration Control Law. (Article 49-2 of the Enforcement Regulations of the Immigration Control Law)</p>				
<p>Endowment of Status</p>	<p><input checked="" type="radio"/> N/A</p>				
<p>Change of Status</p> <p>▶ CONTENTS</p>	<p>1. A person who has Temporary Journalism (C-1) visa may apply for change of status to D-5 if the necessity of long-term news gathering is proven.</p> <p>2. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields (D-3, E-9, H-1)</p> <p>B. Period Allowed: It differs depending on the status you are applying for.</p> <p>3. Required Documents</p> <p>① an application form (Form No. 34), passport, fee ② a certificate of dispatch (issued by the headquarter office) ③ a copy of a permit for operating the Korean branch office (issued by the Ministry of Culture, Sports and Tourism) or business registration certificate</p>				

<p>Extension of Stay</p>	<p>1. Required Documents</p> <p>① an application form (Form No. 34), passport, Alien Registration Card, fee ② a proof of employment or a dispatch order (issued by the headquarter office) ③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from re-entry permit - If your period of sojourn remains less than 1 year, you are exempted from re-entry permit for the remaining period. - If you need the permission due to the entry restrictions, you may submit application to an Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)</p>
<p>Alien Registration</p> <p>▶ CONTENTS</p>	<p>1. Required Documents for Alien Registration</p> <p>① an application form (Form No. 34), passport, a standardized photo, fee ② a permit for operating the Korean branch office or business registration certificate in accordance with Value-Added Tax Act</p> <p>※ If there is no affiliates or branch offices in the ROK, you may submit a certificate of dispatch (issued by the headquarter office) and a recommendation letter issued by the competent authorities (i.e. Korean Overseas Information Service) instead.</p> <p>2. Notification of Change in Registration Information</p> <p>A. Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) B. Reasons for the report: Change and addition (as of Nov. 16, 2010) of organization/institution (including name change) C. Due Date : within 14 days from the date of change</p> <p>D. Required Documents</p> <p>① an application form (Form No. 34), passport, Alien Registration Card, no fee ② documents proving change of your information</p>

Religious Worker (D-6)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> ● is a dispatched worker at a branch office of a registered foreign religious organization or social service agency in the Republic of Korea; ● engages in religious activities at Korean religious organizations while being dispatched from a foreign religious organization or social service agency; ● engages in missionary or social services activities upon invitation from medical, educational or relief organizations operated by the religious organization that he/she belongs to; ● practices asceticism, mind training or researches at the Korean religious organization that gave him/her recommendation; or ● engages only in social service activities upon the invitation of Korean religious organizations or social service agencies. 				
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 2 years 				
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</p> <p>If you (D-6 holder) plan to receive formal school education within the period of sojourn, you do not need permission as long as it is consistent with your original purpose of stay. (as of June 15, 2009)</p> <p>2. Range of activities as a foreign language Instructor (E-2) in which you may engage without permission</p> <p>A. Activities as a foreign language instructor for colleagues in the workplace</p> <table border="1" data-bbox="363 1742 1452 2029"> <tr> <td data-bbox="363 1742 555 1890">Eligible Individuals</td> <td data-bbox="555 1742 1452 1890">registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visas, who are staying in the ROK legally</td> </tr> <tr> <td data-bbox="363 1890 555 2029">activities allowed</td> <td data-bbox="555 1890 1452 2029">teaching foreign language conversation to colleagues at the company/institute/organization you belong to</td> </tr> </table>	Eligible Individuals	registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visas, who are staying in the ROK legally	activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to
Eligible Individuals	registered aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visas, who are staying in the ROK legally				
activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to				

<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>B. Volunteer activities as a foreign language instructor without any intention to make profits</p> <table border="1" data-bbox="363 376 1452 607"> <tr> <td data-bbox="371 383 555 465">Eligible Individuals</td> <td data-bbox="555 383 1444 465">registered aliens (or those who are exempted from registration) who are staying in the ROK legally</td> </tr> <tr> <td data-bbox="371 465 555 600">activities allowed</td> <td data-bbox="555 465 1444 600">teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits</td> </tr> </table> <p>C. Remarks</p> <ul style="list-style-type: none"> - If teaching activities go beyond the scope listed above and become your main activities, you are not exempted from permission. <p>3. Permission of change of status between Religious Affairs (D-6) and Professorship (E-1) for those who work at affiliated organizations of the same religious organization</p> <p>A. Required Documents for change of status: D-6 → E-1</p> <p>① an application form (Form No. 34). passport, Alien Registration Card, fee ② documents proving that organizations belong to the same religious organization ③ an employment contract (original and copy) ④ a certificate of a degree ⑤ a copy of business registration certificate ⑥ a letter of consent from the employer of your original workplace</p> <p>B. Required Documents for change of status: E-1 → D-6</p> <p>① an application form (Form No. 34). passport, Alien Registration Card, fee ② documents proving that organizations belong to the same religious organization ③ a letter of consent from the employer of your original workplace ④ permit for establishment of the organization</p>	Eligible Individuals	registered aliens (or those who are exempted from registration) who are staying in the ROK legally	activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits
Eligible Individuals	registered aliens (or those who are exempted from registration) who are staying in the ROK legally				
activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits				
<p>Change or Addition of Workplace</p> <p>CONTENTS</p>	<p>● N/A</p> <p>※ If the institution/organization of a D-1, D-2 or D-4 visa holder who does not have intention to make profits is changed (including name change) or if the name of the institution/organization of a D-5, D-6, D-7, D8 or D-9 visa holder is changed, you must report 'Change of Registration Information' pursuant to Article 35 of the Immigration Control Law. (Article 49-2 of the Enforcement Regulations of the Immigration Control Law)</p>				

<p>Endowment of Status</p>	<p>● N/A</p>
<p>Change of Status</p>	<p>【In principle, change of status is restricted with the exception of the following cases】</p> <p>1. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields (D-3, E-9, H-1)</p> <p>B. Period Allowed: It differs depending on the status you are applying for.</p> <p>2. Change of Status for Canadian citizens coming to the ROK with Visa Exemption (B-1)</p> <p>☞ Activities Allowed : Cultural Arts (D-1), Religious Affairs (D-6), Family Visitation (F-1), Dependent Family (F-3), Miscellaneous (G-1)</p> <p>☞ Period Allowed : less than 6 month from the date of entry</p> <p>3. Required Documents</p> <p>① an application form (Form No. 34), passport, a standardized photo, fee ② a dispatch order (issued by the dispatching organization) ③ permit for the establishment of the organization ④a copy of business registration certificate or a copy of certificate of tax registration number for non-profit organization</p>
<p>Extension of Stay</p>	<p>1. Required Documents</p> <p>① an application form (Form No. 34), passport, Alien Registration Card, fee ② a proof of employment or a dispatch order (issued by the dispatching organization) ③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p> <p>▶CONTENTS</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <p>- If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from the re-entry permit</p>

<p>Re-entry Permit</p>	<p>requirement.</p> <ul style="list-style-type: none"> - If your period of sojourn remains less than 1 year, you are exempted from re-entry permit for the remaining period. - If you need the permission due to the entry restrictions, you may submit application to an Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)</p>
<p>Alien Registration</p> <p>▶ CONTENTS</p>	<p>1. Required Documents for Alien Registration</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, a standardized photo, fee ② documents relevant to the establishment of the religious or social service organization <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> A. Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) B. Reasons for the report: Change and addition (as of Nov. 16, 2010) of organization/institution (including name change) C. Due Date: within 14 days from the date of change <p>D. Required Documents</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, no fee ② documents proving change of your information

INTRA-COMPANY TRANSFEREE (D-7)

<p>ELIGIBLE INDIVIDUALS</p>	<p>A person who</p> <ul style="list-style-type: none"> ● has worked at the headquarters office, branch office or local office of a foreign public institution, organization or company for at least 1 year; and - is going to be transferred to the affiliate, subsidiary, branch office or local office situated in the Republic of Korea as an 'indispensable professional specialist'. <p>However, you are excluded from this category if you are considered as an eligible applicant for the Corporate Investor (D-8) visa.</p> <p>1-year-of work experience is not required if:</p> <ul style="list-style-type: none"> (1) <u>you will be working in the ROK's key industries or for the national projects; or</u> (2) <u>it is deemed necessary by the Minister of Justice</u> <ul style="list-style-type: none"> ● has worked at overseas corporations or branch offices of listed enterprises (including KOSDAQ-listed enterprises) or Korean public companies for at least one year, and plans to receive or provide an on-the-job training or education for a professional skills/ techniques/knowledge in the headquarter or the main office. <p>(However, if the investment or operating fund of the Korean company for its overseas branch/local office is less than \$500,000, you are excluded from this category.)</p>
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 2 years
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p> <p>▶ CONIENS</p>	<p>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</p> <p>If you (D-7 holder) plan to receive formal school education within the period of sojourn, you do not need a permission as long as it is consistent with your original purpose of stay. (as of June 15, 2009)</p> <p>2. Range of activities as a foreign language Instructor (E-2) that you may engage in without permission</p>

**PARTICIPATION
IN ACTIVITIES
UNCERTIFIED
FOR CURRENT
SOJOURN
STATUS**

A. Activities as a foreign language instructor for colleagues in the workplace

Eligible Individuals	registered aliens on Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visas who are staying in the ROK legally
activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to

B. Volunteer activities as a foreign language instructor without any intention to make profits

Eligible Individuals	registered aliens (or those who are exempted from registration) who are legally staying in the ROK.
activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits

C. Remarks

- If teaching activities go beyond the scope listed above and become your main activities, you are not exempted from permission.

3. Permission of Activities as D-7 for holders of Corporate Investment (D-8) visa who plan to add a workplace that is an affiliate of the original workplace

- ① an application form (Form No. 34) passport, Alien Registration Card, a standardized photo, fee
- ② a dispatch order (issued by the headquarter office)
- ③ documents proving that the new workplace is an affiliate company of the original workplace (i.e. a certified copy of corporate registration)
- ④ a copy of business registration certificate
- ⑤ documents related to the report (permission) of the establishment of the branch office in the ROK (i.e. a permit for operating the Korean branch office)
- ⑥ a letter of consent from the employer of your original workplace
- ⑦ documents proving the sales performance - i.e. a certificate of tax payment

<p style="text-align: center;">PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>4. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">activities allowed</td> <td style="padding: 5px;">You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.</td> </tr> <tr> <td style="padding: 5px;">Eligible Individuals</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① a person working as full-time director or higher at a domestic company (including foreign investment company) with D-7, D-8 or D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) </td> </tr> <tr> <td style="padding: 5px;">Required Documents</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace </td> </tr> </table>	activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.	Eligible Individuals	<ul style="list-style-type: none"> ① a person working as full-time director or higher at a domestic company (including foreign investment company) with D-7, D-8 or D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) 	Required Documents	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace
activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.						
Eligible Individuals	<ul style="list-style-type: none"> ① a person working as full-time director or higher at a domestic company (including foreign investment company) with D-7, D-8 or D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) 						
Required Documents	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace 						
<p>Change or Addition of Workplace</p>	<p>➡ You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.</p> <p>1. Holders of the visas listed who does not have intention of making profits below must report 'Change in Registration Information' (not 'Change/Addition of Workplace'. (Article 49-2 of the Enforcement Regulations)</p> <ul style="list-style-type: none"> ▸ Cultural Arts (D-1), Study Abroad (D-2), General Training (D-4) or Trade Management (D-9) visa holders: Change or Addition of institution/organization (including name change) ▸ Job Seeking (D-10) visa holders: Start of Training or Change of Training Institute (including name change) ▸ Working Visit (H-2) visa holders: Start of Employment (when newly hired by a person/institution/organization/company), Information Change of the individual/institution/ organization/company (including name change) (when already working) 						

<p>Change or Addition of Workplace</p>	<p>※ If you are a holder of Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) visa and transfer from one affiliate to another, you are subject to report 'Change in Registration Information' and submit documents listed below.</p> <p>① an application form (Form No. 34), passport, Alien Registration Card, fee ② a dispatch order (issued by the headquarters office overseas) ③ documents proving that the companies are affiliated with the same company (i.e. certified copy of corporate registration) ④ documents proving the injection of business funds of the additional workplace (i.e. a certificate of purchased foreign currency, lease/rent contract) ⑤ a certified copy of corporate registration of the additional workplace ⑥ a copy of business registration certificate of the additional workplace</p>				
<p>Endowment of Status</p>	<p>● N/A</p>				
<p>Change of Status</p>	<p>1. Change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields (D-3, E-9, H-1)</p> <p>B. Period Allowed: It differs depending on the status you are applying for.</p> <p>2. Permission of Change of Status to D-7 for holders of Corporate Investment (D-8) visa</p> <table border="1" data-bbox="363 1442 1453 2056"> <tr> <td data-bbox="363 1442 539 1675"> <p>Eligible Individuals</p> </td> <td data-bbox="539 1442 1453 1675"> <p>a person working as an indispensable professional specialist at a foreign investment company with D-8 visa and staying in the ROK legally, and is to be transferred or dispatched to an affiliate, a subsidiary or a branch office of the same head office/company overseas.</p> </td> </tr> <tr> <td data-bbox="363 1675 539 2056"> <p>Required Documents</p> </td> <td data-bbox="539 1675 1453 2056"> <p>① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee ② a statement of the reasons for the application ③ a dispatch order (issued by the headquarter office) or a certificate of expected employment ④ a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank) ⑤ documents proving that the companies are affiliated with</p> </td> </tr> </table>	<p>Eligible Individuals</p>	<p>a person working as an indispensable professional specialist at a foreign investment company with D-8 visa and staying in the ROK legally, and is to be transferred or dispatched to an affiliate, a subsidiary or a branch office of the same head office/company overseas.</p>	<p>Required Documents</p>	<p>① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee ② a statement of the reasons for the application ③ a dispatch order (issued by the headquarter office) or a certificate of expected employment ④ a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank) ⑤ documents proving that the companies are affiliated with</p>
<p>Eligible Individuals</p>	<p>a person working as an indispensable professional specialist at a foreign investment company with D-8 visa and staying in the ROK legally, and is to be transferred or dispatched to an affiliate, a subsidiary or a branch office of the same head office/company overseas.</p>				
<p>Required Documents</p>	<p>① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee ② a statement of the reasons for the application ③ a dispatch order (issued by the headquarter office) or a certificate of expected employment ④ a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank) ⑤ documents proving that the companies are affiliated with</p>				

Change of Status

	<p>the same company (i.e. a copy of the corporate registration)</p> <p>⑥ documents proving the injection of business funds i.e. a certificate of annual tax payment or a certificate of purchased foreign currency of the new workplace</p> <p>⑦ lease/rent contract</p> <p>⑧ current status of foreign workers 《additional documents if needed》 [personal tax payment certificate – receipt for earned income tax withholding (of the previous year) or a certificate of income amount (the latest record)]</p>
Remarks	If the workplace is newly established or an applicant has a record of violation of the Korean Immigration Law, fact-finding investigation is a must. (checking required)

3. Permission of Change of Status to D-7, D-8, D-9 for Chilean Citizens with Short-Term Business (C-3-4) visa

Eligible Individuals	a person who is hired as an executive, a senior manager or a specialist by a company/corporate of Chile and plans to work at the affiliate or the branch office in the ROK
Required Documents	<p>① an application form (Form No. 34), passport, a standardize photo, fee</p> <p>② a proof of employment from the company overseas</p> <p>③ a dispatch order (issued by the headquarters office)</p> <p>④ documents proving the establishment of the branch office in the ROK (i.e. a permit for operating the Korean branch office)</p> <p>⑤ documents proving the injection of business funds i.e. a certificate of purchased foreign currency</p> <p>⑥ resume or a certificate of working experience</p> <p>⑦ a copy of business registration certificate</p> <p>⑧ a certificate of annual tax payment</p>

Extension of Stay

A holder of D-9 visa and etc. is required to submit a 「Certificate of Personal Tax Payment」 when applying for extension of period of sojourn.

Even if a foreigner is working in the ROK and is paid by the headquarter company overseas, he/she is imposed a class B earned income tax unless there is special provisions on the tax agreement/treaty between the Republic of Korea and his/her country of nationality.: to prevent tax evasion and establish public order in paying taxes

- A. A person who has joined the Class B Tax Association and completed tax obligation through year-end tax settlement after monthly income tax withholding by the Association
 - ▶ Please submit **a receipt for class B earned income tax withholding** issued by the head of the Class B Tax Association
 - B. A person who has not joined the Class B Tax Association but reported and paid the global income tax
 - ▶ Please submit **a certificate of income amount** issued by the competent district tax office
- ※ In the case of class B earned income, a payer is not in the ROK, so the employees themselves have the obligation to pay their taxes. If the person has joined the Class B Tax Association, the association withhold income tax monthly and pay it to the competent district tax office before the 10th of the next month. If he/she has not, he/she must report for the global income tax in May next year.
- 📞 Inquiry and Consulting/Counselling about issuance of a certificate of tax payment ☎ **126 (National Tax Service Call Center)**

1. Required Documents

a person **classified as "A"** of Supervisory Intra-company Transfer (D-7) in the Attached Table No. 1-16 of the Enforcement Decree

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② a dispatch order (**issued by the Headquarter Office overseas**) or a proof of employment (of the headquarter office overseas)
- ③ a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank)
- ④ documents proving the injection of business funds (i.e. a certificate of purchased foreign currency, lease/rent contract)

<p>Extension of Stay</p>		<p>⑤ documents proving personal tax payment</p> <ul style="list-style-type: none"> - a certificate of tax payment, receipt for earned income tax withholding (of the previous year) or a certificate of income amount <p>⑥ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
	<p>a person classified as "B" of Supervisory Intra-company Transfer (D-7) in the Attached Table No. 1-16 of the Enforcement Decree</p>	<p>① an application form (Form No. 34), passport, Alien Registration Card, fee</p> <p>② a proof of employment</p> <p>③ documents proving personal tax payment</p> <p>④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p> CONTENTS</p>	<p>a member, a consultant or a clerical worker of a foreign legal consultant office</p>	<p>① an application form (Form No. 34), passport, Alien Registration Card, fee</p> <p>② a declaration of the establishment of the Korean branch/contact office and business registration certificate</p> <p>③ a copy of registration of foreign legal consultant office or foreign legal consultant</p> <p>④ a dispatch order (issued by the headquarter office and including duration of dispatch) and a proof of employment (in the branch office in the ROK)</p> <p>⑤ a tax payment certificate (personal and corporate)</p> <p>⑥ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>

<p style="text-align: center;">Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from Re-entry Permit - If your period of sojourn remains less than 1 year, you are exempted from Re-entry Permit for the remaining period. - If you need the permission due to the entry restrictions, you may apply for the permission to an Immigration (Branch) Office at free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)</p>
<p style="text-align: center;">Alien Registration</p> <p style="text-align: left;">▶ CONTENTS</p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, a standardized photo, fee ② business registration certificate (registration of foreign legal consultant office where applicable) <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) ● Reasons for the report : Change and addition (as of Nov. 16, 2010) of organization/institution (including name change) ● Due Date : within 14 days from the date of change ● Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, alien registration card, no fee ② documents proving change of your information <p>※ If you are a holder of Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) visa and transfer from one affiliate to another, you are subject to report 'Change in Registration Information' and submit the documents listed below.</p> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card,

	<p>fee ② a dispatch order (issued by the headquarter office overseas) ③ documents proving that the companies are affiliated with the same company (i.e. a certified copy of corporate registration) ③ documents proving the injection of business funds of the new workplace, i.e. a certificate of purchased foreign currency, lease/rent contract) ④ a certified copy of corporate registration of the new workplace ⑤ a copy of business registration certificate of the new workplace</p>								
<p>Remarks</p> <p>▶ CONTENTS</p>	<p>● Definitions of the indispensable professional specialist</p> <table border="1"> <thead> <tr> <th data-bbox="363 728 564 786">T Y P E S</th> <th data-bbox="564 728 1452 786">D E F I N I T I O N</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 786 564 999"> <p>EXECUTIVE</p> </td> <td data-bbox="564 786 1452 999"> <p>Executive is defined as someone who primarily directs the management of the organization; exercises wide latitude in decision making; and receives only general supervision or direction from the board of directors or shareholders of the organization (an executive does not directly perform tasks related to the actual provision of the service of the organization).</p> </td> </tr> <tr> <td data-bbox="363 999 564 1350"> <p>SENIOR MANAGER</p> </td> <td data-bbox="564 999 1452 1350"> <p>Senior Manager is defined as someone who is in charge of establishing and implementing goals and policies of the company or the department; has the authority to plan, direct and supervise; has the authority to recruit and dismiss or recommend recruiting, dismissing; and exercises supervisory and control function over other supervisory, managerial or professional staffs (not including first line supervisors, unless employees supervised are professional service suppliers, and employees who directly engages in supply of service) or exercises discretionary powers over their daily tasks.</p> </td> </tr> <tr> <td data-bbox="363 1350 564 1487"> <p>SPECIALIST</p> </td> <td data-bbox="564 1350 1452 1487"> <p>Specialist is defined as someone who possesses proprietary experience and knowledge at an advanced level of expertise essential to the research, design, techniques or management of the organization's service.</p> </td> </tr> </tbody> </table>	T Y P E S	D E F I N I T I O N	<p>EXECUTIVE</p>	<p>Executive is defined as someone who primarily directs the management of the organization; exercises wide latitude in decision making; and receives only general supervision or direction from the board of directors or shareholders of the organization (an executive does not directly perform tasks related to the actual provision of the service of the organization).</p>	<p>SENIOR MANAGER</p>	<p>Senior Manager is defined as someone who is in charge of establishing and implementing goals and policies of the company or the department; has the authority to plan, direct and supervise; has the authority to recruit and dismiss or recommend recruiting, dismissing; and exercises supervisory and control function over other supervisory, managerial or professional staffs (not including first line supervisors, unless employees supervised are professional service suppliers, and employees who directly engages in supply of service) or exercises discretionary powers over their daily tasks.</p>	<p>SPECIALIST</p>	<p>Specialist is defined as someone who possesses proprietary experience and knowledge at an advanced level of expertise essential to the research, design, techniques or management of the organization's service.</p>
T Y P E S	D E F I N I T I O N								
<p>EXECUTIVE</p>	<p>Executive is defined as someone who primarily directs the management of the organization; exercises wide latitude in decision making; and receives only general supervision or direction from the board of directors or shareholders of the organization (an executive does not directly perform tasks related to the actual provision of the service of the organization).</p>								
<p>SENIOR MANAGER</p>	<p>Senior Manager is defined as someone who is in charge of establishing and implementing goals and policies of the company or the department; has the authority to plan, direct and supervise; has the authority to recruit and dismiss or recommend recruiting, dismissing; and exercises supervisory and control function over other supervisory, managerial or professional staffs (not including first line supervisors, unless employees supervised are professional service suppliers, and employees who directly engages in supply of service) or exercises discretionary powers over their daily tasks.</p>								
<p>SPECIALIST</p>	<p>Specialist is defined as someone who possesses proprietary experience and knowledge at an advanced level of expertise essential to the research, design, techniques or management of the organization's service.</p>								

Corporate/Foreign Investor (D-8)

ELIGIBLE INDIVIDUALS	<ol style="list-style-type: none"> 1. You have managed or run a foreign-invested Korean corporation* in accordance with the Foreign Investment Promotion Act or you are an indispensable professional specialist** planning to engage in production and the technology parts of a foreign-invested company [hereinafter referred to as 'D-8-1 Incorporated Enterprise Investment'] <ul style="list-style-type: none"> * including a company that is in the midst of establishing process ** excluding an employee hired in Korea 2. You are among those who have established a business venture with excellent technical capability, for example, by possessing an industrial property right or intellectual property right, in accordance with Subparagraph 2(c), Paragraph 1, Article 2(2) of the Act on Special Measures for the Promotion of Business Venture. Also, you have received a confirmation of business venture as the CEO of a particular company or the CEO of a company which is considered to have excellent skills, in accordance with the aforementioned Act. [hereinafter referred to as 'D-8-2 Business Venture Investment'] 3. In accordance with the Foreign Investment Promotion Act, you are an indispensable professional specialist who wants to work and manage a foreign invested company owned by a Korean national (corporation) or to work in technology and production sectors of that company.* [hereinafter referred to as 'D-8-3 Unincorporated Private Enterprise Investment'] <ul style="list-style-type: none"> * excluding an employee hired in Korea 4. You have a bachelor's degree or higher and a founder of a corporation, who has either an intellectual property right or equivalent skills [hereinafter referred to as 'D-8-4 Technology and Business Startup'] 				
CRITERIA	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;">Allowed</td> <td style="padding-left: 10px;"> <ul style="list-style-type: none"> ● an indispensable professional specialist who engages in management, administration or production, technology of a foreign investment company (including the case where the investor is dispatched as an executive or a technician) </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Restricted</td> <td style="padding-left: 10px;"> <ul style="list-style-type: none"> ● a person who is hired domestically and is not dispatched by the investor or the headquarters office ● a person whose position is not included 'indispensable professional specialist (executive, senior manager, specialist)' ● a person has no record of tax payment for a certain period of time after registering his/her business ● a person who is hired by a company with poor sales performance or a financially distressed company. </td> </tr> </table>	Allowed	<ul style="list-style-type: none"> ● an indispensable professional specialist who engages in management, administration or production, technology of a foreign investment company (including the case where the investor is dispatched as an executive or a technician) 	Restricted	<ul style="list-style-type: none"> ● a person who is hired domestically and is not dispatched by the investor or the headquarters office ● a person whose position is not included 'indispensable professional specialist (executive, senior manager, specialist)' ● a person has no record of tax payment for a certain period of time after registering his/her business ● a person who is hired by a company with poor sales performance or a financially distressed company.
Allowed	<ul style="list-style-type: none"> ● an indispensable professional specialist who engages in management, administration or production, technology of a foreign investment company (including the case where the investor is dispatched as an executive or a technician) 				
Restricted	<ul style="list-style-type: none"> ● a person who is hired domestically and is not dispatched by the investor or the headquarters office ● a person whose position is not included 'indispensable professional specialist (executive, senior manager, specialist)' ● a person has no record of tax payment for a certain period of time after registering his/her business ● a person who is hired by a company with poor sales performance or a financially distressed company. 				

MAXIMUM LENGTH OF STAY	D-8-1 Incorporated Enterprise Investment D-8-3 Unincorporated Private Enterprise Investment	5 years
	D-8-2 Business Venture Investment D-8-4 Technology and Business Startup	2 years
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS	<p>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</p> <p>If you (D-8 holder) plan to receive formal school education within the period of sojourn, you do not need permission as long as it is consistent with your original purpose of stay. (as of June 15, 2009)</p> <p>2. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company</p>	
	activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.
	Eligible Individuals	① a person working as a full-time director or higher at a domestic company (including investment company) with D-7, D-8, D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7)
	Required Documents	① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original copy and photocopy both) ⑤ a letter of consent from the employer of your original workplace
<p>※ Those who would like to give lectures regularly at a university for more than 90 days must report to the KIS Headquarters for approval.</p>		
Change or Addition of Workplace	<p>⇒ You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.</p> <p>※ Holders of the visas listed who does not have intention of making profits below must report 'Change in Registration Information' (not 'Change/Addition of Workplace'. (Article 49-2 of the Enforcement Regulations)</p> <p>▸ holders of Cultural Arts (D-1), Study Abroad (D-2), General Training (D-4) or Trade Management (D-9) visa: Change or Addition of institution/organization (including name change)</p>	
		

<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ▸ Job Seeking (D-10) visa holders: Start of Training or Change of Training Institute (including name change) ▸ Working Visit (H-2) visa holders: Start of Employment (when newly hired by a person/institution/organization/company), Information Change of the individual/institution/ organization/company (including name change) (when already working) ※ If you are a holder of Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) visa and transfer from one affiliate to another, you are subject to report 'Change in Registration Information' and submit the documents listed below. <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a dispatch order (issued by the headquarter office overseas) ③ documents proving that the companies are affiliated with the same company (i.e. a certified copy of corporate registration) ④ documents proving the injection of business funds of the new workplace (i.e. a certificate of purchased foreign currency, lease/rent contract) ⑤ a tax payment certificate of the new workplace (in the case of a dispatched worker or a private investor, only if the company is already operating) ⑥ a certified copy of corporate registration of the new workplace ⑦ a copy of business registration certificate of the new workplace ⑧ a copy of a certificate of investment corporation registration of the new workplace
<p>Endowment of Status</p>	<p>● N/A</p>
<p>Change of Status</p> <p></p>	<p style="text-align: center;">[Common Criteria]</p> <p>1. Permission Requirements</p> <p>A. D-8-1 Incorporated Enterprise Investment</p> <ul style="list-style-type: none"> ● The investment must be made to a Korean corporation (including a corporation that is in the midst of establishing process in Korea.) ● The amount of investment must be at least 100 million KRW, and you must either have at least 10 percent of the total capital stocks of the company in addition to the voting right (Paragraph 1, Article 2(2) of the Foreign Investment Promotion Act) or sign a contract of dispatching and appointing executives by having some stock shares (Paragraph 2, Article 2(2) of the Foreign Investment Promotion Act)

Change of Status

B. D-8-2 Business Venture Investment

- You are among those who have established a business venture* with excellent technical capability, for example, by possessing an industrial property right or intellectual property right, in accordance with Subparagraph 2(c), Paragraph 1, Article 2(2) of the Act on Special Measures for the Promotion of Business Venture. Also, you have obtained a confirmation of business venture** as the CEO of a particular company or the CEO of a company that is considered to have excellent skills*** in accordance with the aforementioned act. **[hereinafter referred to as 'D-8-2 Business Venture Investment']**

* includes a Technology Assessment Guaranteed Corporation and a prospective business venture (i.e. business venture that is in the midst of establishing process or of business registration, or business venture newly established within the past 6 months range)

** The Korea Technology Finance Corporation (Korea Technology Finance Corporation Act), the Small and Medium Business Corporations (Small and Medium Business Promotion Laws) or the Korean Venture Capital Association (Special Act on Promotion of Business Venture Firms) will confirm whether a company is a business venture or a prospective venture.

*** Assessment is given by the Korea Technology Finance Corporation (Korea Technology Finance Corporation Act) or the Small and Medium Business Corporations (Small and Medium Business Promotion Laws)

C. D-8-3 Unincorporated Private Enterprise Investment

- The investment must be made to a company run by a Korean national (individual)
- You have invested at least 100 million KRW, which is ten or more percentage of the total investment start-up capitals of the company (Paragraph 1, Article 2(2) of the Presidential decree of the Foreign Investment Promotion Act). Furthermore, you are registered as the co-founder with the other Korean CEO on the business registration certificate.
- A co-founder who is a Korean national must invest at least 100 million KRW as the start-up capitals.

D. D-8-4 Technology and Business Startup

- You have a bachelor's degree or higher
 - * Degrees acquired in Korea or abroad are both acceptable. However, only the degrees that are already conferred are recognized, which means prospective graduates are NOT eligible to apply for this category.

Change of Status

- You have scored at least 80 points out of the total 340 points.
 - * You must satisfy at least one mandatory item.
- You must complete the business registration and corporate registration after establishing a company** in Korea.
 - ** refers to a newly established company, not including a business takeover.

※Permission Exceptions (for those who are prohibited from changing their status only): You must leave Korea first and obtain a visa from a Korean diplomatic mission.

no.	Details
1	a person who entered the ROK for group tourism or pure tourism a Chinese citizen who entered the ROK with C-3 visa and is one of group tourists or an individual tourist for pure tourism.
2	an Irish citizen or French citizen who entered the ROK with Industrial Training (D-3), Non-professional Employment (E-9), Vessel Crew (E-10), Working Visit (H-2), Miscellaneous (G-1) or Working Holiday (H-1) visa (citizens of other countries may apply for change of status)
3	If a foreigner who is not an investor is registered as an executive and application for change of status for this person is submitted, he/she is not considered as a dispatched worker but as an employee hired domestically. In this case, the person is subject to Special Occupation (E-7) visa not D-8.

- ▶ In principle, if you are a holder of visas listed above, you may not change status to D-8. Only in special cases when genuineness of investment is recognized (i.e. you have invested 500,000,000 KRW or more or has significantly invested in Korea), you may be allowed to change your status after a thorough examination and approval from the Korea Immigration Service. (If your investment is less than 500,000,000 KRW, it will be better for you to leave the ROK and then return to Korea with D-8 visa.)

1. Permitting change of status for foreigners who have invested in a Korean corporation (D-8-1)

Change of Status

● Required Documents

- | | |
|------------------|---|
| Common Documents | <ol style="list-style-type: none"> ① Application form (Form No.34), Passport, Alien Registration Card, One Standard Size Photo, <u>No fee</u> ② A copy of business registration certificate, complete business registration certificate, original copy of circumstantial statement of change of shareholder ③ foreign investment report form or a copy of investment company registration certificate ④ dispatch order (must indicate the dispatch period) and proof of enrollment in case of overseas assignment ⑤ Documents demonstrating the transfer of investment capitals <ul style="list-style-type: none"> Case A. Payment in Cash <ul style="list-style-type: none"> - Permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country - Investment funds introduction statement (confirmation of foreign currency transfer, certificate of purchased foreign currency, customs declaration form and others) Case B. Investment in Kind <ul style="list-style-type: none"> - Photocopy of Investment in Kind Completion Confirmation Letter (issued by the head of Korea Customs Service) - Photocopy of Customs Import Declaration Certificate ⑥ Sales record certificate (import & export records and etc.) ⑦ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.) ⑧ Documents demonstrating existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office signs and other materials) |
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|----------------------|---|
| Additional Documents | <p style="text-align: center;">《 Additional Documents for individual investor who has invested less than 300 million KRW 》</p> <ol style="list-style-type: none"> ⑨ documents demonstrating the details of usage of the investment funds (product purchase receipt, office interior fee, deposit/withdrawal records of a domestic bank account and others)a ⑩ documents proving the work experiences or entrepreneurial experiences from the applicant's origina of nationality. (required when necessary) |
|----------------------|---|

※ Followings are required documents for an indispensable professional specialist of a subsidiary company that is entirely invested by a financial holding company registered as a foreign corporate investor.

Change of Status

- ① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, no fee
- ② an authorization of financial holding company and a copy of the registration of foreign investment company
- ③ an affiliate's certified copy of corporate registration and shareholder's registry (documents proving that the company is a wholly-owned affiliate of a financial holding company)
- ④ a dispatch order issued by the headquarter office overseas
- ⑤ a copy of business registration certificate (both of the financial holding company and of the affiliate)

2. Permitting change of status for foreigners who have invested in a business venture (D-8-2)

● Required Documents

- | | |
|------------------|--|
| Common Documents | <ol style="list-style-type: none">① Application form (Form No.34), Passport, Alien Registration Card, One Standard Size Photo,② copy of business registration or complete business registration certificate③ documents related to business venture<ul style="list-style-type: none">- business venture confirmation or prospective business venture confirmation④ documents demonstrating that you have either the intellectual property right or equivalent skills<ul style="list-style-type: none">- Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others⑤ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)⑥ office lease contract⑥ sales record certificate (export, import records and etc.) |
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Change of Status

3. Permitting change of status for foreigners who have invested in an unincorporated private enterprise (D-8-3)

● Required Documents

<p>Common Documents</p>	<ul style="list-style-type: none"> ① Application form (enclosed form #34), passport, alien registration card (for eligible applicants only), one standard size photograph ② Copy of business registration certificate in which the names of co-founders are written, original copy of co-founder partnership contract ③ Foreign investment declaration form or copy of investment company registration ④ Documents demonstrating the start-up capitals provided by the Korean co-founder of a company (details of usage) ⑤ Dispatch order (must indicate the period of overseas assignment) and proof of employment in case of overseas assignment ⑥ Documents demonstrating the introduction of investment funds <ul style="list-style-type: none"> Case A. Payment in Cash <ul style="list-style-type: none"> - Permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country - Investment funds introduction statement (confirmation of foreign currency transfer, certificate of purchased foreign currency, customs declaration form and others) Case B. Investment in Kind <ul style="list-style-type: none"> - Photocopy of Investment in Kind Completion Confirmation Letter (issued by the head of Korea Customs Service) - Photocopy of Customs Import Declaration Certificate ⑥ Sales record certificate (export & import records, etc.) ⑦ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.) ⑧ Documents demonstrating existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office-signs and other materials)
<p>Additional Documents</p>	<ul style="list-style-type: none"> ⑨ Additional documents for applicants who have invested less than 300 million KRW <ul style="list-style-type: none"> - Documents demonstrating the detailed usage of the start-up capitals (receipts for product purchases, office interior design fee, transaction statement of domestic bank account and others) - Documents demonstrating that you have extensive work experiences in your job field or entrepreneur experiences in your business, issued from the country where the experiences took place (you will be required to submit these documents if deemed necessary)

Change of Status

4. Permitting change of status for foreigners who have found a business (D-8-4)

● Required Documents

Common Application

- ① Application form (enclosed form #34), passport, alien registration card (respective candidate), one standard size photograph
- ② Complete business registration certificate and a copy of business registration card
- ③ Copy of degree certificate
- ④ Any documents proving how you earned your scores on the Points-Based System.
 - Copies of Patent Card , Utility Model Registration Card, Design Registration Card for Intellectual Property Right Holders (Candidates) only
 - ☞ You can use the 'Patent Information Net Kipris' website www.kipris.or.kr/khome/main.jsp of the Korea Intellectual Property Office to browse whether one has an intellectual property right or not.
 - Patent Candidates must submit application certificate issued by the head of Korea Intellectual Property Office
 - A certificate for completion or graduation of the OASIS program issued by the head of Global Investment Center designated by the Minister of Justice, award winner confirmation letter, official statement of selection, and etc.
 - Other documents that can prove points earned through the Points-Based System
- ⑤ Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others
- ⑥ Official letter from the respective government department, demonstrating that your business venture item was selected as the recipient of government funds (must indicate the english names of the foreign investor) and others
- ⑦ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ⑧ Office lease contract
- ⑨ Sales Record Certificate (Export/Import Records, etc.)

<p style="text-align: center;">Change of Status</p>	<p>5. Permitting change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields(D-3, E-9, H-1) B. Period Allowed: It differs depending on the status you are applying for.</p> <p>6. Permitting Chilean Citizens on Short-Term Business (C-3-4) visas to change their status to Supervisory Intra-company Transfer (D-7), Corporate Investment (D-8), or Trade Management (D-9)</p> <p>(Visa Issuance Guidelines in accordance with the Free Trade Agreement between the government of the Republic of Korea and the government of the Republic of Chile)</p> <ul style="list-style-type: none"> ● Eligible Individuals: a business person planning to do activities listed below as an executive or a senior manager or in a position related to the core technology <ul style="list-style-type: none"> - a person who effectively engages in trade of goods or service between the country that he/she belongs to and the country that he/she intends to enter - a person who provides consultation relevant to the establishment, development, management or operation of the investment or core technical service when he/she or his/her company has invested or is investing significantly ● Required Documents : documents proving qualifications 		
<p style="text-align: center;">Extension of Stay</p> <p style="text-align: center;"></p>	<p>1. Permitting change of status for foreigners who have invested in a Korean corporation (D-8-1)</p> <ul style="list-style-type: none"> ● Required Documents <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">Common Documents</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① Application form (enclosed form #34), passport, alien registration card (for respective candidate only), one standard size photograph, <u>No fee</u> ② Copy of business registration card, complete business registration certificate, original copy of circumstantial statement on a change of shareholders ③ Foreign investment declaration form or copy of investment company registration certificate ④ Dispatch order (must indicate the period of overseas assignment) and proof of employment in case of overseas assignment </td> </tr> </table>	Common Documents	<ul style="list-style-type: none"> ① Application form (enclosed form #34), passport, alien registration card (for respective candidate only), one standard size photograph, <u>No fee</u> ② Copy of business registration card, complete business registration certificate, original copy of circumstantial statement on a change of shareholders ③ Foreign investment declaration form or copy of investment company registration certificate ④ Dispatch order (must indicate the period of overseas assignment) and proof of employment in case of overseas assignment
Common Documents	<ul style="list-style-type: none"> ① Application form (enclosed form #34), passport, alien registration card (for respective candidate only), one standard size photograph, <u>No fee</u> ② Copy of business registration card, complete business registration certificate, original copy of circumstantial statement on a change of shareholders ③ Foreign investment declaration form or copy of investment company registration certificate ④ Dispatch order (must indicate the period of overseas assignment) and proof of employment in case of overseas assignment 		

Extension of Stay

- ⑤ Documents demonstrating the introduction of investment funds
 - Foreign currency transfer permit (declaration form) from the Customs or banks (financial institution) of the country of origin or (for eligible applicants only)
 - Introduction of investment amount statement (confirmation of wire transfer, certificate of purchase foreign currency, custom declaration form and etc.)
- ⑥ Proof of individual tax payment or relevant documents for value-added tax standard assessment confirmation certificate
- ⑦ Sales record certificate (export/import records, etc.)
- ⑧ Documents demonstrating the existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office signs and other materials)
- ⑨ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

《 Additional documents for foreign investors who have invested less than 300 million KRW 》

Additional Documents

- ⑩ Documents demonstrating the usage details of the start-up funds (product purchase receipt, office interior fees, transaction records of domestic bank account and others)
- ⑪ Documents demonstrating that you have extensive work experiences in your job field or entrepreneur experiences in your business, issued from the country where the experiences took place (you will be required to submit these documents if deemed necessary)

※ Followings are required documents for an indispensable professional specialist of a subsidiary company that is entirely invested by a financial holding company registered as a foreign corporate investor.

**Extension
of Stay**

- ① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, no fee
- ② an authorization of financial holding company and a copy of the registration of foreign investment company
- ③ an affiliate's certified copy of corporate registration and shareholder's registry (documents proving that the company is a wholly-owned affiliate of a financial holding company)
- ④ a dispatch order issued by the headquarter office overseas
- ⑤ a copy of business registration certificate (both of the financial holding company and of the affiliate)

2. Permitting change of status for foreigners who have invested in a business venture (D-8-2)

● **Required Documents**

- | | |
|------------------|--|
| Common Documents | <ul style="list-style-type: none">① Application form (enclosed form #34), passport, alien registration card (for respective candidate only), one standard-size photograph② Copy of business registration card, complete business registration card③ Documents related to business venture<ul style="list-style-type: none">- confirmation of business venture company or prospective business venture confirmation④ Documents demonstrating that you have an intellectual property right or equivalent skills<ul style="list-style-type: none">- Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others- Technology Evaluation from the Korea Technology Finance Corporation or the Small and Medium Business Corporation⑤ Documents demonstrating records of business success⑥ Tax payment certificate⑦ Documents proving the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.) |
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**Extension
of Stay**

**3. Permitting change of status for foreigners who have
invested in an unincorporated private enterprise
(D-8-3)**

● **Required Documents**

Common
Documents

- ① Application form (enclosed form #34), passport, alien registration card (for applicable candidates only), one standard size photograph
- ② Copy of business registration certificate in which the names of co-founders are written, original copy of co-founder partnership contract
- ③ Foreign investment declaration form or copy of investment company registration card
- ④ Documents demonstrating the start-up capitals provided by the Korean co-founder of a company (details of usage)
- ⑤ Dispatch order (must indicate the period of overseas assignment) and proof of employment in case of overseas assignment
- ⑥ Documents demonstrating the introduction of investment funds
 - Foreign currency transfer permit (declaration form) from the Customs or banks (financial institution) of the country of origin or (for eligible applicants only)
 - Introduction of investment amount statement (confirmation of wire transfer, certificate of purchase foreign currency, custom declaration form and etc.)
- ⑦ Sales record certificate (export & import records, etc.)
- ⑦ Documents demonstrating the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ⑦ Proof of individual tax payment or relevant documents for value-added tax standard assessment confirmation certificate
- ⑧ Sales record certificate (export, import records, etc.)
- ⑨ Documents demonstrating existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office signs and other materials)
- ⑩ Documents proving the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

**Extension
of Stay**

	<p>◁ Additional documents for foreign investors who have invested less than 300 million KRW</p> <p>⑪ Documents demonstrating the usage details of the start-up funds (product purchase receipt, office interior fees, transaction records of domestic bank account and others)</p> <p>⑫ Documents demonstrating that you have extensive work experiences in your job field or entrepreneur experiences in your business, issued from the country where the experiences took place (you will be required to submit these documents if deemed necessary)</p>
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4. Permitting an extension of stay for D-8-4 Technology and Business Startup status holders

● **Required Documents**

Common Documents	<p>① Application form (enclosed form #34), passport, alien registration card(for applicable candidates only), one standard size photograph</p> <p>② Complete business registration certificate and a copy of business registration</p> <p>③ Copy of degree certificate</p> <p>④ Documents demonstrating that you have either intellectual property right or equivalent skills</p> <p>⑤ Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others</p> <p>⑥ Official letter from the respective government department, demonstrating that your business venture item was selected as the recipient of government funds (must indicate the english names of the foreign investor) and others</p> <p>⑦ Documents demonstrating records of business</p> <p>⑧ Tax payment certificate</p> <p>⑨ Documents proving the place of residence (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
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<p style="text-align: center;">Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from Re-entry Permit - If your period of sojourn remains less than 1 year, you are exempted from Re-entry Permit for the remaining period. - If you need the permission due to the entry restrictions, you may apply for the permission from an Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)</p>
<p style="text-align: center;">Alien Registration</p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① Application form (Form No. 34), passport, one standard size photo, fee ② business registration certificate, documents proving residence such as lease/rent contract ③ Documents proving the place of residence (i.e. lease contract, etc.) : for those who have invested in a company run by a Korean national <ul style="list-style-type: none"> - Those who entered Korea on a D-8 Corporate Investment visa issued by the Korean diplomatic mission abroad must submit all required documents when they apply for change of status. * Please note that the above statement is not applicable to a person who has obtained a visa through a confirmation of visa issuance. <p>2. Confirmation Details</p> <ul style="list-style-type: none"> ● The Ministry of Justice will look at whether the applicant actually lives in the address he/she has written on the application ● Alien registration details* and visa & residence mandatory fields** are thoroughly submitted to our immigration administration database system <ul style="list-style-type: none"> * Date of entry, port of entry, visa details, accompanied members details, householder and the relationship with the householder, business registration number ** amount of investment, field, co-founder partnership (especially, those who have invested less than 300 million KRW in a company run by a Korean national and who are co-founders or additional business operators of that company are always marked under the remark section.)

Alien Registration

2. Notification of Change in Registration Information

- Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)
- Reasons for the report: Change and addition (**as of Nov. 16, 2010**) of organization/institution (including name change)
- Due Date : within 14 days from the date of change
- Required Documents

① an application form (Form No. 34), passport, Alien Registration Card, no fee
② documents proving change of your information

※ If you are a holder of Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) visa and transfer from one affiliate to another, you are subject to report 'Change in Registration Information' and submit the documents listed below.

① an application form (Form No. 34), passport, Alien Registration Card, fee
② a dispatch order (issued by the headquarter office overseas)
③ documents proving that the companies are affiliated with the same company (i.e. a certified copy of corporate registration)
④ documents proving the injection of business funds of the new workplace (i.e. a certificate of purchased foreign currency, lease/rent contract)
⑤ a certificate of tax payment of the new workplace (for a dispatched worker; in the case of a private investor, only when the company is already established and operating)
⑥ a certified copy of corporate registration of the new workplace
⑦ a copy of business registration (new workplace's)
⑧ a copy of business registration of foreign investment company of the new workplace)

**Remarks
(including
fee)**

● **Exemption from fee for Corporate Investors**

- When a holder of Corporate Investment (D-8) visa applies for change of status, extension of stay, re-entry permit, change/addition of workplace or issuance/re-issuance of Alien Registration Card, he/she is exempted from paying the related fees. Exception: fees related to Participation in Activities Uncertified for Current Sojourn Status

Related Precedent : regarding D-8 Corporate Investment status for individual business owner (case no.: Daegu District Court 2010-Gu-Hap-4034)

1. Details of the Measure

- The plaintiff who is a citizen of Sri Lanka entered the ROK with Short-term Business (C-2) visa and applied for change of status to D-8. However, his application was rejected because he could not be recognized as an indispensable professional specialist engaging in management, administration, production or technology sector of a foreign investment company

2. The Plaintiff's Claim

- He actually invested KRW 50,000,000 and engaged in the whole sale and retail of automobile parts and home appliances. He claimed that he was qualified for D-8 status in accordance with Attached Table no. 1-17 of the Enforcement Decree of the Immigration Control Law and that the defendant violated the law by rejecting his application.

3. Summary of the Judgment

- **Only corporations of the ROK or companies run by Korean citizens are accepted as a foreign investment company in accordance with the Foreign Investment Promotion Act.** However, there were no grounds for recognizing the plaintiff's business as a corporation and he is a foreigner not a Korean citizen. **Therefore, the company is not considered as a foreign investment company in accordance with the Foreign Investment Promotion Act stipulated in the Immigration Control Law.**
 - ➡ the Second Instance (case no.: Daegu High Court 2011-Nu-1970, the plaintiff's appeal was dismissed), the Third Instance (case no.: Supreme Court 2011-Du-30809, the plaintiff's appeal was dismissed)

International Trade (D-9)

ACTIVITIES ALLOWED	<ul style="list-style-type: none"> ● Corporate management, international trade, profit-making business ● Installment, management, and maintenance of exporting equipment (machinery) ● Ship building, supervision of equipment production 						
ELIGIBLE INDIVIDUALS	<p>A person who</p> <ul style="list-style-type: none"> ● has received a Trade Business Code from the head of the Korea International Trade Association in accordance with the International Trade Act and Regulations; ● has been invited or dispatched to a company introducing an industrial equipment (machinery) and provides the company with a necessary set of skills for installment · management · maintenance of the equipment; or ● has been dispatched for supervision of ship building or industrial equipment building (including a person dispatched by professional service providers designated by employers) 						
MAXIMUM LENGTH OF STAY	<ul style="list-style-type: none"> ● 2 years 						
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS	<p>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</p> <p>If you (D-9 holder) plan to receive formal school education within the period of sojourn, you do not need permission as long as it is consistent with your original purpose of stay. (as of June 15, 2009)</p> <p>2. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; padding: 5px;">activities allowed</td> <td style="padding: 5px;">You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.</td> </tr> <tr> <td style="padding: 5px;">Eligible Individuals</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① a person working as a full-time director or higher at a domestic company (including investment company) with D-7, D-8, D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) </td> </tr> <tr> <td style="padding: 5px;">Required Documents</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace </td> </tr> </table>	activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.	Eligible Individuals	<ul style="list-style-type: none"> ① a person working as a full-time director or higher at a domestic company (including investment company) with D-7, D-8, D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) 	Required Documents	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace
activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.						
Eligible Individuals	<ul style="list-style-type: none"> ① a person working as a full-time director or higher at a domestic company (including investment company) with D-7, D-8, D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7) 						
Required Documents	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace 						

<p style="text-align: center;">Change or Addition of Workplace</p>	<p>⇒ You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.</p> <p>※ Holders of the visas listed who does not have intention of making profits below must report 'Change in Registration Information' (not 'Change/Addition of Workplace'. (Article 49-2 of the Enforcement Regulations)</p> <ul style="list-style-type: none"> ▸ <u>holders of Cultural Arts (D-1), Study Abroad (D-2), General Training (D-4) or Trade Management (D-9) visa:</u> Change or Addition of institution/organization (including name change) ▸ <u>holders of Job Seeking (D-10) visa:</u> Start of Training or Change of Training Institute (including name change) ▸ <u>holders of Working Visit (H-2) visa:</u> Start of Employment (when newly hired by a person/institution/organization/company), Information Change of the individual/institution/ organization/company (including name change) (when already working) <p>※ If you are a holder of Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) visa and transfer from one affiliate to another, you are subject to report 'Change in Registration Information' and submit the documents listed below.</p> <ul style="list-style-type: none"> ● For those engaging in supervision of ship building and industrial equipment building or providing a necessary set of skills for installment, management, maintenance of the equipment to be exported: ● Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a dispatch order (issued by the headquarter office) or a proof of employment (issued by the headquarter office) ③ trade contract for ship building or equipment introduction contract
<p>Endowment of Status</p> <p>☐ CONTENTS</p>	<ul style="list-style-type: none"> ● N/A

Change of Status

1. Permission of change of status to Trade Management (D-9) for those who entered the Republic of Korea with Visa Exemption (B-1) or any Short-term visa due to unavoidable circumstances and is qualified as the following:

- A. A person has been invited or dispatched to a company introducing an industrial equipment and provides the company with a necessary set of skills for installment · management · maintenance of the equipment
- B. A person who has been dispatched for supervision of ship building or industrial equipment building (including a person dispatched by professional service providers designated by employers)

C. Required Documents

- ① an application form (Form No. 34), passport, a standardized photo, fee
- ② a statement of reasons for the change of status
- ③ a dispatch order or a proof of employment (issued by the headquarter office)
- ④ trade contract for ship building or equipment introduction contract
- ⑤ a copy of business registration certificate
- ⑥ a certificate of tax payment (If you do not have records of personal tax payment, you need to submit the company's tax payment certificate.)

2. Permission of change of status for a foreign individual businessman (as of Oct. 29, 2012)

A. Eligible Individuals

- A person newly setting up a business
 - An individual businessman, planning to run a company or do a profit-making business in the Republic of Korea, who has introduced KRW 300,000,000 or more in accordance with the 「Foreign Exchange Transaction Act」 and 「Foreign Exchange Transaction Regulation」 and **completed business registration** in accordance with the 「Value-Added Tax Act 」
 - **An individual businessperson who has invested KRW 300,000,000 or more in accordance with the 「Foreign Investment Promotion Act」** and has been issued a certificate of investment corporation registration.

《 Exceptions 》

Industrial Training (D-3), Non-professional Employment (E-9), Vessel Crew (E-10), Miscellaneous (G-1), Pure Tourism and Group Tourism (C-3-2), Medical Tourism (C-3-3), Working Holiday (H-1)*, Working Visit (H-2)

* In the case of H-1 visa holders, only citizens of France, Ireland and the UK are not allowed to change their status to D-8 in accordance with the Agreements with the respective countries.

Change of Status

- (Prospective) graduates with D-2 Student or D-10 Job Seeker visa who earned a master's degree or higher from a Korean university and who completed business registration according to the Value-added Tax Act after investing 100 million KRW or more to engage in business administration or profit-making businesses in Korea (While the capital raised in Korea is recognized up to 50 million KRW, the rest should be foreign capital in accordance with the Foreign Exchange Transaction Act and the Foreign Exchange Transaction Regulations.)

However, if you are a (prospective) graduate who earned a bachelor's degree from a Korean university and acquired a total of 40 credits or higher from the Overall Assistance for Start-up Immigration System (from OASIS-1 to 8), you can apply for the change of status to D-9 International Trade visa.

● An individual businessman staying in the ROK with Corporate Investment (D-8) visa

※ If you have invested less than KRW 300,000,000, you may apply for change of status. However, if you have lost your Corporate Investment (D-8) status (i.e. overdue re-entry period), you must satisfy basic requirements (Minimum investment capital of KRW 300,000,000) as in the case of those newly setting up a business.

B. Required Documents

- ① an application form (Form No. 34), passport, fee
- ② a copy of business registration certificate, a business license (where applicable), a certificate of investment corporation registration (for holders only)
- ③ joint venture contract (original and copy) (where applicable)
- ④ documents proving annual income of the co-owner (where applicable)
- ⑤ **documents proving the injection of business funds** (a confirmation of remittance, a certificate of purchased foreign currency, a customs declaration, an export declaration of the respective country)
- ⑥ **documents proving the use of capital** (i.e. receipts of purchase, expenses for interior decoration of the workplace, bank statements of a domestic bank account)
※ For D-9-5 International Trade visa applicants, the total amount of domestically raised funds (invested money) is calculated based on the applicant's account balance or capital use records.
- ⑦ A certificate of completion (for applicants who completed an OASIS course)
- ⑧ documents proving sales performance (i.e. import and export permit, a preliminary or final declaration of value-added tax)

<p style="text-align: center;">Change of Status</p>	<p style="text-align: center;">※ only for those who operated profit-making businesses with short-term Business (C-3-4) visa, etc.</p> <p>⑨ documents proving residence (i.e. lease/rent contract, receipts for rent)</p> <p>⑩ documents proving that the business actually exists (i.e. lease/rent contract, photographs of the front view of the building, working space, signboard, etc.)</p> <p style="text-align: center;">※ Short-term rent (less than 6 months), rent of residential housing or online office is not recognized. There may be exceptions in consideration of the nature of the business. (i.e. lease/rent contract of warehouse, etc.)</p> <p>3. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields (D-3, E-9, H-1)</p> <p>B. Period Allowed: It differs depending on the status you are applying for.</p> <p>4. Permission of Change of Status to Supervisory Intra-company Transfer (D-7), Corporate Investment (D-8), or Trade Management (D-9) visa for Chilean Citizens with Short-Term Business (C-3-4) visa</p> <p>● Eligible Individuals: a businessman planning to do activities listed below as an executive or a senior manager or in a position related to the core technology</p> <ul style="list-style-type: none"> - a person who effectively engages in trade of goods or service between the country that he/she belongs to and the country that he/she intends to enter - a person who provides consultation relevant to the establishment, development, management or operation of the investment or core technical service when he/she or his/her company has invested or is investing significantly <p>● Required Documents : documents proving qualifications</p>
<p>Extension of Stay</p> <p>▶ CONTENTS</p>	<p style="text-align: center;">A holder of D-9 visa and etc. is required to submit 「Certificate of Personal Tax Payment」 when applying for extension of period of sojourn.</p> <p>Even if a foreigner is working in the ROK and is paid by the headquarter company overseas, he/she is imposed a class B earned income tax unless there is special provisions on the tax agreement/treaty between the Republic of Korea and his/her country of nationality.: to prevent tax evasion and establish public order in paying taxes</p>

Extension of Stay

- A. A person who has joined the Class B Tax Association and completed tax obligation through year-end tax settlement after monthly income tax withholding by the Association
- Please submit a **receipt for class B earned income tax withholding** issued by the head of the Class B Tax Association
- B. A person who has not joined the Class B Tax Association but reported and paid the global income tax
- Please submit a **certificate of income amount** issued by the competent district tax office
- ※ In the case of class B earned income, a payer is not in the ROK, so the employees themselves have the obligation to pay their taxes. If the person has joined the Class B Tax Association, the association withhold income tax monthly and pay it to the competent district tax office before the 10th of the next month. If he/she has not, he/she must report for the global income tax in May next year.
- ☞ Inquiry and Consulting/Counselling about issuance of a certificate of tax payment ☎ 126 (National Tax Service Call Center)

1. Those who plan to engage in supervision of ship building or installment-management-maintenance of the equipment to be exported

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② a dispatch order or a proof of employment (issued by the headquarter office)
- ③ trade contract for ship building or equipment introduction contract
- ④ a copy of business registration certificate
- ⑤ a certificate of personal tax payment (where applicable)
i.e.) receipt for class B earned income tax withholding (issued by the Tax Association), a certificate of income amount (issued by the Tax Office)
- ⑥ **Acceptable documents for proof of residency** (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

**Extension
of Stay**

2. Those engaging in corporate management, international trade, profit-making business

MANDATORY DOCUMENTS	<ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② a proof of employment (issued by the headquarter office) ③ a copy of business registration certificate ④ a certificate of personal tax payment i.e.) receipt for class B earned income tax withholding (issued by the Tax Association), a certificate of income amount (issued by the Tax Office) ⑤ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
SUPPLEMENTARY DOCUMENTS	<ul style="list-style-type: none"> ⑥ a copy of international trade registration or a copy of Trade Agency Registration ⑦ documents of sales performance or a certificate of trade agency performance (issued by the Korea International Trade Association : KITA)

3. a foreign individual businessperson

	<p>MANDATORY DOCUMENTS</p> <p>SUPPLEMENTARY DOCUMENTS</p>	<p>① an application form (Form No. 34), passport, Alien Registration Card, fee</p> <p>② a copy of business registration certificate, a business license (where applicable), a certificate of investment corporation registration (for holders only)</p> <p>③ documents proving the business is normally operating - a certificate of income amount, a certificate of tax payment, etc.</p> <p>※ If you have poor tax payment record or no record, you may be asked to submit additional documents.</p> <p>⑤ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p> <p>⑥ a certificate of assessment standard for value-added tax, import and export permit (or a certificate of trade performance issued by the Korea International Trade Association, bank statements of payment for import and export (a certificate of bank statement), receipts of domestic purchases, a certificate of public utility bills payment</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <p>- If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from Re-entry Permit</p> <p>- If your period of sojourn remains less than 1 year, you are exempted from Re-entry Permit for the remaining period.</p> <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)</p>	
<p>Alien Registration</p> <p>▶ CONTENTS</p>	<p>1. Required Documents for Registration</p> <p>① an application form (Form No. 34), passport, a standardized photo, fee</p> <p>② business registration certificate, documents proving residence such as lease/rent contract</p> <p>2. Notification of Change in Registration Information</p> <p>● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)</p> <p>● Reasons for the report : Change and addition (as of Nov. 16, 2010) of</p>	

Alien Registration

organization/institution (including name change)

● Due Date : within 14 days from the date of change

● Required Documents

① an application form (Form No. 34), passport, Alien Registration Card, no fee ② documents proving change of your information

※ If you are a person with Supervisory Intra-Company Transfer (D-7) ~ Trade Management (D-9) and transfer from one affiliate to another, you are to report 'Change in Registration Information' and submit the documents below.

● A person engaging in supervision of ship building and equipment building or providing the company with a necessary set of skills for installment-management-maintenance of the equipment (machinery)

● **Required Documents**

① an application form (Report Form, No.34), passport and Alien Registration Card, fee ② a dispatch order issued by the headquarter office) or a proof of employment (issued by the headquarter office) ③ trade contract for ship building or equipment introduction contract

Job Seeker (D-10)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● (Job Seeking Activities) You are engaged in job seeking activities or on-the-job paid training (including short-term paid internship) at a Korean company or group ● (Technology / Business Startup Activities) You participate in the OASIS programs, preparing for intellectual property right application and business establishment (job seeking activities)
<p>ELIGIBLE INDIVIDUALS</p>	<ul style="list-style-type: none"> ● You want to engage in researching and job seeking activities in a relevant field such as E-1 Professorship, E-2 Foreign Language Instructor, E-3 Research, E-4 Technology Transfer, E-5 Professional Employment, E-6 Arts & Performances, and E-7 Special Occupation. <ul style="list-style-type: none"> * However, among E-6 Arts & Performances status, E-6-2 status holders at adult entertainment establishment are not included. Only pure art and sports will be permitted. ● You are qualified for the item C of D-8 Corporate Investment status, preparing for a business startup. <ul style="list-style-type: none"> * You have a bachelor's degree or above, or intellectual property right or equivalent skills. You are also recognized as a founder of a corporation by the Minister of Justice. (Technology and Business Startup Immigration)
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 6 months
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<ul style="list-style-type: none"> ● N/A
<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● N/A
<p>Grant of Status</p>	<ul style="list-style-type: none"> ● N/A

Change of Status

1. Permission of change of status to Job-seeking (D-10) for holders of Study Abroad (D-2) visa

A. Eligible Candidates

- ① You are an international student who earned an associate degree at a Korean community college (including a graduating student).
- ② You are an international student who earned a bachelor's degree or higher at a Korean university (including a graduating student) or who has completed (will be completing soon) a research course of an academic research center.
- ③ You hope to continue to work as E-1 Professor to E-7 Special Occupation status* holder, but you have not yet renewed your employment contract or found a job at a different place before the expiry date of your visa.

* Nonetheless, for E-6 Arts & Performance status holders only, those who are working as E-6-2 Performers at Adult Entertainment Establishments are not included.

- ④ You have a bachelor's degree obtained in Korea or abroad (including a graduating student) and have either an intellectual property right or an equivalent skill which he/she can use in order to establish his/her own company.
- ⑤ Although you are not a job-seeking status holder (including B-1 and B-2 status), you have all the prerequisites to be qualified for a D-10 Job Seeking visa.

B. Restricted Individuals

- You will be restricted from changing your status, if, within the past one year, you have ever quit your job without a valid reason attributable to an employer before your contract expired, nonetheless have been permitted to change your status. *

*Based on the principle of good faith, it is necessary to protect good employers who are not responsible for the end of employment contracts and to establish a social order among foreigners in Korea by preventing their possible abuse of the existing job-seeking scheme

Change of Status

C. Required Documents

<p><input type="radio"/> D-2 Study Abroad visa holder</p>	<p>① Application form (Form No. 34), Passport, Alien Registration Card, Fee ② Proof of Enrollment, Full Transcript, etc. ※ If your identity can be verified via our immigration information system, you are exempt from submitting these documents. ③ Job-Seeking Action Plan ④ Photocopy of National Skill License (for respective candidates only)</p>
<p><input type="radio"/> From E-1 Professorship to E-7 Special Occupation visa holder</p>	<p>① Application Form (Form No. 34), Passport, Alien Registration Card, Fee ② Job Seeking Acton plan* * It must include a specific type of occupation you would like to take, the name of a company you wish to work at, your financial ability to pay for your living expenses in the ROK and your action plans.</p>
<p><input type="radio"/> Other Status holder</p>	<p>① Application Form (Form No. 34), Passport, Alien Registration Card, Fee ② Documents proving your job seeking visa qualifications* * certificate of a degree, a proof of employment or other documents proving education and career</p>

Technology and Business Startup

- ① Application Form (Form #34), Passport and Alien Registration Card, Fee
- ② Proof of Final Education Level (Bachelor's degree or higher)
- ③ Technology and Business Startup Plan
- ④ Photocopy of Application and Application Receipt for Patent Card · Utility Model Registration Card · Design Registration Card (for respective candidate only)
- ⑤ OASIS Certificate or Confirmation of OASIS Enrollment (for respective candidate only)

D. How to Apply

- Please apply for change of status at the competent Immigration (Branch) Office immediately after your status changes (or before your status changes)

Change of Status

Change of Status

2. Change of Status to working visa (E-1 ~ E-7)

A. Qualifications (All the qualifications below must be satisfied.)

- ① A person staying in the ROK legally with Job Seeking (D-10) or Study Abroad (D-2)* visa
- ② A job you wish to find must be in the field of Professorship (E-1) · Foreign Language Instructor (E-2) · Research (E-3) · Technology Transfer (E-4) · Professional Employment (E-5) · Arts & Performance (E-6)** · Special Occupation (E-7) and you must be qualified.
- ③ You must sign an employment contract with the head/president of the organization/institute.

* A holder of Study Abroad (D-2) visa means a prospective graduate who is qualified to apply for Job Seeking (D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you may apply for D-10 visa regardless of whether you are a prospective graduate or not.)

** Jobs in the field of Hotel·Adult Entertainment Establishment (E-6-2) are excluded, only those in the field of fine arts or sports are allowed.

B. Criteria and Required Documents

Status	Qualifications
Professorship (E-1) · Foreign Language Instructor (E-2) · Research (E-3) · Technology Transfer (E-4) · Professional Employment (E-5)	<ul style="list-style-type: none"> ▶ You may apply for change when you satisfy the requirements for each status (i.e. diploma, career experience, license, etc.) ▶ Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② an employment contract, documents demonstrating the establishment of institute/company (submit only one or two documents among business registration certificate, a certified copy of register, a certificate of private academy establishment) ③ a certificate of work experience (E-1), Criminal Records (E-2), physical examination certificate for employment (E-2), a copy of license (E-5, E-7), a recommendation letter or documents demonstrating the necessity of employment (E-5, E-7)

<p>Change of Status</p>	<p>Arts & Performance (E-6)</p>	<ul style="list-style-type: none"> ▶ If you have an associate degree of a junior college and your major and a job field are closely related, you may apply for change of status. ▶ However, you may not change your status to E-6-2 to work at Hotel · Adult Entertainment Establishment as stipulated in the Act on the Promotion of Korea Tourism ▶ Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, fee ② an employment contract, documents demonstrating the establishment of institute/company (submit only one or two documents among business registration certificate, a certified copy of register, a certificate of private academy establishment)
	<p>Special Occupation (E-7)</p>	<ul style="list-style-type: none"> ▶ If you have an associate degree of a Korean junior college* and your major and a job field are closely related, you may apply for change of status (experience is not required). <ul style="list-style-type: none"> * You may also find a job in the field requiring bachelor's degree and at least a year of job experience. ▶ If you have a bachelor's degree of a Korean university* and your major and a job field are closely related, you may apply for change of status (experience is not required). <ul style="list-style-type: none"> * You may also find a job in the field requiring bachelor's degree and at least a year of job experience and do not need to submit a recommendation letter (except in the cases where a recommendation letter is mandatory). ▶ Considering replaceability and employment of Korean citizens, <u>a domestic market-oriented company where Korean employees are less than 5 and the number of employees with E-7 visa</u>

Change of Status

exceeds 20% of that of Korean employees may not hire additional foreign workers.*

* However, in the case of high-tech industries, it is allowed to hire foreign workers with a recommendation from the ministry in charge even if the number of foreign employees exceeds 20% of that of Korean employees.

▶ To prevent companies from misusing low-paid labor, change of status is not allowed to a foreigner who is paid less than 60% of average salary of Koreans working at the same field and at the same position, or less than KRW 1,500,000 a month.

▶ For other details, please refer to the Guidelines for Issuance of Confirmation of Visa Issuance and Sojourn Maintenance for Special Occupation (E-7).

▶ **Required Documents**

① an application form (Form No. 34), passport, Alien Registration Card, fee ② an employment contract ③ documents related to the establishment of the company (submit only one or two documents among business registration certificate, a certified copy of register, a certificate of private academy establishment, etc.) ④ a certificate of work experience ⑤ a copy of license ⑥ a recommendation letter or documents demonstrating the necessity of employment, etc.

<p style="text-align: center;">Extension of Stay</p>	<p>1. Maximum Length of Stay</p>	
	<p>Others (community college graduate, Ph.D degree holder)</p> <p>① a person who earned a bachelor's degree or higher at a Korean university</p> <p>② a person who has a national technical license or who earned an associate degree at a Korean community college with a GPA of 2.5 or higher</p> <p>③ a person who has at least 1-year experience at one of companies listed on the FORTUNE's Global 500</p> <p>④ a person who is a graduate of one of the top 200 universities listed on the TIMES Higher World University Rankings</p> <p>⑤ a person who either has or apply for a Patent Right, Utility Model Right, or Design Right</p> <p>⑥ You have scored 50 points more on the Points-Based System*</p> <p>* Please refer to respective guidelines and appendix for points distribution and criteria for the points-based system for business startup immigration</p>	<p>up to 1 year</p> <p>up to 2 years</p>
<p style="text-align: center;">Re-entry Permit</p> <p></p>	<p>2. Required Documents</p>	
	<p>① an application form(Report Form, No.34), passport, Alien Registration Card, fee</p> <p>② job seeking plan (including job seeking activities and other plans) or business plan(which must include your job seeking or business startup preparation activities in the past 6 months and your future plans)</p> <p>③ A national technical license or transcript (only for persons who earned an associate degree at a Korean community college)</p> <p>④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p> <p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from re-entry permit - If your period of sojourn remains less than 1 year, you are exempted from Re-entry Permit for the remaining period. - If you need the permission due to the entry restrictions, you may apply for the permission from the competent Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)</p>	

<p style="text-align: center;">Alien Registration</p>	<p>1. Required Documents for Registration an application form (Form No. 34), passport, a standardized photo, fee</p> <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) ● Reasons for the report : Change and addition (as of Nov. 16, 2010) of organization/institution (including name change) ● Due Date : within 14 days from the date of change ● Required Documents <ul style="list-style-type: none"> ① an application form (Form No. 34), passport, Alien Registration Card, no fee ② documents proving change of your information
<p>Remarks</p>	<ul style="list-style-type: none"> ● Applicable Provisions <ul style="list-style-type: none"> - Article 35 of the Immigration Control Law (Report of Change in Registration Information), Article 44 of the Enforcement Decree, Article 49-2, Paragraph 3 of the Enforcement Regulations ● Reasons for the Report <ul style="list-style-type: none"> - When you are hired as an intern and start training or change your training institute (including name change of institute) - When you sign a contract (for more than 1 month ~ less than 6 months) to work as an intern/trainee and with a certain amount of wage. <ul style="list-style-type: none"> * If you are working temporarily for a test to be hired as an intern, you do not need to report it to the Immigration (Branch) Office. ● Individuals subject to Report <ul style="list-style-type: none"> - A registered foreigner with Job Seeking (D-10) visa who is receiving training at a company as an intern. - A unregistered foreigner with Job Seeking (D-10) visa is also required to report when the change occurs within 90 days from the date of entry (alien registration period). ● Due Date <ul style="list-style-type: none"> - within 14 days from the date of occurrence ● Required Documents <ul style="list-style-type: none"> ① a report form for change in registration information ② a training (internship) contract ③ documents proving the registration of institute/training center (i.e. a copy of business registration certificate)

Professor (E-1)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● Foreigners qualified in accordance with the Higher Education Act may teach or research at a junior college or higher as well as an institution at an equivalent level. 				
<p>ELIGIBLE INDIVIDUALS</p>	<ul style="list-style-type: none"> ● a professor at an educational institute such as the KAIST; ● a full-time lecturer at an education institute such as a junior college or higher; or ● a research professor in a special field at a university or a university research lab 				
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 5 years 				
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</p> <p>If you (E-1 holder) plan to receive formal school education within the period of sojourn, you do not need the permission as long as it is consistent with your original purpose of stay. (as of June 15, 2009)</p> <p>2. Range of activities as a foreign language Instructor (E-2) that are allowed without permission</p> <p>(Guidelines for Visa Issuance and Sojourn Maintenance for a foreign language instructor)</p> <p>A. Activities as a foreign language instructor for colleagues in the workplace</p> <table border="1" data-bbox="379 1599 1469 1895"> <tr> <td data-bbox="384 1599 560 1771">Eligible Individuals</td> <td data-bbox="560 1599 1465 1771">aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally</td> </tr> <tr> <td data-bbox="384 1771 560 1895">activities allowed</td> <td data-bbox="560 1771 1465 1895">teaching foreign language conversation to colleagues at the company/institute/organization you belong to</td> </tr> </table> <p>B. Volunteer activities as a foreign language instructor without any intention to make profits</p>	Eligible Individuals	aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally	activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to
Eligible Individuals	aliens with Professorship (E-1) ~ Special Occupation (E-7), Journalism (D-5) ~ Trade Management (D-9) visa who are staying in the ROK legally				
activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to				

**PARTICIPATION
IN ACTIVITIES
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STATUS**

Eligible Individuals	registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally
activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits

C. Remarks

- If teaching activities go beyond the scope listed above and become your main activities, you are not exempted from permission.

3. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company

activities allowed	You may apply for permission of activities as Short Term Employment (C-4) if you plan to give a lecture for less than 90 days.
Eligible Individuals	① a person working as full-time director or higher at a domestic company (including foreign investment company) with D-7, D-8 or D-9 visa ② a holder of professional working visa (E-1, E-3 ~ E-5, E-7)
Required Documents	① an application form (Form No. 34), passport, Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of tax registration number for non-profit organization (business registration certificate) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace

4. Permission of mutual exchange between Professorship (E-1) and Research (E-3) for advanced science and technology experts

A. Eligible Individuals

- A person recommended by the Minister of Education, Science and Technology, who wishes to teach or research at an educational institution such as a junior college or higher or at a research institute of science and engineering such as government-funded research institute, national or public research institute or corporate-affiliated research institute.

**PARTICIPATION
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STATUS**

B. Qualifications

- A person who has a master's degree or higher in science and engineering and R&D experiences in the respective field for at least 3 years
- A person who has a doctor's degree in engineering

C. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee
- ② an employment contract or a confirmation for the prospective employment
- ③ a letter of consent from the employer of your original workplace
- ④ a recommendation letter from the Minister of Education, Science and Technology
- ⑤ a copy of business registration certificate
- ⑥ documents proving that the company is a research institute

5. Permission of participation in Professorship (E-1), Research (E-3) or Technology Transfer (E-4) activities for a person who is an expert in Advanced Technology with Short Term Employment (C-4) or Special Occupation (E-7) visa

A. Eligible Individuals

- A person engaging in the fields of Information Technology of business venture (IT), e-commerce (e-business), Biotechnology (BT), Nanotechnology (NT), Advanced Materials Industry (metallurgy, ceramics, chemistry), Transportation Machinery or Digital Electronics and Environment · Energy
- A person who has a recommendation letter from the Minister in charge (i.e. the Ministry of Knowledge Economy, the Ministry of Education, Science and Technology)

B. Qualifications

- A person who has at least a 5-year experience in the field of Information Technology (IT) or e-commerce
- A person who has a bachelor's degree and at least a 2-year experience in the respective field (However, if you have completed a 4-year course and received a bachelor's degree, work experience is not required.)
- A person who has a master's degree or higher in the respective field

C. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee

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② an employment contract (original and copy) ③ a letter of consent from the employer of your original workplace ④ a recommendation letter from the Minister in charge ⑤ a certificate of work experience (If you have a bachelor's degree, a copy of diploma must be attached.)

6. Permission for "A-1, A-2 Holders"

A. Activities Allowed

▸ Foreign Language Instructor (E-2), Foreign Language Teacher at International Schools (E-7), Foreign Language Editor (E-7), Cultural Arts (D-1), Religious Affairs (D-6), Professorship (E-1), Research (E-3), IT-E-business related Expert who are recommended by the Minister in charge among administrative personnel hired by foreign diplomatic missions or foreign institution (E-7)

B. Required Documents

① an application form (Form No. 34), passport, diplomatic ID, fee ② an employment contract ③ business registration certificate and documents proving that the company is a research institute ④ a certificate of a degree ⑤ a certificate of work experience ⑥ a recommendation letter from the Ministry of Foreign Affairs ⑦ a recommendation letter from the Minister of Education, Science and Technology ("An advanced science and technology expert" must be stated.)

7. Permission of participation in Professorship (E-1) activities for a person with Conventions/Agreements (A-3) visa

A. Eligible Individuals

● A person qualified for Research (E-3) requirements.

B. Required Documents

① an application form (Form No. 34), passport, SOFA ID, fee ② an employment contract ③ business registration certificate and documents proving that the company is a research institute ④ a certificate of a degree ⑤ a certificate of work experience ⑥ a recommendation letter from the Minister of Education, Science and Technology ("An advanced science and technology expert" must be stated.) ⑦ If you are SPONSOR, you must obtain a consent letter from your current employer.

8. Employment of a spouse of a foreign investor of a large amount or a professional labor

A. Eligible Individuals

● A spouse of a foreign professional labor such as a technical expert in advanced science (SCIENCE card), an expert in advanced technology

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- (GOLD card) or an expert in information technology (IT card)
- A spouse of a foreign investor (an investment visa holder, including investment corporations) who has invested USD 500,000 or more
- A spouse of a foreign professional labor (E-1, E-2, E-3, E-4, E-5, E-6 (except for E-6-2), E-7)

B. Activities Allowed

- All activities except non-professional fields (D-3, E-9)

C. Period Allowed: It depends on the period of sojourn of the spouse (You may apply for extension repeatedly.)

D. Required Documents: The accompanying documents for each visa status in accordance with Article 76 of the Enforcement Decree (A reference letter is not required.)

※ Rules of the confirmation of visa issuance shall apply to E-7

9. Permission of mutual exchange between Religious Affairs (D-6) and Professorship (E-1) for those who work at affiliated organizations of the same religious organization

A. Required Documents for change of status: D-6 → E-1

- ① an application form (Form No. 34). passport, Alien Registration Card, fee
- ② documents proving that they are under the same organization
- ③ an employment contract (original and copy)
- ④ certificate of the degree
- ⑤ a copy of business registration certificate
- ⑥ a letter of consent from the employer of your original workplace

B. Required Documents for change of status: E-1 → D-6

- ① an application form (Form No. 34). passport, Alien Registration Card, fee
- ② documents proving that they are under the same organization
- ③ a letter of consent from the employer of your original workplace
- ④ permit for the establishment of the organization

**Change or
Addition of
Workplace**

1. Change into the "system of report after the fact" as of Nov. 15, 2010 (Article 26-2, Paragraph 1 of the Enforcement Decree of the Immigration Control Law)

In order to strengthen national competitiveness by making better use of professional labor, the system is reformed from the "Prior permission system" to the "system of report after the fact." for change/addition of workplace.

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《Notification No. 11-510 of the Ministry of Justice》

<p>Change or Addition of Workplace</p>	<p>➡ If a professor engages in <u>temporary</u> speech·lecture·research related to the major field at another university, you are not required to report <u>change/addition of workplace.</u></p> <p>A. Eligible Individuals</p> <ul style="list-style-type: none"> ● A registered foreigner staying in the ROK with Professorship (E-1) visa and qualified to work in the workplace that is to be changed or added. ※ Even if you are qualified, you may not change or add your workplace if you were fired or quit the previous job for the reasons attributable to yourself and did not obtain consent from the employer of the original workplace. <p>B. Report Procedures, etc.</p> <ul style="list-style-type: none"> ● The person (the alien) under obligation to notify must report to the head of the competent Immigration Office <u>within 15 days from the date of occurrence.</u> (Report by proxy is allowed.) ※ In principle, you must visit the competent Immigration Office to report since you need to attach a sticker or a stamp of the change/addition of workplace to your passport. (However, in case of emergency such as an impending due date, you may first report by fax and visit the office as soon as possible to have the sticker, etc. attached to your passport.) <p>C. Required Documents</p> <ul style="list-style-type: none"> ① a declaration form of change or addition of workplace [Form No. 38-3], passport, Alien Registration Card, no fee ② business registration certificate ③ a letter of consent from the employer of your original workplace ④ an employment contract <p>※ A letter of consent from the employer of your original workplace is not required if you have worked until the expiry date of the contract or until the date set by you and your employer. (You may submit, instead, documented proof or a statement of reasons if there were reasons such as closure or temporary shutdown of business or an overdue wage.)</p>
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● N/A

Change of Status

1. ① Permission of Change of status to Professorship (E-1) or Research (E-3) for highly qualified foreign professionals who entered the Republic of Korea with no visa or non-working visa due to unavoidable circumstances & ② Permission of Change of status between Professorship (E-1) and Research (E-3)

A. Eligible Individuals

- A person who wishes to work at an educational institute such as a junior college or higher or a research institute such as government funded research institute, national or public research institute, corporate-affiliated research institute, etc. (highly qualified professionals in the fields of science and engineering, humanities, fine arts & physical education, etc.)

※ In the past, only highly qualified professionals in the science and engineering field were allowed to change their status. However, the range of fields has been expanded to the fields of humanities, fine arts & physical educations, etc. Also, a recommendation letter from the Minister of Education, Science and Technology is not required.

B. Qualifications

- A person who has a master's degree and at least a 3-year of experience in the respective field
- A person who has a doctor's degree

C. Required Documents

- ① an application form (Form No. 34), passport, a standardized photo, fee
- ② an employment contract (original and copy) (or a confirmation of the prospective employment)
- ③ a certificate of work experience (with a copy of diploma attached)
- ④ documents related to the establishment of the company (business registration certificate, documents proving that the company is an research institute)
- ⑤ a letter of consent from the employer of your original workplace (only if you have an original workplace)

2. Change of Status to the visa of professional jobs for a spouse of professional labor

A. Eligible Individuals

- A spouse of foreign professional labor 《E-1, E-5, E-6 (excluding E-6-2), E-7》 with Dependent Family (F-3) visa

B. Activities Allowed

- All the Professional jobs 《E-1, E-5, E-6 (excluding E-6-2), E-7》

Change of Status

C. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee
- ② business registration certificate
- ③ a certificate of a degree (original and a copy) or a certificate of work experience
- ④ an employment contract (original and a copy)
- ⑤ a letter of consent from the employer of your original workplace (only if you have an original workplace)

3. Change of Status from Study Abroad (D-2) or Job Seeking (D-10) to Professorship (E-1)

A. Qualifications (All the requirements below must be satisfied.)

- ① A person staying in the ROK legally with Job Seeking (D-10) or Study Abroad (D-2)* visa
- ② The job that you plan to find must be in the fields of Professorship (E-1) · Foreign Language Instructor (E-2) · Research (E-3) · Technology Transfer (E-4) · Professional Employment (E-5) · Arts & Performance (E-6) · Special Occupation (E-7) and you must be qualified.
- ③ You must sign an employment contract with the Head/President of the organization/institute.

* A person with Study Abroad (D-2) visa means a prospective graduate who is qualified to apply for Job Seeking (D-10) visa. (However, if you have already received a bachelor's degree or higher in a university in your country or a third country, you may apply for D-10 visa regardless of whether you are a prospective graduate or not.)

B. Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② an employment contract
- ③ a certificate of a degree or a certificate of work experience
- ④ documents related to the establishment of company/ institute (business registration certificate, a certified copy of register)

4. A foreign student who graduated with a science or engineering degree and plans to work as a lecturer or a researcher in the field of education-science technology (for a person with master's degree or higher only)

● Required Documents

- ① an application form (Form No. 34), passport, Alien Registration Card, fee
- ② proof of university graduation
- ④ a recommendation letter from

	<p>the Dean/President of the University ⑤ business registration certificate</p> <p>5. Change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed: All activities except non-professional fields (D-3, E-9, H-1)</p> <p>B. Period Allowed: It differs depending on the status you are applying for.</p>
<p>Extension of Stay</p>	<p>● Required Documents</p> <p>① an application form (Form No. 34), passport, a standardized photo, fee</p> <p>② an employment contract (original and copy)</p> <p>③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</p> <ul style="list-style-type: none"> - If you are a registered foreigner and plan to return to the ROK within 1 year from the departure date, you are exempted from re-entry permit. - If your period of sojourn remains less than 1 year, you are exempted from re-entry permit for the remaining period. - If you need the permission due to the entry restrictions, you may apply for the permission from the competent Immigration (Branch) Office free of charge. <p>2. Required Documents</p> <p>an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)</p>
<p>Alien Registration</p> <p></p>	<p>1. Required Documents for Registration</p> <p>① an application form (Form No. 34), passport, a standardized photo, fee</p> <p>② business registration certificate in accordance with the "Value-Added Tax Act"</p>

**Alien
Registration**

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2. Notification of Change in Registration Information

- Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)
- Due date: within 14 days from the date of occurrence
- Required Documents
 - ① an application form (Form No. 34), passport, Alien Registration Card, no fee
 - ② documents proving change of your information

FOREIGN LANGUAGE INSTRUCTOR(E-2)

ACTIVITIES ALLOWED

- A foreigner who meets the standards set by the Minister of Justice may be allowed to teach conversation skills in a foreign language at a foreign language specialized academy, educational institutions such as an elementary school or higher, or the institution's affiliated language centers, language institutes of broadcasting companies and enterprises or any other equivalent entities.

A. Definition of Conversation Skills Training

- ▶ It involves teaching activities in a foreign language academy, educational institution, company, or organization, on how to communicate in a foreign language.
- ▶ Therefore, these activities do not include the teachings of certain foreign linguistics, or literatures in the language, or interpretation/translation techniques.

B. Places

- ▶ A foreign language specialized academy, educational institutions such as an elementary school or higher, or the institution's affiliated language centers, language institutes of broadcasting companies and enterprises or any other equivalent entities.
 - This includes distant learning academies or institutions that use ICT to teach school curriculum and etc. (Pursuant to the revised Act on the Establishment and Operation of Private Teaching Institutes and Extracurricular Lessons)

【Institutions included in the other equivalent entities】

- ▶ Lifelong education facilities established under the Lifelong Education Act and which meet the standards set by the Minister of Justice
- ▶ Lifelong education facilities established and operated by the central or local governments under other relevant laws and regulations (including ordinances)
- ▶ Development training facilities and development training corporations established under the Act on the Development of Workplace Skills of Workers.
- ▶ The Education Institute of Construction designated as an agency to train construction engineers under the Construction Technology Management Act
- ▶ Corporations and/or public agencies that have a classroom furnished with language training devices where an employee can teach conversation skills in a foreign language

Eligible applicants

1. An instructor in a foreign language academy and etc.
 - ▶ A national of a country that uses the certain foreign language as its native language and who has graduated a college/university or higher institution in the country with at least bachelor degree or who has equivalent or higher academic credentials.
 - ▶ **Exceptions for graduates of a university/college in the Republic of Korea**
 - An individual who graduated a highschool or a community college (2 years) in a country which uses a certain foreign language as its native language, and acquired at least a bachelor degree in a university in the Republic of Korea, will be eligible.
2. A foreigner who has been selected by the Ministry of Education or a superintendent of an office of education of a city or a province of Korea and who wishes to work at elementary, middle, or highschool in Korea.

English Native Speaker Assistant Teacher (EPIK)

▶ A national of a country which uses English as its native language and who acquired at least a bachelor degree.

Nations that use English as a native language (7): The U.S.,The U.K., Canada, The Republic of South Africa, New Zealand, Australia, Ireland

English Assistant Teacher under CEPA between Korea and India

▶ An Indian national who graduated a university or higher educational institution with at least a bachelor degree and a teacher's license/certificate (English major)

Participants selected for TaLk (Teach and Learn in Korea) Program

▶ A national of a country that uses English as its native language, who:

- completed at least 2 years of university curriculum in his/her country of origin (1 year for the citizen of U.K.) or a graduate of a community college or higher educational institution.; or
- received formal education in English for more than 10 years and who has completed more than 2 years in a university in Korea or graduated a community college or higher educational institution

Native Chinese Assistant Teacher (CPIK)

	<p>▶ A Chinese national who graduated a university or higher educational institution in China with at least a bachelor degree and the Teacher Qualification Certificate of TCFL issued by Hanban (the National Office for Training Chinese as a Foreign Language)</p>								
<p>MAXIMUM LENGTH OF STAY</p>	<p>● 2 years</p>								
<p>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<p>1. Expansion of permission exemption for activities outside of the current status of stay</p> <p>If you (E-2 holder) plan to receive formal school education (elementary, middle, high school, or university/college) before expiry of your stay, you are not required to receive another permission unless it impinges on your original purpose of stay. (Effective since June 15, 2009)</p> <p>2. Range of activities a foreign language Instructor (E-2) is allowed to participate without permission</p> <p>(Guideline for Visa Issuance and Sojourn Management for a foreign language instructor)</p> <p>A. Foreign Language Conversation Training for colleagues and others in the workplace</p> <table border="1" data-bbox="363 1227 1452 1429"> <tr> <td data-bbox="363 1227 564 1330">Eligible Applicants</td> <td data-bbox="564 1227 1452 1330">a registered alien with Professorship(E-1) ~ Special Occupation(E-7), Journalism(D-5) ~ Trade Management(D-9)</td> </tr> <tr> <td data-bbox="363 1330 564 1429">activities allowed</td> <td data-bbox="564 1330 1452 1429">teaching foreign language conversation to colleagues at the company/institute/organization you belong to</td> </tr> </table> <p>B. Volunteer activities as a foreign language instructor are allowed to do without intention to make profits</p> <table border="1" data-bbox="363 1585 1452 1832"> <tr> <td data-bbox="363 1585 564 1688">Eligible Applicants</td> <td data-bbox="564 1585 1452 1688">a person who is registered(or is exempt from registration) and stays legally</td> </tr> <tr> <td data-bbox="363 1688 564 1832">activities allowed</td> <td data-bbox="564 1688 1452 1832">teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits</td> </tr> </table> <p>C. Common Requirements</p> <ul style="list-style-type: none"> - If teaching activities go beyond the permitted standards mentioned above and become your main activity, you will not be included from the permission exemption 	Eligible Applicants	a registered alien with Professorship(E-1) ~ Special Occupation(E-7), Journalism(D-5) ~ Trade Management(D-9)	activities allowed	teaching foreign language conversation to colleagues at the company/institute/organization you belong to	Eligible Applicants	a person who is registered(or is exempt from registration) and stays legally	activities allowed	teaching foreign language conversation voluntarily at a social welfare facility or a community center (i.e. a school, a religious facility) without any intention to make profits
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3. A registered foreigner qualifying for Foreign Language Instructor(E-2) (including A-1, A-2, A-3)

A. Eligible Applicants and Authority

- A registered foreigner who is qualified for Foreign Language Instructor(E-2)(including A-1, A-2, A-3) can apply for the permission of participation in E-2 activities, and the permission will be given at the discretion of the Head of Immigration Office or Branch Office.*

B. Required Documents and others

Teaching Assistants who made an employment contract with the Head of a district School Board

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② an employment contract (the original and a copy) ③ a copy of business license
- ④ A proof of your education confirmed by a public authority*
 - If you submitted a confirmed document in the past, then you are exempt from this requirement.
 - *The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), or by the government agency (for Japanese only).
 - ➡ If you have received a degree from a Korean University, you may submit a copy of a degree

Other Foreign Language Conversation Instructors except ones above

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② an employment contract (original and copy) ③ a copy of business license
- ④ A proof of your education confirmed by a public authority*
 - If you submitted a confirmed document in the past, then you are exempt from this requirement.
 - *The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), or by the government agency (for Japanese only).

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➔ If you received a degree from a Korean University, you can submit a copy of a degree which is not confirmed by public authority.(The information can be verified via our immigration information system and a certificate of a degree.)

⑤ Criminal Records confirmed by a public authority and issued within 6 months from the date you filed application*

- If you already submitted criminal records confirmed by a public authority before and left the country and now are in the middle of process of re-applying within 3 months of your last departure, you are exempt from the requirement to submit the criminal records. However, if it has been more than 3 months since you left the country, you are required to submit a renewed one.

*The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), or by the government agency (for Japanese only).

- In principle, you are not allowed to obtain permission unless you have clean Criminal Records.

⑥ Health Checkup Results*

* Health Checkup should be carried out in accordance with criteria of Checkup for recruitment of government officials and should include the results of HIV/Drug(including Philopon, Cocaine, Opium and Marijuana) test. Also it should be issued by a medical institution designated by the Minister of Justice.

⑦ a copy of registration of establishment and operation of private institution (, if applicable) ⑧ a copy of lifelong education facility registration (,if applicable)

4. Permission for a Foreign English Scholar invited by the Government

A. Eligible applicants

- Only for a student selected for "Foreign English Scholar invited by the President(Government)-TaLK" by the Ministry of Education(the Head of a district School Board)
- A citizen of an English-speaking country with D-2 visa who

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- has completed at least 2 years of university in an English-speaking country; or
- has been educated in English for 10 years or more and completed at least 2 years of a Korean university.

B. Required Documents

- ① an application form(Report Form, No.34), passport, Alien Registration Card, **no fee**
- ② “Foreign English Scholar invited by the President” a letter of acceptance (issued by the Chairman of the National Institute for International Education or the Head of a district School Board)
- ③ an employment contract
- ④ a copy of business license

5. Permission for a foreign language instructor working at a language camp

A. Criteria

Allowed	<ul style="list-style-type: none"> ● working at a camp registered(reported) as a lifelong education facility in accordance with the Lifelong Education Act - working at a camp registered(reported) as a lifelong education facility to a local government (i.e. cultural center of English language, English village and etc.) ※ The operation of camps falls under the jurisdiction of the Ministry of Education, and there are no particular restrictions as long as the camp is registered as a lifelong education facility.
Restricted	<ul style="list-style-type: none"> ● When a private institution runs a language camp outside of the existing facility or runs a camp under the name of another organization/institution that is allowed to obtain permission to run a camp (Article 8 of the Act on the establishment and operation of private teaching institutes and extracurricular lessons)

B. Eligible applicants

<p style="text-align: center;">ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 5%;">①</td> <td>A person with Professorship(E-1) who has been granted permission for activities as Foreign Language Instructor(E-2)</td> </tr> <tr> <td style="text-align: center;">②</td> <td>A person with Foreign Language Instructor(E-2) who has been granted permission for the addition of workplace</td> </tr> <tr> <td style="text-align: center;">③</td> <td>A person with Short Term Employment(C-4, English Camp) : Report/permission is not required</td> </tr> </table> <p>6. Employment of a spouse of a substantial-amount foreign investor or a professional labor</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A spouse of a foreign professional labor sunken expert in advanced technology(GOLD card) or an expert in technology(IT card) ● A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder ● A spouse of a foreign professional labor(A E-1, E-2, E-3, E-4, E-5, E-6, (excluding E-6-2), E-7 visa holder) <p>B. Activities Allowed</p> <ul style="list-style-type: none"> ● All activities except non-professional fields(D-3, E-9) <p>C. Period Allowed : Until the spouse’s authorized period of stay expires (You can apply for the extension of period of stay)</p> <p>D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)</p> <p>※ Rules of the confirmation of visa issuance shall apply to E-7</p>	①	A person with Professorship(E-1) who has been granted permission for activities as Foreign Language Instructor(E-2)	②	A person with Foreign Language Instructor(E-2) who has been granted permission for the addition of workplace	③	A person with Short Term Employment(C-4, English Camp) : Report/permission is not required
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<p>Change or Addition of Workplace</p> <p>▶ CONTENTS</p>	<p>1.Summary of the Amendment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> ● In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as ‘Follow-up reporting system’ from ‘Prior permission system’ so that you(E-2 holder) can change and add a workplace more easily. ● Not only the workplace that you are working under the employment contract, but also the other place(s) you are working following your employer’s order within the contract are included in the "Designated Workplaces". <p style="text-align: center;">【 Designated Workplace (examples) 】</p> </td> </tr> </table>	<ul style="list-style-type: none"> ● In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as ‘Follow-up reporting system’ from ‘Prior permission system’ so that you(E-2 holder) can change and add a workplace more easily. ● Not only the workplace that you are working under the employment contract, but also the other place(s) you are working following your employer’s order within the contract are included in the "Designated Workplaces". <p style="text-align: center;">【 Designated Workplace (examples) 】</p>					
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Change or Addition of Workplace

- If a native English teacher of "B" elementary school, who belongs to a provincial "A" district School Board, teaches at "C" and "D" elementary school within the jurisdiction, "B", "C", and "D" are designated workplaces.
- When a language instructor of "A" institution visits a "B" corporate/company to teach foreign language conversation, "A" and "B" are designated workplaces. (However, the company/corporate should be qualified to hire a foreign language instructor and the lesson hours can not exceed 1/3 of those of "A" institution.)
- Other cases similar to examples above
 - ※ Common Requirement : Teaching activities at the other place(s) should be within the contract and your status, with no additional contracts or payment and it can not be dispatched work type.

B. Eligible applicants and Reporting Procedures

● Eligible applicants

- A person who has completed the former contract normally and then changed a workplace, or changed the workplace due to the former employer's fault such as business suspension/closure or etc. ;
- A person whose contract has been terminated due to his/her own fault or intention but changes a workplace with the consent of the former employer;
- A person who signed an additional contract with other workplace with a consent from the current employer.; or
- A person who receives separate payments for his/her work in another workplace for times not exceeding 1/3 of the original workplace following the instructions of the current employer.

● Individuals Restricted (Notification 2011-510 of the Ministry of Justice , as of 11.10.4. see Appendix 8)

- A Government-invited Scholarship student who is not qualified for working at the place he/she wants to work at*
 - * If you haven't graduated from a university (with bachelor's degree), you can not change your workplace as you are not qualified to be a language instructor of private institution.

<p>Change or Addition of Workplace</p>	<p>- Even if you are qualified, you are not allowed to change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends due to your own intention or fault. *</p> <p>* Change/Addition of Workplace via reporting only is not allowed to protect decent employers and to establish order for foreigner's sojourn.</p> <p>C. Report Procedure and others</p> <ul style="list-style-type: none"> ● The person(the alien) under obligation to notify has to report to the Head of the local Immigration Office within 15 days from the date of occurrence and submit an 'Application for Change of Addition of Workplace (Annex9)' (Report by proxy is allowed) ※ In principle, you have to visit the local Immigration Office to report since you are required to receive a sticker or a stamp of change or addition of workplace on your passport.* <p>D. Required Documents</p> <p>an employment contract(original and copy), business license(or a certificate of Proper Number), a letter of consent from the employer of your original workplace, any documents relevant to establishment of such as a certificate of the registration of incorporations</p> <ul style="list-style-type: none"> ※ A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer agreed upon. (It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.)
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● You are not eligible to apply for 'Endowment of Status'.

Change of Status

A. Eligible applicants and Authority

- A registered foreigner(including A-1, A-2, A-3) who wants to change his/her status to E-2 and any foreigner who has been hired as a teaching assistant of Elementary/Middle school by the Head of a district School Board can apply for permission of participation in E-2 activities, and the permission will be given at the discretion of the Head of Immigration Office or Branch Office.

B. Required Documents

- Required Documents
 - Official Proof of Education · Criminal Records and Health Checkup Results confirmed by a public authority, an employment contract, any documents relevant to the establishment of institution, other necessary documents for consideration
 - ▶ If you submitted the Proof of Education · Criminal Records, Health Checkup Results confirmed by a public authority in the past and have been in Korea with a D-10 visa or one of other visas, you are exempt from submitting the documents.
 - ▶ If you are an English teaching assistant of Elementary/Middle school, who made an employment contract with the Head of a district School Board, you only required to submit 'an employment contract' and 'a letter of acceptance for an English teaching assistant'.*
 - * Proof of Education·Criminal Records and Health Checkup Results will be examined by a district School Board.
 - ※ Health Checkup Results must be sealed when submitted (Do not open the envelop.)
 - ▶ In principle if the wage on an employment contract does not meet the minimum wage standard, permission for change the status of stay is not allowed.

1. If you are invited and hired by the Ministry of Education(the Head of a district School Board),and expected to work as a foreign language instructor for elementary/middle/high school, you can apply for change of status to E-2 regardless of your current status.

- ① an application form(Report Form, No.34), passport and Alien Registration Card(for an eligible person only), one standardized photo, fee
- ② a letter of acceptance issued by the Chairman of the National Institute for International Education or the Head of a district School Board

Change of Status

- ③ an employment contract (original and copy)
- ④ a copy of School's business license document (or a copy of certificate of Proper Number)

* However, if you are an English teaching assistant of Elementary/Middle school who signed an employment contract with the Head of a district School Board, you are not required to submit the official proof of education-a certificate of work experience and Health Checkup for employment. However, you are required to submit 'a letter of acceptance' and 'an employment contract'. (Also if you already submitted Proof of Education-Criminal Records, Health Checkup Results confirmed by a public authority in the past and have been in Korea with a D-10 visa or one of other visas, resubmission is not required)

2. A registered foreigner who is qualified for Foreign Language Instructor(E-2) (including A-1, A-2, A-3)

A. Eligible applicants and Authority

- A registered foreigner who is qualified for Foreign Language Instructor(E-2)(including A-1, A-2, A-3) can apply for permission of participation in E-2 activities, and the permission will be given at the discretion of the Head of Immigration Office or Branch Office.*

B. Required Documents and others

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract (original and copy) ③ a copy of business license
- ④ A proof of your education confirmed by a public authority*
 - If you submitted a confirmed document in the past, then you are exempt from this requirement.

*The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), or by the government agency (for Japanese only).

⇒ If you have a degree from a Korean University, you can submit a copy of a degree which is not confirmed by public authority.

Change of Status

⑤ Criminal Records confirmed by a public authority and issued within 6 months from the date you filed the application*

- If you submitted a criminal record confirmed by a public authority and then left the country but currently in the process of re-applying within 3 months of your last departure, you are not required to submit the criminal record again. However, if it has been more than 3 months since you left the country, you are required to submit a renewed record.

*The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), or by a consul of your country in the ROK (for those staying in the ROK)

- In principle, you can not be granted permission unless you have clean Criminal Records.*

⑥ Health Checkup Results* (It must be sealed when submitted. Do not open the envelop.)

* Health Checkup should be carried out in accordance with criteria of Checkup for recruitment of government officials and should include the results of HIV/Drug(including Philopon, Cocaine, Opium and Marijuana) test. Also it should be issued by a medical institution designated by the Minister of Justice.

⑦ a copy of registration of establishment and operation of private institution (if applicable) ⑧ a copy of lifelong education facility (if applicable)

3. Changing status from Study Abroad(D-2), Job Seeking(D-10) →to Foreign Language Instructor(E-2)

A. Qualifications (All the requirements below must be satisfied.)

① A person staying in the ROK legally with Job Seeking(D-10) or a Study Abroad(D-2)* visa

② The field you wish to have a job must be included to the visa status of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Special Occupation(E-7) and you must have required qualifications.

③ You are required to make a employment contract with the Head/President of the organization/institute.

<p>Change of Status</p>	<p>※ A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for Job Seeking(D-10) visa. (However, if you already hold a bachelor's or higher degree of university in your country or a third country, and have necessary qualifications and experiences, you can apply for D-10 visa regardless of whether you are an expectant graduate or not.)</p> <p>B. Required Documents</p> <p>①an application form(Report Form, No.34), passport and Alien Registration Card, fee ② an employment contract ③ certificate of a degree or a certificate of work experience ④ any documents relevant to the establishment of the company/institution (i.e. business license, a certificate of private academy establishment, a certified copy of register) ⑤ Criminal Records ⑥ Health Checkup Results (It must be sealed when submitted. Do not open the envelop.)</p> <p>3. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)</p> <p>A. Permitted Status of Stay: All activities except non-professional fields(D-3, E-9, E-10, H-1)</p> <p>B. Period of Permitted Stay : It differs depending on the status you are applying for.</p> <p>‣ A person who is qualified for Foreign Language Instructor(E-2)</p>
<p>Extension of Stay</p> <p></p>	<p>1. Required Documents</p> <p>① an application form(Report Form, No.34), passport and Alien Registration Card, fee</p> <p>② an employment contract (Both the original and a copy)</p> <p>③ a copy of business license ④ a copy of registration of establishment and operation of private institution (for an eligible person only)</p> <p>⑤ In the case of working at a lifelong education facility or a corporation (Documents such as current status of registered students, timetable of lessons, a receipt for earned income tax withholding and etc. will be evaluated for approval.)</p> <p>⑥ If you are a registered foreigner and received a request to prepare Criminal Records and proof of education before, you are required to submit the document(s) you were asked to.</p>

	<p>⑦ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p> <p>⑧ timetable of lessons</p> <p>※ A native English teacher, invited by the Ministry of Education or a district School Board, is exempt from submitting ①Criminal Records ②Proof of Education ③Health Check-up Results.</p> <p>2. Special Case of Period of Stay</p> <ul style="list-style-type: none"> ● An English Teaching Assistant in accordance with the Korea-India CEPA Agreement <ul style="list-style-type: none"> - Period of Employment : 1 year ● Foreign English Scholar Invited by the Government (TaLK) and Native Chinese Teaching Assistant(CPIK) <ul style="list-style-type: none"> - Period of Employment : up to 2 years
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK <u>within 1 year from the departure date, you are exempt from Re-entry Permit</u> - If your authorized period of stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you have to receive the permission due to the entry restrictions, you can apply for the permission at a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW, Double 50,000 KRW)</p>
<p>Alien Registration</p> <p>▶CONTENTS</p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, one standardized photo, fee ② business license in accordance with the 'Value-Added Tax Act ' ③ Health Checkup Results <ul style="list-style-type: none"> - It should be issued by a medical institution designated by the Minister of

**Alien
Registration**

Justice in accordance with the Notification 11-501 of the Ministry of Justice (as of Jan. 27, 2011)(Appendix 6).*

* However, an English teaching assistant hired by the Head of a district School Board and a government-invited scholarship student are exempt from submitting the document. (A district School Board confirms it.)

2. Notification of Change in Registration Information

- Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)
- Due Date : within 14 days from the date of occurrence
- Required Documents
 - ① an application form(Report Form, No.34), passport, Alien Registration Card, no fee
 - ② any documents proving change of your information

[▶ CONTENTS](#)

Researcher (E-3)

ACTIVITIES ALLOWED	<ul style="list-style-type: none"> ● Researching in the field of natural science ● Researching in the field of advanced technology ● Advanced Science Skilled Workers
Eligible applicants	<p>A person who:</p> <ul style="list-style-type: none"> ● is working as a natural science researcher or an industrial technology researcher at research institutes established in accordance with the Support for Specific Research Institute Act and the Establishment · Management and Promotion of Government-funded Research Institutes Act; ● is researching at a research institute in accordance with the Defense Acquisition Program Act; ● signed a contract with an institute or an organization to develop advanced technology in the field of natural science or industrial technology in accordance with the Industrial Technology Innovation Promotion Act; or ● was recommended by the Minister of Education, Science and Technology and is planing to work as a researcher in the field of natural science or advanced technology at a engineering research center such as a government funded research center, a public research institute, a corporate research institute and others.
MAXIMUM LENGTH OF STAY PER APPLICATION	<ul style="list-style-type: none"> ● 5 years
ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY ▶CONTENTS	<p>1. Expansion of permission exemption for activities outside of the current status of stay</p> <p>If you(E-3 holder) plan to receive formal school education (elementary, middle, high school, or university/college) before expiry of your stay, you are not required to obtain another permission as long as it doesn't impinge on your original purpose of stay. (as of June 15, 2009)</p> <p>2. Permission for a highly qualified personnel (CEO of a Foreign Investment Company and etc.), who wishes to teach in</p>

**ACTIVITIES
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universities/colleges

Activities Allowed	You can apply for permission of activities as Short Term Employment(C-4), if you plan to teach for less than 90 days period in a university/college
Eligible applicants	① a person working as a full-time director or at a higher position in a corporation in Korea (including foreign investment company) with a D-7, D-8, D-9; or ② a person with a professional working visa (E-1, E-3 ~ E-5, E-7)
Required Documents	① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of Proper Number(business license) ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace

3. Permission of mutual exchange between an advanced science and technology experts with a Professorship(E-1) and Research(E-3)

A. Eligible applicants

- A person recommended by the Minister of Education, Science and Technology, and who wishes to work at an educational institution (a community college or higher level of educational institutions, a research institute in the filed of science or engineering, such as a government-invested research institution, a national • public or a corporate affiliated research institute and etc.)

B. Qualifications

- A person who has a master's or higher degree in science/engineering and R&D experiences in the respective field for at least 3 years
- A person who has a doctorate in science/engineering

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract or a confirmation for the prospective hiring ③ a letter of consent from the employer of your original workplace
- ④ a recommendation letter from the Minister of Education, Science and Technology ⑤ a copy of business license ⑥ any documents demonstrating the research center

ACTIVITIES
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4. A permission of participation in activities as Professorship(E-1), Research(E-3) or Technology Transfer(E-4) for a person who is an expert in Advanced Technology with Short Term Employment(C-4) or Special Occupation(E-7)

A. Eligible applicants

A person is eligible if he/she:

- is engaged in the field of Information Technology of business venture (IT), e-commerce (e-business), Biotechnology (BT), Nanotechnology (NT), Advanced Materials Industry (metallurgy, ceramics, chemistry), Transportation Machinery or Digital Electronics and Environment · Energy; and
- has a recommendation letter from the Minister of relevant Department (i.e. the Ministry of Knowledge Economy, the Ministry of Education)

B. Qualifications

- A person who has experiences in the field of Information Technology(IT) or e-commerce for at least 5 years;
- A person who holds a bachelor's degree and experiences in the respective field for at least 2 years (However, if you have completed a 4-year course and received a bachelor's degree in the ROK, working experience is not a requirement); or
- A person who has a master's or higher degree in the respective field

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract (the original and a copy)
- ③ a letter of consent from the employer of your original workplace
- ④ a recommendation letter from the Minister of relevant Department
- ⑤ a certificate of degree and a certificate of work experience (If you have a bachelor's degree, a copy of the diploma has to be submitted.)
- ⑥ a copy of business license

5. Permission for "A-1, A-2 Holders"

A. Activities Allowed

- Foreign Language Instructor(E-2), Teachers in International School (E-7), Foreign Language Editor(E-7), Cultural Arts(D-1), Religious Affairs(D-6),

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Professorship(E-1), Research(E-3), Civil Servant carrying official missions at a national or local government(E-7), IT, E-business related Expert who has a recommendation letter from Minister of respective department

B. Required Documents

- ① an application form(Report Form, No.34), passport and diplomatic ID, fee
- ② an employment contract
- ③ business license and any documents demonstrating the research center
- ④ certificate of a degree
- ⑤ a certificate of work experience
- ⑥ a recommendation letter from the Ministry of Foreign Affairs
- ⑦ Minister of Education, Science and Technology a recommendation letter from the relevant Department("An advanced science and technology expert" should be stated.)

6. Permission of research activity (E-3) for Agreement Visa holders (A-3)

A. Qualifications

- An individual who meets the qualifications of E-3

B. Required Documents

- ① an application form(Report Form, No.34), passport, SOFA ID, fee
- ② the employment contract
- ③ business license and any documents demonstrating the research center
- ④ The original copy of the diploma
- ⑤ Certificate of work experience
- ⑥ A recommendation letter from the Ministry of Education ("An advanced science and technology expert" should be stated.)
- ⑦ A letter of consent from employer of original workplace (if you are in sponsorship)

7. Employment of a spouse of an substantial-amount foreign investor or of a professional labor

A. Eligible applicants

- A spouse of a foreign professional labor such as a technical expert in advanced science(SCIENCE card), an expert in advanced technology(GOLD card) or an expert in information technology(IT card)

<p style="text-align: center;">ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<ul style="list-style-type: none"> ● A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder ● A spouse of a foreign professional labor(An E-1, E-2, E-3, E-4, E-5, E-6, (excluding E-6-2) E-7 holder) <p>B. Activities Allowed</p> <ul style="list-style-type: none"> ● All activities except non-professional fields(D-3, E-9) <p>C. Period Allowed : Until the spouse's authorized period of stay expires (You can apply for the extension of period of stay)</p> <p>D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)</p> <p>※ Rules of the confirmation of visa issuance shall apply to E-7</p>
<p>Change or Addition of Workplace</p> <p>CONTENTS</p>	<p>1. Amendment of 'Follow-up reporting system' as of Nov. 15, 2010 (Article 26(2), section 1 of the presidential decree of the Immigration Control Act)</p> <div style="border: 1px dotted black; padding: 5px;"> <p>In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as 'Follow-up reporting system' from 'Prior permission system' so that you can change and add a workplace more easily.</p> </div> <p>《Notification 11-510 of the Ministry of Justice》</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A registered foreigner staying in the ROK with a Research(E-3) visa and qualified for the workplace that is to be changed or added. <p>※ Even if you are qualified, you are not allowed to change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends due to your own intention or fault.</p> <p>B. Report Procedure and others</p> <ul style="list-style-type: none"> ● The person(the alien) under obligation to notify has to report to the Head of the local Immigration Office <u>within 15 days from the date of occurrence.</u> (Report by proxy is allowed)

<p>Change or Addition of Workplace</p>	<p>※ In principle, you have to visit the local Immigration Office to report as you are required to receive a sticker or a stamp of change or addition of workplace on your passport.* (However, in case of an emergency such as an impending due date, you may report by fax in advance and visit the office as soon as possible to receive the sticker or stamp.)</p> <p>C. Required Documents</p> <p>① a declaration form of change or addition of workplace [Report form, No.38-3], passport and Alien Registration Card, no fee ② business license ③ a letter of consent from the employer of your original workplace ④an employment contract</p> <p>※ A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer agreed upon. (It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.)</p>
<p>Endowment of Status</p>	<p>● You are not eligible to apply for 'Endowment of Status'.</p>
<p>Change of Status</p> <p>CONTENTS</p>	<p>1. ① Permission of Change to Professorship(E-1) or Research(E-3) for a highly qualified professional foreigner who entered the Republic of Korea with no visa or non-working visa due to unavoidable circumstances & ② Permission of Change of status between Professorship(E-1) and Research(E-3)</p> <p>A. Eligible Applicants</p> <p>● A person who wants to work at an educational institute such as a community college or higher, a government funded research center, a public research institute, a corporate research institute and others. <u>(highly qualified professionals in the field of engineering, humanities, fine arts&physical education or etc.)</u></p>

Change of Status

※ Previously, only highly qualified professionals in engineering field were allowed to change their status. However, the range of fields has been expanded to include the fields of humanities, fine arts&physical educations and etc. Also, a recommendation letter from the Minister of Education, Science and Technology is not required.

B. Qualifications

- A person who has a master's degree and at-least-3-year of experiences in the respective field
- A person who has a doctorate

C. Required Documents

- ① an application form(Report Form, No.34), passport, one standardized photo, fee
- ② an employment contract original and copy(or a confirmation on the job appointment)
- ③a certificate of work experience(A copy of certificate of the diploma also should be submitted.)
- ④ any documents relevant to establishment of company (business license, any documents demonstrating the research center)
- ⑤ a letter of consent from the employer of your original workplace (, if applicable)

2. Permission to change status to Research(E-3) for a researcher engaged in the field of natural science or development of advanced industrial technology, who plans to work in the fields below, regardless of the current status

A. Eligible Applicants

- A scientific technician working at a research institute established in accordance with the Support for Specific Research Institute Act and other Special Act
- A scientific technician engaged in research at a research institute in accordance with the Defense Acquisition Program Act
- A scientific technician working at a public research institute

B. Required Documents

Change of Status

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② a copy of business license (for a corporate body, any documents relevant to establishment such as a certificate of the registration of incorporations)
- ③ certificate of a degree(the original and a copy) or a certificate of work experience
- ④ an employment contract (the original and a copy)
- ⑤ a letter of consent from the employer of your original workplace (,only if you have an original workplace)

3. Permission to change status for a Spouse of Professional Labor to Professional Visa

A. Eligible applicants

- A spouse of foreign professional labor 《E-1, E-5, E-6(excluding E-6-2), E-7》 with a Dependent Family(F-3) visa

B. Activities Allowed

- All the Professional jobs 《E-1, E-5, E-6(excluding E-6-2), E-7》

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② business license
- ③ certificate of a diploma (the original and a copy) or a certificate of work experience
- ④ an employment contract (the original and a copy)
- ⑤ a letter of consent from the employer of your original workplace(only if you have an original workplace)

4. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)

A. Activities Allowed : All activities except non-professional fields(D-3, E-9, E-10, H-1)

B. Period Allowed : It differs depending on the status you are applying for.

5. Change Visa Status from Study Abroad(D-2), Job Seeking(D-10) ➡ to Research(E-3)

A. Qualifications (All the requirements below must be satisfied.)

<p>Change of Status</p>	<p>① A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa</p> <p>② A job you are seeking employment must be in the field of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Designated activities(E-7) and you are required to prove your qualifications.</p> <p>③ You are required to sign the employment contract with the Head/President of the organization/institute.</p> <p>※ A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for a Job Seeking(D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you can apply for the D-10 visa regardless of whether you are an expectant graduate or not.)</p> <p>B. Required Documents</p> <p>①an application form(Report Form, No.34), passport and Alien Registration Card, fee ② an employment contract ③ certificate of a degree or a certificate of work experience ④ any documents relevant to the establishment of the institute (business license, any documents demonstrating the any documents demonstrating the research center)</p>
<p>Extension of Stay</p>	<p>1. Required Documents</p> <p>① an application form(Report Form, No.34), passport and Alien Registration Card, fee</p> <p>② an employment contract (the original and a copy)</p> <p>③ a copy of business license</p> <p>④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p> <p>▶ CONTENTS</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK within 1 year from the departure date, you are exempt from Re-entry Permit requirement - If your period of authorized stay remains less than 1 year, you are exempt from obtaining a Re-entry Permit for the remaining days. - If you have to receive permission due to the entry restrictions, you can apply for the permission from a local Immigration Office/Branch Office without fee.

	<p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW, Double 50,000 KRW)</p>
<p>Alien Registration</p> <p>▶ CONIENS</p>	<p>1. Required Documents for Registration</p> <p>① an application form(Report Form, No.34), passport, one standardized photo, fee ② business license in accordance with 'Value-Added Tax Act '</p> <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) ● Due Date : within 14 days from the date of occurrence ● Required Documents <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, Alien Registration Card, no fee ② any documents proving change of your information

Technical Instructor / Technician (E-4)

ACTIVITIES ALLOWED	<ul style="list-style-type: none"> ● Providing skills and expert knowledge in natural science or industrial engineering for public · private companies 						
Eligible applicants	<p>A Person who is providing :</p> <ul style="list-style-type: none"> ● a set of skills to Korean citizens or companies in accordance with the technology transfer contract as set forth in the 『Foreign Investment Promotion Act』; or ● a set of skills that is otherwise unattainable in the Republic of Korea to public · private companies 						
MAXIMUM LENGTH OF STAY	<ul style="list-style-type: none"> ● 5 years 						
ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY	<p>1. Expansion of permission exemption for activities outside of the current status of stay</p> <p>If you(E-4 holder) plan to receive formal school education before expiry of your stay, you are not required to receive another permission within the expiry date unless it doesn't impinge on your original purpose of stay. (effectuate since June 15, 2009)</p> <p>2. Permission for a highly qualified personnel (such as CEO of a Foreign Investment Company), who wishes to teach in universities/colleges</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; padding: 5px;">activities allowed</td> <td style="padding: 5px;">You can apply for permission of activities as Short Term Employment(C-4), if you plan to teach for less than 90 days.</td> </tr> <tr> <td style="padding: 5px;">Eligible applicants</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① a person working as a full-time director or in a higher position at a domestic company (including foreign investment company) with a D-7, D-8, D-9; or ② a person with professional a working visa (E-1, E-3 ~ E-5, E-7) </td> </tr> <tr> <td style="padding: 5px;">Required Documents</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of Proper Number(business license) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace </td> </tr> </table>	activities allowed	You can apply for permission of activities as Short Term Employment(C-4), if you plan to teach for less than 90 days.	Eligible applicants	<ul style="list-style-type: none"> ① a person working as a full-time director or in a higher position at a domestic company (including foreign investment company) with a D-7, D-8, D-9; or ② a person with professional a working visa (E-1, E-3 ~ E-5, E-7) 	Required Documents	<ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of Proper Number(business license) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace
activities allowed	You can apply for permission of activities as Short Term Employment(C-4), if you plan to teach for less than 90 days.						
Eligible applicants	<ul style="list-style-type: none"> ① a person working as a full-time director or in a higher position at a domestic company (including foreign investment company) with a D-7, D-8, D-9; or ② a person with professional a working visa (E-1, E-3 ~ E-5, E-7) 						
Required Documents	<ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of Proper Number(business license) ④ an employment contract (original and copy) ⑤ a letter of consent from the employer of your original workplace 						

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3. Permission of participation in activities as Professorship(E-1), Research(E-3) or Technology Transfer(E-4) for an expert in Advanced Technology with Short Term Employment(C-4) or Special Occupation(E-7)

A. Eligible applicants

- A person is eligible if he/she is engaged in the field of Information Technology of business venture(IT), e-commerce(e-business), Biotechnology(BT), Nanotechnology(NT), Advanced Materials Industry (metallurgy, ceramics, chemistry), Transportation Machinery or Digital Electronics and Environment · Energy; and
- has a recommendation letter from the Minister of relevant Department (i.e. the Ministry of Knowledge Economy, the Ministry of Education)

B. Qualifications

- A person who has experiences in the field of Information Technology(IT) or e-commerce for at least 5 years;
- A person who holds a bachelor's degree and experiences in the respective field for at least 2 years (However, if you have completed a 4-year course and received a bachelor's degree in the ROK, experience is not a requirement.); or
- A person who has a master's or higher degree in the respective field

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract (the original and a copy)
- ③ a letter of consent from the employer of your original workplace
- ④ a recommendation letter from the Minister of relevant Department
- ⑤ a certificate of degree and a certificate of work experience (If you have a bachelor's degree, a copy of diploma has to be submitted.)
- ⑥ a copy of business license

4. Employment of a spouse of a substantial-amount foreign investor or professional labor

A. Eligible applicants

- A spouse of a foreign professional labor such as a technical expert in advanced science(SCIENCE card), an expert in advanced technology(GOLD card) or an expert in information technology(IT card)
- A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder
- A spouse of a foreign professional labor(E-1, E-2, E-3, E-4, E-5, E-6 (excluding E-6-2), E-7)

<p style="text-align: center;">ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<p>B. Activities Allowed</p> <ul style="list-style-type: none"> ● All activities except non-professional fields(D-3, E-9) <p>C. Period Allowed : Until the spouse’s authorized period of stay expires (You can apply for the extension of period of stay)</p> <p>D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)</p> <p>※ Rules of the confirmation of visa issuance shall apply to E-7</p>
<p>Change or Addition of Workplace</p> <p>▶CONTENTS</p>	<p>1. Amendment of 'Follow-up reporting system' as of Nov. 15, 2010 (Article 26(2), section 1 of the presidential decree of the Immigration Control Act)</p> <div style="border: 1px dotted black; padding: 5px;"> <p>In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as 'Follow-up reporting system' from 'Prior permission system' so that you can change and add a workplace more easily.</p> </div> <p>《Notification 11-510 of the Ministry of Justice》</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A registered foreigner staying in the ROK with a Technology Transfer(E-4) visa and qualified for the workplace that is to be changed or added. ※ Even if you are qualified, you can not change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends due to your own intention or fault. <p>B. Report Procedure and others</p> <ul style="list-style-type: none"> ● The person(the alien) under obligation to notify has to report to the Head of the local Immigration Office <u>within 15 days from the date of occurrence.</u> (Report by proxy is acceptable.) ※ In principle, you have to visit the local Immigration Office to report since you are required to receive a sticker or a stamp of change or addition of workplace on your passport.* (However, in case of emergency such as an impending due date, you can report by fax first and visit the office as soon as possible to receive the sticker and etc.) <p>C. Required Documents</p>

	<p>① a declaration form of change or addition of workplace[Report form, No.38-3], passport and Alien Registration Card, no fee ② business license ③ a letter of consent from the employer of your original workplace ④ an employment contract ⑤ an acceptance of a report on technology introduction agreement, a technology introduction contract(or a service transaction certificate) or a copy of defense industry appointment letter ※ an employment recommendation letter from the ministry concerned is required as you change your workplace.</p> <p>※ A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer set by consent. (It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.)</p>
<p>Endowment of Status</p>	<p>● You are not eligible to apply for 'Endowment of Status'.</p>
<p>Change of Status</p>	<p>1. Change Status from Study Abroad(D-2), Job Seeking(D-10) ➡ to Technology Transfer(E-4)</p> <p>A. Qualifications (All the requirements below must be satisfied.)</p> <div style="border: 1px dotted black; padding: 5px;"> <p>① A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa</p> <p>② A job you are seeking must be in the field of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Special Occupation(E-7) and you have to prove that you are qualified.</p> <p>③ You are required to make a employment contract with the Head/President of the organization/institute.</p> </div> <p>※ A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for a Job Seeking(D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you can apply for the D-10 visa regardless of whether you are an expectant graduate or not.)</p>

Change of Status

B. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② a certificate of dispatch (issued by the Headquarter Office) or a certificate of employment
- ③ an acceptance of a report on technology introduction agreement, a technology introduction contract(or a service transaction certificate) or a copy of defense industry appointment letter
- ④ a copy of business license
- ⑤ a recommendation letter from the relevant Department(if it's deemed necessary)

2. Permission to change status for a technician listed below who wishes to provide expertise in natural science or technology of special field in industry, into technology Transfer (E-4), regardless of the current status

- You are eligible, if:

- You provide a set of skills in accordance with the technology introduction contract as set forth in the Foreign Investment Promotion Act, the Special Tax Treatment Control Law or Aerospace Industry Development Promotion Act;
- You provide a set of skills to a military company in accordance with the Defense Acquisition Program Act;
- You provide a set of skills by a contract with a government-invested institution in accordance with the Management of Government or Government-invested Institution Act; or
- You are a scientific technician working at a public research institute

3. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)

A. Activities Allowed : All activities except non-professional fields(D-3, E-9, E-10, H-1)

B. Period Allowed : It differs depending on the status you are applying for.

4. Change of Status of a Spouse of Professional Labor to a Professional Visa

A. Eligible applicants

- A spouse of foreign professional labor 《E-1, E-5, E-6(excluding E-6-2), E-7》 with Dependent Family(F-3) visa

B. Activities Allowed

- All the Professional jobs 《E-1, E-5, E-6(excluding E-6-2), E-7》

<p>Change of Status</p>	<p>C. Required Documents</p> <p>① an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee</p> <p>② business license ③ a certificate of a degree (the original and a copy) or a certificate of work experience ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace (only if you have an original workplace)</p>
<p>Extension of Stay</p>	<p>1. Required Documents</p> <p>① an application form (Report Form, No.34), passport and Alien Registration Card, fee ② a certificate of dispatch (issued by the Headquarter Office) or a certificate of employment ③ an acceptance of a report on technology introduction agreement, a technology introduction contract (or a service transaction certificate) or a copy of defense industry appointment letter ④ a copy of business license ⑤ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK within 1 year from the departure date, you are exempt from Re-entry Permit - If your authorized period of stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you are required to receive permission due to the entry restrictions, you can apply for the permission from a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee</p>
<p>Alien Registration</p> <p> CONTENTS</p>	<p>1. Required Documents for Registration</p> <p>① an application form(Report Form, No.34), passport, one standardized photo, fee</p> <p>② business license in accordance with 'Value-Added Tax Act '</p> <p>2. Notification of Change in Registration Information</p> <p>● Report details : change of name, sex, date of birth, nationality and</p>

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passport (number, issue date, expiry date)

● Due Date : within 14 days from the date of occurrence

● Required Documents

① an application form(Report Form, No.34), passport, Alien Registration Card, no fee ② any document proving change of your information

PROFESSIONAL (E-5)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● Any professional activities that are allowed by the Korean Laws with a foreign state-authorized license acknowledged by the Korean Laws
<p>Eligible applicants</p>	<p>A person who is:</p> <ul style="list-style-type: none"> ● a pilot recommended by the Minister of Land, Transport and Maritime Affairs; ● recommended by the Minister of Health and Welfare, who also has updated knowledge in the latest medical technology and medical break-through and who wants to work at the following organizations; <ul style="list-style-type: none"> - Government funded or local government funded Hospitals; - Medical corporation; or - Non-profit or government-invested medical facility ● an intern or a resident doctor working at a university-affiliated hospital or a hospital that is designated by the Minister of Health and Welfare, after graduating from a medical or dental school in Korea; ● an indispensable professional consultant for tourist ship sailing for the Kumgang Mountain Tourism Development Project, who is also approved by regulations on cooperation between North-South Korea collaborative business; or ● who would like to work for a Korean transportation company as a captain or an indispensable professional consultant
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 5 years
<p>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p> <p>▶CONTENTS</p>	<p>1. Expansion of permission exemption for activities outside of the current status of stay</p> <p>If you(E-5 holder) plan to receive formal school education within the expiry date, you are not required to receive another permission within the expiry date unless it doesn't impinge on your original purpose of stay. (Effective since June 15, 2009)</p> <p>2. Employment of a spouse of an substantial-amount foreign investor or a professional labor</p>

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A. Eligible applicants

- A spouse of a foreign professional labor such as a technical expert in advanced science(SCIENCE card), an expert in advanced technology(GOLD card) or an expert in information technology(IT card);
- A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder; or
- A spouse of a foreign professional labor(E-1, E-2, E-3, E-4, E-5, E-6 excluding E-6-2, E-7)

B. Activities Allowed

- All activities **except non-professional fields(D-3, E-9)**

C. Period Allowed : Until the spouse's authorized period of stay expires (You can apply for the extension of period of stay)

D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)

※ Rules of the confirmation of visa issuance shall apply to the E-7

4. Permission for a highly qualified personnel (such as CEO of a Foreign Investment Company), who wishes to teach in universities/colleges

activities allowed	You can apply for permission of activities as Short Term Employment(C-4), if you wish to teach in a university/college for less than 90 days.
Eligible applicants	① a person working as a full-time director or at higher position in a company in ROK (including foreign investment company) with a D-7, D-8, D-9 ② a person with a professional working visa (E-1, E-3 ~ E-5, E-7)
Required Documents	① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of a certificate of Proper Number(business license) ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace

1. Amendment of 'Follow-up reporting system' as of Nov. 15, 2010 (Article 26(2), section 1 of the presidential decree of the Immigration Control Act)

In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as 'Follow-up reporting system' from 'Prior permission system' so that you can change and add a workplace more easily.

《Notification 11-510 of the Ministry of Justice》

A. Eligible applicants

- A registered foreigner staying in the ROK with a Professional Employment(E-5) visa and qualified for the workplace that is to be changed or added.

※ Even if you are qualified, you are not allowed to change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends because of your own intention or fault.

B. Report Procedures and others

- The person(the alien) under obligation to notify must report to the Head of the local Immigration Office within 15 days from the date of occurrence. (Report by proxy is acceptable.)

※In principle, you have to visit the local Immigration Office to report since you are required to receive a sticker or a stamp of change or addition of workplace on your passport.* (However, in case of emergency such as an impending due date, you can report by fax first and visit the office as soon as possible to get a sticker and etc.)

C. Required Documents

- ① a declaration form of change or addition of workplace [Report form, No.38-3], passport and Alien Registration Card, No fee
- ② business license
- ③ a letter of consent from the employer of your original workplace
- ④ an

<p>Change or Addition of Workplace</p>	<p>employment contract ⑤ an acceptance of a report on technology licensing agreement, technology licensing agreement(or service transaction certificate) or a copy of defense industry appointment letter or others</p> <p>※ a recommendation letter from the Minister of relevant Department is required as you change your workplace.</p> <p>※ A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer set by consent.(It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.)</p>
<p>Endowment of Status</p>	<p>● You are not eligible to apply for 'Endowment of Status'.</p>
<p>Change of Status</p>	<p>1. Change Status from Study Abroad(D-2), Job Seeking(D-10) → to Professional Employment(E-5)</p> <p>A. Qualifications (All the requirements below must be satisfied.)</p> <div style="border: 1px dotted black; padding: 5px;"> <p>① A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa</p> <p>② A job you are seeking must be in the field of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Special Occupation(E-7) and you have to prove that you are qualified.</p> <p>③ You must sign an employment contract with the Head/President of the organization/institute.</p> </div> <p>※ A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for Job Seeking(D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you can apply for D-10 visa regardless of whether you are an expectant graduate or not.)</p> <p>B. Required Documents</p> <p>① an application form (Report Form, No.34), passport and Alien Registration Card, fee</p> <p>② a certificate of dispatch(issued by the Headquarter Office) or a certificate of</p>

	<p>employment ③ an acceptance of a report on technology introduction agreement , a technology introduction contract(or a service transaction certificate) or a copy of defense industry appointment letter ④ a copy of business license ⑤ a recommendation letter from the relevant Department(if it's deemed necessary)</p> <p>2. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)</p> <p>A. Activities Allowed : All activities except non-professional fields(D-3, E-9, E-10, H-1)</p> <p>B. Period Allowed : It differs depending on the status you are applying for.</p> <p>3. Change of Status for a spouse of professional labor to Professional Visa</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A spouse of foreign professional labor 《E-1, E-5, E-6(excluding E-6-2), E-7》 with Dependent Family(F-3) visa <p>B. Activities Allowed</p> <ul style="list-style-type: none"> ● All the Professional jobs 《E-1, E-5, E-6(excluding E-6-2), E-7》 <p>C. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee ② business license ③ certificate of a degree(the original and a copy) or a certificate of work experience ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace (only if you have an original workplace)
<p>Extension of Stay</p> <p></p>	<p>1. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, one standardized photo, fee ② a copy of employment contract ③ a business license in accordance with 'Value-Added Tax Act ' ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

<p style="text-align: center;">Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK within 1 year from the last departure date, you are exempt from Re-entry Permit - If your period of authorized stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you are required to receive permission due to the entry restrictions, you can apply for the permission from a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW, Double 50,000 KRW)</p>
<p style="text-align: center;">Alien Registration</p> <p></p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, one standardized photo, fee ② business license in accordance with 'Value-Added Tax Act ' <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) ● Due Date : within 14 days from the date of occurrence ● Required Documents <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, Alien Registration Card, no fee ② any documents proving change of your information

Artist / Athlete (E-6)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● Any artistic, musical or literature activities that generate incomes/profits ● Any performing activities such as entertainment, playing musical instruments, theatre, athletic events or fashion modeling which generate incomes/profits
<p>Eligible applicants</p>	<p>A person who is</p> <ul style="list-style-type: none"> ● an artist such as the composer, sculptor, painter, craftsman, writer or a photographer; ● a teacher of music, painting, literature, photograph, movie, dance, physical education(gym) or other artist activities ; (e.g. : Professional or Amateur sports coach, Orchestra conductor and etc.) ● an individual or a part of a group that performs entertainment, musical instruments, plays or sports which generate incomes/profits regardless of the appearance types or purposes; or (e.g. : professional or amateur athletes) ● accompanying staff (such makeup artists, managers and etc) of the engaging parties in entertainment, music, theatre.
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> ● 2 years
<p>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<p>1. Permission for a registered foreigner staying in the ROK legally(including A-1, A-2, A-3) and planning to do activities such as broadcasting*, movie, modeling</p> <p>* If you appear temporarily(once or discontinuously) on a terrestrial broadcasting as a guest or in some other position without receiving income/profit, you are not required to acquire permission for the role as it is considered as an incidental activity of daily life.(You are allowed to receive a small payment just for actual expenses such as food or transportation, and etc.)</p> <p>A. Activities Excluded</p> <ul style="list-style-type: none"> ● Activities of E-6-2 are not allowed. <p>B. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② an employment contract

**ACTIVITIES
OUTSIDE OF
THE
CURRENT
STATUS OF
STAY**

- ③ a performance recommendation letter (issued by the Ministry of Culture, Sports and Tourism or Korea Communications Commission)
- ④ any documents relevant to establishment of institute such as a business license
- ⑤ a letter of consent from the employer of your original workplace (if applicable)
- ⑥ a recommendation letter from the Minister of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) if you are an A-1 or A-2 visa holder

☞ Decision to permit will be made based on the comprehensive examination of factors including submitted documents, actual conditions of sojourn and etc.

2. Expansion of permission exemption for activities outside of the current status of stay

If you(E-6 holder) wish to receive formal school education within the expiry date, you are not required to obtain permission within the expiry date unless it doesn't impinge on your original purpose of stay. (as of June 15, 2009)

3. Employment of a spouse of an substantial-amount foreign investor and professional labor

A. Eligible applicants

- A spouse of foreign professional labor such as a technical expert in advanced science(SCIENCE card), an expert in advanced technology(GOLD card) and an expert in information technology(IT card);
- A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder; or
- A spouse of a foreign professional labor(E-1, E-2, E-3, E-4, E-5, E-6 excluding E-6-2, E-7)

B. Activities Allowed

- All activities except non-professional fields (D-3, E-9)

C. Period Allowed : Until a spouse's period of authorized stay expires (You can apply for the extension of period of stay)

D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)

※ Rules of the confirmation of visa issuance shall apply to E-7

**Change or
Addition of
Workplace**

**E-6-1(entertainment activities and artistic activities like music, painting, literature)
E-6-3(athletes, professional team coaches, managers)**

**Follow-up
reporting
system applies**

1. Amendment of 'Follow-up reporting system' as of Nov. 15, 2010

(Article 26(2), section 1 of the presidential decree of the Immigration Control Act)

In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as 'Follow-up reporting system' from 'Prior permission system' so that you can change and add a workplace more easily.

《Notification 11-510 of the Ministry of Justice》

A. Eligible applicants

- A registered foreigner staying in the ROK with an Arts & Performance(E-6, excluding E-6-2) visa and qualified for the workplace that is to be changed or added.
- ※ Even if you are qualified, you can not change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends due to your own intention or fault.

B. Report Procedure and others

- The person(the alien) under obligation to notify has to report to the Head of the local Immigration Office within 15 days from the date of occurrence. (Report by proxy is allowed)
- ※ In principle, you have to visit the local Immigration Office to report since you are required to receive a sticker or a stamp of change or addition of workplace on your passport. (However, in case of emergency such as an impending due date, you can report by fax first and visit the office as soon as possible for the sticker or other necessary requirements (if any).)

C. Required Documents

- ① a declaration form of change or addition of workplace [Report form, No.38-3], passport and Alien Registration Card, no fee
- ② business license
- ③ a letter of consent from the employer of your original workplace
- ④an employment contract
- ⑤ an employment recommendation letter or a performance recommendation letter

Change or Addition of Workplace

- ※ In principle, a statement of reasons and a reference letter are not required.
- ※ A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer set by consent.(It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.

E-6-2(performance in Hotel facilities, Adult Entertainment Establishment and so on)

Prior permission system applies

1. As an E-6-2 visa holder, when your employer has changed* due to the change or addition of your production agency that you belong to.

* This is not applicable to changing and adding a performance place with the same dispatch-business-owner(employer) in accordance with the Dispatched Work Act. In this case, however, the employer is required to report the change. (Law Article 19 and its Enforcement Ordinance Article 24)

A. Details

- You have to apply for permission for change or addition of workplace to an immigration office and others in advance of occurrences.
- The Head of the local Immigration Office examines submitted documents and others and assigns a period of sojourn in accordance with a period of an employment contract up to 1 year.

B. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② business license
- ③ a letter of consent from the employer of your original workplace
- ④ an employment contract
- ⑤ a performance recommendation letter(issued by Korea Media Rating Board)
- ⑥ a reference letter

<p>Endowment of Status</p>	<p>● You are not eligible to apply for 'Endowment of Status'.</p>
<p>Change of Status</p>	<div data-bbox="371 483 1444 580" style="border: 1px dashed black; background-color: #e6e6fa; padding: 5px; text-align: center;"> <p>Restrictive permission allowed for E-6-1 and E-6-3</p> </div> <p>☞ Professional artists and athletes who have international fame are able to change their status with the Headquarters' approval.(excluding those who are applicable to the followings)</p> <p>☞ Period Allowed : Up to 2 years from the date of permission to change, <u>a period of employment contract + 1 month</u></p> <p>1. Change Status from Study Abroad(D-2), Job Seeking(D-10) ➡ to Arts & Performance(E-6)</p> <p>A. Qualifications (All the qualifications below must be satisfied.)</p> <div data-bbox="371 1211 1444 1576" style="border: 1px dashed black; padding: 5px;"> <p>① A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa</p> <p>② A job you are seeking must be in the field of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Special Occupation(E-7) and you have to prove that you are qualified.</p> <p>③ You must sign an employment contract with the Head/President of the organization/institute.</p> </div> <p>* A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for a Job Seeking(D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you can apply for a D-10 visa regardless of whether you are an expectant graduate or not.)</p> <p>B. Required Documents</p> <p>① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee ② an employment contract(or a</p>

Change of Status

performance contract) ③ business license ④ an employment · performance recommendation letter (issued by the Ministry of Culture, Sports and Tourism, Korea Media Rating Board, Korea Communications Commission, or Professional sports league)

2. Permission to Change visa status from Visa Exemption · Tourist/Transit(B-1-B-2) or Short term General(C-3) → Arts & Performance(E-6)

A. You may obtain permission to change your visa status if it's deemed necessary due to unavoidable circumstances or for national interests of the ROK. *

* An athletes, a musician, a dancer, who came to the ROK for tryouts or participation in an international competition/contest with prize money, can apply for permission of change to a E-6 by submitting relevant documents, and the permission will be given at the discretion of the Head of Immigration Office or Branch Office. (The initial date in reckoning of a period of sojourn is not the date of changed status but the date of entry.)

* If it is difficult for the Head of the Immigration Office to make a decision, the Headquarters will do. (Change of status to the E-6-2 is not allowed.)

3. Permission to change status for a person who is staying in the ROK for a long time with one of general visas* and wanting to appear on broadcasting or do model activity before returning home.

* E-6 and unrestricted employment visa holders (F-2, F-4, F-5 and others) are not eligible.

4. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)

A. Activities Allowed : All activities except non-professional fields(D-3, E-9, E-10, H-1)

B. Period Allowed : It differs depending on the status you are applying for.



5. Permission to change status for a spouse of professional

<p>Change of Status</p>	<p>labor to the Professional Visa</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A Dependent Family(F-3) visa holder as a spouse of foreign professional labor 《E-1, E-5, E-6(excluding E-6-2), E-7》 <p>B. Activities Allowed</p> <ul style="list-style-type: none"> ● All the Professional jobs 《E-1, E-5, E-6(excluding E-6-2), E-7》 <p>C. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee ② an employment contract (or a performance contract) ③ business license ④ an employment · performance recommendation letter (issued by Ministry of Culture, Sports and Tourism, Korea Media Rating Board, Korea Communications Commission or Professional sports league) 				
<p>Extension of Stay</p>	<p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A registered alien as a E-6 visa holder who needs to keep on staying in the country for an extension of a period of employment contract and a change of workplace <p>B. Permission Standard : a permitted period for 1 time extension</p> <table border="1" data-bbox="387 1361 1457 1529"> <tr> <td data-bbox="387 1361 619 1440">E-6-1, E-6-2</td> <td data-bbox="619 1361 1457 1440">a period of employment contract + 1 month(up to 2 years)</td> </tr> <tr> <td data-bbox="387 1440 619 1529">E-6-3</td> <td data-bbox="619 1440 1457 1529">a period of performance recommendation or a period of employment contract (up to 1 year)</td> </tr> </table> <p>C. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② an employment recommendation letter or a performance recommendation letter ※ issuing office : Korea Media Rating Board, Ministry of Culture, Sports and Tourism, Korea Communications Commission and others ③ an employment contract (or a performance contract) ④ a copy of business license ⑤ a reference letter(E-6-2 only) 	E-6-1, E-6-2	a period of employment contract + 1 month(up to 2 years)	E-6-3	a period of performance recommendation or a period of employment contract (up to 1 year)
E-6-1, E-6-2	a period of employment contract + 1 month(up to 2 years)				
E-6-3	a period of performance recommendation or a period of employment contract (up to 1 year)				

<p>Extension of Stay</p>	<p>⑥ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p> <p>⑦ other documents* needed for evaluation (Submit 1 - 2 documents, if it is deemed necessary.)</p> <p>* a certificate of employment, an employment status of alien, a receipt for earned income tax withholding and etc.</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK within 1 year from the departure date, you are exempt from Re-entry Permit - If your period of authorized stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you have are required to obtain permission due to the entry restrictions, you can apply for the permission from a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW. Double 50,000 KRW)</p>
<p>Alien Registration</p> <p></p>	<p>1. Required Documents for Registration and Reference</p> <p>A. Required Documents</p> <p>① an application form(Report Form, No.34), passport, one standardized photo, fee</p> <p>② a copy of business license* in accordance with the 'Value-Added Tax Act '</p> <p>* business license or a certificate of Proper Number of the organization or the company that has hired the alien (in case there is no direct employment relation, business license of the organization that has invited the alien)</p> <p>③ Health Checkup Results* (E-6-2 only)</p> <p>* The procedure of issuance is in accordance with the criteria of Checkup for recruitment of government officials. Tests for HIV and drugs are not a must. The hospital doesn't have to be a medical institution designated by the Minister of Justice.</p>

**Alien
Registration**

2. Notification of Change in Registration Information

- Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)
- Due Date : within 14 days from date of occurrence
- Required Documents
 - ① an application form(Report Form, No.34), passport, Alien Registration Card, no fee
 - ② any documents proving change of your information



Foreign National of Special Ability(E-7)

<p>ACTIVITIES ALLOWED</p>	<p>Persons who want to engage in activities specially designated by the Minister of Justice after being invited by a public or private organization</p>						
<p>Eligible applicants</p>	<p>● 3 years</p>						
<p>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</p>	<p>1. Expansion of permission exemption for activities outside of the current status of stay</p> <p>If you(an E-7 holder) plan to receive formal school education within the expiry date, you are not required to obtain permission within the expiry date unless it doesn't impinge on your original purpose of stay. (as of June 15, 2009)</p> <p>2. Permission for a highly qualified personnel (such as CEO of a Foreign Investment Company), who wishes to work as a lecturer in universities/colleges</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; padding: 5px;">Activities allowed</td> <td style="padding: 5px;">You can apply for permission of activities as Short Term Employment(C-4), if you plan to give a lecture less than 90 days.</td> </tr> <tr> <td style="padding: 5px;">Eligible applicants</td> <td style="padding: 5px;"> ① a person working as a full-time director or higher at a domestic company(including foreign investment company) with a D-7, D-8, D-9; or ② a person with a professional working visa (E-1, E-3 ~ E-5, E-7) </td> </tr> <tr> <td style="padding: 5px;">Required Documents</td> <td style="padding: 5px;"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of business license ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace </td> </tr> </table> <p>3. Employment of "a family member of the foreign government's diplomatic corps or consulate genera" can be permitted <u>when recommended by Minister of Foreign Affairs.</u></p>	Activities allowed	You can apply for permission of activities as Short Term Employment(C-4), if you plan to give a lecture less than 90 days.	Eligible applicants	① a person working as a full-time director or higher at a domestic company(including foreign investment company) with a D-7, D-8, D-9; or ② a person with a professional working visa (E-1, E-3 ~ E-5, E-7)	Required Documents	① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of business license ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace
Activities allowed	You can apply for permission of activities as Short Term Employment(C-4), if you plan to give a lecture less than 90 days.						
Eligible applicants	① a person working as a full-time director or higher at a domestic company(including foreign investment company) with a D-7, D-8, D-9; or ② a person with a professional working visa (E-1, E-3 ~ E-5, E-7)						
Required Documents	① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a recommendation letter from the Dean/President of the University ③ a copy of business license ④ an employment contract (the original and a copy) ⑤ a letter of consent from the employer of your original workplace						

**PARTICIPATI
ON IN
ACTIVITIES
UNCERTIFIED
FOR
CURRENT
SOJOURN
STATUS**

- Countries Allowed (25 countries as of August. 2009)

Japan, Sri Lanka, Bangladesh, Israel, the US, **Canada**, Germany, The UK, France, Sweden, The Czech, Poland, Russia, Netherlands, Belgium, Hungary, New Zealand, Denmark, Norway, Ireland, Australia, Pakistan, India, India, Singapore, **Portugal**

- Activities Allowed

- Teaching foreign language at universities, private institutions or etc. (E-2)
- Any artistic performing activities such as appearing in TV shows or movies (E-6), an editor, translator, interpreter or other foreign language related occupations at culture/research/media institution/organization or a teacher of international school (E-7), other occupations which can not be substituted by Korean
- D-1, D-6, E-1, E-3
- Working as an indispensable professional specialist of a Korean branch office or a foreign invested company and financial consultant of a foreign company (E-7)
 - ※ **Expansion of activities outside of the current status of stay for family of a member of Canadian Embassy in the Republic of Korea (as of Mar. 09, 2009)**
 - All status except non-professional field(D-3, E-9, E-10, H-2) (if qualified)

4. Permission for "A-1, A-2 Holders"(at the discretion of the Head of Immigration Office or Branch Office)

- Activities Allowed

- Foreign Language Instructor(E-2), Teachers of International Schools (E-7) Foreign Language Editor(E-7), Cultural Arts(D-1), Religious Affairs(D-6), Professorship(E-1), Research(E-3), Civil Servant carrying official missions at a national or local government(E-7), Special Occupation (E-7), IT, E-business related Expert who has a recommendation letter of Minister of respective department

- **A recommendation letter of Ministry of Foreign Affairs (Director for Protocol of Visits and Foreign Missions) is a must.**

- You should submit required documents for the activity you are applying for.

5. Employment of a spouse of an substantial-amount foreign investor or a professional labor

A. Eligible applicants

- A spouse of a foreign professional labor such as a technical expert in advanced science(SCIENCE card), an expert in advanced technology(GOLD card) or an expert in information technology(IT card)

**PARTICIPATI
ON IN
ACTIVITIES
UNCERTIFIED
FOR
CURRENT
SOJOURN
STATUS**

- A spouse of a foreign investor(including corporations) who has invested US\$500,000 or more as an investment visa holder
- A spouse of a foreign professional labor(E-1, E-2, E-3, E-4, E-5, E-6 excluding E-6-2, E-7)

B. Activities Allowed

- All activities **except non-professional fields(D-3, E-9)**

C. Period Allowed : It depends on the period of stay of the spouse (You can apply for extension again and again.)

D. Required Documents : The accompanying documents for each visa status in accordance with Article 76 of the regulations (A reference letter is not required.)

※ Rules of the confirmation of visa issuance shall apply to E-7

6. Chinese-Korean who is qualified for employment or certain conditions as a Family Visitation(F-1) visa holder → Study Abroad(D-2), General Training(D-4), Professorship(E-1) and Special Occupation(E-7)

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② a recommendation letter from Minister of respective department or any documents proving necessity of employment
- ③ an employment contract
- ④ business license
- ⑤ a certificate of degree or a license

7. Family Visitation(F-1), Dependent Family(F-3) → Foreign Language Instructor(E-2), Teacher of International School (E-7)

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② an employment contract
- ③ business license
- ④ a teacher's license from your own country('a certificate of degree and a certificate of experiences' can be replaceable)
- ⑤ criminal records (the same as E-2 requirements)
- ⑥ Health Checkup Results (the same as E-2 requirements)
- ⑦ a letter of request from the principal
- ⑧ current situations regarding foreign teachers

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8. Family Visitation(F-1), Dependent Family(F-3) → Foreign Language Copy-editor(E-7) in a national institution or a public organization(a local government, a government investment institution)

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② an employment contract ③ a copy of business license ④ a recommendation letter (from the institution concerned)
- ⑤ a certificate of degree (the original and copy)

9. Special cases for Jeju Global Education City workers

A. Teaching assistants, instructors, resident advisors, administrative staffs in the international school

- (Eligible applicants) Parents of an international school student, an immediate family of a faculty member of an international school, a foreign college graduate over 18 who holds a bachelor's degree(or higher) or related experiences for 2 years(or longer) or an English teaching license holder such as TESOL

B. Salesclerks of a commercial facility such as food service businesses or a store

- (Eligible applicants) Parents of an international school student or a family of a faculty member of an international school, a foreign college graduate over 18 who is a citizen of an English-speaking country*

* Parents of an international school student or a family of a faculty member of an international school, a foreign college graduate over 18 who is NOT a citizen of an English-speaking country is required to have TOEIC 800(or higher) or TESOL license.

▶ **CONTENTS**

Change or Addition of Workplace

Prior Permission system applies	Salesclerk(31215), Chef and Cook(441), Designer(285), Hotel receptionist(3922), Medical coordinator(S3922), Sea cucumber farming technician(63019), Shipbuilding welder(7430), Skilled labor [Grassroots Industry(740), General Manufacturing and Construction companies(700), Agriculture/Livestock/Fishery Industry(610)]
Follow-up reporting system applies	Special Occupation(E-7) excluding 10 occupations above

Report of Change or Addition of Workplace

➔ **Amendment of 'Follow-up reporting system' as of Nov. 15, 2010**
(Article 26(2), section 1 of the presidential decree of the Immigration Control Act)

In order to strengthen national competitiveness by making better use of professional labor, the system is reformed as 'Follow-up reporting system' from 'Prior permission system' so that you can change and add a workplace more easily.

《Notification 11-510 of the Ministry of Justice》

※ In the case of a Chef and a Cook, the working hours at the other workplace can not exceed 1/3 of the original workplace's.

A. Eligible applicants

● A registered foreigner staying in the ROK with a Special Occupation(E-7 excluding the 10 occupations above) visa and qualified for the workplace that is changed or added.

※ Even if you are qualified, you can not change or add your workplace unless you submit a letter of consent from the employer of your original workplace when you resigned or were dismissed from the company before your contract ends due to your own intention or fault.

B. Report Procedures and others

● The person(the alien) under obligation to notify has to report to the Head of the local Immigration Office within 15 days from the date of occurrence. (Report by proxy is acceptable.)

※ In principle, you have to visit the local Immigration Office to report since you are required to receive a sticker or a stamp of

Change or Addition of Workplace

change or addition of workplace on your passport. (However, in case of emergency such as an impending due date, you can report by fax first and visit the office as soon as possible to receive the sticker and etc.)

- In order to protect employers of good will and to maintain order of foreigners' sojourn, if you resigned or were dismissed from your workplace prior to the completion of your contract at your fault without a letter of consent from the employer of your original workplace, you can not report change or addition of your workplace. (In this case, you have to apply for a permission for the change of workplace or the visa issuance confirmation.)

C. Required Documents

① a declaration form of change or addition of workplace[Report form, No.38-3], passport and Alien Registration Card, No fee ② a recommendation letter from Minister of respective department or any documents proving necessity of employment ③ an employment contract ④ a letter of consent from the employer of your original workplace* ⑤ an employment contract ⑥ business license

※ In principle, a statement of reasons and a reference letter are not required.

* A letter of consent from the employer of your original workplace is not required if you have worked until the contract expires or until the date you and your employer set by consent.(It can be replaced by a statement of reasons if you resigned at the employer's fault such as an overdue wage and business suspension/closure and etc.)



Permission for Change or addition of workplace

A. Eligible Occupations

- Occupations that require a prior management due to a limit on the number of permitted persons for each company and others. Salesclerk(31215), Chef and Cook(441), Designer(285), Hotel receptionist(3922), Medical coordinator(S3922), Sea cucumber farming technician(63019), Shipbuilding welder(7430), Skilled labor [Grassroots Industry(740), General Manufacturing and Construction companies(700), Agriculture/Livestock/Fishery Industry(610)] (Notification 11-510 of the Ministry of Justice, '11.10.4)

<p>Change or Addition of Workplace</p>	<p>B. Required Documents</p> <ul style="list-style-type: none"> ① a certificate of business suspension/closure, any official documents proving overdue wages, proof of financial difficulty such as a declaration of value-added tax (submit 1 of these) ② a letter of consent from the employer of your original workplace (Not required in the case of business suspension/closure, overdue wages, a breach of contract, and completion of employment contract) ③ documents for evaluating the new company's qualifications (based upon the accompanying documents for the confirmation of visa issuance)
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● You are not eligible to apply for 'Endowment of Status'.
<p>Change of Status</p> <p>▶ CONTENTS</p>	<p style="text-align: center;">[General Criteria]</p> <ul style="list-style-type: none"> ● Eligible applicants <ul style="list-style-type: none"> - A legal alien qualified for each Special Occupation(E-7) ● Required documents, references, and examination standards <ul style="list-style-type: none"> - If an application for a visa is submitted, the accompanying documents and standards will be examined and applied for visa issuance. ● The office examines the necessity of employment and appropriateness of the applicants based upon factors including substitutability of Korean citizens, national interests, business operating conditions and citizen employment. <ul style="list-style-type: none"> - In principle, the employment of E-7 aliens is permitted <u>up to 20% of the citizen employees</u> <ul style="list-style-type: none"> ▶ In principle, domestic demand oriented businesses with fewer than 5 citizen employees or businesses with E-7 alien employees exceeding 20% of the citizen employees are not allowed for the confirmation of visa issuance, change of status and change or addition of workplace. ▶ However, if a company is recommended by competent agencies (ex. KOTRA, KITA, etc.), the head of an immigration office, etc. may permit the company to hire additional foreign employees up to the level of 50% (companies in the advanced industry) and 70% (competent companies exporting to special language areas) of total Korean employees. As for occupations with special standards, the standards will apply.

Change or Addition of Workplace

【The occupations with the limited number of employees depending on the type of business】

- Types of business + the number of employees allowed : Production manager of U-turn business(1413), Ship management expert(1512), Tour packages Development operator(2732), Salesclerk(31215), Hotel receptionist(3922), Medical coordinator(S3922), Tourism interpretation guide(43213), Chef and Cook(441), Sea cucumber farming technician(63019), Shipbuilding welder(7430), Skilled labor(740, 700, 610)
- Types of business : Food service manager(1522), Event manager(2735)
- The number of employees allowed : Designer(285)

- In order to prevent exploitation of low-paid labor, the office will examine considering the average salary of Korean citizens working at the same field with the same career experiences.

- ▶ The application can be restricted if the wage is less than 60% of average salary of Koreans working at the same company or less than 1,500,000 KRW a month.

1. Change Status from Study Abroad(D-2), Job Seeking(D-10) → to Special Occupation(E-7)

< Criteria for change of status to Special Occupation(E-7)>

With a recent increase of the number of the graduates from a Korean university hired by a small-scale company with low wages, the application for change of status to E-7 is rising. Therefore, criteria for evaluation have been supplemented as below.

classification	Examination Standard	Note
Type of Occupation	<ul style="list-style-type: none"> ▶ Correlation between a major and a job will be evaluated. - If you have an associate degree (two-year college diploma), you are only allowed to have a job in the field directly related to your major. If you have a bachelor's or higher degree, you are allowed to acquire a job related (directly or indirectly) to your major. 	<ul style="list-style-type: none"> ▶ The guideline shall apply to the respective guideline depending on the activity. ▶ The same criteria shall

Change or Addition of Workplace

<p>Whether citizen employment is violated or not</p>	<ul style="list-style-type: none"> ▶ Considering substitutability and employment of Korean citizens, a company hiring fewer than 5 Korean citizens and mainly focusing on domestic demand or, a company with E-7 holders that exceed 20 % of total Korean employee is not allowed to hire additional foreign workers. (However, in the case of a company in the field of hi-tech industry and recommended by the Minister of respective department, it is permitted to hire foreign employees even if the proportion exceeds 20% of total Korean employees.) ▶ Payment criteria will apply to prevent companies from using the employment of low-paid labor in an abusive manner. <ul style="list-style-type: none"> - The average salary of Koreans working at the same field with the same career experiences will be considered. (In principle, the change of status is restricted to a foreigner who receives payments less than 60% of average salary of Koreans working at the same company or less than 1,500,000 KRW a month.) 	<p>apply to v i s a issuance of E-7.</p>
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A. Qualifications (All the requirements below must be satisfied.)

- ① A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa;
- ② A job you are planning to work must be in the field of Professorship(E-1) · Foreign Language Instructor(E-2) · Research(E-3) · Technology Transfer(E-4) · Professional Employment(E-5) · Arts & Performance(E-6)** · Special Occupation(E-7) and you have to prove that your qualifications; and
- ③ You have to make an employment contract with the Head/President of the organization/institute.

Change or Addition of Workplace

※ A person with a Study Abroad(D-2) visa means an expectant graduate who is qualified to apply for Job Seeking(D-10) visa. (However, if you have already received a bachelor's or higher degree of university in your country or a third country, you can apply for a D-10 visa regardless of whether you are an expectant graduate or not.)

B. Required Documents

① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee ② an employment contract ③ documents of corporation registration(business license or certified copy of register) ④ a certificate of experiences ⑤ an employment recommendation letter from the head of an organization concerned or documentary evidence of need for employment

※ If you have an associate degree (2 year college diploma) or a bachelor's degree(or higher), you may have a job that requires a bachelor's degree and 1 year(or longer) work experience without submitting a letter of recommendation(,except for the fields where a letter or recommendation is a must)

2. Change of Status for a citizen of Germany coming to the ROK with Visa Exemption (B-1)

A. Activities Allowed : All activities except non-professional fields(D-3, E-9, E-10, H-1)

B. Period Allowed : It differs depending on the status you are applying for.

3. Change of Status for a Souse of Professional Labor to a Professional Visa

A. Eligible applicants

● A spouse of foreign professional labor 《E-1, E-5, E-6(excluding E-6-2), E-7》 with a Dependent Family(F-3) visa

B. Activities Allowed

● All the Professional jobs 《E-1, E-5, E-6(excluding E-6-2), E-7》

C. Required Documents

①an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee ② an employment contract ③business license ④ a certificate of degree ⑤ certificates and a certificate of experiences ⑥ a

Change or Addition of Workplace

recommendation letter from Minister of respective department or any documents proving necessity of employment ⑦ a reference letter

4. Change of Status to teacher of international school(E-7)

A. Eligible applicants

- A legal alien regardless of visa status who is in a hiring process as a teacher of international school.

B. Period Allowed

- For Change of Status : Up to 1 year depending on employment period
- For Extension of Stay : Up to 2 years depending on employment period

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract
- ③ a teacher's license from your own country ('a certificate of degree and a certificate of experiences' may supplant it)
- ④ a recommendation letter from the principal of the school
- ⑤ a letter of consent from the employer of your original workplace (for an eligible person only)
- ⑥ a reference letter
- ⑦ documents of school establishment
- ⑧ criminal records (same as the E-2 requirements)
- ⑥ Health Checkup Results (same as E-2 requirements)

※ Following Individuals are exempt from submitting criminal records.

Teacher's license holders, teachers employed through a job fair, Individuals who have worked for 3 years or longer as a foreign language instructor(E-2) or a teacher of international school(E-7) in the last 5 years

※ Health Checkup should be carried out in accordance with criteria of Checkup for recruitment of government officials and should include the results of HIV/Drug(including Philopon, Cocaine, Opium and Marijuana) test. The documents must be issued by a medical institution designated by the Minister of Justice, no more than 3 months before the application

5. Permission of Change to E-7 Special Occupation for a highly qualified foreign professional in advanced technology who entered the Republic of Korea without a visa or on a non-work visa due to unavoidable reasons

A. Eligible applicants

- A person who wishes to work in the IT field of manufacturer such as a venture business;
- A person who has E-commerce and IT related knowledge and wishes to work in the IT related industry such as an e-business; or

Change or Addition of Workplace

- A person who wishes to work in the field of Information Technology of business venture(IT), e-commerce(e-business), Biotechnology(BT), Nanotechnology(NT), Advanced Materials Industry (metallurgy, ceramics, chemistry), Transportation Machinery or Digital Electronics and Environment · Energy

B. Qualifications

- A person who has at least 5-year-experiences in the field of Information Technology(IT) or e-commerce;
- A person who holds a's or higher degree in a related major and 2 years or longer work experiences in the same field (Work experience is not required for a person who has completed a four-year course and holds a's or higher degree in the ROK.); or
- A person who has a master's or higher degree in a related major

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- ② an employment contract
- ③ a certificate of experiences (a copy of a certificate of degree is required for master's or higher degree holder)
- ④ business license
- ⑤ a recommendation letter from the Minister of relevant Department

※ institutions/organizations issuing a recommendation letter

Workforce in Advanced technology : Korea Industrial technology foundation, Promising Information & Communication Companies Association
Professional labor: Small Business Corporation(Branches are available), local governments

6. Change of Status to Special Occupation(E-7) for a skilled technician who has been legally engaged in manufacturing and others for 4 years or longer as a Non-professional Employment(E-9) or other visa holder, satisfying the qualifications such as age, educational background, certificates, and wage requirements.

A. Qualifications (All the requirements below must be satisfied.)

- ① A person with a Non-professional Employment(E-9) · Vessel Crew(E-10) · Working Visit(H-2) visa who has been engaged in Manufacturing, Construction, Agriculture, Cattle farming and Fishing for 4 years or longer in the past 10 years as a E-9, E-10, or H-2 visa holder.

Change or Addition of Workplace

② A person younger than 35 years old and with an associate degree(2 year college diploma) or higher (A person younger than 40 years old with high school diploma or higher, if engaged in the root industry of Article 2 of the Root Industry Promotion Act) who has Technician's or higher license related to the fields or whose wage for the last 1 year has been higher than the average amount for the field*

* The license types are the same as 48 items in 15 fields of the F-2 requirements. The average wages for the fields are based on 'Wages by occupation' of 'Survey on working status by employment type' announced by the Ministry of Employment and Labor.

③ A person who has the at least level 3 command of Korean (at least level 2, if engaged in the root industry of Article 2 of the Root Industry Promotion Act) or completed KIIP(Korea Immigration & Integration Program)

* Your command of Korean is checked by Test of Proficiency in Korean(S-TOPIK) by National Institute for International Education. Your completion of KIIP can be confirmed by a certificate of KIIP from the Head of the Immigration Office.

B. Businesses and the number of employees allowed

● Given the domestic employment situation, only Manufacturing · Construction · Agriculture, cattle farming and fishing industries are allowed for the employment and maximum 5 people can be hired per company. (5 for Manufacturing · Construction, 3 for Agriculture, cattle farming and fishing)*

a set number	1 person	2 people	3 people	4 people	5 people
Businesses					
Manufacturing (the number of National insurant)	10 - 49 people	50-149 people	150-299 people	300-499 people	500 people or more
* A company in the root industry of Article 2 of the Root Industry Promotion Act is allowed to hire 1 person even if its number of national insurant is from 5 to 9.					
Construction (an annual average construction cost)	less than 5 billion KRW	from 5 to 30 billion KRW	from 30 to 50 billion KRW	from 50 to 70 billion KRW	70 billion KRW or more

<p>Change or Addition of Workplace</p>	<table border="1"> <tr> <td data-bbox="362 271 619 474">Agriculture, cattle farming and fishing (the number of full-time laborer)</td> <td data-bbox="624 271 772 474">less than 30 people</td> <td data-bbox="777 271 940 474">from 31 to 99 people</td> <td data-bbox="944 271 1107 474">100 people or more</td> <td data-bbox="1112 271 1275 474">-</td> <td data-bbox="1279 271 1442 474">-</td> </tr> </table>	Agriculture, cattle farming and fishing (the number of full-time laborer)	less than 30 people	from 31 to 99 people	100 people or more	-	-
	Agriculture, cattle farming and fishing (the number of full-time laborer)	less than 30 people	from 31 to 99 people	100 people or more	-	-	
<p>* A set number for the employment has to be within 10% of the permitted number of employee for each industry/business under the current employment licence system.</p> <p>* The maximum number of full-time laborer in agriculture, cattle farming, and fishing industries is calculated base on the number of farming workers registered in the Certificate of Farm Size or the number of workers listed on the Members of Employment Insurance (including legitimate immigrant workers).</p> <p>C. Required Documents</p> <p>① an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee</p> <p>② a certificate of degree(a high school diploma in the case of working in the root industry of Article 2 of the Root Industry Promotion Act)*, a certificate of employment, a technical qualification certificate or any documents showing income in the past year, a report card of TOPIK or a certificate of KIIP, an employment contract and others</p> <p>③ a document of corporation registration such as a copy of business license(if a company is changed)</p> <p>* It has to be confirmed by the Apostille convention or the consul of Korean diplomatic missions abroad.</p>							
<p>Extension of Stay</p> <p>▶ CONTENTS</p>	<p>1. Required Documents</p> <p>A. Required Documents</p> <p>① Application Form (Report Form, No.34), Passport and Alien Registration Card, Fee</p> <p>② Employment Contract</p> <p>③ Any documents proving tax payment</p> <p>- Receipt for the Earned Income Tax Withholding (issued by your company) or Certificate of Income Amount(issued by a tax office)</p> <p>④ a copy of business license or a certified copy of corporation register</p>						

Extension of Stay

⑤ The original copy of a reference letter (only for following occupations)

Sales clerk(31215), Chef and Cook(441), Designer(285), Hotel receptionist(3922), Medical coordinator(S3922), Sea cucumber farming technician(63019), Shipbuilding welder(7430), Skilled labor [Manufacturing foreman(700), Construction foreman(770), Agriculture, cattle farming and fishing foreman(600)

⑥ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

2. Special rules for those with specially permitted visa and stay by pact

A. Korean-Indian Comprehensive Economic Partnership Agreement(CEPA) : Independent Professional(IP)

● Eligible applicants

- A professional who has signed a service contract with a domestic corporation in Korea or an individual business and has 1 year or longer work experiences in a related field*

* Only applicable for an Independent Professional who has made a 'service contract' in concessional occupations(162 types) by pact (the Criteria for the E-7 apply to a professional worker who has made an employment contract of one in E-7 occupations)

● Special case of Visa

- The confirmation of single visa issuance that gives a length of stay equal to contracted period is issued.(If contracted period exceeds 1 year, you can be given 1 year.)

● Special case of stay

- Extension of stay, change or addition of workplace, change of status, and activities outside of the current status of stay are restricted. (If it's deemed necessary for you to be permitted because of humanitarian reasons such as accidents or diseases, it will be processed in accordance with the general sojourn regulations.)

B. Korean-Russian Agreements about temporary labor activities : professional labor domestically employed

Extension of Stay

● Eligible applicants

- A qualified person who is hired in the ROK as an employee of a domestic branch, a liaison office, a subsidiary, an affiliated company of a parent company*

* Regulations for the E-7 apply to a professional worker who has made an employment contract with a domestic company as one of E-7 occupations. (Special treats such as a multi visa issuance and permission of stay)

● Special cases of visa and stay

- The confirmation of multi visa issuance valid for 1 year is issued. Extension of stay* for 6 months is permitted(one time only) and accompanying your family member is not allowed.

* You can stay for up to a year and a half from the date of latest entry before the alien registration date. A D-7 or D-8 visa will be issued if you return home and are dispatched as a resident employee by the headquarters again.

3. A member dispatched to a foreign legal consultant office, an office worker dispatched to a foreign law consulting company or a foreign legal consultant office

A. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② documents related to establishment of domestic law office
- ③ an employment contract
- ④ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

<p style="text-align: center;">Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the ROK <u>within 1 year from the departure date</u>, you are exempt from Re-entry Permit - If your authorized period of stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you are required to obtain the permission due to entry regulations, you can apply for the permission from a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee</p>
<p style="text-align: center;">Alien Registration</p> <p> CONTENTS</p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, one standardized photo, fee ② business license in accordance with the 'Value-Added Tax Act ' ③ Health Checkup Results (Only for a teacher of international school) <p>2. Notification of Change in Registration Information</p> <ul style="list-style-type: none"> ● Report details : change of name, sex, date of birth, nationality and passport (number, issue date, expiry date) ● Due Date : within 14 days from date of occurrence ● Required Documents <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, Alien Registration Card, no fee ② any documents proving change of your information

NON-PROFESSIONAL (E-9)

<p>What is employment permission policy?</p>	<ul style="list-style-type: none"> ● What is the Employment Permission Policy? It is a labor policy which allows an employer to hire a foreigner, and which gives the employee for up to 4 years and 10 months for the period of stay. Since August 2004, the policy has been under implementation via MOU with 15 different countries - Small businesses which have 8 billion KRW or less amount of capital or less than 300 full-time employees(based on employment insurance) are allowed to hire foreigners. <p style="background-color: #e6f2ff; padding: 2px;">Selected Countries (15 states)</p> <div style="border: 1px dotted black; padding: 5px;"> <p>Thailand, Philippine, Sri Lanka, Vietnam, Indonesia, Mongol, Pakistan, Uzbekistan, Cambodia, China, Bangladesh, Nepal, Myanmar, Kirgizstan, East Timor</p> </div>
<p>Activities allowed</p>	<ul style="list-style-type: none"> ● Domestic employment of foreign workers in accordance with the Act on Foreign Workers Employment
<p>Eligible applicants</p>	<ul style="list-style-type: none"> ● A person meeting the employment qualifications specified in the Foreign Workers Employment Act
<p>Maximum length of stay</p>	<ul style="list-style-type: none"> ● 3 years
<p>PARTICIPATION IN ACTIVITIES OUTSIDE OF YOUR STATUS OF STAY</p> <p></p>	<ul style="list-style-type: none"> ● You are not eligible for 'Participation in Activities outside of your status of stay'

Change or Addition of Workplace

In accordance with Article 21 of the Immigration Act and Article 25 of Foreign Employment Law, The **admitter** for Change of Workplace of non-professional employees is the **Minister of Justice**.

A. Restriction on Change of Workplace

- In principle, non-professional employees have to maintain working status in the first workplace permitted.
- **As an exception**, you are able to apply for Change of Workplace if **it is impossible to continue to work normally at the workplace due to a business suspension/closure**.

B. Limit on number of changes

- You can apply for **Change of Workplace up to 3 times within 3 years from the date of entry and up to 2 times during your extended period of sojourn for re-employment** procedure.
- However, if the workplace has changed due to business suspension/closure which is not employee's fault, the number of changes would not count.
- ※ After making an employment contract, if the workplace has changed at your employer's fault before you begin to work, the number of changes would not count either.
- **Special cases for limit on number of change of construction workplace**
 - If a foreign employee moves in the same site between different contractors when the former construction work is done, the number of changes would not count with an approval of the prime contractor.
 - Also, a placement of employee is not regulated if it is implemented within the range of the authorized number of workers.

C. The reasons for Change of Workplace

The reasons must be included in the Article 25 and 30 of Foreign Employment Law.

Change or Addition of Workplace

- When an employer wants to terminate the employment contract in during the contracted period for a reasonable cause* or wants to refuse renewal of contract after the contract expires;

* Reasonable causes include layoff at employee's fault, completion of an employment contract, cancellation of a contract and etc.

- When it is impossible to keep working due to business suspension/closure and other reasons that are not employee's fault;
- When an employment permission is canceled or certain restrictions is imposed on the employment;
- When it deems difficult, compared to general social norms, to maintain the working status due to reasons of incompatibility of actual working condition with the contract or unfair treatments from the employer and etc.; or
- When an employee is unable to continue working due to his/her injury or other reasons, but is recognised to have the ability to work at other workplaces.

D. Procedures for Change of Workplace

- You are required to apply for Change of Workplace (to the Employment Center, Ministry of Employment and Labor) within 1 month from the date of employment contract termination and obtain permission (from a local Immigration Office) for Change of Workplace within 3 months from the date you filed the application.
- If it is impossible to apply for or to receive permission for Change of Workplace due to reasons of disasters, diseases, pregnancy and childbirth and etc, the deadline will be delayed in line with the period of excuse.
- In this cases, you have to apply for Extension of Stay to a local Immigration Office before your authorized period of stay expires with a Confirmation of Extension of Applying period of Change of Workplace issued from the head of an Employment Security Office, documentary evidence for industrial accident, a medical report and others.

Change or Addition of Workplace

- No fee for Extension of Stay

- When the reason for the extension of stay has been solved and then obtained permission for Change of Workplace from an Employment Security Office during the extended period, you are still required to receive permission for Change of Workplace from a local Immigration Office with jurisdiction prior to the beginning of the work.
- You can extend your period of sojourn up to 3 years from the date of entry and if you are re-employed at the end of the final expiry date(3 years from the date of entry), you may apply for the extension of your period of sojourn up to 4 years and 10 months from the date of entry.

E. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② a copy of employment permission
- ③ a copy of standard labor contract ④ a reference letter
- ⑤ Documentary evidence of workplace such as a 'business license'
- ⑥ In the case of a construction company, "Present condition of foreign labor for a construction site" written by a prime contractor (refer to [Appendix 3] 「Foreigner employment management guideline」 Ministry of Employment and Labor)

2. Addition of Workplace for foreign workers in agriculture sector

As a foreign worker in a certain part of agriculture sector that has significant seasonal differences in workload, after working for a certain period of time through an employment contract with other employers maintaining the former employment contract(as unpaid leave), you can return to the former workplace when the latter employment contract expires.

A. Application procedure

- Eligible applicants : A person who is working in crop cultivation with a Non-professional Employment(E-9-3) visa (National Agricultural Cooperative Federation can act as a proxy)

<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● How to apply : Visit a local Immigration Office with jurisdiction over the former workplace and apply (National Agricultural Cooperative Federation can act as a proxy) <p>B. Employer's duty to report(agriculture sector)</p> <ul style="list-style-type: none"> ● Employer's duty to report in Article 19 of the Immigration Control Law applies to <u>both the former and the latter employers.</u> - <u>The former employer is exempt from the duty to report if his/her employee returns through the normal process.</u> ● The latter employer has to report any dismissal, desertion and resignation prior to the completion of the contract. - It has to be reported to two Immigration Offices if the latter workplace falls beyond the jurisdiction of the local office of the former's. ● The former employer has to report if an employee returned in the middle of the period of contract or he/she doesn't return until the contract expires. <p>C. Required Documents</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a copy of employment permission from the latter employer ③ a copy of standard labor contract from the latter employer ④ a certificate of farm size and business license or a copy of certificate of Proper Number (a copy of resident registration is replaceable.) ⑤ Foreign worker(the applicant)'s power of attorney (for a representative)
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● You are not eligible to apply for 'Endowment of Status'.
<p>Change of Status</p> <p>CONIENS</p>	<p>1. Restoration procedure for a Miscellaneous(G-1) visa holder to Non-professional Employment(E-9)</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● A foreign worker who entered the ROK with a Non-professional Employment(E-9) visa and then changed to a Miscellaneous(G-1) for a recovery from an industrial accident and others and now has valid period of sojourn. <p>※ The maximum length of stay (from the date of entry) : 3 years for a Non-professional Employment(E-9), additional 1 year and 10 months for a person who was re-employed</p>

Extension of Stay

1. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, fee
- ② a copy of employment permission
- ③ a copy of standard labor contract
- ④ a copy of business license
- ⑤ a reference letter
- ⑥ 'Confirmation of Extension of employment period for an employee of expired contract (issued by the Ministry of Employment and Labor)'
- ⑦ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

2. Extension of Stay for a Non-professional Employment(E-9) visa holder

A. Eligible applicants

A Non-professional Employment(E-9) visa holder who was re-employed and issued with the 'Confirmation of Extension of employment period for an employee of expired contract' [Appendix 2] in accordance with enforcement regulations for foreign workers employment.(as of Dec. 10, 2009)

3. Special cases for job applicants

A. Eligible applicants

- A job applicant whose period of sojourn expires before the deadline for the period of job registration, **who has at-least-4-month of valid period of stay and whose number of times to change workplace remains.**

B. **Period Allowed** : Within 90 days from the date of employment registration certificate issuance

C. Required Documents

- ① an application form(Report Form, No.34), passport and Alien Registration Card, No fee
- ② a pledge of voluntary exit
- ③ an employment registration certificate
- ④ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

<p style="text-align: center;">Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <ul style="list-style-type: none"> - If you are registered and plan to return to the <u>ROK within 1 year from the departure date, you are exempt from Re-entry Permit</u> - If your period of sojourn remains less than 1 year, you are exempt from Re-entry Permit for the remaining days. - If you are required to obtain the permission due to the entry restrictions, you can apply for the permission from a local Immigration Office/Branch Office without fee. <p>2. Required Documents</p> <p>an application form(Report Form, No.34), passport, Alien Registration Card, fee (single 30,000 KRW, double 50,000 KRW)</p>
<p style="text-align: center;">Alien Registration</p>	<p>1. Required Documents for Registration</p> <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport, one standardized photo, fee ② a copy of business license ③ When the Ministry of Employment and Labor has changed your workplace while a foreign employee is training (or before Alien Registration) because it is impossible to initiate an employment relation due to business suspension/closure and others that are not employee's fault, he/she has to register with the workplace changed(not Change of Workplace). <ul style="list-style-type: none"> ☞ Additional documents : a copy of employment permission, a copy of standard labor contract ④ "*Drug **Test Results" issued by a hospital designated by the Ministry of Justice <ul style="list-style-type: none"> * Drug refers to "narcotics, etc" (narcotics, psychotropic drugs, marijuana) as defined in Article 2(1) of the "Act on the Control of Narcotics, Etc." ** The test results must have been issued within 3 months from the time(hour) of registration <ul style="list-style-type: none"> ※ Health check-up results and Drug Test results must be sealed when submitted. (Applicants are NOT allowed to open the envelopes before submissions.) ● It has to be issued within 3 months from the date of registration or application. <ul style="list-style-type: none"> ※ It has to include a check list of tuberculosis, mental illness, hepatitis B, syphilis, and drug(philopon, cocaine, opium, and marijuana). ※ Health Check-up results and Drug Test Results must be sealed in an envelope.(Do not open the envelop.)

**Employment
Changes
Reporting**

1. Employment Changes Reporting

A. A person in notification duty

- An employer who has hired a foreign employee of Non-professional Employment(E-9) visa

B. Reporting Period

- An employer has to report to a local Immigration Office with jurisdiction over his/her residence within 15 days from date of occurrence in accordance with Article 19(1) (notification duty of an employer of foreign employees) of Law, and Article 24(2) (reporting of an employer of foreign employees) of enforcement ordinances.

C. How to Report

Visit and Report	Visit a local office in person
Fax(1577-1346) and E-Application (www.hikorea.go.kr)	<ul style="list-style-type: none"> ▶ Regardless of a local office (automatically sorted on system) ▶ Available only in Reporting Period(within 15 days of occurrence) ▶ Employment Changes Reporting to Ministry of Employment and Labor is included in E-Application (www.hikorea.go.kr) (as of Oct. 17, 2011)

D. Reasons for Reporting

- When a foreigner resigned or were dismissed before the term of contract ends
 - Not when a foreigner resigned after completing the contract
- When a foreigner died
- When a foreigner is missing
- When an important part of employment contract has changed
 - when the period of employment is changed
 - when an employer or a president of the working place is changed (excepting a national organization, a local government, an educational institution, and a change of president in the same board of directors)
 - when a name of workplace is changed
 - when a workplace is relocated

E. Required Documents

- ① A notification for changes in foreign employees(trainees) form(Report form, No.32), a copy of Alien Registration Card (For the report of whereabouts unknown, you must include the alien's cell phone number, expected place of stay and others.)
- ② a copy of business license
- ③ an employer's ID(if he/she is visiting to the Immigration Office)
- ④ If an employee is visiting : an employer's power of attorney, a certificate of employment, an employee's ID

Maritime Crew (E-10)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> ● A coastwise crew hired domestically ● A fishing ship crew of 20 ton or heavier fishing boat hired domestically ● A cruise crew of 2,000 ton or heavier cruise ship hired domestically <p>Previously, Vessel Crew(E-10) and Non-professional Employment(E-9) was included in the same category in accordance with 'Rules for Non-professional Occupations'. Currently, however, separate rules apply for Vessel Crew(E-10), which are not subjected to the employment permission policy.</p>
<p>Eligible applicants</p>	<ul style="list-style-type: none"> ● Coastwise Crew(E-10-1) <ul style="list-style-type: none"> - A person who is a member of coastwise crew of businesses defined in Article 3(1), (2) and Article 23(1) of the Maritime Transport Act and a person who has signed a labor contract, working in those businesses for more than 6 months in accordance with Article 3(5) of the Vessel Crew Act. (However, this is limited to the crew on a coastwise ship applicable to the Vessel Crew Act (excluding fishing boats), and weighs 5 tones or more.) ● Fishing Ship Crew(E-10-2) <ul style="list-style-type: none"> - A person who is a member of fishing ship crew of business defined in Sub-section (1) of Article 8(1) and sub-section (1) of Article 43(1) of the Fishery Act and a person who has signed a labor contract working on the ship (which weighs 20 tones or more) for more than 6 months and who is a sailor defined as Article 3(5) of the Vessel Crew Act. ● Cruise Crew (E-10-3) <ul style="list-style-type: none"> - A person who is a member of cruise crew of business defined in Article 3(5) of the Maritime Transport Act and a person who has signed a contract which indicates that he/she is going to work there for at least 6 months. Also a person who is a sailor defined as Article 3(5) of the Vessel Crew Act, and the ship he/she is on board must weigh 2,000 tones or more as set forth as Article 3 of the presidential decree of the Maritime Transport Act.
<p>MAXIMUM LENGTH OF STAY</p> <p></p>	<ul style="list-style-type: none"> ● 1 year

<p>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</p>	<ul style="list-style-type: none"> ● You are restricted to apply for 'Participation in activities uncertified for current sojourn status'.
<p>Change or Addition of Workplace</p>	<ul style="list-style-type: none"> ● <u>When you can not continue to work normally due to business suspension/closure or etc., you can apply for change of workplace with recommendation given by National Federation of Fisheries Cooperatives.</u> ● Required Documents <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② an employment recommendation letter issued by the Korea Shipping Association or National Federation of Fisheries Cooperatives ③ a sailor employment contract ④ business license ⑤ any documents relevant to industrial accident or a medical certificate (if it's deemed necessary.) ⑥ a reference letter
<p>Endowment of Status</p>	<ul style="list-style-type: none"> ● You are not eligible to apply for 'Endowment of Status'.
<p>Change of Status</p>	<ul style="list-style-type: none"> ● You are not eligible to apply for 'Change of Status'.
<p>Extension of Stay</p> <p>▶ CONTENTS</p>	<p>1. Extension Standards and Procedure</p> <p>A. Extension Standards</p> <ul style="list-style-type: none"> ● <u>Up to 1 year for one time extension</u> for vessel crew and <u>to the maximum of 3 years from the date of entry</u> - If you are granted permit to extend your employment activity period based on a re-employment, the maximum duration of your stay is 4 and 10 months starting from the initial entry date. ● Required Documents <ul style="list-style-type: none"> ① an application form(Report Form, No.34), passport and Alien Registration Card, fee ② a sailor employment contract ③ a copy of business license ④ a reference letter ⑤ a letter of recommendation for foreigner crew (E-10-1, E-10-3, Korea Shipping Association), A letter of recommendation for employment extension

Extension of Stay

of crew) (E-10-2, National Federation of Fisheries Cooperatives) ⑥
Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

● **A job applicant can apply for the Extension of Stay within 3 months from the date of termination of employment.**

- Eligible applicants : A person who has valid period of sojourn of at least 4 months (within the maximum period ; 3 years)

- **Required Documents**

① an application form (Report Form, No.34), passport and Alien Registration Card

② a pledge

※ No fee for Extension of Stay

2. Procedures for Extension of employment period for an employee of expired sailor employment contract (Special re-employment case)

A. Eligible Applicants

● A person who entered the country with a Coastwise Crew(E-10-1), a Fishing Ship Crew(E-10-2) or a Cruise Crew(E-10-3) visa, who is at the end of the 3 years and whose current employer wants to renew the contract with him/her

※ National Federation of Fisheries Cooperatives issues 『Reference of Extension of employment period for an employee of an expired sailor employment contract』 【Appendix 2】

B. Period Allowed

● Up to 1 year for one time extension and to the maximum of 4 years and 10 months from the date of entry

C. Procedure of Application

● You may apply from 2 months earlier than the expiry date to the expiry date, unless you have reasons for otherwise.

※ Your period of sojourn can not exceed 4 years and 10 months from the date of the entry.

<p>Extension of Stay</p>	<p>D. Required Documents</p> <p>① an application form(Report Form, No.34), passport and Alien Registration Card, fee</p> <p>② Reference of Extension of employment period for an employee of expired sailor employment contract</p> <p>③ sailor employment contract ④ a copy of business license</p> <p>⑤ a reference letter(if guarantee period expired) ⑥ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</p> <p>- If you are registered and <u>plan to return to the ROK within 1 year from the departure date, you are exempt from Re-entry Permit.</u></p> <p>- If your period of sojourn remains less than 1 year, you are exempt from Re-entry Permit for the remaining days.</p> <p>- If you are required to obtain the permission due to entry regulation, you can apply for the permission from a local Immigration Office/Branch Office without fee.</p>
<p>Alien Registration</p>	<p>1. Required Documents for Registration</p> <p>① an application form(Report Form, No.34), passport, one standardized photo, fee</p> <p>② Transport operation license for coastwise passengers or Transport operation license for coastwise freight</p> <p>③ Health Check-up Results (It must be sealed in an envelope, Do not open the envelop.)</p> <p>※ Drug test must be included. (as of Aug. 1, 2012)</p> <p>④ a document indicating a member of Industrial Accident Compensation Insurance or Accident Insurance</p>
<p>Employment Changes Reporting</p> <p>▶CONTENTS</p>	<p>1. Employment Changes Reporting</p> <p>A. A person in notification duty</p> <p>● An employer who has hired a foreign employee of Non-professional Employment(E-9) visa</p> <p>B. Reporting Period</p>

**Employment
Changes
Reporting**

- An employer has to report to a local Immigration Office with jurisdiction over his/her residence within 15 days of occurrence in accordance with Article 19(1) (notification duty of an employer of foreign employees) of Law, and Article 24(2) (reporting of an employer of foreign employees) of enforcement ordinances.

C. How to Report

- Visit and Report
 - Visit a local office in person
- Fax(1577-1346) and E-Application (www.hikorea.go.kr)
 - Regardless of a local office (automatically sorted on system)
 - Available only in Reporting Period(within 15 days of occurrence)

D. Reasons for Reporting

- When a foreigner resigned or were dismissed before the term of contract ends
 - Not when a foreigner resigned after completing the contract
- When a foreigner died
- When a foreigner is missing
- When an important part of employment contract has is changed
 - when the period of employment is changed
 - when an employer or the president is changed (excepting a national organization, a local government, an educational institution, and a change of president in the same board of directors)
 - when a name of workplace is changed
 - when a workplace is relocated

2. Duty of Employer

- Comply with reporting duty
- Carry out management duty with good will to prevent absence without a notice, human rights violation, unfair treatment, and/or payment delay
- take measures for employed crew to carry Alien Registration Card or passport when they are out.
- Provide the list of employed crew in the workplace as a preparation for inspection from relevant agencies.
- Take immediate measure to help employed crew to depart when they wish to do so.

* If it is confirmed that a host is not properly complying with his/her duty, the issuance of confirmation of visa issuance may be limited.

Family Visitor (F-1)

Range of Activities	<ul style="list-style-type: none"> ● Visiting relatives, staying with your family and dependents, organizing household, and other similar activities
Eligible Applicants	<p>You are eligible to apply if you</p> <ul style="list-style-type: none"> ● were a Korean national at the time of birth, but later adopted to foreign citizen in a foreign country ● were the first-generation overseas Korean who moved to other countries before the establishment of the government of the Republic of Korea on August 15th, 1948 ● are a domestic worker for a foreign public official stationing in the Republic of Korea ● live with an eligible applicant for A-1 Diplomacy and A-3 Conventions/Agreements but are not a member of his/her family ● are a child who is age 21 or older and a family member of a SOFA applicant ● are a spouse or an underage child of a F-2 Residential visa holder (eligible to apply for an alteration of the visa type) ● are an underage Korean national who has a permanent address in the ROK and who needs to be taken care of by his/her father or mother ● A person whose need to stay in Korea for a long time due to unforeseen circumstance is recognized (eligible to apply for the alteration of the visa type)
MAXIMUM LENGTH OF STAY	<ul style="list-style-type: none"> ● You are allowed to stay for up to 2 years
<p>Activities Outside of Visa Status</p> <p>▶CONTENTS</p>	<p>1. Range of exemption for activities allowed outside of visa status will be expanded.</p> <p>If you want to take a class at a regular education institution (elementary, middle, high school, and university) to an extent that the original purpose of stay is not infringed, you do not need to ask for a separate permission within the range of period of stay. (has been effective since June 15th, 2009)</p>

**Activities
Outside of
Visa Status**

2. You are allowed to engage in activities of E-1 professorship or E-7 Special Occupation status if you are Chinese-Korean on a F-1 Family Visitation visa, who also satisfies employment qualifications

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Employment recommendation letter from the head of a respective department or documents proving the employment needs
- ③ employment contract
- ④ business registration
- ⑤ degree or license

3. Foreign Language Instructor (E-2), Special Occupation (E-7) activities carried by F-1 Family Visitation and F-3 Dependent Family visa holders

Common Application	① Visa Application Form (enclosed form no. 34), passport and alien registration card, fee ② Employment Contract ③ Business Registration
E-2	④ Degree (same as E-2 qualifications) ⑤ Criminal Record (same as E-2 qualifications) ⑥ Medical Examination Record for Employment (same as E-2 qualifications)
E-7	④ An original copy of teacher's license in your country (if you do not have a teacher's license, you must submit your degree and career certificates) ⑤ Criminal record (same as E-2 qualifications) ⑥ Medical Examination Record for Employment (same as E-2 qualifications) ⑦ Employment request form from the school Principal ⑧ Present data on a number of foreigner teachers

4. You Are a F-1 Family Visitation, F-3 Dependent Family (F-3), and E-7 Special Occupation visa holder working for the government or public organizations (municipal government, government-invested agencies)

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Employment contract
- ③ A photocopy of business registration
- ④ Recommendation Letter from the head of a respective organization/department
- ⑤ Original and photocopy of degree (original and photocopy)

<p>Change or Addition of Workplace</p>	<p>● N/A</p>
<p>Granting Status</p>	<p>● Article 23 (Granting Status of Stay)</p> <p>A foreigner who is born in and stays in the Republic of Korea without any qualified status of stay under Article 10 shall obtain a status of stay within 90 days from the date of birth; and a foreigner without qualified status of stay due to reasons such as loss or renunciation of nationality of the Republic of Korea, etc. during stay in the Republic of Korea, shall obtain a status of stay within 30 days from the occurrence of such event, as prescribed by Presidential Decree.</p> <p>[Wholly amended May 14, 2010]</p> <p>☞ A Korea-born foreigner : you must receive the qualified status of stay within 90 days from your date of birth</p> <p>1. An A-3 Conventions/Agreements, C-3 Temporary Visit, F-1 Family Visitation, F-2 Residential, or a G-1 Miscellaneous visa will be given to an american soldier discharged from the army in Korea depending on his/her purposes of stays and range of eligibilities</p> <p>2. If you are a child of a F-2 Residential visa holder, born in Korea, you will be given a F-1 Family Visitation visa</p> <p>① Visa application form (enclosed form no.34), passport, one standard-size photograph, fee ② Birth Certificate ③ Documents proving a family relation and a certificate of biological relation ④ a copy of resident registration of your relatives</p> <p>3. You are a child born in Korea and of a person on a Industrial Training(D-3), Non-professional Employment(E-9), Vessel Crew(E-10), Working Visit(H-2), or an Overseas Koreans(F-4) visa</p> <p>A. Period of stay will be given within the length for which the father or the mother intends to stay</p> <p>B. Required Documentation</p> <p>① Visa application form (enclosed form #34), passport, one standard size photograph, fee</p> <p>② Birth certificate ③ Photocopy of alien registration cards of parents ④ population registry (for chinese only)</p>

Change of Status

- 1. You are allowed to change your status to F-1 Family Visitation which allows you to stay for 91 days or more if you are under age 20 or age 60 or older**
- **You are a Korean-foreign national who has entered Korea on B-1 Visa exemption visa or a short-term visa due to unforeseen circumstances**

Required Documents	<ul style="list-style-type: none"> ① Visa application form (enclosed form no. 34), passport, one standard-size photograph, fee ② Documents proving family relations (a certificate regarding with relatives relations or Resident Registration) ③ Reference letter (for person who is age 20 or older only)
Supplementary Documents	<ul style="list-style-type: none"> ④ Statement of Reasons (only if you have to stay in Korea due to unforeseen reasons) : if you are under age 20 ⑤ Birth Certificate : if you are under age 20 <ul style="list-style-type: none"> - An original copy of your family register (Japan, Taiwan) is needed, while a population registry is needed for Chinese

2. You can change your status to F-1 family visitation if you are a domestic workers for or live with a foreign diplomat/public official stationing in the Republic of Korea.

A. Eligible Applicants

- You live with an eligible applicant for an A-1 Diplomacy, A-2 Official Mission, or A-3 Conventions/Agreements holder, but are not related to him/her.
- Domestic Workers of Public officials stationing in Korea
 - ※ Domestic Workers of investors and professionals are not allowed to change their status in korea : entering Korea through a visa issuance from a diplomatic mission abroad or a confirmation of visa issuance

B. Required Documentation

A person who is not a member of diplomat or public officials' families	Domestic Workers of Diplomats or Public Officials
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Change of Status

- ① Visa Application Form(enclosed form no. 34), passport, one standard-size photograph, fee
- ② Cooperation Request from respective embassy/consulate general in Korea
- ③ Public Official I.D.
- ④ Documents proving family or relative relations

- ① Visa Application Form (enclosed form no.34), passport, one standard size photograph, fee
- ② Cooperation Request from respective embassy/consulate general in Korea
- ③ Employment Contract
- ④ Photocopy of diplomat ID of the employers

- Definitions for dependents of diplomats and public officials (A-1, A-2) stationing in the Republic of Korea

1. A spouse who is legally married to you; but, if the spouse has violated Korean laws, virtuous customs, and other social orders, his/her spouse status will NOT be recognized.
2. Parents who are 61 years old or older
3. Parents at age 60 or under, who entered Korea on a condition that they won't engage in employment activities that will provide them with incomes.
4. A child who is considered 'underage' by the Korean Civil Law living with the applicant
5. A child under age 26, studying at Korean school as a full time student and living with the applicant
6. A disabled child who is unable to support him/herself without helps/assistances even though he/she is considered adult by Korean Civil Law

3. You are allowed to change your status if you are a child of a chinese married to a Korean national, who is age 20 or older

- A. Definitions of spouses of Korean nationals are expanded
- when a korean spouse died or is missing: F-6 visa holder or a person who acquired Korean nationality
 - If you are divorced or currently separated due to your Korean spouse's faults, a F-6 visa holder will be eligible to apply for F-6 visa. If the child is an adult, the parents will be given the same period of stay, and you are allowed to stay with a person who wants

Change of Status

to be with you.

- ➡ A Chinese child, who is an adult, is allowed to stay in Korea on the same conditions indicated above, but the permitted period of stay will be given within the period of stay of the foreign spouse

B. Required Documentation

- ① Visa application form (enclosed form #34), passport, one standard size photograph, fee
- ② Family relation and a document confirming your marital status that you are single (population registry and others)
- ③ Any documents confirming that your parents are still married (a certificate regarding family relations)
 - ※ if your Korean spouse has died, been missing, divorced, or separated, you need to submit additional documents
(Death certificates, divorce sentencing, documents confirming that you are taking care of dependents, proof of naturalization permission)
- ④ Documents proving that your need to stay in Korea is inevitable (adoption confirmation, doctor's note)
- ⑤ Reference letter

4. You are allowed to change your status if you are a parent or a family member of a foreigner who is married to a Korean national

Eligible Applicants

A. Parents of immigrant spouses

- They are allowed to stay for a long term to support their child who is married to a Korean national and who is giving a birth or raising a child
 - Regardless of having a child or not, if staying in the RoK for a long period of time is inevitable, they are allowed to stay in the RoK.

B. Family of immigrant spouses

- The ROK government allows you to stay (parents are not included) for a long term if you are in Korea to support your family member who is about to give a birth or is raising a child (fee-for-day-care is given until the child becomes a five-year-old)
 - You are allowed to stay for a long period of time if the parents of the foreign spouse died or they are too old

Change of Status

	<p>to support childbirth or child rearing</p> <p>- If the reasons for long term stay is recognized and admitted, then the child will be able to extend/change/receive the same status and period of stay</p> <p>※ Only one person among the family (first cousins or closer) is allowed to stay long term.</p>
Status of Stay	<p>● Family visitation (F-1-5)</p>
Permitted period of stay	<p>● You will be permitted to stay for a year (The period of stay will be extended up to 2 years only when the necessity of stay in Korea is recognized)</p> <p>- However, maximum length of stay is 4 years 10 months from the date of entry</p>
Required Documents	<p>① Visa application form (enclosed form #34), passport, one standard size photograph, fee</p> <p>② Inviter's certificate of family relation, marriage certificate, a certificate of resident registration</p> <p>③ Documents proving the family relation between the inviter and the invitee</p> <p>④ reference letter</p>

5. You are allowed to change your stats to arrange household after your have experienced a severance of your marriage

A. Eligible applicants that are allowed to stay

- Despite the fact that your marriage to a Korean national has been parted, you are not considered a F-6-3 marriage severance party and your needs to stay in Korea for property divisions and arrangements reasons have been acknowledged and recognized

B. Screening Criteria and warnings

- We will examine whether your reasons and circumstances were inevitable

C. Permitted Period of Stay: within 6 months per request

- A permitted period of stay for F-1-6 is one year from the date of status change
- However, if the trial continues for the return of deposits, bonds, debt, leasehold of real estate, you are allowed to stay until the trial ends even if your date of change the status has been a year.

D. Required Documentation

Change of Status

- ① Visa application form (enclosed form #34), passport and alien registration card, one standard size photograph, fee
- ② Personal reference letter
- ③ Marriage certificate which indicates divorce
- ④ Any documents explaining inevitability of stay (statement of reasons, documents proving division of assets)
- ⑤ Other documents that are required for screening

6. Foreigners that are in the process of acquiring Korean nationality such as Reinstatement/Restoration of Nationality, Naturalization, and Determination of Nationality, are eligible to apply for family visitation status

- ① Visa application form (enclosed form #34), passport, one standard-size photograph, fee
- ② Reference letter
- ③ Naturalization permission or an application receipt for reinstatement/restoration of naturalization

7. You are allowed to change your status if you are a child of overseas Koreans and is under age 19.

A. A mother or a father of an overseas Korean child who is legally staying in Korea and under age 19 is allowed to change his/her status to F-1 Family Visitation until the permitted period of stay expires.

B. Required documentation

- ① Visa application form (enclosed form #34), passport, one standard size photograph, fee
- ② Any documents proving family relations (Birth Certificate, Population registry and others)
- ③ Alien registration of the father or mother

8. Parents of foreign talents, investors and students

A. Eligible Applicants

- You are a family member (2 chon or closer) of an international student who has been accepted to a respective educational* organization and is planning to enroll in the school, or who is already enrolled while paying for your own tuition. Also you satisfy certain financial requirements, and are allowed to sponsor only one student. **

Change of Status

* Elementary school, middle school, high school in accordance with Article 2(1) to (3) of the 「Elementary and Secondary Education Act」 (not including air school, higher civic school, broadcasting and correspondence middle school·high school, and high technical school), Foreigner school* among all types of schools (not including alternative school) in accordance with Article 2(5) of the aforementioned act, Foreign educational institution in accordance with Article 2(2) of the 「Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju International City」 .

** Please note that in principle, a student on a full scholarship offered and invited by a government organization and a private firm is not eligible for accompanying family visa.

- Staying Expenses (**annual living expenses**)

· Annual living expenses: approximately 12 million KRW per person

- Financial Requirements (**for nationals of countries where many illegal immigrants come from**)

· If you are a national of a **country where many illegal immigrants come from, your annual income must be at least 26 million KRW or you must possess financial assets worth of 140 million KRW.**

* To prove your financial conditions, you can choose either the annual income amount or the net worth of your financial assets. You can also combine your income and assets with your partners'.

- Other conditions

· If you have been fined at least 2 million KRW or given a notice of disposition, for violating the Immigration Control Act of the Republic of Korea within the past 5 years, or if you have been deported or have received a departure order, a visa (including a confirmation of visa issuance) will NOT be issued.

B. The authority has been entrusted to the head of an immigration office and branch office.

● Jurisdictional immigration (branch) office

● Permission will be given within 2 years of period of stay. (within the range of period of stay of an international student)

<p>Change of Status</p>	<p>C. Required Documents</p> <ul style="list-style-type: none"> ① An application (Enclosed form No. 34), passport, Alien Registration Card, fees ② A personal reference letter ③ Documents proving family relations ④ Acceptable documents for proof of residency (e.i. Lease contract, confirmation of provided residence, a mail notifying the expiry date of your period of sojourn, a receipt for utility charges, a receipt for dormitory fees and others) <p>9. If you have lost your F-2 status due to unforeseen circumstances exceeding the permitted period of re-entry, you are allowed to change your status to family visitation.</p> <p>● Required Documentation</p> <ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport, one standard size photograph, fee ② Overseas Chinese Association family register and others ③ Reference letter (Personal Reference : father or mother of F5 or F2 visa holder who is Taiwanese national)
<p>Extension of Stay</p>	<p>1. You can extend your period of stay if you have entered the RoK for the purposes of visiting relatives and family.</p> <p>● Required Documentation</p> <ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration card, fee ② Copy of resident registration of Korean relatives ③ Personal reference letter (for age 20 or older only) ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

Extension of Stay

2. You are allowed to extend your period of stay if you have entered the RoK on a F-1 family visitation visa as the first generation Chinese-Korean or as his descendent in order to visit relatives and family.

A. **Permission Criteria** : You must have an identity guarantee by your relatives in the RoK.

B. **Standard of Permitting Stay** : 1 year from the date of permission

- You can continue to stay in the RoK. You are allowed to extend your stay once a year.

C. Required Documentation

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② A certificate proving your family & relative relations or that you are the first generation immigrants to foreign countries, and other documents related to identification
- ③ Documents proving your identification such as population registry, resident registration and others
- ④ Personal reference letter (for a person at age 20 or more)
- ⑤ **Acceptable documents for proof of residency** (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

3. A domestic worker or a person (you are not a member of his/her family) living with a diplomatic/public official stationing in the RoK

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Diplomats/Public officials Identification Card
- ③ Letter for cooperation from an embassy of your country in the RoK.
- ④ Employment contract (for domestic workers only)
- ⑤ **Acceptable documents for proof of residency** (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

Extension of Stay

4. You are a child of a person married to a Korean national, who is age 20 or older

A. Employment is prohibited, but if you really need to stay in the RoK due to an inevitable cause, you are allowed to extend your stay once in every 6 months.

B. **Investigating Actual Conditions:** the immigration service investigates actual conditions every year

※If you have multiple nationalities and want to stay in the RoK continuously, then you must register as a resident

C. **Required Documentation**

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Documents proving inevitability of your stay in Korea
- ③ Personal reference letter
- ④ Documents to prove changes in your parents' marital status if any
- ⑤ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

5. You are allowed to extend your stay even if you are an immigrant spouse who has experienced severance of marriage

A. **Eligible applicants for stay in the RoK**

- Even though you are divorced or separate from your Korean spouse, if you are not an eligible applicant for a F-6-3 marriage severance visa holder, you are allowed to stay in the RoK for the purposes of division of assets and household arrangements.

B. **Screening standards and warnings**

- We will consider whether it is necessary for you to stay in the RoK

C. **Permitted period of stay** : every 6 months

- Permitted period of stay for F-1-6 status is up to 1 year from the date of status change
 - However, even if a lawsuit continues due to bond, debt, deposit return in accordance with the leasehold of real estate, you are allowed to stay in the RoK until the lawsuit completes. (including small sum incident judgment claim and others)

Extension of Stay

D. Required Documentation

- ① Visa application form (enclosed form #34), passport and alien registration card, one standard size photograph, fee
- ② Personal reference letter (you can skip the period of identity guarantee)
- ③ Marriage certificate that indicates divorce
- ④ Documents regarding inevitability of stay (statement of reasons, documents regarding division of assets)
- ⑤ Documents that are considered necessary for review
- ⑥ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

6. Domestic workers of foreign investors and foreign talents

A. Permission Criteria

- Maximum 1 year will be given within the range of employer's period of stay
- You must live in the same residential address as your employer, and you are not allowed to engage in employment other than domestic works
- Employment Contract Expiration, If you lose your domestic worker status as the employer fails to meet employer requirements, you must leave the RoK immediately
- One domestic worker per one inviter

B. Required Documentation

- ① Visa application form (Enclosed form #34), passport and alien registration card, fee
- ② Domestic worker employment contract
- ③ Personal reference letter
- ④ Proof of current employment of employee (Personal identification card)
- ⑤ A foreign investment declaration form (a corporate registration certificate or a copy of business owner registration) or a photocopy of business investment registration
- ⑥ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

	<p>7. Accompanying parents of an international student at the High School Level or below (F-1-13)</p> <p>A. The authority is entrusted to</p> <ul style="list-style-type: none"> ● a jurisdictional immigration (branch) office <p>B. Period of Stay is granted</p> <ul style="list-style-type: none"> ● Permission is granted within the 2 years of period of stay <p>C. Required Documents</p> <ol style="list-style-type: none"> ① Application Form (Enclosed Form #34), Passport, Alien Registration, Fee ② Documents demonstrating international student enrollment (Proof of enrollment, acceptance letter and etc.) ③ Documents proving living expenses (i.e. a bank account balance statement proving that the money, which is more than the standard amount, has been deposited for at least 1 month, and others) ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
<p>Permitting Re-Entry</p>	<p>1. Re-entry permission exemption has been introduced (Presidential enforcement was revised on December 1st, 2010)</p> <ul style="list-style-type: none"> - If you have completed registration already, and want to re-enter Korean within 1 year from the date of departure, you are exempted from obtaining re-entry permission - If your period of stay has not expired and has time less than one year, you are allowed to re-enter Korea within the period without the re-entry permission - If you are a student who needs a re-entry permission due to entry regulation, you must obtain the re-entry permission from an immigration office in your area. The fee for re-entry permission is exempted.
<p>Alien Registration</p> <p>▶CONTENTS</p>	<p>1. Required Documentation for Alien Registration</p> <ol style="list-style-type: none"> ① Visa application form (enclosed form #34), original copy of passport, one standard size photograph, fee

Resident (F-2)

Range of Activities	<ul style="list-style-type: none"> ● You want to stay in the RoK for a long period of time in order to receive the Permanent Resident status
Eligible Applicants	<ul style="list-style-type: none"> A. You are a foreign-born child of Korean national, or you are a spouse or a child of someone who has F-5 Resident status B. You are a child born between a Korean parent and a foreign national (including the de facto marriage) and recognized by the Minister of Justice C. You have been granted 'refugee' status D. You are an investor by the definition of Foreign Investment Promotion Act, and meet any of the conditions below <ul style="list-style-type: none"> 1) You are a foreigner who has invested at least US\$500,000 while you have stayed in the RoK on a D-8 Corporate Investment visa for 3 years or more. 2) You are an executive of a foreign company which has invested at least US\$500,000 in accordance with the 「Foreign Investment Promotion Act」 and you have stayed in the RoK for 3 years or more 3) You are a foreigner who has invested at least US\$300,000 or more and hired at least 2 people E. You have lost your F-5 Permanent Resident status, but considering your living circumstances in Korea related to human rights, the Minister of Justice has recognized your need to continue to stay in the RoK (those who are deported are not eligible in this category) F. You have stayed and settled down in the Republic of Korea on a visa outside of A-1 to A-3 for at least 7 years in which the Minister of Justice recognizes. However, for those who have E-1 professorship to E-5 Professional employment or E-7 Special Occupation status, the minimum period of stay shall be 5 years. G. You are engaged in employment on an E-9 Non-professional employment, E-10 Vessel Crew or H-2 Working Visit visa, and you have been engaged in employment for at least 4 years within the past 10 years on a visa designated by the Minister of Justice while meeting all conditions listed below. <ul style="list-style-type: none"> 1) You have licenses for a particular set of skills or capacities recognized by the Minister of Justice or you are getting compensation in exchange of your services (Types of skills licenses and wage standards are announced by the Minister of Justice after internal



	<p>discussions/consultations with a relevant department head)</p> <p>2) You have assets worth above a particular amount designated by the Minister of Justice</p> <p>3) You are considered an adult under the Korean Civil Law and have basic qualities and understandings in Korean culture in the RoK.</p> <p>H. You are hired as a civil servant in accordance with the 「National Civil Servant Act」 or 「Local Civil Servant Act」 and accredited by the Minister of Justice</p> <p>I. You meet all criteria such as age, education, income, which are designated by the Minister of Justice</p> <p>J. You have invested in assets such as real estates in designated investment region, products, and amounts announced by the Minister of Justice</p> <p>K. You are a child or a spouse of a person eligible for I and J</p>
<p>Maximum Length of Stay</p>	<p><input checked="" type="radio"/> 3 years</p>
<p>Activities Outside of Visa Status</p> <p></p>	<p>1. Criteria for permitted activities for F-2-99 long term travellers outside of their status (needs attention)</p> <p>A. Cases where permissions for engaging in activities outside of status are not required.</p> <p><input checked="" type="radio"/> If you want to continue the same activities in which you are currently engaged even after obtaining F-2 residential status and may add other complementary activities along with them</p> <p>※ i.e.) If a person on an E-2 Foreign Language Instructor wants to get engaged in foreign language instructor activities along with interpretation/translation works after obtaining F-2-99 residential status</p> <p>B. Cases where permissions for engaging in activities outside of status are required.</p> <p><input checked="" type="radio"/> If you want to get engaged in activities permitted by other visas after obtaining F-2 Residential status. This also means that you are going to stop activities you are currently engaged in.</p> <p><input checked="" type="radio"/> If you have entered the RoK on a F-1 Family Visitation/F-3 Dependent Family visa and you want to get engaged in employment activities</p> <p>※ examples)</p> <p>- If a person on an E-1 professorship visa wants to get engaged in activities of E-7 Special Occupation after obtaining F-2-99 Residential status and retirements.</p> <p>- If a person on a F-1 Family visitation visa wants to get engaged in activities of E-2 Foreign Language Instructors after obtaining F-2-99 Residential status.</p>

<p>Change or Addition of Workplace</p>	<p>● N/A</p>
<p>Granting Status</p>	<p>● If a Korean national who is married to a foreign national on a F-5 Permanent Residence visa has lost his/her Korean nationality as a result of acquiring nationality of his/her spouse, F-2 Residential status (F-2, period:1year) will be given to him/her.</p> <p>① Visa application form(enclosed form #34), passport, one standard size photograph, fee</p> <p>② Certificate of Nationality Acquisition</p>
<p>Change of Status</p>	<p>1. You are allowed to change your status to a foreign child of a Korean national</p> <p>A. Eligible Applicants :</p> <p>① a foreign child of a Korean national who is underage</p> <p>② A child born between a foreign national and a Korean national (including the de facto marriage)</p> <p>※ In the past, those who have become naturalized as a result of marriage with a Korean national or an underage foreign child of an overseas Korean who has reinstated Korean nationality, F-1 family visitation visa and status will be given</p> <p>※ A person with multiple nationality including Korean citizenship will be regulated by the "Guidelines for the Entry/Exit and Stay of a Person with Multiple Nationalities."</p> <p>B. Effective Date : March 15th, 2011</p> <div style="border: 1px dotted black; padding: 5px;"> <p><input type="checkbox"/> Residence (F-2-2, an adult child of a Korean national) Visa · Administrative Guidelines for Status of Stay</p> <p>● Foreign child of a Korean national, who is NOT qualified for the issuance of a F-2-2 Residence visa and change of status</p> <p>- You are restricted from a F-4 Overseas Korean visa since you have abandoned Korean nationality to avoid the military service obligation</p> <p>※ Guidelines on Granting Overseas Koreans Status</p> </div> <p>C. Required Documents</p> <p>① Visa application form (enclosed form #34), passport, one standard size photograph, fee</p> <p>※ A foreign child of a Korean national who is on a F-1-1 Family Visitation visa will be changed to F-2-2 Residential status immediately after confirmation (fees are exempted)</p>

Change of Status

- ② Documents proving family relationship and the custodianship between a Korean national and a respective underage child (i.e. divorce sentencing and others)
 - ※ If you cannot prove that you have the right of custodianship, then you must submit a consent by a 'person with parental rights' or a 'guardian' (If there is no 'person with parental rights or a guardian', then you must submit official documents or notarial documents that can prove the fact relationship.)
 - ③ Documents proving that you are a foreign-born child of a Korean national
 - Birth Certificate, Population Registry and others
 - ④ Resident registration of children and Resident Identification Card
 - ⑤ Basic certificate of parents, a certificate proving family relation, resident registration
 - ⑥ Personal reference letter (Father or Mother who has a right to raise a kid)
- 2. A spouse or an underage child of a permanent resident status holder is allowed to change his/her residential status**

Spouse	Minor (Underage Children)
① Visa application form (form #34), passport, one standard size photograph, fee	
② Reference Letter of Korean Spouse ③ Invitation Letter (form 1) ④ Marriage Statement (form 2) ⑤ Documents proving the marriage relationship from both countries - Marriage certificate, any certificate proving family relations ⑥ Documents proving your financial ability (Proof of enrollment, real estate registration copy, balance account statement, and etc.) ⑦ Identification guarantee of your spouse in Korea ⑧ Credit report of your spouse in Korea - issued by the Korea Federation of Banks ⑨ 'A certificate of criminal records' of the respective party of marriage issued by his/her country of origin and respective authority	② Any documents proving your family relations (Birth certificate, marriage certificate, population registry and others)

Change of Status

- ⑩ A doctor's note of the respective party of marriage
 - Medical institution (level equivalent to hospital) in accordance with paragraph 3, the document must be issued by a local health center in accordance with Article 3(2) of the Medical Act or Article 7 of the Regional Public Health Act. However, foreign spouse can substitute the document with similar paper issued by the health department in your country
- ⑪ If you were married before, you must provide documents proving the dissolution of marriage (e.g. divorce certificate)

3. You are allowed to change your status if you have been granted refugee status.

- ① Visa application form (enclosed form #34), passport and alien registration card, one standard size photograph, fee
- ② A certificate of refugee recognition

4. Investors who have made large amounts of investments are allowed to change their status

A. Basis : F-2 Residence status management guideline for foreign investors

B. Eligible Applicants : An applicant who meets any of the conditions below in accordance with the 「Foreign Investment Promotion Act」

- You have invested at least US\$500,000 as a foreign investor who has been staying in Korea for at least 3 years on a D-8 Corporate Investment visa

- Required Documents :

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Photocopy of investment company registration

Change of Status

- You are an executive of a foreign corporation who has invested at least \$500,000 in accordance with the 「Foreign Investment Promotion Act」 and has been staying in the RoK for at least 3 years

- Required Documents :

- ① Visa application form (enclosed form #3), passport and alien registration card, fee
- ② Dispatch order for overseas assignment or proof of enrollment or certificate of income amount (for the past 3 years)

- You have invested at least US\$300,000 and hired at least 2 Korean nationals

- Required Documents :

- ① Visa application form (enclosed form #34), passport, fee
- ② Foreign investment declaration form or a photocopy of corporate investor registration certificate
- ③ Employment contract for an employee or certificate of income amount

5. Permission for Visa Status Change of Foreign-Skilled Workers

A. Basis : F-2 Residence status management guideline for foreign skilled-workers

- revised on December 7th, 2011.12.07 Ministry of Justice Order #843(introduced on December 1st, 2007)

B. Eligible applicants for visa status change

- A person who meets all requirements below
 - ① You want to engage in employment on an E-9 Non-professional employment · E-10 Vessel Crew or H-2 Working Visit visa at the time of application
 - ② You have been engaged in employment in manufacturing, construction, agriculture or fishery for at least 4 years on a D-3 Industrial Training, E-8 Trainee Employment, E-9 Non-professional employment, E-10 Vessel Crew (including 'coastwise crew' status) or H-2 Working Visit in the past 10 years.

《How to Calculate Total Period of Employment (4 years)》

- ① Past employment period through a D-4 General Training, E-9 Non-Professional Employment, Vessel Crew (E-10, including 'coastwise crew' status) are combined to calculate to the total period of employment
- ② Also, if you have re-entered the RoK in a month from the initial departure, the period will be considered as employment period as well

C. Requirements

- An eligible applicant from above who meets all the following conditions
 - ① You have acquired techniques or skills circumscribed by the Special Table 1 through a test administered by the Human Resources

Change of Status

Development Service of Korea (hereinafter referred to as 'techniques · skills conditions') OR the average annual wage income for the past 2 years is equal or higher than the total amount of wage (the total wage amount for 12 months) (hereinafter referred to as 'wage conditions')

- ※ Total Salary = monthly pay (base wage+overtime wage)+{special wage from last year (bonus+performance based incentives)/12}
- ※ Please see media releases on 'Employment Conditions for Each Type of Employment' announced by the Ministry of Employment Labor regarding 'Wage conditions' (Ministry of Employment and Labor, Please go to <http://laborstat.molab.go.kr> for checking)
- ※ Those who apply for the change of status to F-2 Residence through wage conditions must be engaged in the same industrial field for at least 3 years out of the total employment period

- ② You must be able to support yourself and your dependents financially. for example, you must have financial assets worth at least 20 million won
- ③ You are considered an adult under the Korean Civil Law
- ④ You have scored the level 3 of the Korean Language Aptitude Test administered by the National Institute for International Education, or you have passed the Level 4 "Korean Language and Culture" course or higher level course of the Korea Immigration Integration Program prescribed by Article 48 of the Enforcement Decree of the Korean Immigration Control Act. the Nevertheless, this does not apply to those who have been educated at a high school as set forth in the 「Elementary · Secondary Education Act」 or the 「Higher Education Act」 or a university (industry college · education university · community college or Korea National Open University) OR to those who have industrial engineer licenses as set forth in Paragraph ①

D. Required Documents

- ① Visa application form(enclosed form #34), passport and alien registration card, fee
- ② Documents proving you have maintained at least 20 million KRW in your bank account for the past year. Documents proving your financial ability or your family member's financial ability to support the family such as a certified copy of real estate register · a photocopy of real estate lease contract or other documents equivalent to that recognized by the Minister of Justice. All documents must verify that you have at least 20 million KRW worth of assets.
- ③ Documents proving your past employment history such as a proof of employment, career certificate and etc. However, if an immigration officer can check your career history through the immigration information system, then you will be exempt from submitting these documents.

Change of Status

- ④ Documents proving your future employment engagement in fields where you were previously employed such as a certificate of prospective employment, standard employment contract
- ⑤ Documents proving the respective qualifications as set forth in the **【Special Table 1】** (limited to those fall under Article 3(2) 'Techniques · Skills Conditions')
- ⑥ Documents proving that you are earning incomes (such as a Receipt for Earned Income Tax Withholding) [for an eligible person under 'Salary Requirements' in accordance with paragraph 1, Article 3(2) only]
- ⑦ A transcript(report card) of the Korean Language Test, however, if you are qualified for conditions in accordance with paragraph 4, Article 3(2), you should submit documents which prove that you have completed at least 2 years of education or graduated in the RoK.

E. Range of Employment

If you are a foreign skilled worker in a production line and have obtained F-2 residence status, you are NOT allowed to work in fields where you were previously employed

F. Cancellation of F-2 Residential Status

If you meet any of the conditions below after changing your status to F-2 residence as a foreign skilled worker, your status can be cancelled.

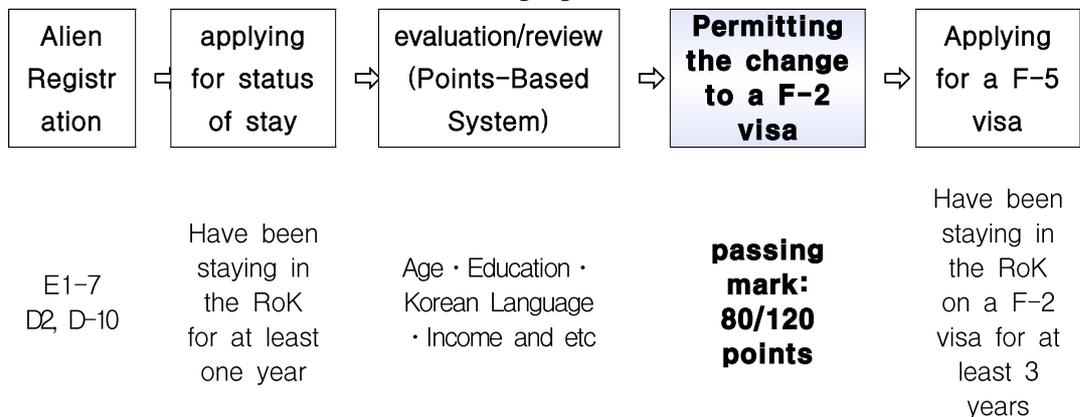
- 1. You have been decided to deport
- 2. You have obtained a permission of change of status through unlawful or dishonest means

6. Foreign Professionals are allowed to change their status through the Points-Based System

A. Basis : Guidelines on change of status for F-2 Residence professionals via the Points-Based Immigration System

- Subparagraph 27(I)(F-2 Residential Status) of Table 1, **Presidential decree of the Immigration Act**

A. Flow Chart of Procedure for Changing Visa Status



Change of Status

B. Eligible Applicants

● Eligible Visa Status for Application

Status of Stay	R E M A R K S
E-1 ~ E-5, E-7 D-5, D-6, D-7, D-8, D-9	Unlimited
E-6	Not including E-6-2 visa holders working/performing at a hotel · adult entertainment establishment
E-7	If you are a Sales clerk(31215), Casino Dealer(43291), Chef or Cook(441), Sea Cucumber Farming Technician (63019), or a Shipbuilding Welding Technician(7430), you must have a community college degree, relevant national license or have been awarded at an international competition while earning the annual income 1.5 times higher than the previous year's Gross National Income per capita announced by the Bank of Korea
D-2, D-10	You have acquired master's degree at a university in Korea (including prospective graduates) and been confirmed for employment from a Korean company

● Period of Stay Requirements : You must be legally staying in Korea on a visa you are applying for at least one year

- However, the period of stay of a D-10 Job Seeking visa holder can combine their previous period of stay as a D-2 Study abroad visa holder

C. Requirements for Permission

● You must score total points higher than the passing mark.

- Marks Distribution for each category (total: 120 points) and passing points (80 points)

Categories	Common Application Criteria (Total Points: 90)				Extra/deduction (Total Points: 30)		Total Points	Passing Points
	Age	Education	Korean Language	Current Income	Extra points	Deduction		
Points	25	35	20	10	30	-5	120	80 or above

D. Required Documents

- ① Visa application form (enclosed form #34), passport and alien registration card, fee
- ② Documents proving degree (education degree, graduation certificate and others)
- ③ Documents proving Korean language
- ④ Documents related to earned income (i.e. Receipt for Earned Income Tax Withholding and etc.)
- ⑤ Employment Contract
- ⑥ Documents proving family relations (spouse or child)
- ⑦ the Immigrant integration completion confirmation, certificate of volunteer, career certificate and other documents proving you have scored above the

Change of Status

cut-off marks

◀ F-5 Permanent Resident Status Permission Criteria for Those Who Have Stayed in Korea for 3 years After Obtaining Resident Status Through the Points-Based System ▶

- **(Financial Ability to Maintain the Adequate Living Standard)** You have financial assets worth over 30 million KRW, and from the date of your application submitted, your annual income amount is twice larger than the previous year's GNI per capita of Korea announced by the Korean Bank.
- **(Good Behavior)** You have never violated Korean laws and never worked in the adult-entertainment industry or non-professional fields before.
- **(Basic Foundation)** You have passed the Level 2 or higher level of the Korean Language Aptitude Test or completed the Korea Immigration Integration Program (However, if you scored 15 points or more on the Korean Language assessment when obtained resident status, you will be exempted from the language requirement.)

7. Permitting financial assets investors, such as real estate investors, to change their status to F-2-8 and F-2-81 Residents

- **Basis : A Confirmation of Visa Issuance and Administration Guideline for Financial Assets Investors such as Real Estate investors**
 - Ministry of Justice Announcement #10-026 (Jeju Special Self-Governing Province), Ministry of Justice Announcement #2011-67 (Pyeongchang, Gangwon-do)
 - Ministry of Justice Announcement #2011-390 (Yeosu, Jeollanam-do), Ministry of Justice Announcement #2011-553 (Incheon Jung-gu)

A. Principle Guidelines

- Those who have made a minimum amount of investment as individual investors, company executives, stockholders, and their family members will be allowed to change their status to the ones which do not have any employment restrictions
- Family Visitation status will be given to foreign investors who have not completed the real estate registration in order to attract real foreign investments and to guarantee free travelling and domestic stay in Korea
- If you have invested for at least 5 years on a residence visa, then you and your family members will be able to change your status to permanent residents.
- Please note that if the sum of the periods of the Immigrant Investor Schemes for Public Business and Real Estate is 5 years or more, you are also eligible to apply
- If you have gotten a refund of your investment money before you obtain Permanent Resident status, the selling company* (i.e. a company selling the real estate, terminating the ongoing contract, transferring the membership) mu

Change of Status

st report on this event to the head of an immigration (branch) office within 14 days from the date of refund.

* refers to a real estate organization which attracts investors, signs a membership contract, sells a real estate property to other people, and finally, receive the payment for a new house.

B. Range of application for financial assets such as real estates

Region	Investment Products	Minimum Amount of Investment
<p>Pyeongchang, Kangwon-do</p>	<p>Real estate must be located in the Alepsia Tourism Complex of Daegwallyeong approved and designated by the Provincial governor in accordance with Article 52 of the Tourism Promotion Act, and it must satisfy any of the followings below.</p> <ul style="list-style-type: none"> ① Holiday Condominiums in accordance with the {Special Table 1 of Article 15(b)} of the Enforcement Decree of the Architecture Act and {Item (b) of Article 3(2) of the Tourism Promotion Act ② Hotels among general lodging facilities in accordance with the Special Table 1, Article 15(a) of the Enforcement Decree of the Architecture Act. ③ Cottages in accordance with Article 28 of the Enforcement Decree of the Local Tax Act, Article 168(13) of the Enforcement Decree of the Income Tax Act, and Article 92(10) of the Enforcement Decree of the Corporate Tax Act ④ Tourist Pensions in accordance with the Special table 1, Article 15(d) of the Enforcement Decree of the Architecture Act and Article 3(7) of the Tourism Promotion Act 	<p>500 million KRW</p>
<p>Incheon Free Economic Zone</p>	<p>Real estate must be located in the 'Unbuk Leisure Complex' and any leisure/holiday facilities within the 'Young-Jong Sky City step 1-② (Complex Resort District)' designated and approved by the Minister of Industry, Trade, and Energy in accordance with Article 4 and 9 of the 'Special Act on Designation and Management of Free Economic Zones', and it must satisfy any of the followings below.</p>	<p>700 million KRW</p>

<p>Change of Status</p>		<ul style="list-style-type: none"> ① Holiday Condominiums in accordance with the {Special Table 1 of Article 15(b)} of the Enforcement Decree of the Architecture Act and {Item (b) of Article 3(2) of the Tourism Promotion Act ② Hotels among general lodging facilities in accordance with the {Special Table 1 of Article 15(a)} of the Enforcement Decree of the Architecture Act. ③ Houses established and connected to a sport facility in accordance with Article 9(3) of the Special Act on Designation and Management of Economic Free Zones, Article 3(18)(2) of the Regulations on Housing Supply and the announcement number 2012-323 of the Ministry of Industry, Trade and Energy ④ Cottages in accordance with Article 28 of the Enforcement Decree of the Local Tax Act, Article 168(13) of the Enforcement Decree of the Income Tax Act, and Article 92(10) of the Enforcement Decree of the Corporate Tax Act ⑤ Tourist Pensions in accordance with the Special table 1, Article 15(d) of the Enforcement Decree of the Architecture Act and Article 3(7) of the Tourism Promotion Act 	
	<p>Jeju-do</p>	<p>Real estate must be located in development areas approved by the Provincial Governor of the Jeju-do in accordance with Article 229 of the Special Act on the Establishments of Jeju Self-Governing Province and Jeju Free International City, and it must satisfy any of the followings below.</p> <ul style="list-style-type: none"> ① Holiday Condominiums in accordance with the {Special Table 1 of Article 15(b)} of the Enforcement Decree of the Architecture Act and {Item (b) of Article 3(2) of the Tourism Promotion Act ② Hotels among general lodging facilities in accordance with the {Special Table 1 of 	<p>500 million KRW</p>

<p>Change of Status</p>		<p>Article 15(a)} of the Enforcement Decree of the Architecture Act.</p> <p>③ Cottages in accordance with Article 28 of the Enforcement Decree of the Local Tax Act, Article 168(13) of the Enforcement Decree of the Income Tax Act, and Article 92(10) of the Enforcement Decree of the Corporate Tax Act</p> <p>④ Tourist Pensions in accordance with the Special table 1, Article 15(d) of the Enforcement Decree of the Architecture Act and Article 3(7) of the Tourism Promotion Act</p>	
	<p>Yeosu, Jeollanam-do</p>	<p>Real estate must be located in the Yeosu Kyeong-do Oceans Tourism Complex which was designated and announced by the Minister of Oceans and Fisheries to support the Yeosu Expo in accordance with Article 24 of the 'Special Act on Supporting the 2012 Yeosu World's Fair and Subsequent Applications of Its Facilities', and it must satisfy any of the followings below.</p> <p>① Holiday Condominiums in accordance with the Special Table 1, Article 15(b) of the Enforcement Decree of the Architecture Act and Item (b) of Article 3(2) of the Tourism Promotion Act</p> <p>② Hotels among general lodging facilities in accordance with the Special Table 1 of Article 15(a) of the Enforcement Decree of the Architecture Act.</p> <p>③ Cottages in accordance with Article 28 of the Enforcement Decree of the Local Tax Act, Article 168(13) of the Enforcement Decree of the Income Tax Act, and Article 92(10) of the Enforcement Decree of the Corporate Tax Act</p> <p>④ Tourist Pensions in accordance with the Special table 1, Article 15(d) of the Enforcement Decree of the Architecture Act and Article 3(7) of the Tourism Promotion Act</p>	<p>500 million KRW</p>

Change of Status

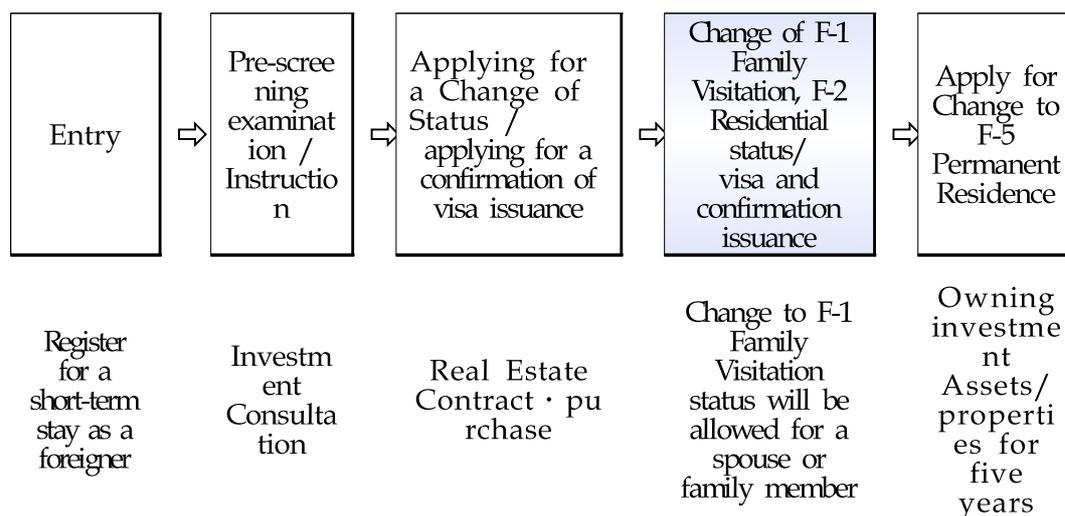
Busan

Real estate must be located in Haeundae Tourist Resorts and the East Busan Tourism Complex of Haeundae Special Tourist Zone approved and designated by the Mayor of Busan City in accordance with Article 52 and Article 70 of the 「Tourism Promotion Act」

- ① **Holiday Condominiums in accordance with the Special Table 1, of Article 15(b) of the Enforcement Decree of the Architecture Act and Item (b), Article 3(2) of the Tourism Promotion Act**
- ② Hotels among general lodging facilities in accordance with the Special Table 1, Article 15(a) of the Enforcement Decree of the Architecture Act.
- ③ Cottages in accordance with Article 28 of the Enforcement Decree of the Local Tax Act, Article 168(13) of the Enforcement Decree of the Income Tax Act, and Article 92(10) of the Enforcement Decree of the Corporate Tax Act
- ④ Tourist Pensions in accordance with the Special table 1, Article 15(d) of the Enforcement Decree of the Architecture Act and Article 3(7) of the Tourism Promotion Act

- **Haeundae Tourist Resort: 700 million KRW**
- **East Busan Tourism Complex: 500 million KRW**

C. Investment Procedure for Real Estate Investor



D. Eligible Applicants

- You have made a minimum amount of investment in a designated real estate property as an individual foreign investor, company executive, or stockholder. Also, you are a dependent family (spouse + children) member of such a person: F-2 Residential Eligible Applicants



Change of Status

- You have made an at least USD \$100,000 or 100 million KRW worth of investment in designated real estate products as downpayment or intermediate payment : Eligible Applicants for F-1 Family Visitation status
- Foreign investors are classified into ① registration completed ② member of condominium or others and ③ down payment higher than the standard amount. Definition for each category is as follows
- ① Registration Completed : You have completed the ownership registration over the place you invested
- ② Member of condominium or others: You have been granted member status from the place you invested
- ③ Downpayment higher than the Standard Amount: You are a large amount investor who has signed a contract of purchasing a real estate facility at the selling price of 700 million KRW, and who has already paid a downpayment which is worth more than the standard investment money of the region where your investment is located.
- ③ Real estate investment of 700 million KRW or higher: You are a large amount investor who has signed a contract of purchasing a single real estate product at the selling price of 700 million KRW or higher, and who has already paid a downpayment and deposited intermediate payment and balance of 200 million KRW or higher in the Korea Development Bank (KDB). The total amount of downpayment, intermediate payment and balance combined must be at least the minimum standard amount for real estate investment of the region where your investment is located.

E. Application Center

- Jurisdictional immigration (branch) office where the invested property is located (If you made investments in two or more facilities, please go to an office where the amount of investment is higher)
 - ※ Registered aliens must go apply at their jurisdictional immigration (branch) office

F. Required Documentation

- ① Visa application form (enclosed form #34), passport, alien registration(eligible applicants only), one standard size photograph, fee
- ② Real Estate Contract Note, A Certified Copy of Real Estate Register (for F-2 Residential applicants only)a
- ③ Membership certificate confirmed and issued by the Korea Leisure Condominium Management Association, membership certificate and deposit receipt issued by the selling company (for members only)
- ④ Certificate for Vacancy of Unsold New House (for persons who invested in an unsold new house only)
- ⑤ Residence Record of the House (only for persons who invested in an unsold new house, issued by the head of Eup, Myeon and Dong, effective onl

Change of Status

y for five days from the issue date)

- ⑥ Documents demonstrating inflow of foreign currency (*You must submit a certificate of purchased foreign currency, receipt of international wire transfer, or wire transfer certificate. However, if you used your credit card for the transaction, you must submit all of the following documents: transaction confirmation issued by the respective bank, photocopy of credit card sales slip, deposit receipt of the selling company and others.)
- ⑦ Additional documents demonstrating that you have either paid or transferred the investment money from a foreign country to the respective company, under the investor’s name (for those who have made indirect investments through a corporation only)
- ⑧ Official letter from the respective company, which indicates that you are a member of their current executive body or oligopolistic stockholder. You also need the entire list of their executives and stockholders (for executives or stockholders of the company only)
- ⑨ Family Relation Register (limited to when a spouse or a family member of the foreign investor apply for change of status)

G. Selling Company’s Responsibility

- (Responsibility to report) The selling company must report to the head of a jurisdictional immigration (branch) office if a foreign investor has gotten a refund (whether it was a full or partial refund) of his/her investment amount before he/she acquires permanent resident status, within 14 days from the date of its occurrence.
 - Report Details : Foreign investor’s personal profile (nationality, name, date of birth), real estate investment (name of the building and room/apt/street number and etc), investment capitals and the amount of refund, the date of refund
 - Report Methods : you must send an official letter to the immigration office under the name of CEO of the selling company
 - ※ However, any events that occurred before the effective date of this guideline, you must report it to the immigration office within 14 days from the start date of this guideline.
- (Responsibility to report the present conditions) The selling company must make a monthly report, through an official letter, on the present conditions of investment (which must be measured on the last day of each month) by the fifth day of every following month. Please use the form below.

Number of Cases of Investment		Amount of Investment		Visa Types		Nationality	Redemption		Remarks
New	Total	New	Total	C-3	F-2		New	Total	



Change of Status

- (To where?) The selling company must report on the present conditions of investments to the head of a jurisdictional immigration (branch) office where the particular real estate investment is located.
- If the selling company does not fulfill its responsibility to report, the head of the respective immigration office has the authority to impose various legal restrictions* on respective foreign investors such as not granting sojourn status, prohibiting them from hiring immigration representatives and etc.

H. Representation on behalf of Real Estate Community Development Project Operator

- The range of activities a representative can do on behalf of his/her client
 - Stay permit as set forth in the Application guidelines to F-2 Residence Status, a confirmations of visa issuance , guideline for pre-screening examination application and issuance
 - Representative Qualifications
 - the CEO of the selling company or section chief level or higher.
 - Procedure and Criteria for Using Application Agent
 - Fill out the power of attorney and representative forms from the [\(Special Table 3\)](#) and submit them
 - A foreign investor staying outside of Korea is not allowed to use a representative on his/her behalf
- ※ However, in case of a confirmation of visa issuance, a foreigner is allowed to use a representative even if he/she is staying outside of Korea

8. Permitting foreign investors of the 'Immigrant Investor Scheme for Public Business' to change their status to F-2-9 Resident

A. Basic Information

- If you are a foreign investor, foreign company executive, stockholder or immediate family member of such a person, who has invested in products designated by the Minister of Justice, you will be given F-2 Residential status. If you also maintain your investment status for the next 5 years at least, then you will be granted F-5 permanent resident status as well.
- If you would like to visit Korea any time rather than permanently stay in Korea, you will be granted a multiple entry C-3 Temporary Visit visa, which is valid for 3 years, in order to make your trips more convenient for you.

Change of Status

B. Immigration Investment Types

Principal Guaranteed Investment	<p>An investor deposits the standard amount of money or more in a fund newly established by the Korea Finance Corporation commissioned by the Ministry of Justice (Korea Finance Corporation is an affiliated organization of the Financial Services Commission in accordance with the Korea Finance Corporation Act)</p> <p>* The deposited money will be used as a loan for small and medium businesses at a low interest rate</p>
Risk-Based Investment	<p>An investor invests the standard amount of money in a community development project in an underdeveloped area designated and announced by the Minister of Justice after having an internal discussion with other heads of the relevant ministries.</p> <p>* Development Promotion District in the New Development Region in accordance with the 「Special Act on New Development Region Nurturing Investment Promotion」 (4 projects in Youngju, Andong, Yecheon as of 2012), Tourism Leisure Type Enterprise Cities in accordance with the 「Special Act on Enterprise City Development」 (2 districts in Young-am, Haenam, Taean as of 2012)</p>

C. Minimum Amount of Investment for Each Type

Change of Status

Regular	500 million KRW or more
Retiree Age 55 or older	300 million KRW or more* * However, one or his/her partner must have financial assets worth of 300 million KRW at the time of F-2 Residential Status acquisition, and he/she must have financial assets in Korea which are worth at least 300 million KRW when he/she changes his/her status to F-5 permanent resident
In combination with the Immigrant Investor Scheme for Real Estate	If the combined total of investment amounts in the real estate properties under the Immigrant Investor Scheme for Real Estate and the community development projects under the Immigrant Investor Scheme for Public Business is higher than the standard investment amount of the Immigrant Investor Scheme for Real Estate, you are eligible to apply for the change of status

D. Registration Procedure of Business Development Operator



(1). Required Documents when applying for registration request

- Documents demonstrating that your project has been approved by the head of relevant ministry or local government (i.e.: any official documents such as announcement, notice, official letter and others)
- ※ ‘New Development Region Promotion District’ must be approved by the head of a municipal/provincial government, and for ‘Tourism Leisure Type Corporate City’, project operators must be approved by the Ministry of Culture, Sports and Tourism.
- Investment Attraction Plan which includes Promotion and Marketing measures
- Subscription form which includes the management of standard investment amount and investment risks

Change of Status

(2). Registration Procedure

- **(Apply)** A project operator that has obtained an approval for the project from the central government or a local government apply for the investment recruiter registration to the head of a jurisdictional immigration office via written letter

* refers to an immigration office that has jurisdiction over areas announced by the Minister of Justice (considering the scheme is in the early stage, a branch office is excluded)

- **(Approval)** After the head of an immigration office reviews the application, he/she asks for an approval to the Minister of Justice with an enclosed personal opinion
- **(Registration)** In a case of approval done by the Minister of Justice, the head of the jurisdictional immigration office must inform the respective project operator on an approval through an official letter

E. Project operators are able to represent their investors on their on behalf

- **(Range of allowed representation)** change of visa status designated under this guideline, a confirmation of visa issuance, pre-screening instruction application and issuance
- **(Representative Qualification)** the CEO of the selling company or the section-chief level or higher
- **(Representation Procedure and Standard)** Project operator must fill out the enclosed forms 1), 2) and submit a power of attorney

※ A foreign investor is not allowed to apply for a representation for anything but a confirmation of visa issuance if he/she lives abroad.

F. Responsibility of the Development Business Operator

- **(Responsibility to Report)** The Development Business Operator must report to the head of a jurisdictional immigration (branch) office if a foreign investor got a refund (whether it was a full or partial refund) of his/her investment amount before he/she acquires permanent resident status, within 14 days from the date of its occurrence.
 - Report Details : Foreign investor's personal profile (nationality, name, date of birth), real estate investment (name of the building and room/apt/street number and etc), investment capitals and the amount of refund, the date of refund
 - Report Methods : you must send an official letter to the immigration office under the name of CEO of the development business operator company
- **(Responsibility to report the present conditions)** The development business operator must report the present condition of investments at the end of each month, using form below.

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Number of cases of investment		Amount of investment		Visa Types		Nationality	Redemption		Remarks
New	Total	New	Total				New	Total	
				C-3	F-2				

※ (To where) The development business operator must report everything mentioned above to the head of a jurisdictional immigration (branch) office.

G. investment recruiter responsibility (Korea finance corporation and community project operator)

- (report responsibility) the investment recruiter must report within 14 days, if a foreign investor gets his/her investment money back before he/she obtains permanent resident status, from the refund
- (current condition report responsibility) the investment recruiter agency must report the following investment condition at the end of every month

T o t a l Investment Amount	Number of Investment cases	Status Type		Nationality	Callability Details	Remarks
		C-3	F-2			

- (Report and Current Condition Organization) The Korea Finance Corporation must report to the head of the Seoul Immigration Office, a project operator must report to the head of a respective immigration office where it is registered with.

※ In terms of responsibility to report, the respective foreigner must report to a jurisdictional immigration office, however, considering it is hard for an investment recruiting agency to know the place of residence for an investor, the investor must report to the jurisdictional immigration office where his/her investment recruiting agency is registered with.

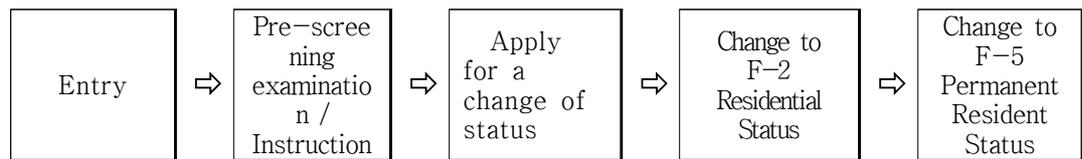
- The Minister of Justice can cancel the designation of an investment recruiting agency if the investment recruiting agency fails to carry out its responsibility to report the current conditions and others.

- The head of the respective local immigration office can request a cancellation of the recruiting agency designation if the investment recruiting agency fails to carry out its responsibility to report the current conditions and others.

Change of Status

H. Management Standard for Change to F-2 Residential status of foreign investors for the Immigrant Investor Scheme for Public Business

(1). Processing Procedure



Short-term traveller / foreigner registration

Investment and staying consultation

Invest (investment)

Reviewing of conditions

maintain 5 years of investment

(2). Eligible Applicants for the change of status to F-2 Residential status and Permission Criteria

● Eligible applicants

- foreigners such as executives of a corporation, stockholders, spouses, and underage children of such a person herein must have invested money worth of 500 million KRW or more in a public business scheme
 - However, if you are age 55 or older and a retiree immigrant investor who has financial assets worth at least 300 million KRW, the minimum amount of investment is lowered to 300 million KRW
 - You are a foreign investor who has invested in community development projects of the Immigrant Investor Scheme for Public Business and real estate properties of the same scheme for Real Estate. In addition, the combined investment amount of the two scheme is higher than the investment standard amount announced by the Minister of Justice
- I.e.) If you have invested at least 600 million KRW in a real estate property under the Immigrant Investor Scheme in Incheon, plus at least 100 million KRW in the Immigrant Investor Scheme for Public Business, you will be given at least F-2 Residential Status

I. Application Center

- If you have invested in the Korea Finance Corporation, you must apply at the Seoul Immigration Office
- If you have invested in a community development project, you must apply at a local immigration office where the project operator is registered with.
 - ※ You must apply at a jurisdictional immigration office for a registered foreigner

J. Required Documents

- ① Application form(enclosed form #34), photocopy of passport, photograph, fee
- ② Any documents proving that you have paid your investment money (investment confirmation stamped by the head of a relevant investment recruiting agency, wire transfer receipt, and etc.)

Change of Status

- ③ Any documents proving the inflow of the foreign money (i.e. Certificate of Purchased Foreign Currency, Overseas Wire Transfer Receipt, Wire Transfer Certificate and etc)
- ④ Documents proving the family relation (for spouse or unmarried children of investors applying for a change of status)
- ⑤ For Retiree immigrant investors, documents demonstrating their financial assets worth at least 300 million KRW (i.e. deposits, assets such as real estate)

※ Documents demonstrating that you are unmarried if you are an unmarried child

- ⑥ Additional documents demonstrating that the investment money has been paid or transferred to a company, under the name of foreign investor (for those who have made investments through a corporation only)
- ⑦ Official letter from the invested company, which indicates that you are a member of their current executive body or oligopolistic stockholder. You also need the entire list of their executives and stock holders (for executives or stockholders of the company only)

9. Permission for change of residential status regarding other people on long-term stays

● [Special Table 1] Subparagraph 12(F)(F-2 Residential Status) of the Presidential Decree of the Immigration

- You have stayed in the Republic of Korea for at least 7 years on an A-1 Diplomacy to A-3 Conventions/Agreements visa, thus your living base is here. Also, you are recognized by the Minister of Justice [However, if you are on an E-1 Professorship to E-5 Professional Employment or E-7 Special Occupation visa, minimum period of stay shall be 5 years.

A. Basic Principles

- If you have been granted fixed status, have followed the positive laws, are financially independent, and want to settle in the Republic of Korea, you will be allowed to change our status of stay
- If you have violated the positive laws, or you don't have any ability to support economic activities, you will NOT be allowed to change your status of stay.

B. Status Change Requirements

- Eligible Visa Status and Period of Stay
 - ① D-1 Cultural Arts, D-5 Journalism, D-6 Religious Affairs, D-7 Supervisory Intra-Company Transfer, D-8 Corporate Investment*, D-9 Trade Management, E-6-1,3 Arts & Performances, F-1 Family Visitations, F-3 Dependent Family** Status : continue to stay for at least 7 years

Change of Status

* If you are on a **D-8 Corporate Investment visa**, you must make an **standard amount of investment (100 million KRW) or more in accordance with** the 「Foreign Investment Promotion Act」 at the time of application

**If you are eligible for a F-1 Family Visitation and a F-3 Dependent Family visa, you must apply with a principal visa applicant of the stay

- ② E-1 Professorship, E-2 Foreign Language Instructor, E-3 Research, E-4 Technology Transfer, E-5 Professional Employment, E-7 Special Occupation Status : continue to stay for 5 years or more

◀ How to Calculate the Period of Stay regarding ① and ② ▶

- If you have re-entered the RoK within a month of departure, your absence is still considered as a continuous stay.
- If you have obtained approval within the eligibility of F-2-99 Residence status, we will combine the total period of your stay by each of your visa status.
 - ※ EX.1) You are allowed to apply → F-1 4 years + E-7 2 years + D-8 1year
 - EX.2) You have stayed in Korea for four years on a D-2 visa which is outside of eligibility for F-2-99 Residential status, therefore, the period of your stay on the D-2 visa will not be counted when you apply for a E-7 visa
- We do NOT count the periods of stays as a result of **Permission for extension of period of sojourn for departure** (Article 32 of the Enforcement Regulation), and **Period of Departure Probation** (Article 33 of the Enforcement Regulation)

● **Age Criteria : An adult considered by the Korean Civil Law at the time of application**

● **Financial Maintenance Ability Requirements** (※ You should possess all required documentation of ① and ② below)

① You or a member your household family must have at least 30 million KRW under your or his/her name (bank deposits, real estate, etc)

- However, ① you have to indicate the fixed date in case of a leasehold contract regarding a house ② In case of a leasehold contract regarding commercial building, a business registration' is needed if your genuineness is confirmed through the money deposited into a bank account

② The total income (including pensions) of the family shall be above the Gross National Income **Per capita announced by the Bank of Korea**

- However, among E-7 special occupation status applicants, those who are eligible for the change/addition of work places noticed by the Ministry of Justice Announcement #11-510 need incomes 1.5 times bigger than the Gross National Income.

Change of Status

* Sales clerk, chef and cook, designer, hotel clerk/receptionist, medical coordinator, sea cucumber farming technician, shipbuilding welding technician, manufacturing field manager, construction field manager, agriculture/fishery field manager

● **Basic Conduct and Quality Requirements**

- You have passed Level 2 or higher in the Test of Korean Proficiency Test or completed Korea Immigration Integration Program.

C. Application Center

- An immigration (branch) office in your area/region

D. Required Documentation

- ① Visa application form (enclosed form #34), passport and alien registration, one standard size photograph, fee
- ② Statement of reasons request (special circumstance)
- ③ **Documents proving the ability to support yourself financially (2 types or more)**
 - choose one from the bank account balance, the real estate leasehold contract, and the real estate business registration
 - choose one from the receipt for earned income tax withholding, documents proving the pension collection, tax payment certificate
- ④ **Documentation Proving Basic Conduct and Quality**
 - Criminal/police record issued by a domestic police station
 - ※ However, if you have not submitted a criminal record issued by your country while applying for an E-2 Foreign Language Instructor visa, you will be additionally asked to submit the record.
 - Level 2 or higher of the Korean language Test Result (issued by the National Institute for International Education) or Korea Immigration Integration Program completion certificate (**issued by the head of an immigration office**)
- ⑤ Other documents which the head of an immigration office found necessary

10. Permission for Change of Residential Status for foreigners who are hired as civil servants

A. Eligible Applicants : Subparagraph 27(h)(F-2 Residential Status) of Special Table 1, Article 12 of the Presidential Decree of the Immigration Act (Special Table 1)

B. Qualification Requirements

- You are hired as a civil servant in accordance with the 「National Civil Servants Act」 or the 「Local Civil Servants Act」 accredited by the Minister of Justice

C. Required Documentation

- ① Visa application form (enclosed form #34), passport, alien registration, one standard size photograph, fee
- ② Public servant identification card or a confirmation of prospective civil servant (a confirmation of a civil servant appointment)
- ③ personal reference letter

Permission for extension of period of stay

1. Required Documents for following applicants when applying for extension of stay <applicants below>

An underage child of a Korean national (F-2-2)	<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration card, fee ② Documents proving family relations
A spouse or an underage child of a permanent residence holder (F-2-3)	<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration card, fee ② Any certificate or documents regarding family relations and registration which indicates the marriage status ③ Proof of Residence (e.g. lease contract)
refugee (whose refugee status is recognized) (F-2-4)	<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration card, fee ② Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
Large Amount Investors (F-2-5)	
Traveller's long-term stay (F-2-99)	<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration card, fee ② Personal reference letter ③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

2. Extension of Period of Stay for Foreign Skilled-Workers

- ① Visa application form(enclosed form #34), passport and alien registration card, fee

**permission
for extension
of period of
stay**

- ② Any documents proving that you have maintained at least 20 million KRW in your bank account for the past year, or real estate registration, photocopy of real estate lease contract that are worth 20 million KRW, or other documents proving that you or your family members have the abilities to support your family financially, recognized by the Minister of Justice
- ③ Document proving your career records such as a proof of employment, career certificate and others. However, if we can confirm those records through the immigration information system, you are exempt from submitting these documents.
- ④ Certificate of prospective employment , standard employment contract and other documents proving your future employment activities.
- ⑤ Documents proving respective status on **【Special Table 1】** (Subparagraph 1 of Article 3(2) "Techniques · Skills qualifications)
- ⑥ Receipt of a receipt for earned income tax withholding and other documents (Eligible applicants as set forth in Paragraph 1, Article 3(2) 'Wage Conditions')
- ⑦ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

3. Extension of period of stay for real estate investors

A. Eligible Applicants

- You have invested and want to keep investing and staying in Korea in the future even after your change your status to residence or family visitation visas.

B. Permission Requirements

- You are maintaining the investor status while not encroaching the minimum amount of investment (**F-2 eligible applicants**)
- You have invested at least 100 million KRW or \$100,000 USD in Korea and want to maintain the investment still now (**Eligible F-1 applicants**)

C. Required Documents

- ① Visa application form (enclosed form #34), passport and alien registration, fee
- ② A certified copy of real estate register or a membership certificate issued by a selling company (effective only for 5 days from the issue date)

**permission
for extension
of period of
stay**

- ③ Residence Record of the House (only for persons who invested in an unsold new house, issued by the head of Eup, Myeon and Dong, effective only for five days from the issue date)
- ③ A certificate of family relation (required only when a spouse or an underage child apply to extend the period of stay)
- ④ If you are a member of the executive body or a stockholder of a corporation, you must submit a document proving that you were and still are in that position when you applied for the change of visa status. (official letter from the respective company, proof of employment, confirmation materials for your stock shares and others)
- ⑤ **Documents proving the place of residence** (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

4. Extension of Residential Stay for foreigners of the Immigrant Investor Scheme for Public Business (F-2-9)

A. (Eligible Applicants) You are eligible to apply if you are an individual foreign investor, company executive, or company stockholder who would like to continue to stay in Korea while maintaining the investment status after the change to F-2 Resident status, or if you are a spouse or unmarried child of such investor.

B. (Permission Requirements) You have not encroached the standard (minimum) amount of investment while maintaining the investment status

※ For risk-based investment types, even if the investor loses his/her investment money due to the mismanagement of investment capitals by the invested organization, he/she will still be considered in good standing unless he/she gets the refund of his/her investment.

C. Application and Required Documents

- ① Application form (enclosed form #34), passport (photocopy), alien registration card, fee
- ② Documents demonstrating that you have maintained the amount of investment (Confirmation that is issued within 5 days and stamped by the head of the organization which has received your investments)

**permission
for extension
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stay**

- ③ Family Relations Registrar (for accompanying family members only)
 - Please attach the form to your application package and submit it to your jurisdictional immigration (office) before the period of your stay expires.
- ④ If you are a member of the executive body or a stockholder of a corporation, you must submit a document which proves you were still in the position when you applied for the change of visa status. (official letter from the respective company, proof of employment, confirmation materials for your stock shares and others)
- ⑤ **Documents proving the place of residence (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

5. You are allowed to extend the period of stay for other reasons.

A. the permission criteria for extending the period of stay

- If you are regularly engaging activities of your previous visa status, and you have never violated Korean laws, you will be able to extend the period of your stay for up to 3 years per each request.
- If you are a dependent family of a principle visa applicant and has the same visa status as your family member, you are allowed to extend your visa within the permitted period of stay of the principle visa applicant of your family.

B. Candidates restricted from applying

- You have been decided to deportation
- You have obtained a resident permission through dishonest or unlawful means
- You have acquired residency but you have entered using a fake passport or a false passport (under another person's name)

C. Required Documents

- ① Visa application form(enclosed form #34), passport and alien registration card, fee
- ② Documents proving your ability to support yourself such as a receipt for earned income tax withholding
 - ※ If you are a dependent receiving the same status as the principal visa appli

	<p>cant, you must submit documents that can prove the principal visa applicant's ability to financially support the family.</p> <p>③ Documents that are considered necessary for review by the head of an immigration office</p> <p>④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-entry Permit</p>	<p>1. The re-entry permission exemption program has been implemented (enforcement regulation has been revised on December 1st, 2010)</p> <ul style="list-style-type: none"> - A foreigner who wants to re-enter the Republic of Korea within a year from the date of departure will be exempt from obtaining re-entry permission - Re-entry permission requirement is exempted if there is less than a year left for the permitted period of stay - A student who must obtain a re-entry permission due to entry regulation must get a re-entry permission at an immigration (branch) office in your residence area. Re-entry permission fee exempted
<p>Alien Registration</p> <p></p>	<p>① Visa application form(enclosed form #34), one standard size photograph, fee</p>

Dependent Family(F-3)

Range of Activities	<ul style="list-style-type: none"> ● Dependent Family
Eligible Applicants	<ul style="list-style-type: none"> ● You are eligible to apply for D-1 Cultural Arts to E-7 Special Occupation visas but you do not have a spouse nor do you have an child under Korean age 19. (However, eligible applicants for D-3 Industrial Training visas are excluded from this.)
The Maximum Length of Stay	<ul style="list-style-type: none"> ● Period designated by applicant him/herself
Activities outside of visa status	<p>1. Employment on an investor who has made a large amount of investment and his/her spouse of professional occupation</p> <p>A. Eligible Applicants</p> <ul style="list-style-type: none"> ● You are a spouse of someone who is a qualified Advanced Science Technology worker (SCIENCE card), Advanced Technology worker (GOLD card), and an Information Technology worker (IT card) ● You are a spouse of a foreign investor who has invested (including a corporation) at least US\$500,000 in Korea. ● You are a spouse of a professional foreign worker {E-1, E-2, E-3, E-4, E-5, E-6 (Not including E-6-2), E-7 visa holders}. <p>B. Permitted Fields of Activities</p> <ul style="list-style-type: none"> ● You are allowed to engage in any activities except simple labour except D-3, E-9 visa holders <p>C. Permission Period : until the period of stay of your spouse expires (it is possible to extend continuously)</p> <p>D. Required Documentation : Complementary Documents in accordance with Article 76 of the Enforcement Decree (skip personal reference recommendation letter)</p> <p>※ If you want to get a job as a E-7 Special Occupation visa holder, Guidelines on E-7 Confirmation of Visa Issuance will be applied.</p>

**Activities
outside of
visa status**

2. Expanding eligibility for the allowed activities outside of visa status

- When you want to get an education at a regular education institution (ex. elementary school, middle school, high school and university), you do not need a separate permission as long as it does not infringe your original purpose of your stay. (the policy was implemented since June 15th, 2009)

3. F-1 Family Visitation, F-3 Dependent Family (a local government, government investment organization)에서 foreign language editor(E-7) working at a public organization or a state institution

- ① Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
- ② Employment Contract ③ Photocopy of Business Registration ④ Recommendation Letter (the head of an immigration office by the respective region)
- ⑤ Degree (original copy and photocopy)

3. A person on a F-1 Family Visitation, F-3 Dependent Family visa engaging in activities of an E-2 Foreign Language Instructor or E-7 Special Occupation visa

COMMON	<ul style="list-style-type: none"> ① Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee ② Employment Contract ③ Business Registration Card
E-2	<ul style="list-style-type: none"> ④ Degree (same as the E-2 requirements) ⑤ Criminal Records (same as the E-2 requirements 52) ⑥ 채용신체검사서(same as the E-2 requirements)
E-7	<ul style="list-style-type: none"> ④ Original copy of teacher license of the respective department (if you don not hve a 'Degree and Career Certificate') ⑤ Criminal Records (same as the E-2 requirements) ⑥ recruitment medical check report (same as the E-2 requirements) ⑦ Request Form from the Principal ⑧ Foreigner Teacher Present Condition

<p>Change or addition of workplace</p>	<p><input type="radio"/> Not Applicable</p>				
<p>Granting Status</p>	<p>1. Required Documentation</p> <p>① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee</p> <p>② Birth Certificate or a Certified Copy of your Family Register (Japan, Taiwan and others)</p>				
<p>Change of Status</p>	<p>1. You are allowed to change your status to F-3 Dependent Family even though you have entered the Republic of Korea on a B-1 visa exemption or B-2 Tourist/Transit visa due to inevitable reasons such as arranging household stuff</p> <table border="1" data-bbox="400 880 1474 1234"> <tr> <td data-bbox="400 880 619 1104"> <p>Required Documentation</p> </td> <td data-bbox="619 880 1474 1104"> <p>① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee</p> <p>② Documents Proving Family Relations (Marriage or Birth Certificate and others)</p> </td> </tr> <tr> <td data-bbox="400 1104 619 1234"> <p>Supplementary Documentation</p> </td> <td data-bbox="619 1104 1474 1234"> <p>③ Alien Registration Cards of Parents or Spouse</p> </td> </tr> </table> <p>2. Spouses of foreign professionals are able to change their status to professionals as well. (Visa&Residence Division-1753, '08.06.27.)</p> <p>A. Eligible Applicants for Permission</p> <p><input type="radio"/> Spouses of Foreign Professionals 《E-1 or E-5, E-6(except E-6-2), E-7 candidates》 who have F-3 Dependents visas</p> <p>B. Permitted Areas</p> <p><input type="radio"/> Professionals 《from E-1 or E-5, E-6 candidates (except E-6-2), E-7》 are able to change their visa status</p> <p>C. Required Documentation</p> <p>① Visa Application Form (enclosed form #34), passport and alien registration card, one standard size photograph, fee ② employment contract ③ Business Registration ④ Degree ⑤ License and career certificate ⑥ employment recommendation letter from the related ministry or documents proving the employment needs ⑦ Personal Reference Letter</p>	<p>Required Documentation</p>	<p>① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee</p> <p>② Documents Proving Family Relations (Marriage or Birth Certificate and others)</p>	<p>Supplementary Documentation</p>	<p>③ Alien Registration Cards of Parents or Spouse</p>
<p>Required Documentation</p>	<p>① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee</p> <p>② Documents Proving Family Relations (Marriage or Birth Certificate and others)</p>				
<p>Supplementary Documentation</p>	<p>③ Alien Registration Cards of Parents or Spouse</p>				

<p>Permission for extension of period of stay</p>	<p>Required Documentation</p>	<p>① Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee</p>
	<p>Supplementary Documentation</p>	<p>② Alien registration cards of parents or spouses</p>
<p>Re-entry permission</p>	<p>1. Re-entry permission exemption scheme was enacted (by the revised enforcement decree on December 1st, 2010)</p> <ul style="list-style-type: none"> - If you have completed your alien registration, and you want to re-enter the Republic of Korea within a year from your initial departure, a re-entry permission will be exempted. - If your period of stay is less than a year to be expired, then you are exempted from re-entry permission within the period of stay that is left. - If you are an international student who needs to get a re-entry permission due to entry regulation, you must go to an immigration office in your area to get it, but the application fee will be exempted. 	
<p>Alien Registration</p> <p></p>	<p>① Visa application form (enclosed form #34), passport, one standard size photograph, fee</p>	

Permanent Resident (F-5)

Range of Activities	<ul style="list-style-type: none"> ● Allowed to engage in any legal activities except the voting right
Eligible Applicants	<ul style="list-style-type: none"> A. You are considered an adult under the 「Korean Civil Law」 , and you or your dependents have abilities to support the family financially. Also you must be well-behaved and have basic qualities, which the Minister of Justice finds appropriate to continuously stay in the Republic of Korea. You have stayed in the Republic of Korea on a D-7 Supervisory Intra-Company Transfer visa to E-7 Special Occupation visa or on a F-2 Residential visa for at least 5 years. B. You are a spouse or an underage child of a Korean national or of a F-5 Permanent Residence status holder who has stayed in the Republic of Korea for at least 2 years. Also you have applied for the Permanent Resident status in accordance with Article 23 of (the Act) as you were born in the Republic of Korea while your father or mother was a F-5 Permanent Resident at the time of your birth. C. You are a foreign investor who made an investment worth \$500,000 and you have hired at least 5 Korean Nationals in accordance with the The 「Foreign Investment Promotion Act.」 D. You have stayed in the Republic of Korea on a F-4 Overseas Korean visa for at least 2 years, and you are well-behaved and have basic qualities and ability to support yourself financially to live in Korea continuously, which are acknowledged by the Minister of Justice. E. You are an overseas Korean as defined in Article 2(2) of the 「Act on Immigration and Legal Status of Overseas Koreans」 , and you meet all requirements to acquire Korean nationality in accordance with the 「Nationality Act」 . F. You fall under Subparagraph 27(F-2 Residential Status of Special Table 1 under the previous 「Enforcement decree of the Immigration Act」 (referred to the Presidential Decree #17579 which was partly revised, promulgated and implemented before April 18th, 2002) while your ability to support yourself financially, good conducts and basic qualities are recognized by the Minister of Justice to live in the RoK continuously.

Eligible Applicants

- G. You meet either of the conditions below and are recognized by the Minister of Justice.
- 1) You have been conferred a Ph.D degree in foreign countries and have been hired by a Korean company at the time of your F-5 Permanent Resident application.
 - 2) You have been conferred a Ph.D degree after completing a graduate school in the RoK.
- H. You have been conferred a bachelor's degree in particular fields designated by the Minister of Justice and have a technical license who has stayed in the Republic of Korea for at least 3 years, and you work and get paid by a company designated by the Minister of Justice when you apply for F-5 Permanent Resident status.
- I. You have an excellent talent in a particular area such as Science · Management · Education · Culture and Arts · Sports, which is recognized by the Minister of Justice.
- J. You have made a special contribution to the Republic of Korea which is acknowledged by the Minister of Justice.
- K. You are age 60 or older receiving pensions, which is higher than the Minister of Justice has designated, from a foreign country.
- L. You are engaged in employment activities on an H-2 Working Visit visa while you meet all conditions from 1) to 3) of Subparagraph 27(G)(F-2 Residential Status) of table. You are also recognized by the Minister of Justice considering the period of your employment, employment areas, characteristics of your industry, the current labor shortage situation and employment preferences of Korean nationals.
- M. You have been staying in the RoK for at least 3 years on a F-2 Residential visa while your ability to support yourself financially, basic qualities and good conducts are recognized by the Minister of Justice to live in the RoK continuously.
- N. You have invested in Korea for at least 5 years after you have been given status which falls under subparagraph 27(J)(F-2 Residential Status) of special table. You, your spouse and child have basic qualities, ability to support yourself financially and good conducts which are recognized by the Minister of Justice to live in the RoK continuously.

<p><u>Maximum Length of Stay</u></p>	<p><input checked="" type="radio"/> N/A</p>
<p>Activities outside of status</p>	<p><input checked="" type="radio"/> N/A</p>
<p>Change or Addition of Workplace</p>	<p><input checked="" type="radio"/> N/A</p>
<p>Granting status</p>	<p><input checked="" type="radio"/> If you were born in the RoK and your father or mother was a F-5 permanent resident at the time of your birth, you will be given F-5 permanent resident status as well in the event of applying.</p> <p>A. You must apply within 90 days from your date of birth.</p> <p>※ Not including a child born in a foreign country</p> <p>B. Required Documentation</p> <p>① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee</p> <p>② Documents proving family relations (Birth Certificate and etc.)</p> <p>③ Documents proving the identification of the nationality</p>
<p>Change of Status</p> <p></p>	<p> F-5 Permanent Resident status will be given to everyone except for overseas Koreans</p> <p><input type="checkbox"/> Calculating the period of your stay in the RoK</p> <p><input checked="" type="radio"/> You must have been continuously staying in the RoK without a complete departure, and if you have departed the country with a re-entry permission (*please note that a re-entry permission is exempted for F-4 Overseas Koreans), your absence up to 3 months are considered as a part of the period of your continuous stay in the RoK.</p> <p><input type="checkbox"/> Restricted Applicants to the Changes of Permanent Resident Status</p> <p><input checked="" type="radio"/> You have violated the Immigration Act within 3 years from the date of application submitted.</p>

Change of Status

- (For spouses and unmarried children of immigrant investors of Real Estate or Public Business only) You have violated the Immigration Act three times (NOT including fines) within 3 years from the date of application submitted.

- You have been sentenced to imprisonment or worse.
- You are considered a risk to public order, social welfare and other national interests of the Republic of Korea.
- You have submitted forged documents.
- You are restricted from changing your status to permanent resident due to verification results of your overseas criminal record check.

- You must not have been sentenced to imprisonment for crimes that are identified by Article 2 of the "Special Act on Punishments of Specific Violent Crimes."

- You must not have been guilty of murder, abduction, rape, sexual assaults, or robbery.

- You must not have been part of, engaged in, or organized a group that is identified by the Special Act on the Punishment of Violent Crimes or the Special Criminal Laws on Specific Crimes.

- You must not have been sentenced to imprisonment or worse for other crimes.

- As long as you have never committed crimes mentioned above, we will closely review your visa application.

* Please note, however, that those who have committed fraudulence, threatening, drug crimes will be prohibited from changing their status to permanent residents.

Loss of Permanent Resident Status

A. People who meet any of the conditions below will lose permanent resident status

Change of Status

- You have been ordered to deportation
 - You have acquired permanent resident status through dishonest or unlawful means.
 - You are exempted from a re-entry permission or you have stayed in the ROK exceeding the period of stay in the RoK.
 - You have acquired permanent resident status, but you have entered the Republic of Korea on a fake passport or a passport under a false name, or you are considered to have a fake marriage.
- You must submit a criminal record when you change the status of Permanent Resident (effective since August 1st, 2012)**
- Eligible Applicants : You want to change your status to a Permanent Resident in accordance with the Presidential Decree of the Immigration Act
 - However, if you fall under any conditions below, you do not have to submit the criminal record.
 - ▶ Those among the special table of the Presidential Decree of the Immigration Act: Foreign Investors (who have invested at least US\$500,000), Ph.D degree holders, Foreign Talents in particular areas, Special Contributors
 - ▶ You are a second generation of Chinese who was born in the Republic of Korea and who has stayed here ever since the birth.
 - ▶ You have submitted a criminal record from your country to obtain your visa first before and have stayed in the Republic of Korea continuously.
 - * In this case, if you have stayed in a foreign country for up to 6 months, you are considered not to continuously live in the Republic of Korea, thus, you need to submit a criminal record.

1. You have stayed in the Republic of Korea for 5 years or more.

A. **Eligible Applicants** [Article 28(3)(A) of Special Stable under the Presidential Decree of the Immigration Act]

- You have stayed in the Republic of Korea for at least 5 years on a D-7, E-7 or an F-2 Residential visa

Change of Status

B. Requirements

- You are considered an adult under the Korean Civil Law.
- You had continuously stayed in Korea for at least 5 years prior to the date of application.
 - You cannot count time you spent in Korea if it was before that continuous period of stay. However, you are able to count time if you had resided in Korea as a D-7, E-7 or F-2 resident visa holder during that continuous period of stay.
- You meet all requirements of each type of visa listed on [\[Annex 1\]](#) .
 - You or your accompanying family member has an ability to earn a living, and you are a person of good conduct.
 - You satisfy basic criteria to stay continuously in the Republic of Korea.

Requirements	Common	<ul style="list-style-type: none"> - Your annual income must be twice bigger than the GNI per capita of Korea. - You have scored Level 2 or higher on the Korean Proficiency Test or completed the Immigrant Integration Program
	Additional	<ul style="list-style-type: none"> - D8, D9: your company's sales revenue for the past 2 years must be 1 billion won. (among D9 visa holders, person-in-charge of export facility installation/management/repair and shipbuilding/equipment production supervisor are exempted from the sales revenue requirement) - E7 : Bachelor's Degree or higher
Special Application		<ul style="list-style-type: none"> - If you have stayed in Korea for 10 years or more, you are exempted from the Korean Proficiency Test requirement. - Among E-5 visa holders, those who are taking their medical internship or residency at a Korean hospital must earn an annual income which is twice bigger than the GNI per capita of Korea and must score Level 5 or higher on the Korean Proficiency Test.

C. Required Documents

- Common Documents : Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee: 200,000 KRW, Overseas Criminal Record Check, Proof of Residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a



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utility bill payment for any public services, receipt of university housing fee and others.)

- Required Documents to be submitted for each visa types : Please see the enclosed form [\[Annex 1\]](#)

2. An F-6 spouse of a Korean National (F-6), An F-2-2 underage foreign child of a Korean National (F-2-2)

(1). Eligible Applicants

- You have stayed in the Republic of Korea for at least 2 years as a spouse or an underage child of a Korean nationals
- ※ Article 28(3)(B) of special table 1 of the Enforcement Decree of the Immigration Act

(2). Permission Requirements

- A. You are an F-6 Marriage Migrant visa holder and have stayed in the Republic of Korea for at least 2 years as a foreign spouse of a Korean national.
 - You continue to be married to the Korean national.
 - Your Korean spouse has died or been declared as missing by a court.
 - You have divorced or separated from your Korean spouse or you can prove the fact that the fundamental causes for the divorce or separation can be found in the Korean Spouse.
 - You are still raising the kid born between a Korean national even though the marriage has been discontinued.
- B. You are an underage foreign child of a Korean national and has stayed in the Republic of Korea for at least 2 years on an F-2-2 Resident status, therefore, you are acknowledged to have acceptable reasons to stay in Korea permanently.
- C. **You fall under "A", "B", and you are well-behaved and have basic qualities such as necessary Korean language skills to continue your stay in the Republic of Korea.**

D. Required Documentation

Common	<ul style="list-style-type: none"> ① Visa Application Form (enclosed form \$34) Passport and alien registration card, Fee: 500,000 KRW (If you don't have an alien registration card, a standard profile-size color photograph and additional fee 100,000 KRW will be charged) ② Documents proving your current financial status (A spouse of a Korean National)
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<p>Change of Status</p>	<ul style="list-style-type: none"> - You either choose a bank statement (or a photocopy of real estate registration or a photocopy of lease contract) which proves you have had at least 30 million KRW in your bank account under your name or your dependent's name OR a proof of your or your spouse's employment which proves you have regular incomes ※ However, if you are a Chinese who entered the Republic of Korea before the establishment of the Korean government and a direct descendent of such a person, or a Japanese spouse of a Korean national who has F-2 Resident status issued before April 18th, 2002, you are exempted from submitting a personal reference letter and a document proving your current financial status. <p>③ Criminal Record</p> <ul style="list-style-type: none"> - However, people who meet any of the following conditions are exempted from submitting this document <ul style="list-style-type: none"> ▶ You have submitted a criminal record before when you applied for a different visa, and have continued to stay in the Republic of Korea ever since then. <ul style="list-style-type: none"> * If you have stayed in a foreign country for 6 months or more, then your stay in the Korea is considered 'discontinued', therefore, you will be asked to submit a criminal record issued by the country you were staying ▶ You are a foreign child of a Korean national who is under age 15 at the time of application submitted (F-2-2) <p>④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Supplementary</p>	<p>① Declaration of Disappearance Sentencing</p> <ul style="list-style-type: none"> ※ Disappearance refers to a case where it receives the declaration of disappearance as set forth in Article 27 of the Korean Civil Law. <p>② Documents proving that you are not the cause of</p>

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disappearance : official documents such as a court sentencing

- ③ Documents related to custodianship of underage children : family register of a child, resident registration, sentencing (divorce report and confirmation registration), a confirmation written by a first cousin or closer of a Korean spouse or by the head of his/her areas
- ④ Level 2 or higher of TOPIK or a certificate of Korea Immigration Integration Program. Nevertheless, this category applies to those who are eligible for F-6-2 Parenting, F-6-3 Marriage Severance, F-2-2 Underage Foreign Child of a Korean National (F-2-2, you are under age 15 at the time of your application submitted or you have completed(graduated) at least two years of education at an elementary school, middle school, including alternative school
- ⑤ Underage child of a Korean National : Documents that can prove that you are an underage child of a Korean national such as a Birth Certificate
 - ※ If you have multiple citizenships including Korean nationality, please see 「Guidelines on Immigration & Visa of multiple Citizenship holders」, Visa&Residence Division-700, effective since January 31st, 2011

3. You are a spouse or an underage child of a F-5 Permanent Resident status holder.

Classified as three different groups: A spouse of a Korean national(F-5-2), an underage child of a Korean national (F-5-3), a spouse and an underage child of a permanent resident (F-5-4)

A. **Eligible Applicants** (Article 28(3)(b) of special table under the Enforcement Decree of the Immigration Act)

- You have stayed in the Republic of Korea for at least 2 years on a F-2 residential visa as a spouse of a F-5 Permanent Resident.
- You have stayed in the Republic of Korea for at least 2 years on a F-2-3

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residential visa as a child (under age 20) of a F-5 Permanent Resident.

B. Requirements

- You have stayed in the Republic of Korea for at least 2 years on a F-2 Residential visa as a spouse of a F-5 Permanent Resident.
 - If you are maintaining the marriage with a permanent resident
- You have stayed in the Republic of Korea for at least 2 years as a child (under age 20) of a F-5 Permanent Resident, who is recognized to have acceptable reasons to stay in the Republic of Korea permanently.
 - Not including those who have multiple citizenships including Korean nationality.
- You behave properly and are able to financially support yourself or accompanied family members.

C. Required Documents

- ① Visa Application Form (enclosed form#34), Passport and Alien Registration Card, Fee: 50,000KRW (If you do not have an alien registration card, a standard profile-sized color photograph and a fee 10,000 KRW will be added.)
- ② Personal Reference Letter ③ Criminal Record from other countries
- ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ⑤ Documents proving your financial ability to maintain adequate Living Standard
 - Documents proving that over the one year from the application date for permanent residence, the total income* of you or you family members living together with you combined was per capital GNI of the previous year (announced by the Bank of Korea) or over**
 - * A combination of earned income + business income (including income from freelance and agriculture, forest and fishery work) + real estate rental income + interest income + dividend income + annuity income (Other non-regular income is excluded.)
 - ** If the whole family members living together are three or less including

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you, the minimum total income requirement is 70% of per capita GNI of the previous year.

- ⑥ Documents proving family relations, birth certificate, etc.

4. Foreign Investors

A. Eligible Applicants (Subparagraph 28(3)(C) of Special Table 1, the Enforcement Decree of the Immigration Act)

- You are a foreign investor who has invested at least 500,000 USD in Korea and have hired at least 5 Koreans at the time of your Permanent Resident application submitted in accordance with the Foreign Investment Promotion Act.

B. Requirements

- You must invest 500,000 US dollars in Korea in accordance with the Foreign Investment Promotion Act
 - * The investor is the only qualified permanent resident candidate. (The investor's employee is not eligible to apply for the permanent resident status. If the investment is made by two people, then each person should have invested at least 500,000 US dollars in order to apply.)
- You are the principal employer* who is directly involved in an employment contract with Korean employees.
 - * If you are not an executive member of that respective company, it refers to a person directly involved in the employment contract.
- You have hired at least five Koreans as your permanent employees for 6 months or more.

C. Required Documentation

- ① Visa application form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee: 50,000 KRW
- ② Reference Letter
- ③ Registration Certificate of Foreign Corporate Investor
- ④ A photocopy of business registration, certified copy of register
- ⑤ Receipts for Earned Income Tax Withholding (issued by a Tax Office) or Certificates of Income Amount (issued by a Tax Office) of at least 5 employees that you hired

Change of Status

- ⑥ Proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

5. Chinese born in the Republic of Korea

A. **Eligible Applicants** (Subparagraph 28(3)(F) of Special Table 1, the Enforcement Decree of the Immigration Act)

- You used to fall under subparagraph 27 (F-2 Residential Status) of Special Table of the previous 「Enforcement Decree of the Immigration Act」 while you plan to continue staying in the Republic of Korea.

B. Requirements

- You are an overseas Chinese born in the Republic of Korea and currently a F-2 residential visa holder.
- You are an overseas Chinese born in the Republic of Korea who used to have the F-2 Residential status and currently holds F-1 Family Visitation visa due to expiration of the period of your re-entry permission.
- You are an overseas Chinese born in the Republic of Korea and used to have a F-2 Residential visa. But you immigrated to other country (complete departure) but re-immigrated to Korea later and now want to settle down here.

C. Required Documentation

- ① Visa Application Form (Enclosed form #34), Passport, Alien Registration Card, Fee: 500,000 KRW
- ② Family register issued by the Overseas Chinese Association
- ③ Personal Reference Letter
- ④ Documents proving property relations
 - Documents proving that over the one year from the application date for permanent residence, the total income* of you or you family members living together with you combined was per capital GNI of the previous year (announced by the Bank of Korea) or over

* A combination of earned income + business income (including income from freelance and agriculture, forest and fishery work) + real estate

Change of Status

rental income + interest income + dividend income + annuity income
(Other non-regular income is excluded.)

※ If you are Chinese born in the Republic of Korea, then you are exempted from proving Korean language ability and earning requirements of the [\[Annex 1\]](#)

⑤ Overseas Criminal Record Check

※ Only those who had stayed outside of Korea for at least 6 months after departing the country need to submit the certified criminal record check issued by a competent authority of the country they stayed in.

⑥ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

6. Ph.D degree holder (Subparagraph 28(3)(G) of Special Table 1, Enforcement Decree of the Immigration Act)

A. You have a Ph.D degree in Advanced Science and Technology from a school abroad while being hired by a Korean company.

● Eligible Applicants : You earned a Ph.D degree in Advanced and Science Industries and have been hired in a relevant industry, by a Korean company, for at least one year.

* Advanced Industries refer to as Information Technology (IT), e-Commerce, e-business, Bio Industries, Nano Technology, Environment, Energy, new materials, transport machinery, digital appliances and etc.

● Requirement(s) : You must have earned** your Ph.D degree* in Advanced Science and Technology

* Information Technology, Technology Management, Digital Electronics, Biological Science, Transportation and Machinery, New Materials, Environment and Energy,

** You have earned your Ph.D degree before the date of your application submitted (NOT including the prospective graduates)

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- You had worked in a relevant industry, at a Korean company as a permanent employee, for at least one year prior to the date of your application submitted
- Your annual salary is higher than the previous year's Gross National Income Per Capital published by the Bank of Korea.

● Required Documentation

- ① Visa Application Form (enclosed form #3), Passport, Alien Registration Card, Fee
- ② Personal Reference Letter
- ③ Photocopy of Ph.D Degree
- ④ A copy of your company's Business Registration Certificate, proof of employment
- ⑤ Certificate of Income Amount (issued by a Tax Office)

B. You have earned a Ph.D degree after completing a regular graduate program at a graduate school in the RoK

● Eligible Applicants : You have completed a formal Ph.D program in Korea and have earned a Ph.D degree. Now you want to stay in the RoK continuously.

● Requirements : You must complete the Ph.D program at a graduate school in the RoK.

※ If you have earned a degree without completing the program at a graduate school, you are not eligible to apply.

- You have been engaged in economic activities at a Korean company, as a permanent employee, for at least one year at the time of your permanent residence application submitted. (Your study of major at school is irrelevant.)
- You behave properly, and have an annual salary higher than the previous year's Gross National Income Per Capita, published by the Bank of Korea.

● Required Documents

- ① Visa Application Form (enclosed form #34), passport, application registration card, fee
- ② Personal Reference Letter

Change of Status

- ③ Photocopy of Ph. D degree
 - ※ If it is too difficult to verify whether you have completed the formal Ph.D program, you may need to submit your full transcript additionally for verification purposes.
- ④ Certificate of business registration of your company, proof of employment
- ⑤ Certificate of Income Amount (issued by a Tax Office)
- ⑥ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

7. Bachelor's Degree in Advanced Technology

A. **Eligible Applicants** (Subparagraph 28(3)(H) of special table 1, Enforcement Decree of the Immigration Act)

- You have a bachelor's degree in Advanced Technology and Science industries or you have a technician license issued by the Human Resources Development Service of Korea or any other licenses that can substitute the technician license [ex. licenses recognized by the ROK government in accordance with the Mutual Recognition Agreement]. You also have stayed in the ROK for at least 3 years, and your annual income, which you receive from a Korean company, shall be three times larger than the previous year's Gross National Income Per Capita published by the Bank of Korea at the time of your permanent resident application submitted.

B. Requirements

- You are a bachelor's degree holder in Advanced Science and Technology* or technician license holder issued by the Human Resource Development Service of Korea or any other license holder which can replace the former. You must have a license recognized by the government of Korea in accordance with the Mutual Recognition Agreement (MRA).

* IT, Technology Management, Nanoscience, Digital Electronics, Biological Science,

Change of Status

Transportation and Machinery, New Materials, Environment and Energy

- However, if you have earned a master's degree at a Korean university or a bachelor's degree in science and engineering at a Korean university, your major will be recognized regardless of relevance to Advanced Science and Technology.

- You stayed in Korea for at least 3 consecutive years until the date of your application submitted (NOT including the period of stay before the 3-consecutive-years)
- You must be working in an industry* related to your study, or have a relevant license, at a Korean company as a permanent employee, at the time of your permanent residence application submitted.

* If you have earned a master's degree at a Korean university or a bachelor's degree in science and engineering at a Korean university, you are not affected by relevance requirements between your major and work area. For other cases as well, the relevance between major and work area must not be so narrowly interpreted. If it is too difficult to determine the relevancy, the case shall be forwarded to the headquarters of the Korea Immigration Service.

- Your annual salary is three times larger than the previous year's Gross National Income Per Capita published by the Bank of Korea.

C. Required Documentation

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee: 50,000 KRW
- ② Personal Reference Letter
- ③ Photocopy of Bachelor's degree
- ④ Photocopy of License (for eligible applicant only)
- ⑤ Proof of employment
- ⑥ Certificate of Income Amount (issued by a Tax Office)
- ⑦ Criminal Record Check Overseas
- ⑧ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

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8. Talents in Particular Areas

A. **Eligible Applicants**(Subparagraph 28(3)(I) of Special Table 1 under the Enforcement Decree of the Immigration Act)

● Science

- Award history, publications of your research papers on SCI(Science Citation Index) or the number of times that your papers have been cited, or you have been recommended by the Minister of Science, ICT, and Future Planning because of your research achievements.

● Business Management

- You are a full-time director or higher of a company that has at least 300 employees and 8 billion KRW in capital stock while being recommended by the Chairman of Korean Chamber of Commerce, CEO of Korea Trade Investment Promotion Agency or CEO of the Federation of Korean Industries.
- You have worked as a manager or a corporate executive for at least a year at a company listed on the World's 500 Companies selected by economic magazines such as UNCTAD, FORTUNE, FORBES, BUSINESS WEEK(United States), ECONOMIST(United Kingdom), and you are currently working at your company's branch office in Korea as an executive member.

● Education

- Your papers have been published on SSCI(Social Science Citation Index), A &HCI(Arts&Humanity Citation Index) and cited many times by others Or you have been recommended by the Minister of Education, Science and Technology.
- You are a full-time lecturer (or higher) at a community college and have been recommended by the Minister of Education, Science and Technology.

● Arts and Culture

- You are a famous artist, director, or opera singer, recommended by the Minister of Culture, Sports and Tourism

● Sports

- You (as an athlete or a coach) have won a bronze medal or higher at Olympics, World Championship, Asian Game or other competitions equivalent to these, or you (as an athlete or a coach) have made top 16 at the World Cup while being recommended by the Minister of Culture, Sports and Tourism

Change of Status

B. Required documentation

Common	<ul style="list-style-type: none"> ① Visa application form(Enclosed form #34), Passport, Alien Registration Card, Fee ② Statement of Reasons ③ Personal Reference Letter ④ Other materials (Award history, Career Certificate) ⑤ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
Supplementary	<ul style="list-style-type: none"> ① A recommendation letter from the Minister of Education, Science, and Technology(for science & education only) ② A recommendation letter from the Chairman of Korean Chamber of Commerce, the CEO of Federation of Korean Industries and the Korea Trade Investment Promotion Agency (for business management only) ※ If you are a manager or a corporate executive of a company listed on the World's 500 companies, then you must submit a career certificate or proof of employment to prove your qualifications. ③ A recommendation letter from the Minister of Culture, Sports and Tourism (for sports only)

9. Special Contributors

A. Eligible Applicants (Subparagraph 28(3)(J) of special table 1, Enforcement Decree of the Immigration Act)

- You have contributed to the Independence and Development of the Republic of Korea
 - You have received a medal or a prize for making a special contribution to the independence and development of the Republic of Korea or you are a family member of such a person/deceased
 - You have been appointed for at least 5 years at a government organization and a local government and have worked for the common good.
- You have contributed to improving international relations and raising the international status of the RoK.
 - You stationed in the Republic of Korea as a member of a foreign delegation or of a consulate, making a special contribution to improving the relationship between your country and the Republic of Korea.

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- You are a secretary general, vice-secretary general or at equivalent position of an international organization of which the Republic of Korea is a member, raising the international status of the Republic of Korea.
- You have contributed to the enhancement of international exchanges in the areas of economics, society, culture, and science of the RoK.
- You have contributed to Society · Public Welfare · Employment
 - You have contributed to the advancement of society and public welfare in the Republic of Korea and have been recommended by the head of relevant ministry.
 - You have volunteered for the Republic of Korea for at least 5 years as a clergy, contributing to the advancement of society and public welfare of the Republic of Korea
 - You have contributed to creating jobs in the Republic of Korea by hiring at least 10 Korean nationals as an executive of a foreign invested company or at a foreign company's Korean branch office.
- **You have contributed to the National Security and Social Order**
 - You have contributed to the national security of the Republic of Korea and have been recommended by the head of intelligence agency by preventing the leakage of national secrets or information on high-tech industries as well as providing vital information such as terrorist attacks.
 - You have contributed to exposing transnational organized crimes such as human and drug trafficking, smuggling of migrants and fakes passports and have been recommended by the head of investigative agency.
 - ※ The head of investigative agency refers to the Director of the National Intelligence Service, the Public Prosecutor General, and others of the central government.
- **You have contributed to other miscellaneous stuff**
 - You have contributed to saving lives and protecting properties from crimes, disasters, calamity, and accidents
 - You have cooperated with a national policy of the Republic of Korea and have made a special contribution to the national developments and interests of the Republic of Korea, recognized by the Minister of Justice.

B. Required Documentation

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee: 500,000 KRW
- ② Statement of Reasons

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- ③ Personal Reference Letter
- ④ Certificate of medal or award (for winners only)
- ⑤ Documents proving your contribution, Recommendation Letter(eligible applicants only)
- ⑥ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

10. Pension Beneficiary

A. **Eligible Applicants** {Subparagraph 28(3)(K) of special table 1, Enforcement Decree of the Immigration Act}

- You are age 60 or older receiving pension from a foreign country, and your annual pension amount is at least two times larger than the previous year's Gross National Income Per Capita published by the Bank of Korea.

B. Required Documentation

- ① Visa application form (enclosed form #34), Passport, Alien Registration Card, Fee: 500,000 KRW
- ② Personal Reference Letter
- ③ Pension Certificate (Photocopy) and Pension Bank Book
- ④ Criminal Record
- ⑤ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ⑥ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

11. You have stayed in the Republic of Korea for at least 3 years after acquiring F-2 Residential Status through the Points-Based System.

Change of Status

A. Eligible Applicants (Subparagraph 28(3)(M) of special table 1, the Enforcement Decree of the Immigration Act)

- You have stayed in the Republic of Korea for at least 3 years after acquiring F-2 Residential Status through the Points-Based System.

B. Requirements

- **Financial Ability to maintain a stable livelihood:** You have financial assets worth at least 30 million KRW and have an annual income which is two times higher than the previous year's Gross National Income Per Capita published by the Bank of Korea
- **Good Conduct :** You have never violated the Korean Laws and maintained a healthy condition of your stay, for example, you are not working at an adult establishment or in non-professional areas.
- **Basic Qualities :** You have earned at least Level 2 or higher of the Korean Language Test or have completed the Korea Immigration & Integration Program. However, if you have scored at least 15 points on the Korean Language Skill category at the time of acquiring your F-2 residential status, you are exempted from this criteria.

(3) Required Documentation

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee
- ② Documents proving that you have financial assets worth at least 30 million KRW (Bank account balance statement, real-estate contract) and the Receipt for Earned Income Tax Withholding or Certificate of Income Amount
- ③ Criminal Record Check from a foreign country
- ④ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

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- ⑤ Documents proving family relations (for your spouse and underage children)
- ⑥ Documents proving the worth of your financial assets - *minimum amount required: 30 million KRW (i.e. Account Balance Statement, Real Estate Contract, and etc.), a copy of your company's business registration certificate, proof of employment, certificate of income amount (issued by a Tax Office)

12. Permitting a Foreign Real Estate Investor to change the status of stay to a F-5 Permanent Resident

A. Eligible Applicants

- You are a foreign investor or a spouse and underage child (F-5-19) of the investor who has maintained the investment for at least 5 years since the date you earned F-2 Resident status and who has satisfied certain visa requirements.

B. Requirements

- You behave properly and have no grounds for disqualifications.
- After receiving the F-2 Resident status for real estate investment, you maintain the investor status for at least 5 years (the same rule is applied to your spouse and unmarried child as well)
 - You can add the investment period of public business to the investment period of real estate as long as the combined total is 5 years or more,
 - Re-entry permission(exemption) period is recognized as a part of investment period.
- ※ If you re-acquired(re-register) resident status after the final departure (cancellation of registration) from Korea, the sum of period of status and the period of re-acquisition of resident status will be recognized as valid staying period for visa determination.
- You must maintain your investor status for at least 5 years while satisfying certain investment requirements such as having a long-term lease contract or collateral for the loan. But the long term lease contract amount must be set within the standard amount of investment.
 - ※ In a case where you fail to satisfy one of the investment requirements during your

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investment period, the period of investment before you lost your investor status and after you reinstated the status will be counted as a part of your official staying period. Moreover, the investment period for Public Business will be added to the investment period for Real Estate as long as the combined total is 5 years or more.

C. Required Documentation

- ① Application form(enclosed form #34), passport and alien registration card, fee
- ② Documents proving that you have maintained your investment amount, such as real estate business registration (effective only for five days from the issue date)
- ③ Residence Record of the House (only for persons who invested in an unsold new house, issued by the head of Eup, Myeon and Dong, effective only for five days from the issue date)
- ④ If you are an executive or stockholder of a corporate, you must submit documents proving that you are a sitting executive or stockholder of the corporate at the time of application for the change of status of stay (e.g. an official letter issued by the corporate with its name on it, a certificate of employment, documents confirming your holding of shares, etc.)
- ⑤ Overseas Criminal Record Check (please see appendix 4 for those exempted)
- ⑥ Family Relations Certificate (only if your spouse or unmarried child apply for visas as well)
- ⑦ Documents proving that your child is single (only if your unmarried child applies for a visa)
- ⑧ Proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

13. You are a child of a F-5 permanent resident, who was born in the Republic of Korea (F-5-20)

A. Eligible Applicants (Subparagraph 28(3)(B) of special table 1, the Enforcement Decree of the Immigration Act)

- You have applied for a F-5 Permanent Resident visa in accordance with Article 23 of the Immigration Act as you were born in the Republic of Korea, and your father or mother was a F-5 permanent resident staying

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in the Republic of Korea at the time of your birth

B. Requirements

- Your father or mother who was a F-5 permanent resident staying in the RoK, has applied for a F-5 permanent resident visa for you born in the Republic of Korea.
 - This does not include a child born in a foreign country.

C. Required Documentation

- ① Visa Application Form (Enclosed form #34), Passport, Personal Reference Letter, Fee
- ② Documents proving family relations (Family register for Chinese only), Birth Certificate, and etc.
- ③ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ④ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

14. Foreign Investors under the Immigrant Investor Scheme for Public Business and their Spouses·Unmarried Children

A. Eligible Applicants

- You have maintained investment status for at least five years after acquiring F-2 resident status and have satisfied certain investment requirements, you are a spouse or an unmarried child of such a person.

B. Requirements

- You behave properly and have no grounds for disqualification.
- You maintain F-2 Residential status for at least five years after acquiring F-2 Residential status (applied to a spouse and unmarried child as well)
 - The sum of the period of Real Estate investment and other investment periods will be counted as a part of official staying period as long as the combined total is five years or more.
 - The period of re-entry permission (exemption) is recognized as a part of the

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maintenance period of the status.

※ In case where you re-acquire the same residential status after the complete departure (cancellation of registration) from Korea, the maintenance period prior to the complete departure will be added to the re-acquisition maintenance period.

● You have maintained your investor status for five years* and you haven't withdrawn your money.

* Regardless of the loss of original investment amount caused by the capital mismanagement by the investment promotion agency, you will be considered an investor who has maintained his/her investments, provided that you have never withdrawn your money.

- We will recognize the sum of the period of real estate investment and the period of transition as long as the combined total is five years* or more.

* We will recognize the sum of the period (including transition period) of real estate investment and the period of public business investment if it is five years or more. (However, the investment period of public business must be 2 years or more.)

● For immigrant retiree investors, they or their spouses must have financial assets equivalent to 300 million KRW in Korea.

* Only the assets in Korea is counted, which means that assets in other countries will not be taken into a consideration.

C. Required Documents

① Application form (enclosed form #34), photocopy of passport, alien registration card, fee

② Documents demonstrating that you have maintained the investment money (must be issued within 5 days from the application submitted)

③ Immigrant retiree investors must prove that they have financial assets equivalent to 300 million KRW under their names, or their spouses' names.

④ Overseas Criminal Record Check

⑤ Family Relations Certificate (only if your spouse or unmarried child apply for visas as well)

⑥ Documents proving that your child is single (only if your unmarried child applies for a visa)

⑦ **Acceptable documents for proof of residency (i.e. Lease contract, confir**

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mation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

17. Business Establishment (D-8-4) visa holder

A. Eligible Applicants (Subsection A of Special Table 1(28)(3) of the Presidential decree of the Immigration Control Act)

- You have stayed in Korea for at least 3 consecutive years on a Business Establishment (D-8-4) visa while securing 300 million KRW or more as investment amounts from other investors and hiring at least 2 Korean nationals as employees for at least 6 months

B. Requirements

- You behave properly and have no grounds for disqualification.
- You had stayed in Korea on the Business Establishment visa for 3 consecutive years before the date of application submitted (not including period of stay before the 3-consecutive-years)
- You have attracted at least 300 million KRW from investors in Korea or abroad, or you have investment capitals equivalent to that.
 - ※ You can add the amount of investments that you have attracted to the investment capitals of the respective entity if the combined total is 300 million KRW or more.
- You had hired 2 Korean nationals for at least 6 months before the date of your application submitted.

C. Required Documents

- ① Application Form (enclosed form #34), Passport, Alien Registration Card, Fee
- ② Reference Letter
- ③ Business Registration Certificate, Complete Record of Business Registration
- ④ Overseas Criminal Record Check
- ⑤ Documents proving that you have attracted at least 300 million KRW

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as investment capitals from international/domestic investors, or possess investment capitals equivalent to that (i.e. Financial Statements, Introduction of Investment Capitals and etc.)

- ⑥ You have hired at least 2 Korean nationals as your employees for at least 6 months (Certificate of Income Amount, Tax Payment Receipt, etc.)
- ⑦ **Proof of Residency** (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

18. Permanent Residency on a condition that the applicant makes a large investment

A. Eligible Applicants

- You must invest 1.5 billion KRW in public fund of the Immigrant Investor Scheme for Public Business and maintain the investment status for at least 5 years. In addition, you must satisfy certain criteria to qualify.

B. Requirements

- You must invest 2.5 billion KRW in the Korean Finance Corporation Funds designated by the Minister of Justice the Immigrant Investor Scheme for Public Business.
- You must sign a written oath for investment maintenance for the next five years (please submit the Written Oath for Investment Maintenance)
 - ※ If you withdraw part or full investment money from your account, your permanent resident status will be cancelled.
- You do not have any grounds for disqualification and you are a person of good conduct.

C. Required Documents

- ① Application Form (Form 34), Passport, Fee

	<p>② Proof of Residence (e.g. Lease Contract)</p> <p>③ Criminal Record Check</p> <p>④ Confirmation of Investment (issued by the Korean Finance Corporation), any documents proving the bank transfer of foreign currency (e.g. Certificate of Purchase Foreign Currency), Written Oath for Investment Maintenance (Appendix 5)</p>
Extension of Stay	<p><input type="radio"/> N/A</p>
Re-entry Permit	<p><input type="radio"/> If you want to re-enter the Republic of Korea within 2 years from the original departure date, you will be exempt from re-entry permission requirements.</p> <p><input type="radio"/> If you want to stay in another country for more than 2 years from the original date of your departure, then you must apply for extension of re-entry permission at a foreign mission (permission period: within 3 months)</p> <p>- Permission range of the Chief of Mission : within 3 months before your re-entry permit is expired</p>
<p>Alien Registration</p> <p>▶ CONIENTIS</p>	<p><input type="radio"/> Visa Application Form(enclosed form #34), One standard size photograph, Fee</p>

Marriage Migrant (F-6)

<p>Eligible Applicants and Allowed Activities</p>	<ul style="list-style-type: none"> ● Your marriage is valid in Korea as well as in your country, and you have decided to stay in the Republic of Korea to maintain your marriage. ● As a father or a mother, you are raising a child born within your marriage to a Korean national (including de facto unions), and your paternity/maternity of that child is recognized by the Minister of Justice <div style="border: 1px dotted black; padding: 5px; margin: 10px 0;"> <p>The de facto union refers to a couple who is living together and intends to get married eventually in the future. Also, their lifestyle is considered as something that a married couple shares from a third person's point of view. (Supreme Court 98므961, 1998.12.08)</p> <p>ex) Cases where a couple does not have any intention to get married despite the fact that they have given a birth to a baby by living together, and where one of the partners is legally married to another man/woman are NOT considered the de facto unions.</p> </div> <ul style="list-style-type: none"> ● You were staying in the Republic of Korea as a spouse of a Korean citizen, but you were unable to continue your marriage due to unforeseen circumstances (i.e. death and disappearance of your spouse) recognized by the Minister of Justice. 									
<p>Maximum Length of Stay</p>	<ul style="list-style-type: none"> ● 3 years 									
<p>Specific Visa Codes</p>	<table border="1"> <thead> <tr> <th data-bbox="363 1413 549 1503">Visa Codes</th> <th data-bbox="549 1413 1449 1503">Eligibility Criteria</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1503 549 1637">F-6-1</td> <td data-bbox="549 1503 1449 1637">Your marriage is valid in both countries and you have decided to stay in the Republic of Korea in order to continue the marriage.</td> </tr> <tr> <td data-bbox="363 1637 549 1850">F-6-2</td> <td data-bbox="549 1637 1449 1850">Although you are NOT eligible to earn 'F-6-1' status, a baby was born within the marriage (including the de facto union) and you are currently raising the child or planning to raise the child in the Republic of Korea as a biological father or a biological mother.</td> </tr> <tr> <td data-bbox="363 1850 549 2045">F-6-3</td> <td data-bbox="549 1850 1449 2045">You were married to a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control such as death and disappearance of your spouse.</td> </tr> </tbody> </table>	Visa Codes	Eligibility Criteria	F-6-1	Your marriage is valid in both countries and you have decided to stay in the Republic of Korea in order to continue the marriage.	F-6-2	Although you are NOT eligible to earn 'F-6-1' status, a baby was born within the marriage (including the de facto union) and you are currently raising the child or planning to raise the child in the Republic of Korea as a biological father or a biological mother.	F-6-3	You were married to a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control such as death and disappearance of your spouse.	
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<p>Activities Outside of Visa Status</p>	<p><input type="radio"/> N/A</p>
<p>Change or Addition of a Place of Employment</p>	<p><input type="radio"/> N/A</p>
<p>Granting Status of Stay</p>	<p><input type="radio"/> Article 23 (Granting Status of Stay) A foreigner who is born in and stays in the Republic of Korea without any qualified status of stay under Article 10 shall obtain a status of stay within 90 days from the date of birth; and a foreigner without qualified status of stay due to reasons such as loss or renunciation of nationality of the Republic of Korea, etc. during stay in the Republic of Korea, shall obtain a status of stay within 30 days from the occurrence of such event, as prescribed by Presidential Decree.</p> <p>1. Those who have lost their original visa status during their stays in the Republic of Korea will be given F-6 Spouse of a Korean National visas, depending on the purposes of their stays.</p> <p>2. American soldiers who have been discharged in the Republic of Korea will be given F-6 Spouse of a Korean National visas depending on the purposes of their stays.</p> <p>3. Those who have reasons other than the ones above will be given F-6 Spouse of Korean National visas if they obtain an approval from the Immigration Service headquarters.</p> <p>※ Required documentation and permitted period of stay are the same as the application to the Change of Visa Status.</p>
<p>Change of Status (F-6-1)</p> <p></p>	<p> Spouse of a Korean National (F-6-1)</p> <p>1. Permitting the change of visa status to a F-6 Spouse of a Korean National (F-6-1)</p> <p>A. Eligible Applicants for the change of status</p> <p><input type="radio"/> You are , and you want to change your status to F-6 Spouse of a Korean National.</p> <p><input type="radio"/> If you fall under any of the conditions below in the table, then by principles, you are <u>NOT</u> eligible to apply for the change of visa status,</p>

Change of Status (F-6-1)

which means you must leave Korea and obtain a visa at a Korean diplomatic mission abroad for re-entry.

- 1. A short-term stay visa holder 2. An illegal immigrant (including smuggling of migrants, forged/fake passport holders), 3. departure period probationer, 4. ordinary criminal (except those who have been charged with fines)**

※ Entrant on a Short-Term Visa : B-1 Visa Exemption · B-2 Tourist/Transit, from C-1 Temporary Journalism to C-4 Short-Term Employment visa holders

※ However, German nationals who have come to Korea on B-1 Visa Exemption visa are allowed to change their status to F-6 Spouse of a Korean National.

- However, if you have a very good reason that requires you to stay in the Republic of Korea such as pregnancy·childbirth, parenting and others, you are allowed to apply for the change of visa status for review.

B. Permitted Period of Stay : 1 year

C. Authority : The head of an immigration (branch) office

D. Required Documents

1 Basic Required Documents

Types of Required Documents	Remarks	M/O
Visa Application Form	-	M
Passport	-	
Reference Letter	-	
Marriage Migrant Invitation Letter	-	
Marriage Migrant Personal Statement	must be written in either Korean or English	
Inviter's Basic Certificate	to judge whether the inviter has naturalized or not	
Inviter's Family Relation Certificate	to consider the inviter's family relations	
Inviter's Copy of Resident Registration	to confirm the inviter's cohabiting partner on national resident registration system (# of household family members)	
Inviter's Marriage Certificate	to check whether an inviter has been married before and how many times he/she has invited a marriage migrant in the past	

Change of Status (F-6-1)

Marriage Certificate from the Migrant's Country of Origin	to check whether the marriage is also valid in a foreign country (If the certificate cannot be issued in accordance with national legislations of the migrant's country, this requirement can be dropped)	
Documents proving your place of residency	lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others	

2 Required Documents for Income and Residency

Types of Required Documents		Remarks	M/O
Common	Amount of Income Certificate (issued by the National Tax Services)	to prove your total annual income in the previous year. (All reported incomes to the National Tax Services can be checked)	<u>M</u>
	Credit Information Report	to check an applicant's any default on a financial obligation or debts	
Earned Income	Invoice of Withholding Tax (issued by the place of employment)	to prove your annual income last year from the place of employment	M when used
	Certificate of Employment	If you are currently employed.....	
	Certificate of Career	If you were employed in the past.....	O
	Copy of Business Registration	The copy of registration is to confirm whether the place of employment exists or not	O
	Miscellaneous	If it is too difficult to prove your income through the documents mentioned above, you can submit following documents instead; copy of account balance statement, pay check, confirmation of health insurance qualification gain/loss, etc.	O
Business Income	Business Registration Certificate	to check the applicant's business (not including agriculture, fishing industry)	M when used
	Miscellaneous	any documents that can prove the applicant's annual income (ex, farmland register, certificate of member of association, confirmation letter on farming, agriculture&fishery confirmation, etc)	O

Change of Status (F-6-2)

Other Income and Assets	Documents proving relevant facts	to check the applicant's annual income and total assets	M when used
Residency Requirement	Documents proving residency requirements	copy of real estate registration, copy or lease contract	M

3 Required Documents for Communication and Language Proficiency

Types of Required Documents		Remarks	M/O
Korean Language	TOPIK Report Card	The report card can be authenticated at the TOPIK Website (www.topik.go.kr)	Select one for submission
	Designated Educational Organization Certificate	If necessary, Korea immigration service will check with the respective educational organization to confirm the certificate	
	Certificate of Degree in Korean Language	-	
	Documents proving your are overseas Korean with a foreign nationality	to verify whether an applicant is Korean descent	
	have lived in Korea before for one year or more	Immigration Records on the Integrated Visa information System	
Use of Languages Other than Korean	documents proving your ability to speak the respective language	-	O
	have lived abroad before for one year or more	Immigration Record, Immigration Stamps on Passports	

Change of Status (F-6-3)

4 Required Documents for Eligible Applicants for the International Marriage Introduction Program (Health Status, Criminal History)

Types of required documents	Remarks	M/O
International Marriage Introduction Program Certificate	The certificate is not required if its reference number is written on an invitation letter	O

Change of Status (F-6-1)

Criminal Record Check	Required for both bride and groom (Please see more details)	M
Health Examination Report		

5 Other documents that are deemed necessary for visa application review

- An immigration officer may ask additional documents individually for accuracy and effectiveness of visa application review

6 Expiry Date of Each Document

- Unless the expiry dates of required documents, such as invitation letter and marriage certificate, are set herein, these documents are valid for the maximum of 3 months from the date of issuance.

- ① Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card (or Address Report), One Standard-Size Photograph, Fee
- ② Your Korean Spouse's Marriage Certificate and a Copy of Resident Registration
- ③ Documents proving your financial capabilities
 - Proof of Employment, Photocopy of Business Registration, Receipt for Earned Income Tax Withholding, Lease Contract, Photocopy of Real Estate Registration, Bank Account Balance Statement and others
- ④ Personal Reference Letter (Validity Period: 2 years)
- ⑤ Valid Marriage Certificate issued by the government of your country (Family Register by Japan and Taiwan)
- ⑥ You must submit documents below if you are supposed to complete the International Marriage Guidance Program.
 - Credit Report of the Inviter (Validity Period : 3 months from the date of issuance)
 - Criminal records of both parties of the Marriage (Expiration date : 3 months from the date of issuances)
 - Medical Examination Reports of both parties of the marriage (Expiration date: 6 months from the date of issuance)

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Change of Status (F-6-1)

※Those who are exempt from the International Marriage Guidance Program requirement must submit the personal statement of relationship history, friends' guarantee statement, couple's pictures, e-mails, and relevant immigration materials. Moreover, they must go through an interview in order for their marriage to be officially recognized.

⑦ Other documents that are deemed necessary for review

【International Marriage Guidance Program】

☞ Policy Background

- The policy is geared towards supporting multi-cultural families, minimizing the setbacks of international marriages, and increasing the awareness of international marriage

☞ Who needs to take the International Marriage Guidance Program?

- A Korean spouse who wants to invite a specific person from a country where divorce rate is high and where a big number of its citizens have acquired Korean citizenship.

※ Examples : China·Vietnam·Philippine·Cambodia·Mongolia·Uzbekistan·Thailand (Source: The Ministry of Justice Announcement)

☞ Those who are exempt from the International Marriage Guidance Program requirement.

- You can prove that you have studied or worked in your spouse's country or a third country for at least 45 days while having a relationship with your partner
- You can prove that you developed a romantic relationship with a foreign spouse while he/she was legally staying in Korea for 91 days or more after the alien registration.
- Your spouse is recognized as someone in need of stay in Korea due to pregnancy · childbirth and other humane factors.
 - ※ Confirmed via the personal statement of relationship history. Friend's Guarantee Statement, Couple's Pictures, E-mails, relevant Immigration records and Interview.

**Change of
Status
(F-6-2)**

Custodian of a Child (F-6-2)

A. Eligible Applicants

- You are on a visa other than the F-6 Spouse of a Korean National visa and raising a child born within the marriage to a Korean national as a biological father or a biological mother (including de-facto unions).

B. Permitted period of stay : 1 year

C. Required Documents

- ① Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card, One Standard-Size Photograph, Fee
- ② If your child is a Korean citizen, you should submit Basic Certificate · Family Registration Certificate issued under your child's name.
- ③ Documents proving the family (parents-child) relations
- Birth Certificate, DNA Test Results and other relevant documents
- ④ Documents proving that you are raising the child
ex.) Court Sentencing related to custodianship, copy of Resident Registration on which your child is listed, a resident confirmation from your child's first cousins once removed or closer (who shall be Koreans) or from the chief of dong office.
- ⑤ Those who have experienced marriage breakdown (i.e. Divorce, Death, Disappearance and Others) must submit documents explaining the reasons behind the breakdown (for eligible applicants only)
- ⑥ Documents that are deemed necessary for reviews

**Change of
Status
(F-6-3)**

**Marriage Breakdown : Death, Disappearance, Divorce
(F-6-3)**

A. Eligible Applicants (Those who meet all condition below)

- ① Although you are currently staying in the Republic of Korea on a visa other than the F-6 Spouse of a Korean National visa, you have stayed in the Republic of Korea as a spouse of Korean national (including F-6-1, F-2-1 visas) before.

※ You are allowed to apply for extension of your stay in Korea if you are staying on a F-6-1 or F-6-2 visa.

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Change of Status (F-6-3)

② You are unable to maintain your marriage due to unforeseen circumstances such as death or disappearance of your Korean spouse.

B. Permitted Period of Stay : 2 years

C. Required Documents

Common	<ul style="list-style-type: none"> ▶ Visa Application Form (enclosed form #34), Passport, Alien Registration Card, One Standard Size Photograph, Fee ▶ Proof of residency (lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others)
Death	<ul style="list-style-type: none"> ▶ Documents proving the death of a spouse <ul style="list-style-type: none"> - Death certificate, Basic certificate which indicates the death of your spouse ▶ Documents proving family relations (Marriage Certificate, and etc.)
Divorce	<ul style="list-style-type: none"> ▶ Marriage certificate which indicates divorce ▶ Documents related to divorce (divorce papers, divorce certificate, and others) ▶ Documents explaining divorce causes <ul style="list-style-type: none"> - Runaway report of your Korean spouse, Medical Certificate to prove Domestic Violence (spouse abuse), documents consisting of a prosecutor's decision not to indict the matter, a confirmation from a legitimate women's association, a confirmation from a first cousin or closer of your Korean spouse, or a confirmation from the chief of dong office of your residential areas
Disappearance	<ul style="list-style-type: none"> ▶ Documents verifying disappearance (disappearance declaration form) ▶ Documents proving family relations (marriage certificate)
<p>☞ You may need to submit additional documents if deemed necessary for review</p>	

D. Authority : the head of an immigration (branch) office

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Change of Status (F-1-6)



Getting Domestic Affairs in Order (F-1-6)

A. Eligible Applicants

- You are not a F-6-3 candidate, and even though your marriage is no longer intact, you need to stay in the Republic of Korea for a while in order to divide financial properties, get domestic affairs in order and others.

B. Period of Stay : Within 6 months (up to 1 year)

C. Required Documents

- ① Visa application form (visa application form #34), passport, alien registration card, one standard-size photograph, fee
- ② personal reference letter
- ③ marriage certificate which indicates your divorce
- ④ Documents explaining why you need to stay in the Republic of Korea
 - statement of reasons, documents related to division of property and debts
- ⑤ Other documents that are deemed necessary for review

Extension of Stay (F-6-1)



Spouse of a Korean National (F-6-1)

1. A Spouse of a Korean National (F-6-1) is allowed to extend his/her period of stay.

A. This is your first time to extend your stay in Korea.

- You must complete alien registration and apply for extension of your stay at an immigration (branch) office in your residence area within 90 days after you have entered the RoK on a Spouse of a Korean National visa (F-6-1, 90 days).
- Permitted Period of Stay : **1 year**
 - However, if you have completed the Happy Start Program, you will be given maximum 2 years for your stay (excluding those who are subject to entry regulation).
- **Required Documents**
 - ① Visa Application Form (enclosed form #34), Passport, One Standard-Size Photograph, Fee

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Extension of Stay (F-6-1)

- ② Marriage certificate and a copy of resident registration of a Korean national
- ③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

B. Permitting Extension of Your Stay

● Eligible Applicant

- You are staying in the Republic of Korea on a F-6-1 visa.

● Permitted period of Stay : within 2 years

- However, if you are rearing a child born within the marriage to a Korean national, you will be given maximum 3 years for your stay.

● Required Documents

- ① Visa Application Form (enclosed form #34), Passport, Fee
- ② Marriage Certificate ③ Copy of Resident Registration
- ④ Other documents that are deemed necessary for review. **(Please submit them upon requests).**

2. You are allowed to extend your stay if you are currently facing marriage separation, divorce, and disappearance of your spouse (for F-6-1 candidates only).

● Eligible Applicants

- You are currently staying in the Republic of Korea as a spouse of a Korean national (F-6-1).

① You are not living with your spouse (Marital Separation).

※ Marital Separation is a type of relationship in which a couple lives apart from one another but is still considered to be legally married. Please note that a situation where a married couple meets only on the weekend is not considered as 'marital separation'.

② You are currently going through a divorce.

- including the ones who are about to file a divorce and are appealing against a court ruling that you were not notified of.

③ Your spouse has disappeared, but you have not yet received a

Extension of Stay (F-6-1)

disappearance declaration from the Domestic Relations Court (hereinafter referred to as the 'Family Court').

● **Required Documents**

COMMON	<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport and alien registration, fee ② Marriage certificate and a copy of resident registration of your Korean spouse ③ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
SEPARATION	<ul style="list-style-type: none"> ▶ Documents proving reasons for marital separation <ul style="list-style-type: none"> - Runaway report of your Korean spouse, doctor's notes regarding injury or photos proving such injuries, admission confirmation of a women's shelter for victims of domestic violence, criminal sentencing, relatives/friends' confirmation, confirmation from a legitimate women's association ※ If your spouse is currently serving his/her sentences in a prison: your spouse's certificate of imprisonment (mandatory), family confirmation or other documents from your spouse's first cousins or closer
DIVORCE	<ul style="list-style-type: none"> ▶ Documents related to divorce trials (certificate of filing a divorce)
DISAPPEARANCE	<ul style="list-style-type: none"> ▶ Documents proving disappearance of your spouse <ul style="list-style-type: none"> - Disappearance Declaration by the family court, Disappearance Report, confirmation from family/relatives/friends or from a legitimate women's association

☞ Other documents that are deemed necessary for review



Custodian of a Child (F-6-2)

A. This is your first time to extend your stay in Korea.

- You must complete alien registration and apply for extension of your stay at an immigration (branch) office within 90 days after you enter the Republic of Korea on a Custodian visa (F-6-2, 90 days).

Extension of Stay (F-6-2)

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Extension of Stay (F-6-2)

- Permitted Period of Stay : 1 year
- **Required Documents**
 - ① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee
 - ② Basic Certificate · Family Relations Certificate issued under your child's name (if your child is a Korean citizen)
 - ③ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**

B. Extending the permitted period of your stay

- Eligible Applicants
 - You are staying in the Republic of Korea to raise your child (F-6-2).
- Permitted period of stay : 3 years
 - until your child becomes an adult
- Required Documentation
 - ① Visa application form (enclosed form #34), Passport, Fee
 - ② Basic Certificate, Certificate of Family Registration under your child's name (if your child is a Korean citizen)
 - ③ Documents proving that you are raising your child
 - ex : tuition receipt, hospital receipt and others
 - ④ Documents that are deemed necessary for reviews (**submit them upon requests**)

Special Privileges will be given to those who have the Right of Interview and Negotiation

1. **Special Privilege Applicants : Your marriage fell apart during your stay as a spouse of a Korean national (F-6-1).** You have the right of interview and negotiation on a child born within your marriage to a Korean citizen.
2. **Screening Criteria : the Korea Immigration Service will investigate**
 - ① whether or not an Interview and Negotiation Right is restricted by the decision of the Family Court
 - ② whether or not you still have continuing relationships with your child(ren)
 - ➡ If the right of interview and negotiation is restricted or excluded and if you have no continuing relationships with your child(ren), you will not be allowed to continuously stay in Korea.
3. **Required Documentation:** visa application form, basic certificate · family relations certificate, divorce sentencing and other documents issued under the

Extension of Stay (F-6-2)

name of your child (in order to verify whether the right of interview and negotiation is restricted, but if the divorce was mutually agreed upon, you can skip submitting these documents. Also, these documents are asked only when you apply for extension of your stay for the first time after your marriage fell apart), pictures or other documents which can prove your continuing relationships with your child(ren), other documents that are deemed necessary for reviews

4. Permitted Period of Stay: up to 1 year if you are a F-6-2 visa holder / only until your child becomes an adult

Extension of Stay (F-6-3)



Marriage Breakdown (F-6-3)

A. This is your first time to extend your stay since the death of your Korean spouse.

● Eligible Applicants

- You entered the Republic of Korea as a spouse of a Korean national (F-6-1) and had maintained a normal marriage relationship until your spouse died due to sickness, accidents and other reasons.

● **Required Documents**

- ① Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
- ② Documents proving the death of your spouse
 - Death Certificate, Basic Certificate which indicates the death of your spouse
- ③ Documents proving family relations (Marriage Certificate and others)
- ④ Documents that are deemed necessary for review

B. This is your first time to extend your stay since the disappearance of your Korean spouse.

● Eligible Applicants

- You stayed in Korea as a spouse of a Korean National (F-6-1), but your spouse went missing/disappeared all of a sudden.

* Disappearance is perceived valid only when it is declared by the Family Court in accordance with Article 27 of the Korean Civil Law.

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Extension of Stay (F-6-3)

● **Required Documentation**

- ① Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
- ② Documents proving the disappearance of your spouse (Disappearance Declaration by the Family Court)
- ③ Documents proving family relations (ex. Birth Certificate)
- ④ **Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)**
- ⑤ Other documents that are deemed necessary for review

C. This is your first time to extend your stay since you divorced your Korean spouse.

● **Eligible Applicants**

- You used to stay in Korea as a spouse of a Korean national (F-6-1), but you divorced your spouse due to reasons for which you are not responsible. (i.e. your spouse ran away or abused you via violence and other means)

* Objective documents proving reasons attributed to the divorce : the documents must prove that divorce happened due to your spouse's faults such as runaway, domestic violence, family troubles and etc.
(ex. : disappearance report of your korean spouse, doctor's notes confirming physical abuse by your spouse, a document about a prosecutor's decision not to indict the matter, a confirmation from a legitimate women's association, a confirmation from first cousins or closer of your korean spouse, a confirmation from the chief of dong office in an area you were staying when your marriage fell apart)

● **Required Documentation**

- ① Visa Application Form (enclosed form #34), passport and alien registration card, fee
- ② Marriage certificate which indicates your divorce
- ③ Legal documents related to divorce (ex. accusation claim, divorce sentencing and etc)

Extension of Stay (F-6-3)

- ④ Documents explaining reasons attributed to divorce
- ⑤ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)
- ⑥ Other documents that are deemed necessary for reviews

● **Privileges**

Even if the divorce occurred as a result of foreign spouse's faults, if he/she is supporting the family/parents of the Korean spouse, the foreigner is allowed to stay for up to 1 year in Korea on a F-6-3 visa after submitting relevant documents.

D. You can continue to extend your visa after the first extension. (for F-6-3 visa holders only)

● **Eligible Applicants**

- You are staying in the Republic of Korea on a F-6-3 visa (Marriage Breakdown).

● **Required Documentation**

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee
- ② Other documents that are deemed necessary for reviews
- ③ **Acceptable documents for proof of residency (i.e.** Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

Extension of Stay (F-1-6)



Getting Domestic Affairs in Order (F-1-6)

● **Eligible Applicants**

- Although your marriage is no longer intact, you are not a F-6-3 visa (Marriage Breakdown) candidate. It is inevitable for you to stay in Korea for a while in order to divide properties, get domestic affairs in order and etc.

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<p>Extension of Stay (F-1-6)</p>	<ul style="list-style-type: none"> ● Required Documents <ul style="list-style-type: none"> ① Visa Application Form (enclosed form #34), passport, alien registration card, one standard size photograph, fee ② Personal Reference Letter (You can skip submitting the letter if the period of your previous reference letter is still valid) ③ Marriage Certificate which indicates your divorce ④ Documents explaining why you have to stay in Korea <ul style="list-style-type: none"> - Statement of Reasons, Documents proving property divisions ⑤ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.) ⑤ Other documents that are deemed necessary for reviews
<p>Re-Entry Permission</p>	<p>1. Re-entry Permission Exemption</p> <ul style="list-style-type: none"> ● Eligibility <ul style="list-style-type: none"> - You have completed the registration as a Spouse of a Korean National (F-6 visa holders, including former F-2-1, F-2-10 visa holders), and you want to re-enter Korea within one year from the date of original departure. ● Exemption Period : 1 year <ul style="list-style-type: none"> - If you have less than a year left before your visa expires, then you will be exempted from the re-entry permission requirement within the period of your stay. <p>2. Multiple Re-entry Permission</p> <ul style="list-style-type: none"> ● Eligibility <ul style="list-style-type: none"> - You have completed the registration as a spouse of a Korean national (F-6 vis holders including former F-2-1, F-2-10 visa holders), and you want to re-enter Korea after more than a year but less than 2 years from the date of original departure. ● Fee : Exempted ● Permission Period : 2 years <ul style="list-style-type: none"> - Note: If your visa will expire in less than 2 years, then you will be

<p>Re-Entry Permission</p>	<p>given permission period within the original length of your period of stay.</p> <ul style="list-style-type: none"> ● However, if you are subject to entry regulation by the Korean government, you must obtain re-entry permission approved by the Korea Immigration Service headquarters.
<p>Alien Registration</p>	<p>1. Spouse of a Korean National (F-6-1)</p> <ul style="list-style-type: none"> ● You must complete alien registration in an immigration (branch) office in your residential area within 90 days after entering the Republic of Korea on a F-6-1 visa. ● Please write down your Korean spouse' profile on the reference section (Reference Period; 2 years) <ul style="list-style-type: none"> ※ This is not about submitting additional reference letter. Please write down your spouse' profile only. ● Required Documents <ol style="list-style-type: none"> ① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee ② Marriage Certificate of your Korean spouse ③ A copy of resident registration of your Korean spouse <p>2. Custodian of a Child(F-6-2)</p> <ul style="list-style-type: none"> ● (Eligibility) You entered the Republic of Korea on an F-6-2 Spouse of a Korean National Visa. ● (Additional Review Criteria and Warnings) <ul style="list-style-type: none"> - If you register after 90 days from the date of your entry, you will be charged with a crime ● Sojourn Permission Period : 1 year ● Required Documents <ol style="list-style-type: none"> ① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee ② If your child is a Korean national, you must submit a basic certificate and family relation certificate under the child's name. ③ Proof of residency

Miscellaneous (G-1)

<p>Range of Activities</p>	<ul style="list-style-type: none"> ● You are allowed to engage in any activities outside of A-1 diplomacy, F-6 Spouse of a Korean National, H-1 Working Holiday and H-2 Working Visit visas
<p>Eligible Applicants</p>	<p>You are eligible to apply if you</p> <ul style="list-style-type: none"> ● are currently undergoing a medical treatment ● are currently undertaking a lawsuit ● have applied for refugee status ● have applied for naturalization ● are a foreigner having holiday facilities worth at a certain price or above in accordance with the special act on Jeju Self-Governing City
<p>Maximum Length of Stay</p>	<ul style="list-style-type: none"> ● 1 year
<p>Activities outside of Status</p>	<p>1. G-1 visa holders whose human rights have been violated are allowed to engage in activities outside of their visas</p> <p>A. Eligible Applicants</p> <ul style="list-style-type: none"> ● You are currently undertaking the relief process via a criminal suit and other measures because your human rights have been seriously violated in the past and you are a victim of serious crimes. For instance, you were being forced into prostitution and exposed to constant physical abuse and violence. Therefore, you have been selected as a beneficiary of the relief program run by the ‘Protection of Foreigner’s Human Rights and Promotion of Other Rights Association’ <p>※ Eligible applicants are selected by the decision of the ‘Protection of Foreigner's Human Rights and Promotion of Other Rights Association’ which is established in every immigration (branch) office.</p> <p>B. Employment Procedure</p> <ul style="list-style-type: none"> ● Change of Visa Status <ul style="list-style-type: none"> - If your human rights have been violated and you have applied for a status of stay in order to undertake relief measures such as a lawsuit and others, you are allowed to change your visa status to G-1 Miscellaneous in accordance with the existing guidelines.

[Activities
outside of
Status](#)

● Activities Outside of Visa Status

- If you are selected by an eligible applicant for the relief program by the "Protection of Foreigner's Human Rights and Promotion of Other Rights Association" even though you are a G-1 Miscellaneous visa applicant, you will be allowed to engage in activities outside of your visa on an E-7 Special Occupation visa

C. Required Documentation

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee
- ② Documents proving various trials/lawsuits
- ③ Employment Contract, a photocopy of business registration

2. Refugee Status applicants are allowed to engage in employment activities outside of their status

A. Eligible Applicants (Article 20 of the Refugee Act, Subparagraph (2) and (3) of Article 76(8) of the Refugee Act)

- You are permitted to stay in the Republic of Korea on a humanitarian ground even though you did not obtain a refugee approval
- You have applied for refugee status at least a year ago, but the decision has not come out yet. (However, if you have applied before June 20th, 2009, the days will be counted from June 20th, 2009.)
 - ※ But if you have attributed to causes for the delay, for instance, you submitted evidentiary documents or you went missing, the stay will not be counted as parts of the one year period.
- You are one of those people who have applied for refugee status and your need is accepted by the Chief of an immigration office since you must support dependents who are considered disabled therefore unable to work.

B. Range of Permission

There is no restriction on employment activities except all of the following conditions. (However, please note that you must satisfy specific requirements as set forth in respective laws in each field)

- You have engaged in speculative activities that are against the social order and traditional virtues in the RoK.
- It is necessary to limit foreigners' employments in order to maintain the social order of domestic employment and increase national interests.

<p><u>Activities outside of Status</u></p>	<p>C. Permitted Period</p> <ul style="list-style-type: none"> ● You are allowed to stay in the RoK on the basis of humanitarian concern [3-7]-(1) <ul style="list-style-type: none"> - You are allowed to stay up to 6 months per each permission as long as it does not exceed the period of stay ● an applicant who is undecided within 1 year [3-A-(2)], an applicant who has other reasons [3-A-(3)] <ul style="list-style-type: none"> - You are allowed to stay for up to 3 months, and within that period, you are allowed to engage in employment activities - However, if the decision is not made within 3 months, then you will be given 3 more months for re-extension. <p>D. Required Documentation</p> <ol style="list-style-type: none"> ① Visa Application form (enclosed form #34), Passport, Alien Registration Card and other I.D. ② Employment Contract ③ Photocopy of Business Registration
<p>Change or Addition of Workplace</p>	<p>● N/A</p>
<p>Granting Status</p>	<p>● N/A</p>
<p>Change of Status</p> <p></p>	<p>1. Illegal immigrants who are currently undergoing an 'industrial accidents compensation review' in the Republic of Korea are allowed to change their visa status.</p> <p>A. Eligible Applicants</p> <ul style="list-style-type: none"> ● You are currently undergoing an Industrial Accidents Compensation Review or Re-examination of Compensation ● You have been hospitalized due to industrial accidents. <p>B. Permitted Period of Stay</p> <ul style="list-style-type: none"> ● Until you have completed hospital treatments and industrial accidents compensation.

Change of Status

C. Required Documentation

- ① Visa Application form(enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② A bill to industrial accident compensation review or re-examination of the compensation
- ③ Doctor's notes on industrial accidents

2. Eligible Industrial Accidents Candidates and their guardians

- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Confirmation of Industrial Accidents Insurance Payment issued by the Korea Worker's Compensation and Welfare Service
- ③ Industrial Accidents Medical Certificate
- ④ Documents proving family relations and guardianship

3. You are currently undergoing medical treatments as a result of diseases or accidents, or you are a guardian of such a person.

- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Doctor's Note
- ③ Documents proving family relations and guardian
- ④ Personal Reference Letter

4. You are undergoing various civil lawsuits regarding compensation for damage or reparation for injury, overdue wage and others

- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② a photocopy of petition, certificate of starting a suit, a photocopy of legal aid's written decision, and other documents proving the existence of a bill
- ③ Personal Reference Letter
- ④ Documents proving family relations and guardian

Change of Status

5. A foreigner who meets any of the conditions below are allowed to change his/her visa status until he/she is ordered for the departure (i.e. departure order, departure recommendation, deportation and etc.) after a trial regardless of their visa status.

A. Eligible Applicants

- You used to be sentenced to imprisonment, but the charge got cancelled and you are currently undergoing a public trial through an investigation without a detention
- You have received a bailout permission, who is currently undergoing a trial
- You have been released after the legality of an arrest assesment, who is currently undergoing a trial.
- You are on a probation and have appealed to the court

B. Immigration Office (submission centre)

- By principles, you must apply at an immigration (branch) office in areas of your residence

C. Required Documentation

- ① Visa Application Form (Enclosed form #34), Passport, Alien Registration, One Standard Size Photograph, Fee
- ② Documents proving a lawsuit, a photocopy of lawsuit and other documents
- ③ Personal Reference Letter

6. A local labor office is facilitating a discussion regarding your overdue wages

- ① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Photocopy of a petition submitted to the Ministry of Labor
- ③ Overdue Wage Confirmation issued by the Ministry of Labor and Employment and other documents
- ④ Personal Reference Letter

7. If you have applied for refugee status, then you are eligible to apply for a change of status

- The Chief of an immigration office can permit a foreigner to change his/her status to G-1 Miscellaneous within 6 months from the date of refugee application submitted

Change of Status

- However, those who have been illegally staying will be given G-1 status valid for up to 6 months if they have paid the fines and if their charges have been reduced in accordance with Article 102 of the Immigration Act,
 - ※ If you have refused to register as an alien for granting status of stay or permission for change of status, you will be punished in accordance with Article 31(2) or (3) of the law
- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fees
- ② Receipt for Refugee Application

8. If you are staying in the Republic of Korea on a humanitarian ground even though your application to refugee status has been rejected.

- You will be given G-1 miscellaneous status, and the permitted period of stay is 1 year from the date when you received the decision and is extended up to until the reasons for stay is ceased to exist.
 - ※ Please see "permitted activities outside of your status" for employment permission criteria
- **Required Documentation**
 - ① Visa Application Form (Enclosed Form #34), Passport, One Standard Size Photograph, Fee
 - ② Receipt of Refugee Application

※ Administrative Guidelines to Grant Refugee Status "H. Treatment of Applicants Who Have Been Denied for Refugee Status"

- (1) The Chief of an immigration office will reject the application for change of visa status if the foreigner does not submit an appeal within 14 days from the date he/she was denied on refugee status.
 - (A) In accordance with Article 33, a notice of refusal on change of visa status will be issued, and the departure period will be mentioned within 14 days from the date of issuance
 - (B) In accordance with Article ____, the departure period will be suspended for up to 90 days from the date you were denied on refugee status if you are unable to leave the RoK within the given period of time for obvious reasons such as a lawsuit, sickness and other valid reasons
- ① Certificate filing a (continuous) lawsuit

Change of Status

- ② Statements that you are planning to file a suit
- ③ Other documents proving that you are unable to leave the RoK within the given time period
- (2) You will be deported without a warning if you are caught that you have stayed beyond the given departure period
- (3) You have been granted status of stay on a humanitarian ground

9. If one of your family members has died due to accidents, you are allowed to change your status to G-1 Miscellaneous

- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Documents related to lawsuits such as a claim for damage
- ③ Death Diagnosis ④ Hospitalization Treatment Confirmation
- ⑤ Documents proving family relations or guardianship
- ⑥ Personal Reference Letter

10. You are allowed to change your status to G-1 Miscellaneous if you are an investor in holiday facilities

A. You, except D-3 Industrial Training, E-9 Non-Professional Employment, E-10 Vessel Crew, and H-2 Working Visit visa holders, satisfy following conditions below. (During review, applicants will be verified whether they are actually staying holiday facilities.)

- ① You own a holiday facility in areas developed by community development project approvals from the provincial governor of Jeju Province in accordance with Article 229 of the Jeju Special Act
 - You have invested at least \$200,000 USD and own a property (limited to natural man/woman only)
 - If the holiday facility is owned by two people or more, than the investment amount of the visa applicant shall be at least \$200,000 USD
 - ※ The combined total of \$200,000 USD with the co-owner is irrelevant. You are not eligible to apply if your investment amount is less than \$200,000 USD.
 - Limited to applicants who reside in holiday facilities for vacations. If you let others use your holiday facilities and you are not staying at your own facility, then you are not eligible to apply

Change of Status

※ A spouse and underage child of the applicant is not included in the concept of 'others', but the co-owner or a person who has a membership of the facility is included in the concept of 'others'.

- The investment products must be holiday/vacation facilities such as condominiums, whereas hotels or motels which exist for tourism purposes are excluded from this category.

② You are a spouse or an underage child of an owner of holiday facilities mentioned above (for an unmarried child only)

B. Range of Activities

- You are allowed to engage in non-profit activities such as vacationing, tourism, non-profit cultural arts activities, Korean language training at a university-affiliated language centre, attending academic conferences or meetings

C. Permission Authority

- The Chief of Jeju Immigration Office

D. Required Documentation

① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee

② Sales contract

③ Real Estate Business Registration

④ Documents proving financial abilities of yourself or your family members

⑤ Certificate of foreign country purchase

⑥ Certificate of family relations (limited to a spouse or an underage child of a person possessing holiday facilities)

11. Those who require humanitarian protection since they are either pregnant or giving a birth are allowed to change their status of stay.

● If you are just an illegal immigrant, you will be allowed to stay after receiving a disposition of notification, but if you are a deportation candidate as those who have been ordered for deportation and have not yet leave the country, you will be allowed to stay in the RoK in accordance with the procedure of special permission for stay.

Change of Status

● Required Documents

- ① Visa Application Form (Enclosed Form #34), Passport, One Standard Size Photograph, Fee
- ② Documents proving statement of reasons such as a doctor's note

12. If you are a victim of prostitution, you are allowed to stay in Korea until you complete the relief program.

- ① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Documents proving a lawsuit regarding a rights relief
- ③ Personal Reference Letter

13. D-3 industrial trainees are allowed to change their status of stay to G-1 Miscellaneous if they are currently undergoing a lawsuit or have experienced an industrial accident

- ① Visa application form (enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Documents regarding lawsuits, industrial accidents a
- ③ Personal Reference Letter

14. Illegal immigrants who have applied for naturalization will be specially given permission to stay

A. Eligible Applicants

- You are an overseas Korean who has applied for naturalization while illegally staying in the RoK

B. Status of Stay and Permitted Period of Stay

- You will be given a full year to stay under G-1 Miscellaneous visa

C. Required Documentation

- ① Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
- ② Documents proving the statement of reasons (receipt of naturalization application and etc)
- ③ Personal Reference Letter

<p><u>Change of Status</u></p>	<p>15. You are allowed to change your status to G-1 Miscellaneous for treatment, recuperation purposes (Foreign Patients)</p> <p>A. Eligible applicants</p> <ul style="list-style-type: none"> ● You have entered the RoK on a B-1, B-2, C-3(including C-3-3) visa, and you are recognized as someone in need of medical treatment or recuperation after being diagnosed by a medical institution. ● A patient who needs a long-term stay for treatment purposes and his/her direct family member(s) who can take care of him/her during his/her stay. <p>B. Permission Conditions</p> <ul style="list-style-type: none"> ● Status of Stay : G-1-10, Period of Stay : within 1 year <p>C. Required Documentation</p> <ol style="list-style-type: none"> ① Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee ② Documents issued by a medical institution, proving the necessity of long-term treatment ③ Documents proving your ability to afford medical treatments and stay ④ Documents proving family relations
<p><u>Extension of Stay</u></p>	<p>1. Required Documentation (Extending the period of stay for a foreign patient)</p> <ol style="list-style-type: none"> ① Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card, Fee <ul style="list-style-type: none"> ※ Fee exemption for extending the period of stay will be applied to those whose refugee applications are currently under review ② Additional Documents for change of status ③ Personal Reference Letter <ul style="list-style-type: none"> ※ industrial accidents candidates and their guardians, those who are currently going through refugee status review, you can skip submitting this document ④ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)

Extension of Stay

2. Foreign patients are allowed to extend their stay in the republic of Korea

A. Eligible Applicants

- You have been staying in Korea on a G-1-10 visa, but as your treatments and recuperation periods get longer, you need to stay longer in Korea.
- A patient who needs long-term stay and his/her direct family member who can accompany the patient

B. Permission Conditions

- You are allowed to extend the period of your stay within one year of your stay
- If you are a G-1-10 visa holder and has stayed more than 2 years, you must obtain an approval from the KIS Headquarters
 - ※ For those who have entered G-1-10 visas, their days will be counted from the date of entry. For those who have entered Korea on B-1, B-2, C-3 visas, their days will be counted from the date of change of visa status

C. Required Documentation

- ① Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee
- ② Documents proving the need for long term stay such as a doctor's note, diagnosis statement issued by a medical institution
- ③ Documents proving treatments and financial ability to support the treatments and stay
 - ※ If a foreign-patient recruitment agency or a reference guarantees your identification, you do not need to submit the documents
- ④ Documents proving family relations
 - ※ limited to a spouse or an underage child who needs to accompany the applicant, and if the documents have been submitted already before, you do no need to re-submit them.
- ⑤ Additional Documents needed if a representative is applying on your behalf.
 - ▶ In case of a recruitment agency which has applied for a confirmation of visa issuance : an employee-in-charge registered at the HuNet Website can represent the applicant (employee-in-charge I.D. is needed).

	<p>▶ In case of an institution that is not registered as a 'registered agency' : the CEO or an employee of the medical institution where applicant is recovering(recuperating).</p> <p>- Appointment Certificate, Employment Certificate</p> <p>⑥ Acceptable documents for proof of residency (i.e. Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others.)</p>
<p>Re-Entry Permission</p>	<p>1. Implementing the Re-entry Permission Exemption System (enforcement regulation revised on December 12th, 2010)</p> <p>- If you are going to re-enter Korea within a year from the original date of departure and have completed the alien registration already, then you will be exempt from the re-entry permission requirement.</p> <p>- If your period of stay is left less than one year, then you are exempt from the re-entry permission requirement as long as you enter Korea within the period of stay.</p> <p>- A student who needs a re-entry permission due to entry regulation must obtain re-entry permission from an immigration (branch) office in your residence area, the fee for re-entry permission is exempted</p> <p>2. Required Documentation</p> <p>Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee(Single entry visa: 30,000 KRW, multiple entry visa: 50,000 KRW)</p>
<p>Alien Registration</p> <p></p>	<p>① Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee</p>

Working Holiday (H-1)

<p>Range of Activities Allowed</p>	<ul style="list-style-type: none"> ● Tourism, academic and employment activities - (Academic activities) You can engage in academic activities including regular education or training courses within a total of 780 hours per year. (The same applies for countries affected by a limited employment period.) - (Employment types) You can engage in employment activities regardless of employment types (e.g. employment on contract, part-time jobs, etc.) - (Maximum employment period) You cannot work for a period exceeding 1,300 hours out of 1 year-period of stay (52 weeks, 25 hours per week). ● (Not permitted activities) Activities irrelevant to the purpose of the working holiday agreement such as news coverage, political activities, etc.
<p>Eligible Applicants</p>	<ul style="list-style-type: none"> ● You are a citizen of a country that has signed a working holiday agreement with the Republic of Korea, and you are travelling around Korea while engaging in temporary employment to financially support the trip.
<p>Maximum Length of Stay</p>	<ul style="list-style-type: none"> ● Period of stay as set forth in an agreement
<p>Employment Activities</p>	<ul style="list-style-type: none"> ● Young adults of countries that have signed a Working Holiday Visa Agreement with the Republic of Korea will be allowed to temporarily engage in employment activities to support the trip in the RoK. ● You are not eligible to apply if you are going to engage in fields against the purpose of the agreement(MoU) or Korean Laws. <ul style="list-style-type: none"> - You want to focus on employment rather than tourism after the entry. <ul style="list-style-type: none"> ※ There is no limit on period of employment at one place. However, in accordance with the principle of reciprocity, the same limitations will be applied to nationals of countries that have restricted the period of employment to our nationals. - You want to work at an adult entertainment establishment. - You want to work as a doctor, lawyer, professor, pilot which requires professional licenses. - You want to work as a foreign language instructor. <ul style="list-style-type: none"> ※ You must change your status if you want to work as a foreign language instructor. - You want to get a regular education or training other than a Korean

<p>Employment Activities</p>	<p>language training.</p> <ul style="list-style-type: none"> - You want to engage in activities that are against the purposes of agreements such as reporting, religion, research, introduction of technology, and others. <p>● If you would like to change your address, you must report the change to an immigration (branch) office or a respective administrative office within 14 days.</p>
<p>Change or Addition of Workplace</p>	<p>● You do not have to report a change or addition of workplace to work.</p> <ul style="list-style-type: none"> - However, you are not allowed to work in areas that require specific conditions and qualifications or that fall under the activities of E-7 Foreign National of Special Ability visa.
<p>Granting Visa Stats</p>	<p>● N/A</p>
<p>Change of Visa Status</p> <p>▶ CONIENTS</p>	<p>● (Standards) Change of status is not allowed in principle.</p> <p>● (Change to statuses requiring specific qualifications) If you meet the qualifications required for specific occupations (doctor, lawyer, professor, pilot, language instructor and others falling under E-7 Foreign National of Special Ability visa), you can apply for the change of status.</p> <ul style="list-style-type: none"> - Exceptions: the U.K., France, Ireland and Denmark <p>● (Others) Persons with other visas cannot apply for the change of status to Working Holiday visa</p> <p>● Article 5(5) of the Guidelines on H-1 Working Visit Visa Issuance</p> <ul style="list-style-type: none"> - Working Holiday visa holders do not have to obtain a separate permission in order to enroll in Korean language classes or regular education program. - However, nationals of countries that have imposed restrictions on training and regular education program such as Australia, Taiwan, Ireland, Denmark, Canada, and Hong Kong will require separate permissions if they want to engage in such activities in Korea.

Australia	You cannot take regular curriculum other than Korean language classes.
Taiwan	You cannot take a regular education program other than language training or seminars to deepen the understandings of local culture/traditions.
Ireland	You are allowed to register for a training or academic courses, especially Korean language classes, for up to 6 months.
Denmark	You are allowed to take training or an education program for maximum 6 months.
Canada	You are allowed to take a Korean language program for maximum 3 months.
Hong Kong	You are allowed to take one short-term education course for up to 6 months.

● **Article 6 of the H-1 Working Holiday Visa Issuance Guidelines**

If you want to be employed in fields which require certain qualifications (doctor, lawyer, professor, airline pilot, foreign language instructor and others), you need to change your visa to the respective status except nationals of England and France which have placed limitations on change of visa status.

Extension of period of stay

- Period of stay can be extended within the range of 1 year from the entry date.
 - However, exceptions are made to the U.S. (1.5 year) and the U.K. (2 years) in accordance with respective agreements.

● **Article 5(6) of the H-1 Working Holiday Visa Issuance Guidelines**

Those who have entered Korea on the H-1 Working Visit visas cannot stay beyond the designated length of stay as set forth below.

Country	Agreement Details
Australia	1 year of the period of stay, multiple entry visa valid for one year (1995.7.1.)
Canada	1 year of the period of stay, multiple entry visa valid for one year (1996.1.1.)
Japan	1 year of the period of stay, single entry visa valid for one year (1999.4.1.)
New Zealand	1 year of the period of stay, multiple entry visa valid for one year (1999.5.1.)
France	1 year of the period of stay, multiple entry visa valid for



Extension of period of stay		one year (2009.1.1.)
	United States	1 year and 6 months of the period of stay, multiple entry visa valid for one year and 6 months (2008.10.31.)
	Germany	1 year of the period of stay, multiple entry visa valid for one year(2009.4.19.)
	Ireland	1 year of the period of stay, multiple entry visa valid for one year(2010.3.9.)
	Sweden	1 year of the period of stay, multiple entry visa valid for one year(2010.11.1.)
	Denmark	1 year of the period of stay, multiple entry visa valid for one year(2011.1.1.)
	Taiwan	1 year of the period of stay, multiple entry visa valid for one year (2010.11.23.)
	Hong Kong	1 year of the period of stay, multiple entry visa valid for 3 months (2011.1.1.)
	Czech	1 year of the period of stay, multiple entry visa valid for one year (2012.6.1.)
	United Kingdom	1 year of the period of stay, multiple entry visa valid for one year (2012.7.9.)
	Austria	6 months of the period of stay, multiple entry visa valid for one year (2012.9.17.)
HUNGARY	Period of Stay: 1 year / Validity Period: 1 year / Multiple Entry visa (2013.07.08.)	
● Required Documentation		
<ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport, one standard size photograph, fee ② Travel schedule including activity plan ③ Photocopy of a Proof of Employment or a Business Registration Certificate of your work place 		
Re-Entry Permission	<p>1. Implementing re-entry permission exemption system (enforcement regulation revised on December 1st, 2010)</p> <ul style="list-style-type: none"> - You will be exempt from the re-entry permission requirement if you want to re-enter Korea within a year from the original date of departure on a condition that you have completed alien registration. - If the permitted period of your stay is left less than a year, you will be exempt from the reentry permission requirement within the period of your stay. - A student who must obtain a re-entry permission due to entry regulations must apply for the re-entry permission at an immigration (branch) office in his/her residence area, and the application fee is exempted. <p>2. Required Documentation</p>	

	<p>Visa application form (enclosed form #34), passport, alien registration card, fee (single entry: 30,000 KRW, multiple entry: 50,000 KRW)</p>
<p style="text-align: center;">Alien Registration</p> <p>▶ CONIENTS</p>	<ul style="list-style-type: none"> ● Article 5 of the H-1 Working Holiday Visa Issuance Guidelines <ul style="list-style-type: none"> ① If you have entered the RoK on a H-1 Working Visit visa but you want to stay longer than 90 days, you must go to an immigration (branch) office in your residence area and complete alien registration within 90 days. ② You must submit a photocopy of a Business Registration Certificate of your work place and travel schedule including activity plan when you apply for alien registration in accordance with Paragraph 1. ● Eligible applicants <ul style="list-style-type: none"> - Persons who want to stay in Korea for a period exceeding 90 days (No exception is made according the agreement.) ● Required Documents <ul style="list-style-type: none"> ① Visa application form (enclosed form #34), passport, one standard size photograph, fees ② Travel schedule and activity plan ③ A photocopy of the Business Registration Certificate of your workplace and employment agreement (for employees only), etc. ④ Documents proving your place of residence (a contract for monthly housing rent, etc.)

The Overseas Korean Policy Manual

2015. 2. 16.



Ministry of Justice
Korea Immigration Service

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- ◆ **The Ministry of Justice is currently implementing various immigration policies such as the Working Holiday Program, Expansion of Eligibility Criteria for Overseas Koreans, Relaxation of Permanent Residence Visa Requirements, and Provision of Technical Training Opportunities in Korea.**

1. C-3 Short-Term General

- Beginning on Tuesday, April 1st, 2014, the Korean government issues a multiple entry visa to any overseas Korean under age 60 who would like to visit Korea. The visa is valid for 3 years, and guarantees a free access to Korea without immigration restraints.
 - ※ Although free arrival/departure is possible, getting engaged in employment activities is not allowed.

2. H-2 Work and Visit Visa Policy

- **Chinese-Koreans and Ethnic-Koreans living in the former Soviet Union region are allowed to travel freely to the Republic of Korea (hereinafter referred to as Korea). Also, the range of employment activities in which they are allowed to engage has been expanded.**
 - A multiple-entry H-2 visa, which is valid for 3 years, will be issued to Overseas Koreans from China and the former Soviet Union region if he/she is 25 years of age or older. These Overseas Koreans will be allowed to freely enter and exit Korea for the maximum of 4 years and 10 months within the expiry date of their visas.
 - If, in any case, they want to take up employment in Korea, they can get a job in simple labor services, after completing vocational education and procedure for seeking employment, designated by the Enforcement Decree of the Immigration Control Act.
- **Different procedures for the visa issuance will be applied to those who have a relative(s) in Korea and those who do not.**
 - Those with visa privileges, such as an Overseas Korean who has a relative(s) in Korea or a parent of an Overseas Korean studying in Korea, are allowed to enter Korea upon the invitations from a Korean national as long as the inviter has not exceeded the number of people he/she is allowed to invite.

- Considering the current labor market condition in Korea, an Overseas Korean without a local family tie in Korea will have to enter through an electronic draw in order to lawfully enter the country.

□ An employment procedure will be simplified.

- There are 38 types of simple labor jobs which Overseas Koreans on the working visit visa are allowed to find employment. (Please see enclosed document 1)
 - A job seeker can take up a job through job centers or on his/her own after completing the vocational education and job applications. Also, he/she can just change his/her work place by simply reporting to a local immigration (branch) office.

2. Policy on granting F-4 Overseas Korean status to ethnic Koreans living in China and the former Soviet Union Regions

□ Eligibility criteria for Overseas Koreans status has been expanded in order to eliminate discrimination among Overseas Koreans by country of origin and to enlarge cultural exchanges between them and their homeland.

- Eligibility also has been expanded to highly-skilled Overseas Koreans, such as a university graduate, the CEO of a corporation, a certified technician and others, from China and the former Soviet Union region who have a very low chance of finding a job in simple labor services.
- In coordination with the Work Visitation program, those who have worked in a specific industry, such as manufacturing, that does not affect domestic job market, will be allowed to change their status to F-4 Overseas Koreans .

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3. Policy on Granting F-5 Permanent Resident Status to Overseas Koreans

- The amendment is geared to revitalize granting permanent resident status by reforming the current permanent resident policy in order to strengthen the relation between Overseas Koreans and their homeland as well as to improve the relation between the countries where Overseas Koreans live and Korea.
- Permanent resident status will be given to Overseas Koreans on the H-2 visa who have been working in manufacturing, agriculture, and fishery for a long period of time and satisfy certain requirements.
- A permanent resident status, which permits family invitation, will be granted to those who have qualifications to acquire Korean nationality.

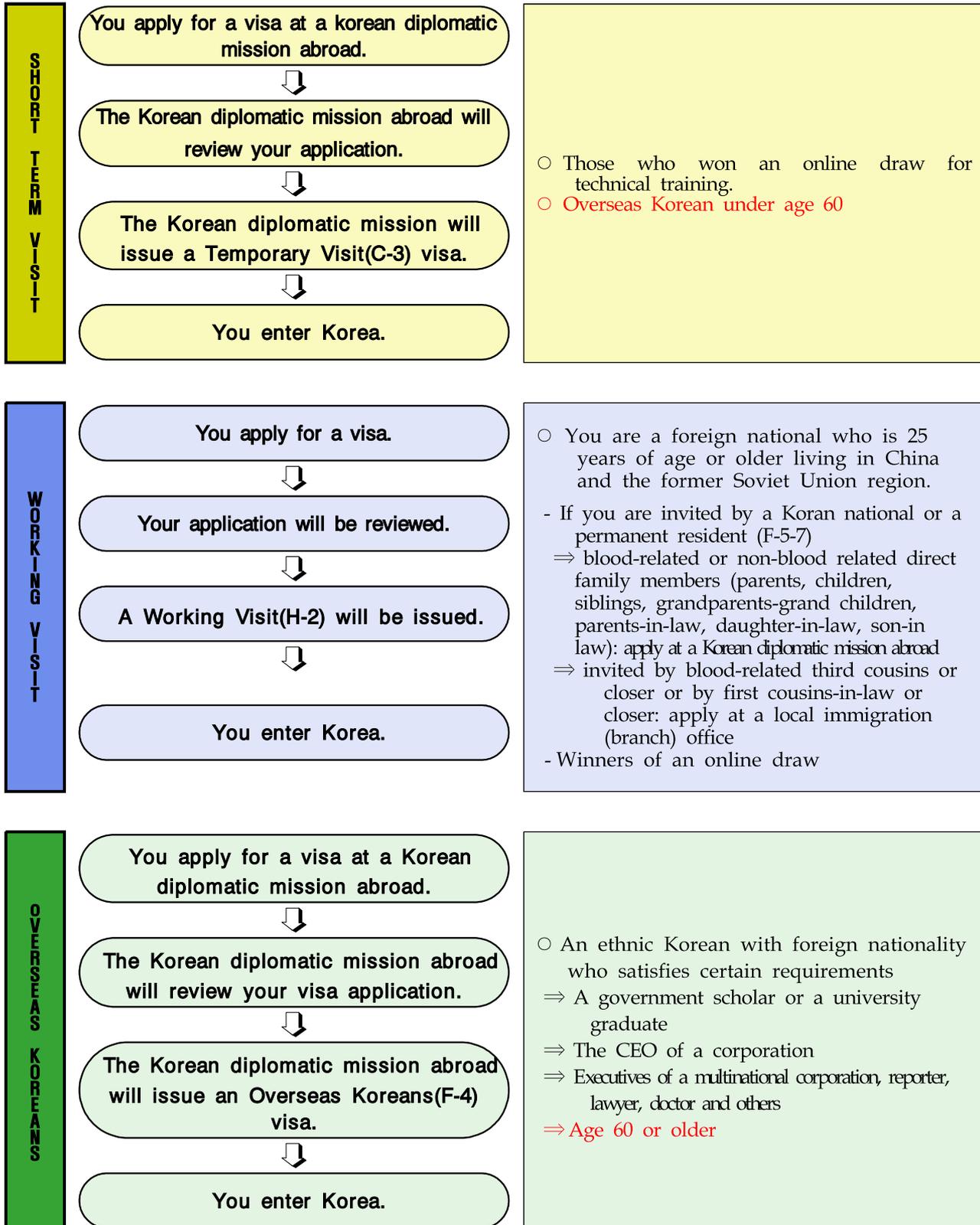
4. Technical Training for Overseas Korean

- Those who applied for technical training will enter Korea through an online draw at the HiKorea website, and those who win the draw will be given opportunities to take technical training without any charge.
- The opportunities are given to only those who want to take technical training for 'jobs in Manufacturing, Agriculture, and Fishery' which are designated by the *Overseas Koreans Vocational Education Support Group*, at a private technical training academy.

II

Detailed Procedure for Each Policy

1. Entry Procedure Flow Chart for Overseas Koreans



2. Detailed Procedure for the Working Holiday Visit Policy

Detailed procedures for the issuance of working visit visa and the immigration control for Korean-Chinese are as follows.

A. Eligible Applicants for H-2 Work and Visit visas

Overseas Koreans who have lived in China or the former Soviet regions and who are 25 years of age or older are eligible to apply for the H-2 Work and Visit visas.

- You were born as a Korean national and, are added to one 's family register or a linear descendent of the person on the family register.
- You are invited by a third cousin or closer on your father's side OR a first cousin or closer on your mother's side, who is a Korean national having a residential address in Korea or who has an F-5 Permanent Resident visa.
- You are a person of distinguished services to the state or the family of the deceased of distinguished services to the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」, OR, you are a person of distinguished services to the state or the family of the person of distinguished services to the state including the family of the deceased ones in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」.
- You have made a special service to the Republic of Korea, or have contributed greatly to increasing national interests of the Republic of Korea.
- You are a father·mother or a spouse of a person on a D-2 Student visa holder who has studied for at least one semester.
- You have voluntarily left the Republic of Korea in accordance with criteria and procedures designated by the Minister of Justice, to maintain public order among foreigners staying in Korea.
- You do not meet any of the conditions listed above and have won the online draw which is announced by the Minister of Justice.

B. Procedure for the Issuance of H-2 Work and Visit visa

- ◆ In regards with inviting relatives while you are on the H-2 Work and Visit visa, you can invite your grandparents and siblings at a diplomatic mission abroad. On the other hand, you can invite an uncle(s)/aunt(s)/third cousin(s) or closer on your father’s side as well as an uncle(s)/aunt(s)/**first** cousin(s) or closer on your mother’s side at a local immigration (branch) office.
- ◆ You have to make a reservation first on the Hi-Korea website (a.k.a Electronic Government for Foreigners) in order to apply for your H-2 Work and Visit visa. Detailed procedures for application are as follows.

Eligible applicants and required documentation for visa applications at a diplomatic mission abroad are as follows.

Eligible Applicant	Required Documents
○ You were born as a Korean national and are currently added to the family register · closing register, or withdrawals register	<ul style="list-style-type: none"> • Any certificates or documents proving your family relations
○ You are either a parent or a sibling of the inviter who is a Korean national. ▶ CONTENTS	<ul style="list-style-type: none"> • If your relation with relatives can be verified by family register, then you just need to submit any certificates or documents regarding your family relations. (ex. Family Registration Certificate, Basic Certificate, Marriage Certificate) • If your relation with relatives cannot be verified by domestic family relations, then you need to submit a birth certificate or a family register and a copy of resident register, personal statement written by your inviter regarding the relation with you and personal reference, and a confirmation of family register with the invitee.
○ You are either a parent or a sibling of the	<ul style="list-style-type: none"> • You need a birth certificate or a family

<p>inviter who is on a F-5-7 visa.</p>	<p>register and resident register, a copy of alien registration and personal statement regarding your relation with the inviter and personal reference, and a confirmation of the invitee as a relative.</p>
<p>○ You have made a special service to the republic of Korea or contributed to the national interests of the Republic of Korea</p>	<ul style="list-style-type: none"> • You need any orders · medals or awards given by a cabinet member (the head of each ministry), you need official documents proving that you are Overseas Koreans from a legitimate organization of your country.
<p>○ You are a person of distinguished services to the state or the bereaved family of a person of distinguished services to the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」. You are the family of a person of distinguished services to the independent movement of the state or the bereaved family of a person of distinguished services to the independent movement of the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the Independent Movement of the State」 .</p>	<ul style="list-style-type: none"> • You need a card for a person of distinguished services to the state or a person of distinguished services to the independent movement of the state. Or you need an official document that you are the family of such a person.
<p>○ You have voluntarily left the Republic of Korea according to the criteria and procedures designated by the Minister of Justice for the maintenance of public order among foreigners staying in Korea. Also, 6 months have passed from the date of your complete departure, and you are under age 60 .</p> <ul style="list-style-type: none"> - However, if you have been employed in regional manufacturing areas outside of Seoul for at least 1 year, you can apply after 2 months from the date of departure. - If you have been employed in farming and fishery for at least a year, you can apply after 2 months from the date of departure. 	<ul style="list-style-type: none"> • You need any official documents proving that you are a Korean descent, which are issued by a legitimate institution of your country.

<p>- If you have been employed as a baby sitter (nanny) for at least one year, you can apply after one month from the date of departure.</p>	
<p>○ You have applied for the working visit visa (H-2) as designated by the Minister of Justice and have won the online draw.</p>	<ul style="list-style-type: none"> • You need any official documents proving that you are a Korean descent, which are issued by a legitimate institution of your country. • A receipt of your early application or a print-out of your draw results.
<p>○ You are applying for a visa by submitting a visa issuance confirmation for the Working Visit visa (H-2).</p>	<ul style="list-style-type: none"> • You need the number of a confirmation of Working Visit Visa Issuance.

Eligible applicants and required documentation for visa applications at a local immigration (branch) office are as follows.

Eligible Applicants	Required Documentation
<p>○ You are invited by a Korean national who has a valid residential address in Korea, and who is at least third cousin or closer from paternity side, or first cousin or closer from maternity side.</p> <p>▶ CONTENTS</p>	<ul style="list-style-type: none"> • If your relation with relatives can be verified by family register, then you just need to submit any certificates or documents regarding your family relations. (ex. Family Registration Certificate, Basic Certificate, Marriage Certificate) • If your relation with relatives cannot be verified by domestic family relations, then you need to submit a birth certificate or a family register and a copy of resident register, personal statement written by your inviter regarding the relation with you and personal reference, and a confirmation of family register of the invitee.
<p>○ You are invited by a permanent resident visa holder who is either your third cousin or closer from the paternity side or your</p>	<ul style="list-style-type: none"> • Birth Certificate or an original(duplicate) copy of family register, resident register, a copy of alien registration card, personal

first cousin or closer from the maternity side.	reference and a personal statement indicating the family relation with the inviter, a confirmation of family relation of the invitee
○ You have made a special service to the Republic of Korea or contributed greatly to the national interests of the Republic of Korea.	• Orders · Medals or Awards conferred by the head of each ministry or official documents proving that you are Overseas Korean from your country
○ You are a father · mother or a spouse of an inviter who is studying in Korea on the Study Abroad (D-2) visa (someone who has registered for at least 2 semesters). ※ In order to prevent fake international stethe CGPA of int. students must be average B o r higher. ???	• Transcript and proof of current enrollment, any certificates proving the family relations with the person studying in Korea, or official documents proving that the invitee is an overseas Korean from his/her country.

※ A parent · spouse of an international student will be exclude from the H-2 reservation list.

You have to submit the criminal records issued from foreign countries.

- If you are an overseas Korean who wants to enter Korea on the Work and Visit visa in accordance with the Enforcement decree of the Immigration Act (including an industrial trainee on a C-3-1 Short-Term General visa]
 - However, if you can be identified as one of the people below, you can skip submitting your criminal record check.
 - You are a person of distinguished services to the state or a person of distinguished services to the independence movement of the state or a family member of such a person or an overseas Korean who has contributed greatly to the national interests of the Republic of Korea in accordance with the Enforcement decree of the Immigration Control Act.
 - You are 60 years old or older, or you left Korea because your Working Visit visa expired.
- If you are applying for a visa from a Korean diplomatic mission abroad, you need to submit the criminal records.

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【Criminal Records Must Consist of Following Documents】

- 1) A criminal record must include all records of one's criminal history in his/her country.
 - However, if the country has a poor police record system, then he/she can replace the document by a certificate issued by an administration organization of local security and public order.
- 2) The record/certificate should have been issued within 3 months of the visa application date.

□ Health Check-up Results

- You are an overseas Korean with a foreign nationality who wants to enter Korea on a Work and Visit (H-2) visa in accordance with the Enforcement Decree of the Immigration Control Act (including an industrial trainee on a Short-Term General (C-3-1) visa).
 - However, you can skip the health check-up if you meet any of the following below.
 - You are a person of distinguished services to the state or a person of distinguished services to the independence movement of the state or a family member of such a person or an overseas Korean who has made a special service to Korea and who has contributed greatly to the national interests of Korea.

○ Confirmation Documents

- If you are applying from a diplomatic mission abroad, you need to submit a health check-up confirmation written by yourself. <Please see the enclosed document 6>
- In this confirmation, you need to write about your medical facts such as whether you have been infected by Tuberculosis · Hepatitis B · Syphilis and others and whether you have experimented with drugs or whether you have treated mental illness or not.

C. Immigration Control Procedure for a Work and Visit (H-2) visa

An immigration control procedure for an overseas Korean who has come to Korea on a working visit visa is as follows.

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□ You have to register yourself as an alien first.

- Overseas Koreans who have entered Korea on a Work and Visit (H-2) visa must register themselves as aliens at a local immigration (branch) office with the following documents below within 90 days of the entry date.

⇒ Passport, 2 Color Photographs, Alien Registration Application, Fee

⇒ Parents of an International Student : in addition to the document above, a proof of enrolment and a copy of alien registration of the person on a D-2 Student visa are needed.

○ Health Check-up Confirmation Results

Health Check-up results filled in the <enclosed form no.7> issued by a designated hospital of the Ministry of Justice must be submitted by the Work and Visit (H-2) visa holder.

※ Health check-up, which a Work and Visit applicant had to take as a mandatory requirement before during his/her vocational training, can be skipped.

【 Required Information that Health Check-up Must Consist Of】

- 1) The diagnosis categories designated by the Ministry of Justice must be included.

<Enclosed document 7>

- Tuberculosis, Mental Illness, Hepatitis, Syphilis, Drug(Philopon, Cocaine, Opium, Marijuana) Test are required.

- 2) The diagnosis must be issued within 3 months of each registration or application date.

□ The range of employment activities that a person on a working visit visa can engage into is as follows.

- If you want to see allowable jobs you can get, please see the enclosed form #1

* In terms of construction works, only those who have obtained a 'confirmation of construction employment' can get a job in this field.

- Employment procedure for acceptable job categories is as follows.

- You enter Korea on a Work and Visit (H-2) visa, and then get a job through job centers after applying for vocational training and job hunting. Also, you can just find a job on your own.

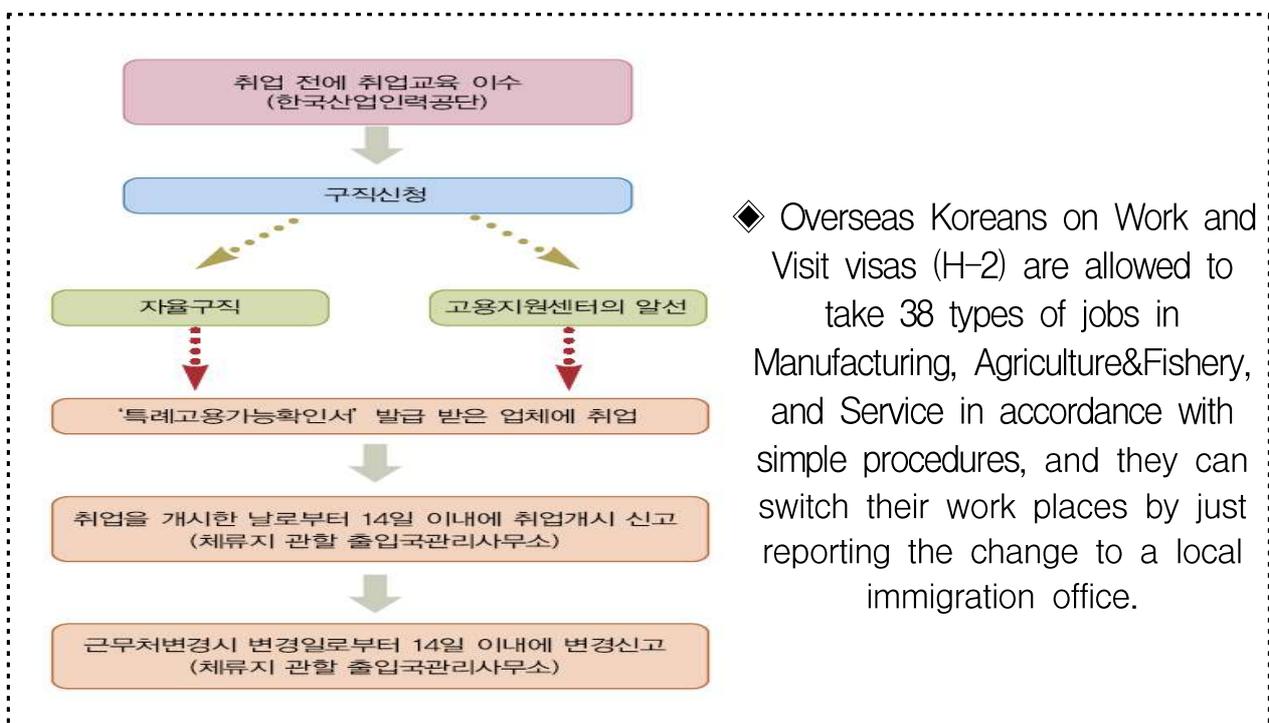
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* Employment Seeking Application is submitted at the Human Resources Development Services of Korea during the vocational training.

○ Overseas Korean Employment Procedure for Users is as follows.

- If a user fails to find an appropriate candidate for a particular job after 14 days of the job advertisement, he/she can apply for a “Confirmation of Potential for Special Hiring” issued by the Employment Support Center of the Ministry of Employment and Labor
- The user is allowed to hire an overseas Korean candidate among those on the Foreign Workers List of the Employment Support Center as long as he/she does not exceed the number of employees he/she can hire as indicated on a confirmation of potential for special hiring.

<Diagram 1. Employment Procedure for Overseas Koreans>



◆ Overseas Koreans on Work and Visit visas (H-2) are allowed to take 38 types of jobs in Manufacturing, Agriculture&Fishery, and Service in accordance with simple procedures, and they can switch their work places by just reporting the change to a local immigration office.

□ Overseas Koreans shall report on the start of his/her employment and a change in work places.

○ Eligible Applicants

- You are an H-2 visa holder and have gotten a job for the first time in areas allowed by your visa.
- You are an H-2 visa holder and have changed your work place after you have gotten the job for the first time.

○ Period of Report

- This is your first time getting a job ⇒ You have to report within 14 days of your employment start date.
- You have changed the work place ⇒ You have to report within 14 days of changes in the work place.

○ How to Report

- You have to make a reservation in advance or report on the internet or via fax, or hire a representative.
 - Online Report : **【Hi-korea】 > Online Petition > Choose your petition headline 【H-2 visa Employment Start Report or Report on change in your work place】** and enter required information.
 - ⇒ Enter mandatory fields online
 - ※ Considering convenience of access to the internet and preventing chaotic situation at the counter, an acquaintance can apply on the internet on behalf of the applicant.
 - Report via fax : You have to fill out the employee declaration form for overseas Koreans, and fax it to the head of an immigration office. (☎ without the local number, call 1577-1346)
 - ⇒ Work Visit Overseas Korean Employment Start Report and a copy of alien registration
 - Report via representatives : You can apply through a representative registered at a local immigration (branch) office.

○ Required Documentation

- a copy of confirmation of potential for special hiring, a copy of standard labor contract, a copy of business registration

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- Those who have violated the responsibility to report will be punished as follows.

- You will be charged with 10,000,000 won or less in accordance with Article 2 of the Immigration Control Act

You want to get a permission to change your status to working visit visa.

◆ Following applicants can apply for a change in visa status to Work and Visit (H-2) at a local immigration office, by a reservation or through an agency.

○ The details are as follows.

- You are eligible to apply if you were staying in Korea on a working visit visa initially but had to switch your status to miscellaneous (G-1) due to circumstances beyond your control such as industrial accidents or illness while your original date of entry has not exceeded the period of 4 years and 10 months.

- You are eligible to apply if you have been on a Family Visitation(F-1) visa for at least 3 months after applying for the acquisition of nationality.

However, those whose Working Visit visas are about to expire, those who switched to a miscellaneous visa (G-1) after filing a lawsuit for acquisition of nationality or those who have requested to stay in Korea after divorcing their Korean partners are not applicable to this case.

- You are eligible to apply if you legally entered Korea before April 1st, 2004, but stayed illegally and switched to G-1 status after applying for Korean nationality. 【including those who enter Korea before the Establishment of Korea · China Diplomatic Relation(‘92.8.24)】
- You are an overseas Korean who has completed the technical training program (⇒ a recommendation letter from the Overseas Koreans Vocational Education Support Group)
- You have switched your status to Family Visitor (F-1) visa upon the completion of technical training and have reached 25 years of age.
- You are legally staying in Korea as an overseas Korean who has contributed to the national interests of the country and whose need to stay is recognized as humanitarian reasons by the head of a local immigration (branch) office.

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- You need to submit following documents.
 - Application, passport, documents proving that you are an overseas Korean, explanatory materials for your job type, a confirmation of extension of period of employment if you wish to stay more than 3 years. (issued by the Ministry of Employment and Labor), fee: ₩50,000
- In principle, the permitted period for your employment will be maximum 3 years from the date you received the permission for change in your status. However, if the employer has received a confirmation for extension of period of your employment from the Ministry of Employment and Labor before your permitted period expires, then you will be given additional 1 year and 10 months for your extension of period of sojourn. (if rehired)

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- If you continue to stay in Korea, you have to get a permission for extension of sojourn period.

◆ If you are an H-2 Work and Visit visa holder, then you have to visit a local immigration (branch) office in person at least 2 months before the expiry date of your current visa, or you have to make a reservation or hire an agent in order to apply for extension of sojourn period.

- If this is your first time to enter Korea on a Work and Visit (H-2) visa, you will receive 3 years as your sojourn period.
 - However, if you have obtained a confirmation of extension of employment period from the Ministry of Employment and Labor, then your sojourn period will be given maximum 4 years and 10 months from the original date of entry.
- If you have re-entered Korea on a working visit visa(re-entry after a complete exit), then your sojourn period will be given within the expiry date of your visa.
- If you are a parent · spouse of the inviter(international student), then your sojourn period will not be any longer than the sojourn period of your inviter. - If the international student has switched to overseas Korean (F-4) status, then his/her parent(s) or spouse will be given a permission for extension of period sojourn as a Work and Visit visa holder (H-2) until the student's enrollment is over. (requires a Proof of Enrollment)
- You have to submit following documents.
 - Application, Passport, Alien Registration, if you want to stay in Korea for more than 3 years, then a confirmation of extension of employment period (issued by the Ministry of Employment and Labor), Fee ₩60,000
- You can apply for extension in person, by reservation, by a representative or through the internet.
 - Online Application : **【Hi-korea】** > Online Civil Petition > Choose the appropriate headlines of your petition: **【Extension of Sojourn Period of an Alien】** and fill out the required fields on the form.
 - Request for Representatives : You hire a representative listed on the Korean Immigration Service Website.

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3. Detailed Procedure for Granting Overseas Koreans (F-4) status

◆ If a Korean-Chinese wants to enter Korea under Overseas Korean status, detailed Procedures for visa issuance and immigration control are as follows.

A. Eligible Applicants for an Overseas Koreans (F-4) Visa

- You used to be a Korean national, but you lost your citizenship after acquiring a foreign nationality.
- Either of your parents/grand parents was a Korean national and acquired a foreign nationality.

B. Procedure for Overseas Koreans (F-4) visa issuance

- Required documents for an Overseas Koreans visa application are as follows.
 - If those identified by the standard below are unable to submit certificates of their family relations, then they can submit a population register, resident register, or birth certificate to prove that they are indeed Overseas Koreans.
- Additional Documents for Specific Visa Codes for Overseas Koreans Visas are as follows.

Eligible Applicants	Supplementary Documents
① You have stayed in Korea for at least 6 months on Korean Arts and Culture (D-1), Long-Term News Coverage (D-5), International Trade (D-9), Professors(E-1), and Non-professional (E-7) visas.	<ul style="list-style-type: none"> • No supplementary documents are required.
② You have a bachelor's degree in engineering from a Korean university, a graduate of university in outside of Korea or a student invited by the government including the National Institute for International Education.	<ul style="list-style-type: none"> • Proof of enrollment or a diploma • Any documents proving that you are a student invited by the government.

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<p>③ You are a permanent resident of any OECD country.</p>	<ul style="list-style-type: none"> • You need a document issued by a respective organization to prove that you are a permanent resident of the respective country.
<p>④ The CEO and Executives and Management Staff</p> <ul style="list-style-type: none"> - Only 2 people among executives and management staff in a corporation can be given overseas Koreans status. ※ Granting Overseas Koreans status to the CEO, executives or employees of a corporation is limited to the companies that have been established for at least one year. Also, only those executives who have been employed for at least 6 months or management staff who have been employed for at least a year will be given Overseas Koreans status. 	<ul style="list-style-type: none"> • If you are the CEO or a corporate executive, <ul style="list-style-type: none"> - you need to submit official documents equivalent to a business registration of your company issued by your country, proof of employment and an oath to non-employment. • If you are an employee of a corporation, <ul style="list-style-type: none"> - A copy of domestic residential address card for the CEO of the company or a copy of Overseas Korean (F-4) visa issuance details, a business registration of your company, a proof of employment, a personal reference from the CEO of a corporation and an oath to non-employment ※ In case the CEO is not receiving the Overseas Koreans visa, then Overseas Koreans visas will be issued to employees who have applied with their CEO.
<p>⑤ A business owned by an individual whose sales was worth more than \$100,000 in the previous year. (The CEO of personal business)</p> <p>▶ CONTENTS</p>	<ul style="list-style-type: none"> • Certificates equivalent to business registrations such as sales results, operation weaving and etc.

<p>⑥ Executives of multinational corporations, Executives of media companies or Journalists, Lawyers, Accountants, Doctors, First level Recognized by the government of the respective country (equivalent to a university professor) ▪ Second level(equivalent to an associate professor of a university) Artists, Industrial R&D Researcher, Agriculture Technician at the Intermediate level, Advanced Technician of a ship or a flight (private airline)</p>	<ul style="list-style-type: none"> • Proof of enrollment and a copy of business registration of your affiliated association or other certificates for jobs • if you are an Agriculture technician, an inter-mediate level of certificate in professional skill is required. If you are an advanced technician for a ship or a flight (private airline), then you need relevant certifications to prove your qualifications.
<p>⑦ The President or the Vice President of an overseas Korean support group recognized by the host country, or of a cultural · artistic Associations.</p> <p>- For a single groups, maximum number of employees and members eligible to overseas Koreans visas is 10.</p> <p>※ Overseas Koreans support groups refer to government-registered overseas Korean associations, including the regional Korean-Chinese Business Owner Association, the World's Korean Trade Association, Yeonbyeon Korean-Chinese Self-Governing Province Artist Association, Yeonbyeon Korean-Chinese Traditional Culinary Association, Beijing Korean Culture and Economy Research Association, and others.</p> <p>- For domestic overseas Korean support groups, two employees are allowed per each group.</p> <p>※ For employees, the visa issuance is limited to those who have been employed for at least 1 year at international overseas Koreans groups. (excluding domestic overseas Koreans support groups)</p>	<ul style="list-style-type: none"> • Proof of Registration and proof of employment of your association <p><Employees or Members of International Overseas Koreans Support Group></p> <p>- Business registration, Current Statistics of an Association, recommendation from Overseas Koreans Groups, Proof of Employment, Oath of Non-Employment</p> <p><Employees of Domestic Overseas Koreans Support Groups></p> <p>- Business Registration of the associations, recommendation letter from the chair of the Overseas Koreans associations, Proof of Employment, An Oath of unemployment</p>

<p>⑧ Former · Current Member of the National Assembly, Civil Servant with at least 5 years of public service experiences and a worker at a public company.</p>	<ul style="list-style-type: none"> • Proof of employment
<p>⑨ Professor (including an associate professor and a lecturer), teacher at middle · high school or elementary school</p>	<ul style="list-style-type: none"> • Proof of employment, Appointment Letter from the host country or Lecturers Certificates for middle and high schools, Certificate of Teacher
<p>⑩ Someone who wants to open and run a new business in Korea (Your visa status is irrelevant at the time of your application.)</p>	<ul style="list-style-type: none"> • Documents proving that he/she has invested ₩100,000,000 or more into Korea Ex) Investment Corporation Business Registration Application, Wire Transfer Receipt, Foreign Exchanges Receipt Certificate of exchange rates and usages, a business venue lease contract and statement of deposit remittance ※ If your assets / profits are formed in Korea, then you do not have to submit the investment corporation business registration application.
<p>⑪ You are on a working visit visa, and you have worked at the same place for at least 2 years, in industries such as baby sitting, agriculture, livestock, fishery, local manufacturing, and etc. (please refer to (F-4-24)</p>	<ul style="list-style-type: none"> • Any documents that can prove your place of employments as well as employment relations for the past 2 years (ex. employment Income receipt), copy of business registration, copy of training certificate (for baby sitters only)
<p>⑫ Overseas Korean under age 60 (F-4-25) ※ Not including pure tourism</p>	<ul style="list-style-type: none"> • Eligibility will be checked by an overseas Korean document proof
<p>⑬ Those who came to Korea before the Korea-China relationship was established, who obtained a special sojourn permit and visa, and who is currently staying as a Working Visitor (F-4-26)</p>	<ul style="list-style-type: none"> • Eligibility will be checked through the immigration information system
<p>⑭ Those who acquired national skill licenses (technician or above) accredited by the Korean government (NOT including skills related to construction or for Metal Joinery or those who acquired the license before 2013) (F-4-27)</p>	<ul style="list-style-type: none"> • Please submit the original copy for the copy of license

- ※ Among those listed above, F-4 Overseas Korean status will be granted to only **graduates of a Korean university, registered alien (including past registrations), frequent travellers to Korea, and employees of domestic Overseas Koreans Support Groups, whose submitted documents can be either issued in Korea or verified by the immigration information system. These people are allowed to change their status in Korea, but visas of others must be issued at a diplomatic mission abroad.**

※ ⑪ **Baby Sitter Requirements**

- Detailed Standards for Granting Sojourn Privileges to Those Who Have Completed Baby Sitter Training

- Eligible Applicants: H-2 Working Visiter
- Duration of Continuous Employment: After the completion of training, the applicant must work for the same employer for at least two consecutive years as a baby sitter.
 - ※ (Calculation) Date of Work Commencement Declaration and Date of Employment Commencement Declaration (continuous employment), Employment Insurance or Salary Bankbook Account Balance History
- Place of Employment: After the declaration of employment commencement, you can work for any household that has a child under age 10.
- Privilege: F-4 Overseas Korean status will be granted
 - ※ If the applicant meets requirements, such as employment commencement report before the training completion and continuous employment place, the prior work experiences will be included in the duration of continuous employment.

- A multiple entry visa which is valid for 5 years and which the sojourn period lasts for 2 years will be issued.

A treatment of family members of someone on Overseas Korean (F-4) visas is as follows.

- A spouse or an underage child of someone who has obtained Overseas Koreans visas will be granted Family Visitation(F-1) visas **regardless of them being overseas Koreans.**

※ **Please note that only those whose family relations can be clearly verified by an official birth certificate or a family registration from their countries can enjoy such privileges mentioned above.**

- Those who have been given F-4 Overseas Korean status must submit a local domestic residential address report, a copy of visa issuance details (including a copy of passport), and an oath to non-employment, to prove that they are eligible overseas Koreans.

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- Following applicants will not be able to obtain Overseas Koreans(F-4) visa status.**
 - You are ineligible to apply if you have violated the immigration control act in the past 3 years and have been charged with fines worth of ₩2,000,000 or more OR have been ordered a deportation.
 - You have been sentenced to jail in the past 5 years.

C. Procedure for Overseas Koreans Immigration Control

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- ◆ **Overseas Koreans who have entered Korea with the Overseas Korean (F-4) visa should report their residential addresses to a local immigration (branch) office.**
 - ◆ **Immigration Control Procedures for those entered Korea on Overseas Koreans visas are as follows.**
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- Those listed below are eligible to switch their status to an Overseas Korean.**
 - **Eligible applicants and required documentation**

Eligible Applicants	Required Documentation
<p>1. You stayed in Korea for 30 days or less within the past 2 years with a single-entry visa (C-3~C-4) or a Work and Visit visa(H-2), and you have entered Korea for at least 10 times. Also, you stayed in a foreign country for at least 150 days every year in the past 3 years after you entered Korea on a Work and Visit (H-2) visa.</p> <p>☞ However, if you meet these conditions within the 1 year period, then you are not eligible under this category.</p>	<ul style="list-style-type: none"> • An oath to non-employment
<p>2. You have contributed to national interests of Korea while holding a working visit visa as below.</p> <p>㉞ Someone working for at least 2 years at regional business places of Agriculture · Fisheries(including farming fishes) · Manufacturing</p>	<ul style="list-style-type: none"> • Any documents proving your employment relations with your employer for the past 2 years (receipt for earned income tax

<p>*'Regions' refer to areas outside of Seoul, Incheon, and parts of Kyung-gi province (a town · city of population 200,000)</p> <p>※ Areas in the Kyung-gi province that are considered "region" (a town · city of population 200,000 or below): Yangju, Pochun, Dong-du cheon, Guri, Osan, Gwacheon, Euwang, Hanam, Ansung, Icheon, Yeojum Yeonchun, Gapyung, Yang Pyung</p> <p>※ If you have altered your work place at your employer's faults, for example, the employer closed down the business, etc, your duration of work in the previous work place will be considered parts of the total employment duration. (if you have changed an employment field, then this will not be considered valid)</p> <p>※ 'Those who reported employment start report before July 31st, 2011 will be administered by the previous guideline</p> <p>Ⓢ You are 60 years of age or older</p>	<p>withholding), a copy of business registration</p> <p>※ The Ministry of Justice will examine whether the change in work place of the applicant was due to the close down of business by employer through the employment start report forwarded from the Ministry of Employment and Labor.</p> <p>※ Please note that a caretaker or a household assistant has not been admitted since August 1, 2011.</p> <p>• Documents proving that you are overseas Korean</p>
<p>3. You have entered Korea before the establishment of the Korea · China diplomatic relation with a special visa and you are currently staying in Korea with a working visit visa.</p>	<p>• Documents proving that you are overseas Korean</p>
<p>4. You have obtained a National Certified Technician License (higher than the technician's license - but the construction field is not included)</p>	<p>• A copy of your certificate (you need to submit an original copy as well, see enclosed form number 4)</p>

※ Those who have obtained Overseas Koreans visas through the streams 1-4 above are not allowed to invite their spouse or underage children by a Family Visitor (F-1) visa.

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- You will be given maximum 3 years for the permitted period of change of visa status, from the date of change.
- An Overseas Korean (F-4) visa holder needs to get a permission for extension of sojourn period if he/she wants to stay in Korea longer.
 - By principle, the maximum length of stay is 3 years.
 - Please note that if you have violated Korean laws in the past, you will not be able to get a permission to extend your sojourn period in Korea.
 - Following documents need to be submitted for applying for extension of your sojourn period.
 - Application and fee (₩60,000 with stamp)
 - ※ If you are caught being engaged in the simple labor service, then you will be prohibited from receiving a permission for extension of sojourn period, and you will be ordered to leave the country.
- The range of employment activities of Overseas Korean (F-4) visas holders is as follows.
 - The Overseas Korean (F-4) visa holder is not allowed to get a job in the following conditions.
 - You are engaged in a simple labor service (Please see the enclosed form number 2)
 - You are engaged in activities against virtuous public customs and order such as speculation
 - Other cases involved with subjective judgments when your activities are considered somethings against collective interests or domestic public order on employment, which the necessity of limiting applicants is recognized by the Ministry of Justice.
 - Excluding the circumstances mentioned above, everyone has an equal chance of getting a job and being engaged into employment activities.
 - ※ However, even if your employment activities are allowed by principle, if Koreans Laws require particular qualifications or a set of skills to get a particular position, then you have to possess those qualities to work.

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4. A Detailed Procedure for granting a Resident(F-5) visa for Overseas Koreans with foreign nationalities.

◆ **The government of the Republic of Korea issues a Resident (F-5) visa to Overseas Koreans, which gives them freedom to get a job and stay in Korea.**

A. Basic requirements for getting a Resident (F-5) visa are as follows.

- You are an adult under the Korean Civil Law
- You or your family member have financial ability to support yourself.
- You have basic knowledges and qualities to keep staying in Korea.
- You are a person of good conduct.

B. Following applicants specified below are not eligible to obtain a Resident (F-5) visa.

- You have violated the Korean immigration law in the past 3 years from the application date and have been charged with the fine worth of ₩2,000,000 or was ordered to leave the country.
- You come under any of the subsections of Article 54 of the presidential decree of the Immigration Control Act, and you have been charged with the fine worth of ₩2,000,000 in the past 5 years or was sentenced to imprisonment or higher punishment.
- You have been imprisoned due to your violation of the Immigration Control Act or any other Korean Laws in the past 5 years from the application date.
- You are considered a threat against national security, public order, social welfare, and interests of the Republic of Korea.

C. Eligible applicants and required documents to obtain a Resident (F-5) visa as an overseas Korean are as follows.

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□ **All applicants are required to submit confirmation of Criminal Record (Common Application)**

○ If you want to switch your status to a resident in accordance with the Presidential Decree of the Immigration Act, you need to submit a criminal record.

- However, anyone who comes under conditions below can skip submitting the document.

- Among occupations included the special table, in accordance with the Presidential Decree of the Immigration Control Act, foreign investors (invested US\$500,000 or more), Ph.D Degree holder, Talents in specific fields, Special Contributor, and etc.
- You are under age 14 (under the Criminal Law) from the date of application submitted
- You are an underage person who has lived in Korea continuously for at least 5 years.
- A second generation of Chinese-Korean who was born in Korea and has been living here ever since.
- A person who has submitted a criminal record in the past for his/her initial visa application and who has been staying in Korea ever since then.
 - * However, if you have stayed in a foreign country for 6 months or more, then you will NOT be considered 'someone who has continuously stayed in Korea'. Therefore, you will have to submit a criminal record from the country that you were staying in that particular period.

○ Submitting the criminal record at the time of a Permanent Resident (F-5) visa

※ If an applicant comes from a signatory state to the Apostille Convention, he/she needs to receive the apostille confirmation from his/her government or a confirmation from a consul of his/her respective country residing in Korea on his/her criminal record. If an applicant does not come from a signatory state to the Apostille Convention, then he/she needs to get a confirmation from a consul of his/her respective country residing in Korea.

【 Requirements of Criminal Records 】

- 1) The document must include all criminal records nationwide.
 - Nevertheless, if the criminal record system is inadequate in the respective country the applicant comes from, then he/she can just submit a certificate issued by a local administrative body.
- 2) The certificate must have been issued within 3 months of the visa issuance application date.

- If you are an F-4 Overseas Koreans visa holder who has maintained a valid residential address in Korea for at least 2 years and who meets any of the conditions below, you are eligible to apply.

Eligible Applicants	Required Documentation
<ul style="list-style-type: none"> ○ Someone whose income in the previous year was two times bigger than the Gross National Income per capita in Korea announced by the Bank of Korea. 	<ul style="list-style-type: none"> • Receipt for earned income tax withholding or Certificate of Income Amount
<ul style="list-style-type: none"> ○ Someone who is 60 years old or older receiving a pension from a foreign country and the total amount of pension is bigger than the National Income per capita in Korea announced by the Bank of Korea. 	<ul style="list-style-type: none"> • Pension Certificate (Duplicate copy) and a bankbook to which pension is deposited
<ul style="list-style-type: none"> ○ A person who paid 500,000 won for general property tax in the previous year or a person who does not have a record of general property tax but who has the lease deposit or property worth of 500,000 won or more under his/her name or name of his/her family member. 	<ul style="list-style-type: none"> • Certificate of Tax Payment or a Lease Contract (Jeonsae contract), or a certificate of bank balance
<ul style="list-style-type: none"> ○ A person whose total amount of trading with a Korean company is worth 2 billion won or more. 	<ul style="list-style-type: none"> • A proof of employment, a certified copy of the register or a copy of business registration, Import and Export Performance Record (Bill of landing, Invoice, and etc), Certificate of Annual Tax Payment
<ul style="list-style-type: none"> ○ A person who has invested US\$500,000 or more <p>▶ CONTENTS</p>	<ul style="list-style-type: none"> • A copy of business registration or a certified copy of the register, commercial and real estate lease contract, and a certificate of foreigner investment registration, a certificate of foreigner invested corporation

<ul style="list-style-type: none"> ○ A chairman/representative/president of an Overseas Koreans group recognized by the government of the respective country (including those who have actively engaged into the overseas Koreans group for the past 3 years) or the CEO of a corporation recommended by the head of a diplomatic mission abroad. 	<ul style="list-style-type: none"> • A recommendation letter from the head of a diplomatic mission abroad
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You meet all the conditions below as a Work and Visit (H-2) visa holder

- You have continuously worked in the same place for at least 4 years in manufacturing, agriculture, or fishery industries.

- ※ If you have changed your visa status from H-2 Work and Visit to F-4 Overseas Korean, you will be given at least 3 years from the date of change as the permitted period of stay. Those who have changed their visa status after August 1st, 2011, after declaring the commencement of employment, you will be given at least 2 years from the date of change, as the permitted period of stay.

- ※ If you have changed your work place due to wage delays, close-down of the businesses and other inevitable circumstances, you will be recognized as 'being continuously employed'.

- You or your family member in the same household has a financial ability such as owning property/assets worth of 30,000,000 won

- You have obtained a skill · technician license through an examination designated by enclosed document number 3 and held by the Human Resource Development Service Korea, or you have earned annual income worth more than Gross National Income per capita in Korea from the previous year.

- * Skill · Technician licence refers to a license defined in Article 2(1) and paragraph 1 of Article 9(1) of the 「National Technical Qualifications Act」

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Required Documentation

Recommendation letter from an employer, a copy of business registration, a proof of employment, Receipt for earned income tax withholding in the past one year, a copy of skill · technique license and documents proving your ownership in assets/property (ex. a lease contract(including both jeonsae and wolsae) or a certificate of bank balance)

- You are an overseas Korean defined as in Article 2(2) of the 「Act on immigration and Legal Status of Overseas Koreans」 while meeting all the prerequisites for the acquisition of nationality in accordance with the Nationality Act.

Common Required Documentation

- Application
- Any documents proving that you are an overseas Korean such as a passport and a copy of identification from the respective country (you should also show the original copy)
- Alien Registration Card(Declaration form of residential address) ▫ Documents proving your financial ability to support yourself.
 - choose one of the followings: a certificate of bank balance consisting of 20,000,000 won under your name or a name of your family member, a copy of real estate property register, lease contract, proof of employment (please enclose a copy of business registration of your employer)

① Eligible Applicants for Regular Naturalization (Article 5 of the Nationality Act)

Supplementary
documentation

- Certificate of family relation and any documents proving family relationship

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② **Eligible Applicants for Simplified Naturalization** (Paragraph 1 of Article 6(1) of the Nationality Law)

Supplementary Documentation	<ul style="list-style-type: none"> ▫ Documents demonstrating that your father or mother was a Korean national ▫ Documents proving the biological relation between you and your father(an original copy is needed) ▫ A confirmation from more than one member of your family including relatives living in Korea (the relatives must be the 3rd cousin of the applicant or closer) <ul style="list-style-type: none"> - A genealogy : family relations with relatives (guarantor) - business registration or any documents proving your relations with the relatives - (for each guarantor) A guarantor statement, resident registration, a copy of resident registration are needed - a letter exchanged with relatives living in Korea, a confirmation of separate families reunification from the KBS, DNA test results with relatives living in Korea (optional)
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③ **Eligible Applicants for Simplified Naturalization** (Article 6(2) of the Nationality Law)

Supplementary documentation	<ul style="list-style-type: none"> ▫ A copy of family relations or marriage certificate (the entire photocopy of family relations issued by your country of nationality) <p><Supplementary documentation for a Spouse of Korean National></p> <p>① Basic Certificate ② Marriage Relation Certificate ③ Certificate of family relations ④ Resident Register ⑤ A copy of Resident Registration</p> <ul style="list-style-type: none"> ▫ Other documents need to be submitted in order to demonstrate genuineness of a marriage ※ for a person who is divorced, a certificate of marriage indicating a divorce, or sentencing stating liability/faults of the spouse or a confirmation from an officially recognized woman's support group
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④ **Eligible Applicants for Special Naturalization (Paragraph 1 of Article 7(1))**

Supplementary
Documentation

1. (children of the first generation of Overseas Koreans who have restored Korean nationality) Supplementary documents for the second generation of overseas Koreans are as follows.
 - Document proving a biological parent-child relationship (an original copy is needed)
 - Identification certificate, a certificate of family relation, resident registration, a copy of identification card of the first generation
2. (After the second generation Overseas Koreans have restored Korean nationality) supplementary documents for the third generation of overseas Koreans are as follows.
 - Documents proving a biological parent-child relationship (an original copy is needed)
 - Identification certificate, a certificate of family relation, resident registration, a copy of identification card of the second generation
3. Supplementary documents for a child of a person who has restored Korean nationality by marriage
 - Documents proving a biological parent-child relationship (an original copy is needed)
 - Identification certificate, a certificate of family relations, resident registration, a copy of identification card of the person who has obtained permission for restoration of Korean nationality.
4. Supplementary documents for a Descendent of Independence Patriots
 - Documents proving that you are a descendent of independence patriots and of a man of national merit, or documents demonstrating the family relationships with such a person.

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⑤ Eligible Applicants for Restoration of Nationality (Article 9(1) of the Nationality Law)

Supplementary Documentation	<ul style="list-style-type: none">▫ Identification certificate, a certificate of family relations, Expulsion Record copy of the applicant▫ Documents relevant to acquisition of foreign nationality (please enclose the translated version and the original copy)▫ A permit for restoration of Korean nationality, citizenship papers, birth certificate, official documents(Gongbu) in regards with family <p>※ If the date of birth is different compared to your foreign passport, please select and bring one from the following documents: a confirmation of the same person, name change certificate, notarized confirmation of the same person by relatives living in Korea (issued by the notarization office), Expulsion Record Copy, or any documents proving the parental-child relationship between you and your parents.</p> <p>▮ The Administrative Guideline on the Reinstatement of Citizenship for Overseas Koreans will be applied to Korean-Chinesees who would like to reinstate their Korean nationalities.</p>
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D. Treatments of family members of those with permanent residence(F-5) visas are as follows.

- Spouses and children under the age of 20 of those with permanent residence (F-5) visas will be given Residential (F-2) visas. (A child who is 20 years of age or older will have to stay in Korea on an appropriate visa.)

E. There will be no restrictions for those on Permanent Residence(F-5) visas to engage in certain activities limited by different types of visas.

F. If you come under any of the followings below, you will lose your F-5 Permanent Resident visa.

- Those who received a deportation order
- Those who have gotten F-5 Permanent Resident visas by forgery or cheating the system
- You have exceeded the re-entry permit exemption period or re-entry permission period
- You have entered Korea with a fake passport or you are in a sham marriage.

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- Those who are exempt from a re-entry permit or who have stayed longer than the permitted duration of period
- Those who have entered the Republic of Korea on fake passports or passports under other people's names or those who are considered to have a sham marriage.
- Those who have received imprisonment without forced labour or heavier punishments

5. Detailed Procedure for Vocational Education Opportunity for Overseas Koreans

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- ◆ Those who are selected for the vocational education online draw after submitting the application for vocational education will be able to receive the skill training in Korea.
 - ◆ Detailed procedures for visa issuance and immigration control are as follows.
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A. Those who won the vocational education online draw through submitting the vote at the Ministry of Justice will have to obtain a C-3 Short-Term General visa first in order to enter the Republic of Korea. The procedure for visa issuance is as follows.

Eligible Applicants for Vocational Education

- Those who won the vocational education online draw after applying for vocational education at the HiKorea website.

Entry Procedure for the Winner of Vocational Education Draw

Apply for Vocational Education (HiKorea) ⇨ Winning the Online Draw ⇨ Short-Term General (C-3-1) visa issuance (a diplomatic mission abroad) ⇨ Entry ⇨ Vocational Education (6 weeks) ⇨ Alteration of H-2 Work and Visit visa

Required Documentation

- Any official documents proving that you are Overseas Koreans from your country of origin and a receipt for application for the draw (or a draw result print-out indicating you have won the draw)

※ Please note that if you have less than 7 weeks (49 days) left until your sojourn period expires, you are not allowed to register for vocational education. Therefore, you have to register for the training right after you enter Korea. (Please refer to the registration procedure for Overseas Koreans Vocational Education Support Group Webpage)

B. If you are an eligible applicant for vocational education and have entered Korea on a Short-Term General (C-3, 090) visa, you are allowed to receive the vocational training without having change your status(6 weeks)

※ Please be aware that those who are on-the-job training will not be permitted to engage in activities outside of designated status.

C. After receiving 6 weeks of vocational training, you have to receive a recommendation letter for the change in working visit visa status from the Overseas Koreans Vocational Education Support Group, and then apply for the alteration of visa status at a local immigration (branch) office.

D. If Overseas Koreans have obtained a permission to change the type of visa, then they need to complete vocational training at the Ministry of Employment and Labor after registering themselves as job seekers. They can get jobs that were introduced by the Ministry of Employment and Labor, or they can freely choose where they want to work at.

E. Please note that if you are getting a job on a working visit visa, you have to declare your start date of employment at a local immigration (branch) office within 14 days of hiring. (You will be punished accordingly if you violate this rule.)

III Miscellaneous Remarks

1. Inquiry and Consulting/Counselling

A. Visa, Entry/Exit, Procedure for immigration and others

- The Immigration Contact Center (#1345), Korea Immigration service Website, HiKorea Website, a local immigration office

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B. Proof of Employment, Confirmation of Potentials for Special Hiring issuances

Ministry of Employment and Labor Counselling Centre (#1350)

C. Vocational Employment for Overseas Koreans and Counselling

Human Resources Development Service of Korea(1577-0071)

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