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ELIGIBILITY, REQUIRED DOCUMENTS AND OTHER PREREQUISITES FOR ALL VISA TYPES

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</table>
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.)
# Eligible Applicants and Required Documentation for All Visa Types

## DIPLOMACY (A-1)

<table>
<thead>
<tr>
<th>ELIGIBLE APPLICANTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A person who</td>
<td>- is a member of the foreign government's diplomatic corps or consulates accredited to the ROK government;</td>
</tr>
<tr>
<td></td>
<td>- has diplomatic immunity and privileges equivalent to diplomats, in accordance with international agreements or customs; or</td>
</tr>
<tr>
<td></td>
<td>- is a family member of the people listed above.</td>
</tr>
</tbody>
</table>

| MAXIMUM LENGTH OF STAY | Until the expiry of the term of office |

<table>
<thead>
<tr>
<th>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. &quot;Family members of the foreign government's diplomatic mission or consulate&quot; 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Countries Allowed</th>
<th>25 countries as of June. 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Activities Allowed</td>
</tr>
<tr>
<td>Teaching a foreign language at universities, private institutions, etc. (E-2)</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>D-1, D-6, E-1, E-3</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

※ Permission of participation in activities uncertified in the current status
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)

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.

- Activities Allowed
  - All activities except non-professional occupations

- Permission Procedures
  - 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. (You are not required to submit a recommendation letter from the Minister of Foreign Affairs.)

3. Permission for "A-1, A-2 Holders" (This is entrusted to the heads of Immigration (Branch) Offices.)

- 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 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.

| Change or Addition of Workplace | N/A |
| Endowment of Status             | ○ Application must be submitted within 90 days after birth. ○ Required Documents an application form (enclosed form No. 34), passport a copy of birth certificate official documents from the embassy requesting cooperation ID card of a parent issued by the Ministry of Foreign Affairs |
| Change of Status                | ○ Required Documents |
### Change of Status

<table>
<thead>
<tr>
<th>MANDATORY DOCUMENTS</th>
<th>Applicant</th>
<th>Accompanied Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>an application form (Form No. 34), passport</td>
<td>an official document from the embassy of the country of origin requesting cooperation</td>
<td></td>
</tr>
</tbody>
</table>

| SUPPLEMENTARY DOCUMENTS | |
|-------------------------| document proof of the dispatch or employment |

- The scope of accompanied family members of a member of the foreign government’s diplomatic mission, and etc. (A-1, A-2)
  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.

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)

### Extension of Stay

- You do not need to apply for extension during your term of office.

### Re-entry Permit

- 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.

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)
| **Re-entry Permit** | not need a re-entry permit.  

double/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 |
| **Alien Registration** | ☐ 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  
an application form (Form No. 34), passport, photograph (3.5×4.5), identification document (i.e. diplomat ID Card) |
| **Remarks** | ☐ There is no charge for applying for any permission of sojourn. |
## OFFICIAL MISSION (A-2)

| ELIGIBLE INDIVIDUALS | A person who  
|----------------------|---------------------------------------------------------------|
|                      | - 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.  

| MAXIMUM LENGTH OF STAY | You are allowed to stay in the ROK while you perform the official mission.  

### PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

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.

### Countries Allowed (25 countries as of August, 2009)

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

### Activities Allowed

- 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)
<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment of Status</td>
<td>Application must be submitted within 90 days after birth. Required Documents</td>
</tr>
<tr>
<td></td>
<td>① an application form (Form No. 34), passport 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></td>
<td>① an application form (Form No. 34), passport documented proof of family relationship (i.e. birth certificate) ID Card of the applicant proving that he/she is on an official mission</td>
</tr>
</tbody>
</table>

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.

- Activities Allowed
  - All activities except non-professional occupations
- Permission Procedures
  - 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 Minister of Foreign Affairs.)

3. Permission for "A-1, A-2 Holders" (This is entrusted to the heads of Immigration (Branch) Offices.)

- 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 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.
### Change of Status

#### Required Documents

<table>
<thead>
<tr>
<th>MANDATORY DOCUMENTS</th>
<th>SUPPLEMENTARY DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td></td>
</tr>
<tr>
<td>1. an application form (Form No. 34), passport</td>
<td>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></td>
<td></td>
</tr>
<tr>
<td><strong>Accompanied Family</strong></td>
<td></td>
</tr>
<tr>
<td>1. an application form (Form No. 34), passport</td>
<td>documented proof of family relationship (i.e. birth certificate)</td>
</tr>
<tr>
<td></td>
<td>ID Card of the applicant proving that he/she is on an official mission</td>
</tr>
</tbody>
</table>

#### The scope of accompanied family members of a member of the foreign government's diplomatic mission, etc. (A-1, A-2)

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.

*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)*

### Extension of Stay

- **N/A**

### Re-entry Permit

- 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.

*If you have a valid multiple entry visa for your term of office, you do not need a re-entry permit (except for A-1 and A-2 visa holders).*
| Re-entry Permit | not need a re-entry permit.  
| | single/multiple entry re-entry permit during the term of office (in various 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 your dispatch or employment  
| Alien Registration | ☐ 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)  
| | ✴ 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  
| | application form (Form No. 34), passport, a color photograph (3.5×4.5), identification document  
| Remarks | ☐ There is no charge for applying for any permission of sojourn.  

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<th><strong>CONVENTIONS/AGREEMENTS (A-3)</strong></th>
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<tr>
<td><strong>ELIGIBLE INDIVIDUALS</strong></td>
</tr>
<tr>
<td>A person who</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- is an immediate family member of the person defined above.</td>
</tr>
<tr>
<td>※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</td>
</tr>
<tr>
<td><strong>MAXIMUM LENGTH OF STAY</strong></td>
</tr>
<tr>
<td>☐ You are allowed to stay in the ROK until your status or period of stay specified in the agreement expires.</td>
</tr>
<tr>
<td><strong>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</strong></td>
</tr>
<tr>
<td>1. Activities Allowed to A-3 Holders</td>
</tr>
<tr>
<td>☐ 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)</td>
</tr>
<tr>
<td>☐ Activities Allowed: Professorship (E-1) or Special Occupation (E-7)</td>
</tr>
<tr>
<td>☐ Required Documents</td>
</tr>
<tr>
<td>an application form (Form No. 34), passport, fee</td>
</tr>
<tr>
<td>a certificate of service SOFA ID Card</td>
</tr>
<tr>
<td>Documents proving that you are qualified to do the activity you are applying for.</td>
</tr>
<tr>
<td>If you are the SPONSOR, you must obtain a consent letter from your current employer.</td>
</tr>
<tr>
<td>※ 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.</td>
</tr>
<tr>
<td><strong>Change or Addition of Workplace CONTENTS</strong></td>
</tr>
<tr>
<td>☐ N/A</td>
</tr>
</tbody>
</table>
### Endowment of Status

1. **A person who is born in Korea**
   - **Application must be submitted within 90 days after his/her birth.**
     - If he/she leaves Korea within 90 days of his/her birth, there is no need for application.
   - **Required Documents**
     - an application form (Form No. 34), passport
     - documented proof of family relationship (i.e. birth certificate)
     - SOFA ID Card of the applicant
     - a certificate of service/employment or a contract for invited contractors

2. **A person who is discharged from service (A-3-1)**
   - **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**
     - an application form (Form No. 34), passport
     - a birth certificate (copy) or a certificate of discharge
     - 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)
     - 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)

### Change of Status

1. **Required Documents**
   - **Applicant**
     - an application form (Form No. 34), passport
     - SPONSOR's certificate of service (in active service) or proof of employment (civilian component) contract (if you are an invited contractor)
   - **Accompanied Family**
     - an application form (Form No. 34), passport
     - documented proof of family relationship (i.e. birth certificate)
     - identification documents of the applicant
     - SPONSOR's certificate of service, proof of employment or contract
     - Under 11 years old: SOFA ID Card of the parent
     - Over 11 years old: his/her own SOFA ID Card
### Change of Status

※ Other visa holders (including registered aliens) may apply for change of status to A-3.

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.)

### Extension of Stay

- N/A

### Re-entry Permit

- 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 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.
  ※ If you have a valid multiple entry visa for your term of office, you do not need a re-entry permit.
  - 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, SOFA ID Card (both SPONSOR’s and Dependent’s)
- a certificate of service (a proof of employment: Departure date and accompanied family must appear on the certificate.)

### Alien Registration

- 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 to alien registration. (i.e. notification of change in registration information and place of stay)
  ※ 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**
<table>
<thead>
<tr>
<th>Remarks CONTENTS</th>
<th>application form (Form No. 34), passport, a color photograph (3.5×4.5 ), identification document (i.e. SOFA ID Card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks CONTENTS</td>
<td>There is no charge for applying for any permission of sojourn.</td>
</tr>
</tbody>
</table>
## VISA EXEMPTION (B-1)

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<th>CONTENTS</th>
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<tbody>
<tr>
<td><strong>ACTIVITIES ALLOWED</strong></td>
<td>Activities as set forth in visa waiver agreements</td>
</tr>
<tr>
<td><strong>ELIGIBLE INDIVIDUALS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MAXIMUM LENGTH OF STAY</strong></td>
<td>You are allowed to stay during the period of sojourn specified in the visa waiver agreement.</td>
</tr>
<tr>
<td><strong>Change of Status &amp; Extension of Stay</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td>an application form (Form No. 34), passport, fee (30,000 KRW) documents proving that you cannot leave Korea due to unavoidable circumstances.</td>
</tr>
</tbody>
</table>
### TOURIST/TRANSIT (B-2)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>☐ Tourism Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBLE INDIVIDUALS</td>
<td>☐ A person who wishes to come to the Republic of Korea without a visa for tourism or transit</td>
</tr>
<tr>
<td>MAXIMUM LENGTH OF STAY</td>
<td>☐ You are allowed to stay for the period set by the Minister of Justice.</td>
</tr>
<tr>
<td>Change of Status &amp; Extension of Stay</td>
<td>☐ 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.</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>☐ Required Documents</td>
</tr>
<tr>
<td></td>
<td>an application form (Form No. 34), passport, fee (30,000 KRW)</td>
</tr>
<tr>
<td></td>
<td>documents proving that you cannot leave Korea due to unavoidable circumstances.</td>
</tr>
</tbody>
</table>
**TEMPORARY JOURNALISM (C-1)**

| ELIGIBLE INDIVIDUALS | A person who  
|-----------------------|----------------------------------------------------------|
|                       | - 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 |
| MAXIMUM LENGTH OF STAY | ☑ 90 days  
| CONTENTS | ☑ Maximum Length of Stay: 90 days  
| Extension of Stay | 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.  
|                   | ☑ Required Documents  
|                   | - an application form (Form No. 34), passport, fee (30,000 KRW)  
|                   | - 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) |
**TEMPORARY VISIT (C-3)**

<table>
<thead>
<tr>
<th>Specific Code</th>
<th>Category</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-3-1</td>
<td>Short-Term General</td>
<td>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.</td>
</tr>
<tr>
<td>C-3-2</td>
<td>Pure Tourism</td>
<td>A tourist or transit traveller among group tourists or individual tourists (including those who have paid the deposits to travel agents designated by the government of the Republic of Korea).</td>
</tr>
<tr>
<td>C-3-3</td>
<td>Medical Tourism</td>
<td>A short-term visitor among foreign patients who are also eligible for the medical-patient visa or the confirmation of visa issuance.</td>
</tr>
<tr>
<td>C-3-4</td>
<td>Short-Term Business</td>
<td>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.</td>
</tr>
<tr>
<td>C-3-5</td>
<td>Short-Term Business in accordance with agreements</td>
<td>A person entering the ROK for the short-term business in accordance with an agreement for CEPA, FTA (India, Chile) only.</td>
</tr>
<tr>
<td>C-3-6</td>
<td>Invitee of VIP Corporations: Short-Term Business</td>
<td>An invitee of selected VIP corporations or associations.</td>
</tr>
</tbody>
</table>

**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**

**MAXIMUM LENGTH OF STAY**

90 days
<table>
<thead>
<tr>
<th>ALIEN REGISTRATION</th>
</tr>
</thead>
</table>
| 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.  
  an application form (Form No. 34), passport, a color photograph (3.5×4.5), fee  
  documents proving the purpose of your visit  
  - a record of transaction, an invitation, a contract, documents related to export/import etc.  
※ 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. |

<table>
<thead>
<tr>
<th>Extension of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENTS</td>
</tr>
</tbody>
</table>
| 1. Required Documents  
  an application form (Form No. 34), passport, fee (30,000 KRW)  
  documents proving the necessity of extension of stay |
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
</table>

| ELIGIBLE INDIVIDUALS | A person who is working temporarily for profit-making. (i.e. Temporary Performance, Advertisement/Fashion Activities, Lecture/Speech, Research, Technical Transfer, etc.) |
| MAXIMUM LENGTH OF STAY | 90 days |

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
</table>

1. The head of an Immigration (Branch) Office is entrusted to give permission for change/addition of workplace.

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)

   - 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.

   - There is no limit to the number of times for addition of workplace.

   ※ 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.)

   ※ 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.)

4. Required Documents

   - an application form (Form No. 34), passport, fee (60,000 KRW)
   - an employment contract documents related to the establishment of the company a recommendation letter (depending on the occupation) other relevant documents

<table>
<thead>
<tr>
<th>Change of Workplace</th>
</tr>
</thead>
</table>

1. An athlete, an instrumentalist or a dancer coming to the
## Status

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.

- 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).

2. A prominent figure like a Nobel Prize winner coming to the ROK to deliver a lecture or an address

※ 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).

3. Required Documents

   - an application form (Form No. 34), passport, a color photograph (3.5×4.5), fee (50,000 KRW)
   - documents for explanation, documents stating your plan

## Extension of Stay

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.)

2. Required Documents

   - an application form (Form No. 34), passport, fee (30,000 KRW)
   - documents proving the necessity of extension for short-term employment (ex. an original and photocopy of employment contract, a copy of business registration certificate)

3. Extension of Stay for Departure

   - 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.
<table>
<thead>
<tr>
<th>ELIGIBLE INDIVIDUALS</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAXIMUM LENGTH OF STAY</td>
<td>2 years</td>
</tr>
</tbody>
</table>
| PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS | 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.  
2. When you do volunteer works during your period of sojourn without any intention to make profits, you do not need permission.  
○ Eligible Individuals: aliens staying in the Republic of Korea  
○ Activities Allowed  
- 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.  
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.  
3. Participation in D-1 activity of A-1 or A-2 holders  
○ Academic or artistic activities without any intention to make profits: Permission required  
○ Required Documents |
| Change or Addition of Workplace | You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.

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)

- **D-1 Cultural Arts**, **D-2 Study Abroad**, **D-4 General Training** or **D-9 Trade Management** visa holder must report change or addition of institution/organization (including name change).

- A person who has a **D-10 Job seeking** visa must report the commencement of training or change of training institute (including name change).

- For an **H-2 Working Visit** visa holder, 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).

2. Required Documents

   an application form (Form No. 34), passport, fee statement of reasons for change/addition of workplace issued by the culture/art organization documents proving that the organization is an cultural/art organization (i.e. business registration certificate issued in accordance with the Value-Added Tax Act) |
1. You may apply for change of status to D-1, if you are
- an individual who acquired foreign nationality due to international adoption; or
- a citizen of Germany

- Permission for change of visa for long-term stay for German citizens coming to the ROK without a visa (B-1)
  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

- 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
  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

2. Required Documents

| MANDATORY DOCUMENTS | an application form (Form No. 34), passport, fee training schedule and activity outline issued by the training institute/organization documents proving that the organization is a culture/art organization (i.e. a copy of business registration certificate) |
| SUPPLEMENTARY DOCUMENTS | a statement of reasons for invitation a certificate of training documents proving your financial ability to afford tuition and living expenses (If you cannot submit one, you must submit a reference letter.) |

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1. Required Documents

| MANDATORY DOCUMENTS | an application form (Form No. 34), passport, fee training schedule and activity outline issued by the training institution/organization documents proving that the organization is a cultural/art organization (i.e. business registration certificate issued in accordance with the Value-Added Tax Act) 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.) |
## Re-entry Permit

1. You do not need a re-entry permit if you plan to return to Korea within 1 year from the departure date.
   - If your period of sojourn remains less than 1 year, you are exempted from the re-entry permit requirement for the remaining period.

2. Multiple Re-entry Permit (This does not apply to citizens of Saudi Arabia, Iran, and Libya)
   - Required Documents: an application form (Form No. 34), passport, Alien Registration Card, fee (multiple: 50,000 KRW)

3. Countries exempted from Re-entry Permit
   - Germany, France, Sweden, Switzerland, Netherlands, Norway, Denmark, Finland, Belgium, Luxembourg, Liechtenstein, Suriname, Chile (C-3-4, D-7, D-8, D-9)

## Alien Registration

1. Required Documents for Registration
   - an application form (Form No. 34), passport, a color photograph (3.5cm X 4.5cm, white background), fee
   - documents proving that the organization is a cultural/art organization (i.e. business registration certificate)

2. Notification of Change in Registration Information
   - 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
   - an application form (Form No. 34), passport, Alien Registration Card, no fee documents proving the change of your information (i.e. a letter of acceptance or a recommendation letter from the chief of the training institution)

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**STUDY ABROAD (D-2)**

**ELIGIBLE**
A person who intends to study or research in a regular course at academic institution in Korea
| CONTENTS | 1. Part-time Work for Foreign Students  
A. Ground Rule  
- You may only engage in activities that students usually do as part-time jobs (including non-professional occupations)  
   - 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.)  
B. Eligible Individuals  
- A D-2 Study Abroad or D-4-1 Language Training visa holder recommended by an academic advisor (assistant professor or higher: D-2 /chief of the language center: D-4)  
   - If you are a language trainee student, you may apply after 6 months from the date of visa change into D-4-1 (from the date of entry if you entered the ROK on a D-4-1 visa).  
C. Activities Allowed  
   - (Undergraduate Course & Language Training Course) up to 20 hours per week | institutions (junior college or higher) |
| --- | --- |  |
| **INDIVIDUALS** | **MAXIMUM LENGTH OF STAY** | 2 years |
| **STATUS ALLOWED TO STUDY** | 2. 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 (H-2) visa, etc. and received permission for participation in activities uncertified for current sojourn status for D-2 activities.  
   - If you plan to receive formal schooling, you do not need permission as long as it is consistent with your original purpose of stay.  
   - A legal alien (any status) may receive language training. |
FOR CURRENT SOJOURN STATUS

- (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)>

- Translation/interpretation, assistant desk at restaurants, office assistant, etc.
- Activities at English villages or English camps as a sales desk, 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

- 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
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.

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),
FOR CURRENT SOJOURN STATUS

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 Australia, Taiwan, Ireland, Denmark, Canada, Hong Kong may receive training without permission within the scope allowed in the Agreement. But citizens of other countries do not need permission since there are no restrictions in the Agreement.

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.

<A person who wishes to receive Korean language training>

(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

6. Employment Permission for a Spouse of D-2 Visa Holder

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)

※ If a spouse satisfies other requirements for employment, permission may be granted. As for the criteria and required documents, regulations for permission of participation in activities uncertified for current sojourn status on the guideline for management of residing aliens apply mutatis mutandis.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOR CURRENT SOJOURN STATUS</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Change or Addition of Workplace** | 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) |
| **Endowment of Status** | 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 |
an application form (Form No. 34), passport, a color photo, fee
a copy of business registration certificate of the educational
institute (or a certificate of tax registration number for non-profit
organizations)
a standardized acceptance letter (issued by the Dean/President
of the University)
documented proof of family relationship (an original and a translated
version. This is required only for citizens of 21 countries listed below.
A document showing parents' names* written in English is a must.)

< 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.

<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 : 점막 가까즈 또는 or 십이드티켓, Vietnam : a family register (So Ho Khau) or a birth certificate (Giy khai sinh), Mongolia : a certificate of relative
relations, Pakistan : Family Certificate, Sri Lanka : a 빠울리 certificate, Myanmar :
*a certificate of family relations (잉타웅수사면), Nepal : 전마합다, Kirgizstan,
Kazakhstan Uzbekistan Ukraine Thailand : a birth certificate

Other Required Documents
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 ( ), ( ) or ( ).

< Designated 21 Countries >

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

( ) A document of degree/diploma certified in accordance with the Apostille Convention

( ) 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

( ) 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 (only for those who acquired a diploma/degree in China)

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.

- A citizen of countries other than the 21 designated countries above) also may be required to submit a document among ( ), ( ) or ( ) at the discretion of the head of an Immigration (Branch) Office, if he/she is suspected of falsifying the document.
<Examples>

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.

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.

C. A high-school graduate: proof of final education (a certificate of graduation).

D. A person with a bachelor's or higher degree: proof of degree (a certificate of graduation showing the degree is also acceptable).

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).

documented proof of your financial ability
- amount of money equivalent to the tuition fee and living expenses for 1 year
- documented proof of final level of education (In principle, a person with a master's degree or higher)
- documents proving your ability to pay for living expenses in the ROK (a bank balance sheet, a confirmation of payment of the research allowance)

documents proving your ability to pay for living expenses in the ROK (considering the tuition fee is paid abroad)

a recommendation letter from the Dean/President of the University that you originally belong to

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.)

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.)
Period of sojourn will be granted in consideration of the school calendar

- A person with Study Abroad visa (D-2-1 ~ D-2-6)
  - 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.

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.

B. Required Documents

- 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)
  - 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)
  - Example) a transcript, a confirmation of attendance, etc.

- documented proof of your financial ability (If you are a student of a certified foreign language school)
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)

  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.)

### Re-entry Permit

- Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)

  - 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 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.

### Alien Registration

1. Required Documents

  - an application form (Form No. 34), passport, a color photograph (3cm X 4cm, taken within 6 months), a certificate of attendance (research student)*, fee
2. Notification of Change in Registration Information

A. Report Details: When one of the information listed below has been changed:

- name, sex, date of birth and nationality
- number, passport issued date and expiry date
- change of school (including name change)

- 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.)

Case) A, a Bangladeshi citizen, completed a doctoral degree program at B graduate school of theology. → He enrolled in a doctor's degree course at C graduate school of theology. → He transferred to a doctor's degree course of D graduate school. In this way, he stayed in the ROK for 9 years by changing his registration information and extending his visa.

B. Due Date of Report: within 14 days from the date of change

C. Method of Report: By visiting an Immigration (Branch) Office or filing E-application

D. Required Documents

- 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)
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.

* In principle, the competent Immigration (Branch) Office is the one that has jurisdiction over the district of the university or the branch school.

** Notification Method**

- Designation or change of the person-in-charge must be notified and registered through International Student Information System (which is called 'FIMS').

**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)

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 affair 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.
Students

- 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.

  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
Students

unavoidable reasons such as disruption of communication lines.

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
## ELIGIBLE INDIVIDUALS

A person who meets all the requirements set by the Minister of Justice to receive on-the-job training at Korean corporations that:

- 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.

## MAXIMUM LENGTH OF STAY

- 2 years

## PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

- In principle, you are restricted to apply for 'Participation in activities uncertified for current sojourn status'.

## Change or Addition of Workplace

- N/A

## Endowment of Status

- N/A

## Change of Status

- In principle, you are restricted to apply for 'Change of status'.

## Extension of Stay

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.

- 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)

Rules of Issuance of Confirmation of Visa Issuance and Management for Industrial Trainee of a Company Investing overseas (Article 5)
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.

3. Required Documents

- an application form (Form No. 34), passport, Alien Registration Card, fee (30,000 KRW)
- Statement of Reasons for Extending the Training Period
  - business registration certificate, factory registration certificate (where applicable)
  - tax payment certificate of the domestic corporation
  - documents proving tax payment of the foreign corporation
  - tax payment receipts (corporate tax, VAT, etc.)
  - a bill payment receipt (electricity bill, water bill, building rental fee, land tax and other utility bills)
- documents demonstrating payment of wages and training costs
  - 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
  - a reference letter

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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<th>Re-entry Permit</th>
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<td>☑ You are exempted from re-entry permit if you plan to return Korea within 1 year from the departure date.</td>
</tr>
<tr>
<td>- If your period of sojourn remains less than 1 year, you are exempted from a re-entry permit for the remaining period.</td>
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<th>Alien Registration</th>
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<tr>
<td>1. Required Documents</td>
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an application form (Form No. 34), passport, a color photograph (3.5cm × 4.5cm), fee, business registration certificate, medical examination certificate, a document 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

- passport, Alien Registration Card, Form for Notification for changes in foreign employees (trainees)
- a copy of business registration certificate and a copy of factory registration certificate (including documents proving relocation or addition)
- a list of trainees
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<td></td>
<td>A. Eligible Individuals</td>
</tr>
<tr>
<td></td>
<td>☐ A short-term visitor (including a person entering the Korea with Visa Exemption (B-1) or a registered foreigner staying in the ROK.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>* A citizen of Japan, Australia and the U.S. who entered the ROK with Tourist Transit (B-2) visa may apply for change of status to</td>
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</tbody>
</table>
### Change of Status

Language Training (D-4) and if the language training period is 90 days or shorter, change of status is not needed.

#### B. Required Documents

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<tr>
<th>a person planning to receive Korean language training at a language institute affiliated with a Korean university</th>
<th>an application form (Form No. 34), passport, a color photograph (3.5cm × 4.5cm), fee, a copy of business registration certificate of the educational institute (or a certificate of tax registration number for non-profit organizations), a standardized acceptance letter, a certificate of final level of education, documents proving your financial ability (equivalent to tuition fee and living expenses for 6 months*)</th>
</tr>
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<tr>
<td>* the minimum cost of living notified by the Ministry of Health and Welfare (KRW 572,168 × 6 months = KRW 3,433,008 /person) and tuition fee on the standardized acceptance letter</td>
<td>documented proof of family relationship (This is required only for citizens of 21 countries listed below.) A document showing parents' names* written in English is a must (as printed on the passport)</td>
</tr>
<tr>
<td>* China, the Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru</td>
<td></td>
</tr>
</tbody>
</table>

| a person planning to receive general training | an application form (Form No. 34), passport, a color photograph (3.5cm × 4.5cm), fee, documents related to the establishment of the institute (i.e. business registration certificate) |
2. **Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)**

   **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.

3. **Change of Status to General Training(D-4-2) of a Graduate**

   - a recommendation letter from the chief of the institution
   - training plan (including the schedule)
   - documents proving your financial ability* or a reference letter**
   
   * certificate of bank balance (Balance should be at least USD 3,000.), a certificate of currency exchange or remittance
   ** You must submit a reference letter if you cannot prove your financial ability to pay for living expenses or it is deemed necessary by the Minister of Justice.
A. Eligible Individuals

- A person who is a prospective university (including junior college) graduate and deemed necessary to train in Korea because he/she is going to work for a company abroad invested by Korean or a foreign company.

B. Training Places Allowed

- If you are going to work for a company abroad invested by Koreans: the parent company in Korea or a branch office abroad
- If you are going to work for a foreign company abroad: the parent company or branches or affiliates in Korea

C. Required Documents

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

1. Permission of Extension for a Student of Language Center

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

**B. Required Documents**

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

3. If you need to change your status to D-4-3
   International Students at the High school level or below, please see 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.

* Article 60(2) of the Elementary and Secondary Education Act (Foreigner School) defines 'Foreigner School' as a school established to educate children of foreigners who are staying in Korea, or of Korean nationals who have came back to Korea after living abroad for a while and who have 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. Requirements

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, kazakhstan, Kirgizistan, Ukraine, Nigeria, Ghana, Egypt, Peru

- 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.

- 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

- 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
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### Required Documents

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<th>Common Documents</th>
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<tr>
<td>Application form (enclosed form 34), passport, alien registration card (for holders only), one standard size photograph, fee</td>
</tr>
<tr>
<td>Photocopy of business registration card of educational organization (or distinct number card)</td>
</tr>
<tr>
<td>Acceptance letter (issued by the president of school, enclosed form 1)* and proof of enrollment (for eligible candidates only)</td>
</tr>
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* Those who would like to change their status to D-4-3 International Student must submit an acceptance letter regardless of their current enrollment.

Documents demonstrating the final level of education (Graduation Certificate or Proof of Enrollment and etc.)

### International Students invited by a private firm/group

- 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.

### International Students paying for his/her tuition

Any documents that can confirm your tuition payments (official documents or admission notices of the school confirming course fees, admission fees, and residence fees for the respective international student)

Any documents demonstrating your living expenses (Tuition + annual living expenses)

- Tuition (including course fees, admission fees, and residence fees for studying)
- Annual living expenses (money that has been deposited for a month or more and that is more than the standard amount, bank account balance statement or bank statement and etc.)

Sponsor guarantee* (enclosed documents 2)
* Even if a parent (2 chon or closer) is the sponsor of a student, he/she must write the sponsor guarantee as well.

Documents demonstrating sponsor’s financial ability (limited to nationals of countries where many illegal immigrants come from)

- invoice withholding receipt issued (certified or notarized) by domestic/international government organizations/banks, real estate ownership certificate, real estate contract, account balance statement and etc.

Documents demonstrating family relations (limited to nationals of countries where many illegal immigrants come from)

- You must submit an original copy (in principle, please attach the translated version*), and attach photocopy of passports in which we can find the english spelling of your parents' names**

* The original copy, if it is written in a foreign language, must be submitted with a translated copy, and when the translated copy is submitted, the confirmation of respective translator (enclosed document #3) must be additionally submitted.

** <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 : 점마 까끼즈 or 점마 씨와드티엣, Vietnam : 호적부 (So Ho Khau) or Birth Certificate (Gay khai sinh ), Mongolia : Certificate of Family Relations, Pakistan : Family Certificate, Sri Lanka: 빼울리 Certificate, Myanmar : Family Relations Certificate (임타응수사면), Nepal : 전미달다,
Kirgizstan/Kazakhstan/Uzbekistan/Ukraine/Thailand : Birth Certificate

International student on a full scholarship offered by a government organization or organizations

Documents demonstrating that you are on full scholarships (official notices issued by an organization or group)

Sponsor Guarantee (only when required, please see enclosed document 2)

Documents proving the financial integrity of the inviting
3. Extension for Trainee for Cook of Korean Food

Required Documents

- an application form (Form No. 34), passport, Alien Registration Card, fee
- a copy of business registration certificate (or a certificate of tax registration number for non-profit organization), a certified copy of corporation registration (where applicable)
- a certificate of tuition fee payment (when paying additional fee)

You may submit a confirmation of expense payment issued by the institution if the training institution pays your tuition fee and living expenses.

- documents proving the necessity for continuance of training (including the reasons and training schedule, etc.)
- a recommendation letter from the chief of the institution (including grades and attendance rate)
- documents proving your Korean language ability (only for those who submitted a request for the exemption from proving the basic Korean language ability)
- medical examination certificate (for those who submitted a confirmation of medical treatment plan)
- 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)
1. Required Documents for Alien Registration

an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)

2. Required Documents for Alien Registration of Trainee for Cook of Korean Food

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

3. 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

4. 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
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You must report to 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
| ELIGIBLE INDIVIDUALS | A person who
| | ☐ 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. |
| MAXIMUM LENGTH OF STAY | ☐ 2 years |
| PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS | 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)

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

| Eligible 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 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 |
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<table>
<thead>
<tr>
<th>Eligible Individuals</th>
<th>registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally</th>
</tr>
</thead>
<tbody>
<tr>
<td>activities allowed</td>
<td>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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If teaching activities go beyond the scope listed above or become your main activities, you are not exempted from permission.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>※ 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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endowment of Status</th>
</tr>
</thead>
</table>

| N/A |

<table>
<thead>
<tr>
<th>Change of Status</th>
</tr>
</thead>
</table>

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.  
2. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)  
   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.  
3. Required Documents  
   - an application form (Form No. 34), passport, fee, a certificate of dispatch (issued by the headquarter office) a copy of a permit for operating the Korean branch office (issued by the Ministry of Culture, Sports and Tourism) or business registration certificate
**Extension of Stay**

1. **Required Documents**
   - an application form (Form No. 34), passport, Alien Registration Card, fee
   - a proof of employment or a dispatch order (issued by the headquarter office)
   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.)

**Re-entry Permit**

1. **Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)**
   - 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.

2. **Required Documents**
   - an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)

**Alien Registration**

1. **Required Documents for Alien Registration**
   - an application form (Form No. 34), passport, a standardized photo, fee
   - a permit for operating the Korean branch office or business registration certificate in accordance with Value-Added Tax Act
   ※ 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.

2. **Notification of Change in Registration Information**
   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
   D. **Required Documents**
      - an application form (Form No. 34), passport, Alien Registration Card, no fee
      documents proving change of your information
# RELIGIOUS AFFAIRS (D-6)

## ELIGIBLE INDIVIDUALS

A person who
- 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.

## MAXIMUM LENGTH OF STAY

- 2 years

## PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status

   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)

2. Range of activities as a foreign language Instructor (E-2) in which you may engage without permission

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

<table>
<thead>
<tr>
<th>Eligible Individuals</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>activities allowed</td>
<td>teaching foreign language conversation to colleagues at the company/institute/organization you belong to</td>
</tr>
</tbody>
</table>
### B. Volunteer activities as a foreign language instructor without any intention to make profits

<table>
<thead>
<tr>
<th>Eligible Individuals</th>
<th>Activities allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>registered aliens (or those who are exempted from registration) who are staying in the ROK legally</td>
<td>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>
</tbody>
</table>

**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 change of status 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

- an application form (Form No. 34).
- passport, Alien Registration Card.
- fee documents proving that organizations belong to the same religious organization.
- an employment contract (original and copy).
- a certificate of a degree.
- a copy of business registration certificate.
- a letter of consent from the employer of your original workplace.

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

- an application form (Form No. 34).
- passport, Alien Registration Card.
- fee documents proving that organizations belong to the same religious organization.
- a letter of consent from the employer of your original workplace.
- permit for establishment of the organization.

### Change or Addition of Workplace

- N/A

※ 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, 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 Regulations of the Immigration Control Law)
### Change of Status

| In principle, change of status is restricted with the exception of the following cases |
| 1. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1) |
| 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 |
| 2. Change of Status for Canadian citizens coming to the ROK with Visa Exemption (B-1) |
| Activities Allowed: Cultural Arts (D-1), Religious Affairs (D-6), Family Visitation (F-1), Dependent Family (F-3), Miscellaneous (G-1) |
| Period Allowed: less than 6 month from the date of entry |
| 3. Required Documents |
| an application form (Form No. 34), passport, a standardized photo, fee |
| a dispatch order (issued by the dispatching organization) permit for the establishment of the organization a copy of business registration certificate or a copy of certificate of tax registration number for non-profit organization |

### Extension of Stay

| 1. Required Documents |
| an application form (Form No. 34), passport, Alien Registration Card, fee a proof of employment or a dispatch order (issued by the dispatching organization) 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.) |

### Re-entry Permit

| 1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010) |
| - 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 |

### Contents

- Endowment of Status: N/A
### 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.

#### 2. Required Documents

- an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)

### Alien Registration

1. Required Documents for Alien Registration

   - an application form (Form No. 34), passport, a standardized photo, fee
   - documents relevant to the establishment of the religious or social service organization

2. Notification of Change in Registration Information

   **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

**D. Required Documents**

- an application form (Form No. 34), passport, Alien Registration Card, no fee
- documents proving change of your information
### SUPERVISORY INTRA-COMPANY TRANSFER (D-7)

<table>
<thead>
<tr>
<th>ELIGIBLE INDIVIDUALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person who</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- 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'.</td>
</tr>
<tr>
<td>However, you are excluded from this category if you are considered as an eligible applicant for the Corporate Investor (D-8) visa.</td>
</tr>
<tr>
<td>1-year-of work experience is not required if:</td>
</tr>
<tr>
<td>1. you will be working in the ROK's key industries or for the national projects; or</td>
</tr>
<tr>
<td>2. it is deemed necessary by the Minister of Justice</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>(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.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>2. Range of activities as a foreign language Instructor (E-2) that you may engage in without permission</td>
</tr>
</tbody>
</table>
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

   An application form (Form No. 34) passport, Alien Registration Card, a standardized photo, fee, a dispatch order (issued by the headquarter office) documents proving that the new workplace is an affiliate company of the original workplace (i.e. a certified copy of corporate registration) a copy of business registration certificate 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) a letter of consent from the employer of your original workplace documents proving the sales performance - i.e. a certificate of tax payment.
<table>
<thead>
<tr>
<th>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</th>
<th>4. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>activities allowed</td>
<td>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>Eligible Individuals</td>
<td>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</td>
</tr>
<tr>
<td>a holder of professional working visa (E-1, E-3 ~ E-5, E-7)</td>
<td></td>
</tr>
<tr>
<td>Required Documents</td>
<td>an application form (Form No. 34), passport, Alien Registration Card, fee a recommendation letter from the Dean/President of the University a copy of a certificate of tax registration number for non-profit organization (business registration certificate) an employment contract (original and copy) a letter of consent from the employer of your original workplace</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Job Seeking (D-10) visa holders: Start of Training or Change of Training Institute (including name change)</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>
### Change or Addition of Workplace

※ 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.

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

### Endowment of Status

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>N/A</th>
</tr>
</thead>
</table>

### Change of Status

1. **Change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)**
   - **Activities Allowed:** All activities except non-professional fields (D-3, E-9, H-1)
   - **Period Allowed:** It differs depending on the status you are applying for.

2. **Permission of Change of Status to D-7 for holders of Corporate Investment (D-8) visa**
   - **Eligible Individuals:** 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.
   - **Required Documents:** an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee, a statement of the reasons for the application, a dispatch order (issued by the headquarter office) or a certificate of expected employment, a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank), documents proving that the companies are affiliated with...
### Change of Status

<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. Permission of Change of Status to D-7, D-8, D-9 for Chilean Citizens with Short-Term Business (C-3-4) visa</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligible Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>an application form (Form No. 34), passport, a standardize photo, fee a proof of employment from the company overseas a dispatch order (issued by the headquarters office) documents proving the establishment of the branch office in the ROK (i.e. a permit for operating the Korean branch office) documents proving the injection of business funds i.e. a certificate of purchased foreign currency resume or a certificate of working experience a copy of business registration certificate a certificate of annual tax payment</td>
</tr>
</tbody>
</table>

the same company (i.e. a copy of the corporate registration) 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 lease/rent contract 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)]

**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)
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 | an application form (Form No. 34), passport, Alien Registration Card, fee, a dispatch order (issued by the Headquarter Office overseas) or a proof of employment (of the headquarter office overseas), a copy of permit for the establishment of the Korean branch/contact office (issued by a foreign exchange bank) documents proving the injection of business funds (i.e. a certificate of purchased foreign currency, lease/rent contract) |
| **Extension of Stay** | **documents proving personal tax payment**  
<table>
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<tbody>
<tr>
<td></td>
<td>- a certificate of tax payment, receipt for earned income tax withholding (of the previous year) or a certificate of income amount.</td>
</tr>
<tr>
<td></td>
<td>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.)</td>
</tr>
</tbody>
</table>
| a person classified as “B” of Supervisory Intra-company Transfer (D-7) in the Attached Table No. 1-16 of the Enforcement Decree | an application form (Form No. 34), passport, Alien Registration Card, fee  
|                     | a proof of employment  
|                     | documents proving personal tax payment  
|                     | 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 member, a consultant or a clerical worker of a foreign legal consultant office | an application form (Form No. 34), passport, Alien Registration Card, fee  
|                     | a declaration of the establishment of the Korean branch/contact office and business registration certificate  
|                     | a copy of registration of foreign legal consultant office or foreign legal consultant  
|                     | 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)  
|                     | a tax payment certificate (personal and corporate)  
|                     | 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.) |
1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)

- 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.

2. Required Documents

an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 KRW, multiple: 50,000 KRW)

1. Required Documents for Registration

an application form (Form No. 34), passport, a standardized photo, fee business registration certificate (registration of foreign legal consultant office where applicable)

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

an application form (Form No. 34), passport, alien registration card, no fee 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 certified copy of corporate registration of the new workplace ⑥ a copy of business registration certificate of the new workplace

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Definitions of the indispensable professional specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPES</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>EXECUTIVE</td>
<td>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).</td>
</tr>
<tr>
<td>SENIOR MANAGER</td>
<td>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.</td>
</tr>
<tr>
<td>SPECIALIST</td>
<td>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.</td>
</tr>
</tbody>
</table>
### CORPORATE INVESTMENT (D-8)

<table>
<thead>
<tr>
<th>ELIGIBLE INDIVIDUALS</th>
<th>A person who</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>is an indispensable professional specialist who plans to engage in management, administration or production, technology sector of a foreign investment company in accordance with the Foreign Investment Promotion Act (in the case of a financial holding company in accordance with the Financial Holding Companies Act, wholly-owned subsidiaries are included) (excluding a person hired domestically); or</td>
</tr>
<tr>
<td></td>
<td>has established a venture business with excellent technical capability, for example, by possessing industrial property right or intellectual property right in accordance with Article 2-2, Paragraph 1, Subparagraph 2(c) of the Act on Special Measures for the Promotion of Venture Businesses, and has obtained a confirmation of venture business (including a confirmation of prospective venture business)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a person who is hired domestically and is not dispatched by the investor or the headquarters office</td>
</tr>
<tr>
<td></td>
<td>a person whose position is not included ‘indispensable professional specialist (executive, senior manager, specialist)’</td>
</tr>
<tr>
<td></td>
<td>a person has no record of tax payment for a certain period of time after registering his/her business</td>
</tr>
<tr>
<td></td>
<td>a person who is hired by a company with poor sales performance or a financially distressed company.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY</th>
<th>a person classified as &quot;A&quot; of D-8</th>
<th>5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a person classified as &quot;B&quot; of D-8</td>
<td>2 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>2. Permission of Activities as a Lecturer at a University for Excellent Specialists such as CEO of a Foreign Investment Company</td>
</tr>
<tr>
<td>IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
</table>

You are not subject to the report of 'Change/Addition of Workplace'. You are subject to report 'Change in Registration Information'.

※ 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)

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)

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.

① an application form (Form No. 34), passport, Alien Registration Card, fee ② a dispatch order (issued by the headquarter office
Change or Addition of Workplace

- documents proving that the companies are affiliated with the same company (i.e. a certified copy of corporate registration)
- documents proving the injection of business funds of the new workplace (i.e. a certificate of purchased foreign currency, lease/rent contract)
- 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)
- a certified copy of corporate registration of the new workplace
- a copy of business registration certificate of the new workplace
- a copy of a certificate of investment corporation registration of the new workplace

Endowment of Status

- N/A

Change of Status

- Considering the investment activity performance, a small investor (less than USD 200,000) may be granted extension up to 6 months from the date of application for change.
- After fact-finding investigation, you may be granted extension depending on the investment performance, use of funds, tax payment records, etc.
  
  Fact-finding investigation will be conducted if it is difficult to check tax payment, etc. only with the documents.
- A person or employee of an investment company that invested between USD 200,000 and USD 500,000
  - If you apply for the change of status to D-8 for the first time, you may be granted the period of sojourn up to 1 year. After that, you may be granted up to 2 years when you apply for extension. (including those who came to the ROK with a D-8 visa and applied for extension for the first time)
  - The actual state of stay will be checked based on tax payment records and the number of Korean employees. If there are doubts, fact-finding investigation will be conducted before giving permission.
- A person or an employee of investment company that invested USD 500,000 or more

Maximum Length of Stay for a person applying for change of status to or extension of Corporate Investment (D-8) visa

- Considering the investment activity performance, a small investor (less than USD 200,000) may be granted extension up to 6 months from the date of application for change.
- After fact-finding investigation, you may be granted extension depending on the investment performance, use of funds, tax payment records, etc.
  
  Fact-finding investigation will be conducted if it is difficult to check tax payment, etc. only with the documents.
- A person or employee of an investment company that invested between USD 200,000 and USD 500,000
  - If you apply for the change of status to D-8 for the first time, you may be granted the period of sojourn up to 1 year. After that, you may be granted up to 2 years when you apply for extension. (including those who came to the ROK with a D-8 visa and applied for extension for the first time)
  - The actual state of stay will be checked based on tax payment records and the number of Korean employees. If there are doubts, fact-finding investigation will be conducted before giving permission.
- A person or an employee of investment company that invested USD 500,000 or more

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Change or Addition of Workplace</th>
<th>Endowment of Status</th>
<th>Change of Status</th>
<th>Maximum Length of Stay for a person applying for change of status to or extension of Corporate Investment (D-8) visa</th>
</tr>
</thead>
</table>
**Change of Status**

- An economically active person who does not operate the following types of businesses; who operates an investment company; who hired at least 3 Koreans as full-time workers; and who has contributed to the growth of the Korean economy and to the job creation.

  speculative businesses as stipulated in the Act on Special Cases concerning the Regulation and Punishment of Speculative Acts, etc.
  public entertainment and drinking establishment as stipulated in the Food Sanitation Act
  businesses against public moral as stipulated in the Act on the Regulation of Amusement Businesses Affecting Public Morals

- Period allowed: You may be granted up to 3 years from the date of entry when applying for change of status or extension of stay.

- Method and Person in Charge of Permission
  
  You must submit a registration of foreign investment company, payroll or pay list (if deemed necessary, a notice of acquirement of qualification as an insurant of Employment Insurance needs to be checked.), a certified copy of corporate registration and a copy of business registration certificate
  
  After examination of authenticity of the documents and (if deemed necessary) on-site inspections, the head of Immigration (Branch) Office may grant permission if you are deemed qualified.

1. Permission for a person planning to work as an indispensable professional engaging in management, administration and production or technology sector of a foreign investment company in accordance with regulations of the Foreign Investment Promotion Act (excluding a person hired domestically)

  Exception (change of status not allowed): Those listed below must leave the ROK and then return to Korea with D-8 visa.

<table>
<thead>
<tr>
<th>no.</th>
<th>내 용</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a person who entered the ROK for group tourism or pure tourism</td>
</tr>
<tr>
<td></td>
<td>a Chinese citizen who entered the ROK with C-3 visa and is one of group tourists or an individual tourist for pure tourism.</td>
</tr>
<tr>
<td>2</td>
<td>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)</td>
</tr>
</tbody>
</table>
### Change of Status

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.)

#### Required Documents

<table>
<thead>
<tr>
<th>MANDATORY DOCUMENTS</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- an application form (Form No.34), passport, Alien Registration Card, a standardized photo, no fee</td>
<td></td>
</tr>
<tr>
<td>- a copy of a registration certificate of foreign investment company</td>
<td></td>
</tr>
<tr>
<td>- a copy of business registration certificate and a copy of the corporate registration fund management history (in the case of new investment)</td>
<td></td>
</tr>
<tr>
<td>- statements of fund use</td>
<td></td>
</tr>
<tr>
<td>- passbook: original and copy (or bank statements of a domestic bank account) and receipts of purchase</td>
<td></td>
</tr>
<tr>
<td>- a tax payment certificate (in the case of investment as co-investor in a company established by an employee dispatched from the investment corporation that is already established or operated by a Korean)</td>
<td></td>
</tr>
<tr>
<td>- documents related to transfer of investment capital (in the case of new investment)</td>
<td></td>
</tr>
<tr>
<td>- permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country</td>
<td></td>
</tr>
<tr>
<td>- statements of injection of business funds (a certificate of purchased foreign currency)</td>
<td></td>
</tr>
<tr>
<td>- documents proving sales performance (trade performance record) (if you have been operating business with short-term visa before departure)</td>
<td></td>
</tr>
</tbody>
</table>
Change of Status

- i.e.: foreign currency passbook demonstrating collection of export proceeds, a certificate of completion of report of import and export (so-called import and export license), B/L, receipts of domestic purchases, a certificate of import and export performance (issued by the Korea International Trade Association)
- a dispatch order (if you are dispatched as an indispensable professional specialist and classified as a foreign investor in accordance with the Foreign Investment Promotion Act, you are not required to submit the order.)

2. Permission for Change of Status, given to Corporate Investment (D-8) of Those Investing in a Company run by Korean Citizens

- an application form (Form No. 34), passport, Alien Registration Card, a standardized photo, no fee
- an authorization of financial holding company and a copy of the registration of foreign investment company
- 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)
- a dispatch order issued by the headquarter office overseas
- a copy of business registration certificate (both of the financial holding company and of the affiliate)
## Change of Status

### A. Eligible Applicants

A person who has invested in a company run by a Korean citizen in accordance with the regulations of the Foreign Investment Promotion Act and plans to work as an indispensable professional specialist in management, administration or production, technology sector.

※ Exceptions

Holders of 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)* or Working Visit (H-2) visa

* In the cases 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.

## Required Documents

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>MANUFACTURED DOCUMENTS</th>
<th>SUPPLEMENTARY DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>an application form (Form No. 34), passport, Alien Registration Card (where applicable), a standardized photo documents related to residence and working place (i.e. lease/rent contract), foreigner investment declaration or a copy of a certificate of investment corporation registration, documents related to Korean co-owner's business fund (a statement of fund use)</td>
<td>documents related to injection of investment capital</td>
</tr>
<tr>
<td></td>
<td>permission (declaration) of foreign currency transfer issued by the Customs or a bank (financial institution) of the respective country (where applicable)</td>
<td>- a statement of injection of investment capital (a confirmation of remittance, a certificate of purchased foreign currency, a customs declaration, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- (if investing in a corporation) a certified copy of corporate registration, a copy of business registration certificate, a circumstantial statement on a change of shares, etc., foreign investment declaration or a copy</td>
</tr>
</tbody>
</table>
3. Change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)
   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.

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
   (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)
Change of Status

- 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
  - 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

5. Tightened Criteria for Visa Issuance and Management Policies for Holders of Corporate Investment (D-8) visa

- Tightened criteria for those who have invested less than KRW 200,000,000
  - Strengthened examination on the source of investment capital
    - In principle, investment capital that was brought or transferred into the ROK by a third party (other than you, your dependent family or co-investor) from abroad is not accepted.
  - Examination on existence of working space
    - Existence of separate working space will be strictly checked through lease/rent contract, etc.
    - In principle, short-term rental (for less than 6 months) and rental for residential housing or online office are not accepted.

- Tightened management policies for co-investors or additional investors
  - If the amount of investment by co-investors or additional investors is less than KRW 200,000,000 per person, it will be entered online on the 'Co-investor/Additional Investor' section and monitored.
  - Inspections will be conducted frequently for co-investors and additional investors and if it is found that they are working illegally, they will face punishment in accordance with the law.
  - When applying for change of status or extension of stay, they will be classified as "subject to thorough examination" and will be evaluated thoroughly.
6. Remarks regarding Change of Status to Corporate Investment (D-8)

- The Same Address Verification System will find out cases where 2 or more people/companies are registered at the same address. Inspectors will visit the place to verify whether the investment is fake.
- If investment capital was transferred from the country or origin, you must also submit a confirmation of remittance. However, there will be thorough inspection to check whether the investment is fake if the confirmation is issued by a money exchange company (a money exchanger), not by a bank (financial institution) of your country of origin.
- If you brought the investment capital into the ROK yourself, it will be checked whether the funds have been transferred out of the ROK after you receive a certificate of investment corporation registration.
- The authenticity of the documents will be thoroughly examined.

1. Tightened Criteria for Visa Issuance and Management Policies on Sojourn for Investment (D-8) Visa Holders

Follow-up action to the results of inspection by the Board of Audit and Inspection of Foreign Investment Promotion Support

- Upon application for extension, thorough inspection will be conducted regarding whether registration is cancelled and whether the foreign investment company, the name of the company registered and business registration number match.
- Contact information for foreign investment company: Korea Trade-Investment Promotion Agency (KOTRA) Investment Consulting ( : 02-3497-1965 67)
- You can check the status of business registration through www.hometax.go.kr or the website of the National Tax Service

- If the business that you have invested in shut down or registration is cancelled during your period of sojourn, you will be given a certain period of time for explanation. And then proper measures will be taken (i.e. you may be asked to register as foreign investment company or your permission of stay may be cancelled).
### Extension of Stay

#### 2. Required Documents (Please refer to “3” if you have invested in a company operated by a Korean citizen)

- An application form (Form No. 34), passport, Alien Registration Card, no fee
- A dispatch order indicating the exact period of dispatch (if you have already submitted a dispatch order indicating the exact period of dispatch, you do not need to submit it again for your application for extension of stay.) and a proof of employment (for an indispensable professional specialist only, not for an investor)
- A copy of a business registration of foreign investment company (issued by a foreign exchange bank)
- A copy of business registration certificate and a certified copy of corporate registration
- A certificate of tax payment
- A certificate of assessment standard for value-added tax (only when you have purchased goods in the ROK and reported value-added tax)

※ If deemed necessary, you need to submit documents related to income tax (i.e. documents related to earned income tax, a certificate of income amount, a certificate of standard financial statements) for checking actual income and performance.

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.)

#### Mandatory Documents

#### Supplementary Documents for those who have invested less than KRW 200,000,000

- Office lease/rent contract and housing contract (exclusively for residential use) (original and copy) (Please bring passbook related to deposit and withdrawal of lease/rent contract or rent payments)
- A certificate of sales performance (import and export performance) (Please submit all the documents you can prepare)
- Foreign currency passbook demonstrating collection of export proceeds, a certificate of completion of report of import and
### Extension of Stay

3. A person who has invested in a company run by a Korean citizen

**A. Required Documents**

<table>
<thead>
<tr>
<th>MANDATORY DOCUMENTS</th>
<th>SUPPLEMENTARY DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>An application form (Form No. 34), passport, Alien Registration Card, no fee</td>
<td>Documents proving that your business is actually operating</td>
</tr>
<tr>
<td>A copy of a business registration of foreign investment company</td>
<td>- (if investing in a corporation) a certified copy of corporate registration, a copy of business registration certificate, a circumstantial statement on a change of shares, etc., a certificate of tax payment (or a certificate of assessment standard for value-added tax)</td>
</tr>
<tr>
<td>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.)</td>
<td>- (if investing in a private company run by a Korean citizen) a copy of business registration certificate stating the name of the co-owner, joint venture contract, documents proving annual income of the co-owner in the ROK, a certificate of tax payment (or a certificate of assessment standard for value-added tax)</td>
</tr>
</tbody>
</table>

If you have operated a company for less than 1 year and cannot submit a certificate of tax payment, sales figures on the certificate of assessment standard for value-added tax will be used for checking the actual operation of business.

- If deemed necessary, you need to submit any documents related to income tax (documents related to earned income tax, a certificate of income amount, a certificate of standard financial statements) for checking actual income and performance.
SUPPLEMENTARY DOCUMENTS for those who have invested less than KRW 300,000,000

- documents of residence (i.e. lease/rent contract and documents proving down payment, deposit and monthly rent)
  
  Passbook related to the down payment, deposit, monthly rent, etc. or receipt from a landlord will be required.

- documents related to business performance (foreign currency passbook demonstrating collection of export proceeds, a certificate of completion of report of import and export, B/L, receipts of domestic purchases, a certificate of import and export performance issued by the Korea International Trade Association (KITA))

1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)

- 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.

2. Required Documents

   an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)

1. Required Documents for Registration

   an application form (Form No. 34), passport, a standardized photo, fee
   business registration certificate, documents proving residence such as lease/rent contract

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)
### Alien Registration

<table>
<thead>
<tr>
<th>Due Date:</th>
<th>within 14 days from the date of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Documents</td>
<td></td>
</tr>
<tr>
<td>an application form (Form No. 34), passport, Alien Registration Card, no fee documents proving change of your information</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

### Remarks (including fee)

<table>
<thead>
<tr>
<th>Exemption from fee for Corporate Investors</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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</td>
</tr>
</tbody>
</table>

### Related Precedent: A case regarding D-8 status for an individual businessperson (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
Remarks (including fee)

2. The Plaintiff's Claim

- He actually invested KRW 50,000,000 and engaged in the wholesale 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)
## TRADE MANAGEMENT (D-9)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate management, international trade, profit-making business</td>
</tr>
<tr>
<td>Installment, management, and maintenance of exporting equipment (machinery)</td>
</tr>
<tr>
<td>Ship building, supervision of equipment production</td>
</tr>
</tbody>
</table>

### ELIGIBLE INDIVIDUALS

A person who
- 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

- 2 years

### PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

1. **Expansion of exemption from permission of participation in activities uncertified for current sojourn status**
   
   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)

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

   - 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.
   - 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
   - A holder of professional working visa (E-1, E-3 ~ E-5, E-7)
   - An application form (Form No. 34), passport, Alien Registration Card, fee, a recommendation letter from the Dean/President of the University, a copy of a certificate of tax registration number for non-profit organization (business registration certificate), an employment contract (original and copy), a letter of consent from the employer of your original workplace
| Change or Addition of Workplace |

You are not subject to the report of 'Change/Addition of Workplace. You are subject to report 'Change in Registration Information'.

※ 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)

- 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)
- holders of Job Seeking (D-10) visa: Start of Training or Change of Training Institute (including name change)
- holders of Working Visit (H-2) visa: 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.

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**
  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

| Endowment of Status |

- **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
      an application form (Form No. 34), passport, a standardized photo, fee, a statement of reasons for the change of status, a dispatch order or a proof of employment (issued by the headquarter office) trade contract for ship building or equipment introduction contract, a copy of business registration certificate, 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.
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

- an application form (Form No. 34), passport, fee
- a copy of business registration certificate, a business license (where applicable), a certificate of investment corporation registration (for holders only)
- joint venture contract (original and copy) (where applicable)
- documents proving annual income of the co-owner (where applicable)
- 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)
- documents proving the use of funds (i.e. receipts of purchase, expenses for interior decoration of the workplace, bank statements of a domestic bank account)
- documents proving sales performance (i.e. import and export permit, a preliminary or final declaration of value-added tax)
- only for those who operated profit-making businesses with short-term Business (C-3-4) visa, etc.
- documents proving residence (i.e. lease/rent contract, receipts for rent)
- documents proving that the business actually exists (i.e. lease/rent contract, photographs of the front view of the building, working space, signboard, etc.)

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.)

3. Change of Status for German citizens coming to the ROK with Visa Exemption (B-1)

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.
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

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
- 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

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**Extension of Stay**

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.

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.
1. Those who plan to engage in supervision of ship building or installment management maintenance of the equipment to be exported
   - an application form (Form No. 34), passport, Alien Registration Card, fee
   - a dispatch order or a proof of employment (issued by the headquarter office)
   - trade contract for ship building or equipment introduction contract
   - a copy of business registration certificate
   - 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)
   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. Those engaging in corporate management, international trade, profit-making business
   - an application form (Form No. 34), passport, Alien Registration Card, fee
   - a proof of employment (issued by the headquarter office)
   - a copy of business registration certificate
   - 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)
   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...
3. a foreign individual businessperson

an application form (Form No. 34), passport, Alien Registration Card, fee
a copy of business registration certificate, a business license (where applicable), a certificate of investment corporation registration (for holders only)
documents proving the business is normally operating
- a certificate of income amount, a certificate of tax payment, etc.

If you have poor tax payment record or no record, you may be asked to submit additional documents.

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 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
1. Required Documents for Registration

- an application form (Form No. 34), passport, a standardized photo, fee
- business registration certificate, documents proving residence such as lease/rent contract

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

- an application form (Form No. 34), passport, Alien Registration Card, no fee 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 SEEKING (D-10)

| ACTIVITIES ALLOWED | Training or job-seeking activities required for the employment  
|                     | Short-term paid-internships required for the employment. |
| ELIGIBLE INDIVIDUALS | A person who plans to train or gets a job in the fields of Professorship (E-1), Foreign Language Instructor (E-2), Research (E-3), Technology Transfer (E-4), Professional Employment (E-5), or Special Occupation (E-7) and acknowledged by the Minister of Justice. |
| CRITERIA | A person who has at least 1-year of work experience at a company listed as one of the FORTUNE’s Global 500 within the past 3 years; who is a (prospective) graduate of a university listed as the top 200 on the TIMES Higher World University Rankings within the past 3 years; who graduated from a Korean junior college or higher within the past 3 years or completed a research program at a Korean university with a bachelor's degree or higher; or whose major and a job he/she wishes to find must be in the fields of Professorship (E-1) – Special Occupation (E-7).  
| Restricted Activities | Arts & Performance (E-6) activities and Hotel/Adult Entertainment Establishment (E-6-2) activities are excluded.  
|                      | a (prospective) graduate of a Korean junior college and whose CGPA is lower than 3.0  
|                      | a person who has worked only in non-professional fields. |
| MAXIMUM LENGTH OF STAY | 6 months |
| PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS | N/A |
| Change or Addition of Workplace | N/A |
| Endowment of Status | N/A |
| Change of Status | 1. Permission of change of status to job-seeking (D-10) for holders of D-10. |
### Study Abroad (D-2) visa

#### A. Eligible Individuals

- A (prospective) graduate of a Korean junior college
- A person with a bachelor's degree (or higher) of a Korean university (including a prospective recipient) or who has completed (will complete) the research course of an academic research center
- Restriction on getting a job in the field of Special Occupation (E-7) for a person with a bachelor's degree in Humanities was abolished.
- A person who wishes to continue working with the current Visa (Professorship (E-1) ~ Special Occupation (E-7)) but has not renewed his/her contract or found another workplace
- A foreigner who is staying in the ROK legally with a visa other than D-10 (including B-1, B-2) and is qualified for Job Seeking (D-10) visa.

#### You must have a 3.0 CGPA of 3.0 or higher or a state-authorized license in your major field.

#### If your GPA is lower then 3.0, you must submit a recommendation letter from the academic advisor or Dean of your university.

#### Arts & Performance (E-6) and Hotel Adult Entertainment Establishment (E-6-2) are excluded.

Even if your job is included in the Special Occupation (E-7), where change or addition of workplace is restricted, you may apply for D-10 as long as you have a valid reason (i.e. closure or temporary shutdown of business).

#### B. Restricted Individuals

- A person who changed his/her visa to Job Seeking (D-10) within the past 1 year after quitting the previous job for the reasons which are not attributable to the previous employer.*

*Based on principle of good faith, it is necessary to protect persons who are subject to "permanent employment" of Korean universities in Korea, and the principle of good faith applies to all the special occupations and visa categories (D-10) as well.
employers who are not responsible for termination of contract and establish the order of foreigners’ sojourn by preventing misuse/overuse of Change of Status to D-10 visa.

### C. Required Documents

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| a holder of Study Abroad (D-2) visa | an application form (Form No. 34), passport, Alien Registration Card, fee 
proof of education, transcript, etc. 
a person with bachelor’s degree (of a Korean university) with GPA lower than 3.0: a recommendation letter from the academic advisor or Dean of the university 
(a prospective) graduate of a Korean junior college: You must have GPA of 3.0 or higher or a state-authorized license in your major field. 
※ If your identity can be verified via our immigration information system, you are exempt from submitting these documents. |
| A holder of Professorship (E-1) ~ Special Occupation (E-7) visa | an application form (Form No. 34), passport, Alien Registration Card, fee 
job seeking plan* 
* including the specific field of occupation and the names of companies you wish to work at, your financial ability to pay for living expenses in the ROK and your plan for job seeking activities |
| a holder of visa other than D-10 | an application form (Form No. 34), passport, Alien Registration Card, fee 
documents proving your qualifications* 
* certificate of a degree, a proof of employment or other documents proving education and career |

### 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)

2. Change of Status to working visa (E-1 ~ E-7)
## A. Qualifications (All the qualifications below must be satisfied.)

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professorship (E-1)</td>
<td>You may apply for change when you satisfy the requirements for each status (i.e. diploma, career experience, license, etc.)</td>
</tr>
<tr>
<td>Foreign Language Instructor (E-2)</td>
<td>Required Documents</td>
</tr>
<tr>
<td>Research (E-3)</td>
<td>an application form (Form No. 34), passport, Alien Registration Card, fee 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) 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)</td>
</tr>
<tr>
<td>Technology Transfer (E-4)</td>
<td></td>
</tr>
<tr>
<td>Professional Employment (E-5)</td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Performance (E-6)</td>
<td>If you have an associate degree of a junior college, Jr. College Diploma (E-6)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs &amp; Performance (E-6)</td>
<td>If you have an associate degree of a junior college, Jr. College Diploma (E-6)</td>
</tr>
</tbody>
</table>
**Status**

Change of 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**

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

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).

* 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).

* 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).

**Special Occupation (E-7)**

Considering replaceability and employment of Korean citizens, a domestic market-oriented company where Korean employees are less than 5 and the number of employees with E-7 visa 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
Status

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

- an application form (Form No. 34), passport, Alien Registration Card, fee
- an employment contract 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.)
- a certificate of work experience a copy of license a recommendation letter or documents demonstrating the necessity of employment, etc.

Extension of Stay

1. Maximum Length of Stay

<table>
<thead>
<tr>
<th>Per requirement</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>a graduate of a college or a university</td>
<td>up to 1 year</td>
</tr>
<tr>
<td>a person with master's or doctor's degree of a Korean university</td>
<td></td>
</tr>
<tr>
<td>a person who has at least 1-year experience at one of companies listed on the FORTUNE's Global 500</td>
<td>up to 2 years</td>
</tr>
<tr>
<td>a person who is a graduate of one of the top 200 universities listed on the TIMES Higher World University Rankings</td>
<td></td>
</tr>
</tbody>
</table>

2. Required Documents

1. an application form(Report Form, No.34), passport, Alien Registration Card, fee
2. an employment contract documents related to the establishment of the company
3. a certificate of work experience
4. a copy of license
5. a recommendation letter or documents demonstrating the necessity of employment, etc.
<table>
<thead>
<tr>
<th><strong>Remarks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Applicable Provisions</td>
</tr>
<tr>
<td>☐ Reasons for the Report</td>
</tr>
</tbody>
</table>

### Re-entry Permit

1. **Implementation of Re-entry Permit Exemption** (revision of the Enforcement Regulations of Dec. 1, 2010)
   - 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.

2. **Required Documents**
   - an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)

### Alien Registration

1. **Required Documents for Registration**
   - an application form (Form No. 34), passport, a standardized photo, fee

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

### of Stay

1. **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. **Job seeking plan** (including job seeking activities and other plans)

3. **Job seeking plan** (including job seeking activities and other plans)
- 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.
  * 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**
  - 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**
  - within 14 days from the date of occurrence

- **Required Documents**
  - a report form for change in registration information
  - a training (internship) contract documents proving the registration of institute/training center (i.e. a copy of business registration certificate)
## PROFESSORSHIP (E-1)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBLE INDIVIDUALS</td>
<td>a professor at an educational institute such as the KAIST; a full-time lecturer at an educational institute such as a junior college or higher; or a research professor in a special field at a university or a university research lab</td>
</tr>
<tr>
<td>MAXIMUM LENGTH OF STAY</td>
<td>5 years</td>
</tr>
</tbody>
</table>

### CONTENTS

1. Expansion of exemption from permission of participation in activities uncertified for current sojourn status
   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)

2. Range of activities as a foreign language instructor (E-2) that are allowed without permission
   (Guidelines for Visa Issuance and Sojourn Maintenance for a foreign language instructor)
   **A. Activities as a foreign language instructor for colleagues in the workplace**
   - 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
   **B. Volunteer activities as a foreign language instructor without any intention to make profits**
<table>
<thead>
<tr>
<th>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</th>
<th>Eligible Individuals</th>
<th>activities allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>registered aliens (or those who are exempted from the registration requirement) who are staying in the ROK legally</td>
<td>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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>activities allowed</th>
<th>Eligible Individuals</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
<td>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</td>
<td>an application form (Form No. 34), passport, Alien Registration Card, fee a recommendation letter from the Dean/President of the University a copy of a certificate of tax registration number for non-profit organization (business registration certificate) an employment contract (original and copy) a letter of consent from the employer of your original workplace</td>
</tr>
</tbody>
</table>

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.

B. Qualifications
- A person who has a master's degree or higher in science and engineering and R&D
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

Experiences in the respective field for at least 3 years

- A person who has a doctor's degree in engineering

C. Required Documents

- An application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee
- An employment contract or a confirmation for the prospective employment
- A letter of consent from the employer of your original workplace
- A recommendation letter from the Minister of Education, Science and Technology
- A copy of business registration certificate 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

- An application form (Form No. 34), passport, Alien Registration Card, a standardized photo, fee
- An employment contract (original and copy)
- A letter of consent from the employer of your original workplace
- A recommendation letter from the Minister in charge
- 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
an application form (Form No. 34), passport, diplomatic ID, fee an employment contract business registration certificate and documents proving that the company is a research institute a certificate of a degree a certificate of work experience a recommendation letter from the Ministry of Foreign Affairs 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
an application form (Form No. 34), passport, SOFA ID, fee an employment contract business registration certificate and documents proving that the company is a research institute a certificate of a degree a certificate of work experience a recommendation letter from the Ministry of Education, Science and Technology ("An advanced science and technology expert" must be stated.) 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 (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)
PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS

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

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

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

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

(Notification No. 11-510 of the Ministry of Justice)
If a professor engages in temporary speech lecture research related to the major field at another university, you are not required to report change/addition of workplace.

A. Eligible Individuals

- 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.

B. Report Procedures, etc.

- The person (the alien) under obligation to notify must report to the head of the competent Immigration Office within 15 days from the date of occurrence.
  (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.)

C. Required Documents

- a declaration form of change or addition of workplace [Form No. 38-3], passport, Alien Registration Card, no fee business registration certificate, a letter of consent from the employer of your original workplace, an employment contract
  - 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.)

Endowment of Status

- N/A
<table>
<thead>
<tr>
<th>Change of Status</th>
<th>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 &amp; Permission of Change of status between Professorship (E-1) and Research (E-3)</th>
</tr>
</thead>
</table>
| **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** | an application form (Form No. 34), passport, a standardized photo, fee an employment contract (original and copy) (or a confirmation of the prospective employment) a certificate of work experience (with a copy of diploma attached) documents related to the establishment of the company (business registration certificate, documents proving that the company is a research institute) 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 |
| **C. Required Documents** | |
Change of Status

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

business registration certificate a certificate of a degree (original and a copy) or a certificate of work experience an employment contract (original and a copy) 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.)

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

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.

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

an application form (Form No. 34), passport, Alien Registration Card, fee an employment contract a certificate of a degree or a certificate of work experience 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

an application form (Form No. 34), passport, Alien Registration Card, fee proof of university graduation a recommendation letter from the Dean/President of the University business registration certificate...
5. Change of Status for German Citizens coming to the ROK with Visa Exemption (B-1)

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.

### Extension of Stay

- **Required Documents**
  - an application form (Form No. 34), passport, a standardized photo, fee
  - an employment contract (original and copy)
  - 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.)

### Re-entry Permit

1. Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)
   - 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.

2. **Required Documents**
   - an application form (Form No. 34), passport, Alien Registration Card, fee (single: 30,000 won, multiple: 50,000 won)

### Alien Registration

1. **Required Documents for Registration**
   - an application form (Form No. 34), passport, a standardized photo, fee
   - business registration certificate in accordance with the "Value-Added Tax Act"
### Contents

<table>
<thead>
<tr>
<th>Alien Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Notification of Change in Registration Information</td>
</tr>
<tr>
<td>- Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)</td>
</tr>
<tr>
<td>- Due date: within 14 days from the date of occurrence</td>
</tr>
<tr>
<td>- Required Documents</td>
</tr>
<tr>
<td>an application form (Form No. 34), passport, Alien Registration Card, no fee documents proving change of your information</td>
</tr>
</tbody>
</table>
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
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)**
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)

<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY</th>
<th>2 years</th>
</tr>
</thead>
</table>
| ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY | 1. Expansion of permission exemption for activities outside of the current status of stay
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)
2. Range of activities a foreign language Instructor (E-2) is allowed to participate without permission
(Guideline for Visa Issuance and Sojourn Management for a foreign language instructor)
   A. Foreign Language Conversation Training for colleagues and others in the workplace
   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

   B. Volunteer activities as a foreign language instructor are allowed to do without intention to make profits
   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

C. Common Requirements
- If teaching activities go beyond the permitted standards mentioned...
above and become your main activity, you will not be included from the permission exemption.

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

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment contract (the original and a copy) a copy of business license
- 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

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment contract (original and copy) a copy of business license
- 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...
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 government agency (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 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.)

- 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.

- In principle, you are not allowed to obtain permission unless you have lifelong education facility registration (if applicable) and a copy of registration of establishment and operation of private institution (if applicable).

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

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

- 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 Pholpin, Cocaine, Opium and Marijuana) test. Also, it should be issued by a medical institution designated by the Minister of Justice. (for Japanese only).

- 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 Pholpin, Cocaine, Opium and Marijuana) test. Also, it should be issued by a medical institution designated by the Minister of Justice. (for Japanese only).
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
  - 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

- an application form (Report Form, No.34), passport, Alien Registration Card, no fee “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)
- an employment contract
- a copy of business license

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

A. Criteria

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ working at a camp registered (reported) as a lifelong education facility in accordance with the Lifelong Education Act</td>
<td></td>
</tr>
<tr>
<td>☐ 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.)</td>
<td></td>
</tr>
<tr>
<td>※ 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.</td>
<td></td>
</tr>
<tr>
<td>☐ 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</td>
<td></td>
</tr>
<tr>
<td>(Article 8 of the Act on the establishment and operation of private teaching institutes and extracurricular lessons)</td>
<td></td>
</tr>
</tbody>
</table>

B. Eligible applicants
A person with Professorship (E-1) who has been granted permission for activities as Foreign Language Instructor (E-2)

A person with Foreign Language Instructor (E-2) who has been granted permission for the addition of workplace

A person with Short Term Employment (C-4, English Camp): Report/permission is not required

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

A. Eligible applicants
   - 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)

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 E-7
Change or Addition of Workplace

<table>
<thead>
<tr>
<th><strong>B. Eligible applicants and Reporting Procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible applicants</strong></td>
</tr>
<tr>
<td>- 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.;</td>
</tr>
<tr>
<td>- 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;</td>
</tr>
<tr>
<td>- A person who signed an additional contract with other workplace with a consent from the current employer.; or</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Individuals Restricted (Notification 2011-510 of the Ministry of Justice, as of 11.10.4. see Appendix 8)</strong></td>
</tr>
<tr>
<td>- A Government-invited Scholarship student who is not qualified for working at the place he/she wants to work at*</td>
</tr>
</tbody>
</table>
| * 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.
### Change or Addition of Workplace

- 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.

  * Change/Addition of Workplace via reporting only is not allowed to protect decent employers and to establish order for foreigner's sojourn.

### C. 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 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.

### D. Required Documents

- 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

  ※ 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.)

### Endowment of Status

- 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.

   an application form (Report Form, No.34), passport and Alien Registration Card (for an eligible person only), one standardized photo, fee

   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

an employment contract (original and copy)
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

an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
an employment contract (original and copy) a copy of business license

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

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.*

**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 (includingPhilopon, Cocaine, Opium and Marijuana) test. Also it should be issued by a medical institution designated by the Minister of Justice.

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.)

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

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.

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

※ 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.)

**B. Required Documents**

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment contract certificate of a degree or a certificate of work experience
- 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) Criminal Records Health Checkup Results (It must be sealed when submitted. Do not open the envelop.)

### Extension of Stay

1. **Required Documents**

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment contract (Both the original and a copy)
- a copy of business license a copy of registration of establishment and operation of private institution (for an eligible person only)

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.)

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.
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.)

timetable of lessons

※ 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.

2. Special Case of Period of Stay

① An English Teaching Assistant in accordance with the Korea-India CEPA Agreement
   - Period of Employment : 1 year

② Foreign English Scholar Invited by the Government (TaLK) and Native Chinese Teaching Assistant (CPIK)
   - Period of Employment : up to 2 years

1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)
   - 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 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.

2. Required Documents
   - an application form (Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW, Double 50,000 KRW)

1. Required Documents for Registration
   - an application form (Report Form, No.34), passport, one standardized photo, fee
   - business license in accordance with the ‘Value-Added Tax Act’
   - Health Checkup Results
     - It should be issued by a medical institution designated by the Minister of Justice in accordance with the Notification 11-501 of the Ministry of Justice.
<table>
<thead>
<tr>
<th>Registration</th>
<th>(as of Jan. 27, 2011) (Appendix 6).*</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 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.)</td>
<td></td>
</tr>
</tbody>
</table>

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**
  - an application form (Report Form, No.34), passport, Alien Registration Card, no fee any documents proving change of your information
# RESEARCH (E-3)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>Eligible applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Researching in the field of natural science</td>
<td>A person who:</td>
</tr>
<tr>
<td>○ Researching in the field of advanced technology</td>
<td>○ 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;</td>
</tr>
<tr>
<td>○ Advanced Science Skilled Workers</td>
<td>○ is researching at a research institute in accordance with the Defense Acquisition Program Act;</td>
</tr>
<tr>
<td></td>
<td>○ 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</td>
</tr>
<tr>
<td></td>
<td>○ was recommended by the Minister of Education, Science and Technology and is planning to work as a researcher in the field of natural science or advanced technology at an engineering research center such as a government funded research center, a public research institute, a corporate research institute and others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY PER APPLICATION</th>
<th>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ 5 years</td>
<td>1. Expansion of permission exemption for activities outside of the current status of stay</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>2. Permission for a highly qualified personnel (CEO of a Foreign Investment Company and etc.), who wishes to teach in universities/colleges</td>
</tr>
</tbody>
</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 period in a university/college.

### Eligible Applicants

- 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
- a person with a professional working visa (E-1, E-3 ~ E-5, E-7)

### Required Documents

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- a recommendation letter from the Dean/President of the University
- a copy of a certificate of Proper Number (business license)
- an employment contract (the original and a copy)
- 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

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

### 4. A permission of participation in activities as
CURRENT STATUS OF STAY

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

- an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- an employment contract (the original and a copy) a letter of consent from the employer of your original workplace a recommendation letter from the Minister of relevant Department 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.) 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), Professorship(E-1), Research(E-3), Civil Servant carrying official missions at
CURRENT STATUS OF STAY

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

an application form (Report Form, No.34), passport and diplomatic ID, fee
an employment contract business license and any documents demonstrating the research center certificate of a degree a certificate of work experience a recommendation letter from the Ministry of Foreign Affairs 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

an application form (Report Form, No.34), passport, SOFA ID, fee the employment contract business license and any documents demonstrating the research center The original copy of the diploma Certificate of work experience A recommendation letter from the Ministry of Education ("An advanced science and technology expert" should be stated.)
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)
A spouse of a foreign investor (including corporations) who has invested

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ACTIVITIES OUTSIDE OF THE
### CURRENT STATUS OF STAY

<table>
<thead>
<tr>
<th>US$500,000 or more as an investment visa holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

**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 E-7

### Change or Addition of 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 Research (E-3) 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 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 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.)

C. Required Documents
   - a declaration form of change or addition of workplace [Report form, No.38-3], passport and Alien Registration Card, no fee business license a letter of consent from the employer of your original workplace an employment contract
   ※ 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.)

Endowment of Status

- You are not eligible to apply for 'Endowment of Status'.

Change of Status

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 & Permission of Change of status between Professorship(E-1) and Research(E-3)

A. Eligible Applicants
   - 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. (highly qualified professionals in the field of engineering, humanities, fine arts & physical education or etc.)
   ※ 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, and 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
- an application form (Report Form, No.34), passport, one standardized photo, fee
- an employment contract original and copy (or a confirmation on the job appointment)
- a certificate of work experience (A copy of certificate of the diploma also should be submitted.)
- any documents relevant to establishment of company (business license, any documents demonstrating the research center)
- 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
- an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
license (for a corporate body, any documents relevant to establishment such as a certificate of the registration of incorporations) certificate of a degree (the original and a copy) or a certificate of work experience an employment contract (the original and a copy) 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
      an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
      business license certificate of a diploma (the original and a copy) or a certificate of work experience an employment contract (the original and a copy) 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.)
A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2)* visa
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.
You are required to sign the employment contract with the Head/President of the organization/institute.

※ 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.)

B. Required Documents

an application form(Report Form, No.34), passport and Alien Registration Card, fee an employment contract certificate of a degree or a certificate of work experience any documents relevant to the establishment of the institute (business license, any documents demonstrating the research center)

B. Required Documents

1. Required Documents

an application form(Report Form, No.34), passport and Alien Registration Card, fee
an employment contract (the original and a copy)
a copy of business license
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.)
<table>
<thead>
<tr>
<th>Contents</th>
<th>1. Required Documents for Registration</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>an application form(Report Form, No.34), passport, one standardized photo, fee</td>
</tr>
<tr>
<td></td>
<td>business license in accordance with ‘Value-Added Tax Act’</td>
</tr>
<tr>
<td></td>
<td>2. Notification of Change in Registration Information</td>
</tr>
<tr>
<td></td>
<td>☐ Report details : change of name, sex, date of birth, nationality and passport</td>
</tr>
<tr>
<td></td>
<td>(number, issue date, expiry date)</td>
</tr>
<tr>
<td></td>
<td>☐ Due Date : within 14 days from the date of occurrence</td>
</tr>
<tr>
<td></td>
<td>☐ Required Documents</td>
</tr>
<tr>
<td></td>
<td>an application form(Report Form, No.34), passport, Alien Registration Card, no fee any documents proving change of your information</td>
</tr>
</tbody>
</table>

2. Required Documents
an application form(Report Form, No.34), passport, Alien Registration Card, fee
(Single 30,000 NKRW, Double 50,000 NKRW)
# TECHNOLOGY TRANSFER (E-4)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>Providing skills and expert knowledge in natural science or industrial engineering for public private companies</th>
</tr>
</thead>
</table>
| Eligible applicants | A Person who is providing:  
|                     | 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 | 5 years |

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<table>
<thead>
<tr>
<th>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</th>
</tr>
</thead>
</table>
| 1. Expansion of permission exemption for activities outside of the current status of stay  
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)  
2. Permission for a highly qualified personnel (such as CEO of a Foreign Investment Company), who wishes to teach in universities/colleges  
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: 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 a person with professional a working visa (E-1, E-3 ~ E-5, E-7)  
Required Documents: an application form (Report Form, No.34), passport and Alien Registration Card, fee a recommendation letter from the Dean/President of the University a copy of a certificate of Proper Number (business license) an employment contract (original and copy) 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.
ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY

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

- an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- an employment contract (the original and a copy) a letter of consent from the employer of your original workplace a recommendation letter from the Minister of relevant Department 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.) 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)

B. Activities Allowed
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 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.

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 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.)

C. Required Documents

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

※ 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.)

<table>
<thead>
<tr>
<th>Endowment of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>⚫ You are not eligible to apply for 'Endowment of Status'.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Change Status from Study Abroad(D-2), Job Seeking(D-10) to Technology Transfer(E-4)</td>
</tr>
<tr>
<td>A. Qualifications (All the requirements below must be satisfied.)</td>
</tr>
<tr>
<td>A person staying in the ROK legally with a Job Seeking(D-10) or a Study Abroad(D-2) ※ visa</td>
</tr>
<tr>
<td>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 &amp; Performance(E-6) ** Special Occupation(E-7) and you have to prove that you are qualified. You are required to make an employment contract with the Head/President of the organization/institute.</td>
</tr>
</tbody>
</table>

※ 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.)

<table>
<thead>
<tr>
<th>B. Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>an application form(Report Form, No.34), passport and Alien Registration Card, fee</td>
</tr>
</tbody>
</table>
change of status a certificate of dispatch (issued by the Headquarter Office) or a certificate of employment 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 a copy of business license 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;
  ○ 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
   C. Required Documents
      an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
### Extension of Stay

1. **Required Documents**

   - an application form (Report Form, No.34), passport and Alien Registration Card, fee
   - a certificate of dispatch (issued by the Headquarter Office) or a certificate of employment
   - 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
   - a copy of business license

   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.)

### Re-entry Permit

1. **Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)**

   - 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.

2. **Required Documents**

   - an application form (Report Form, No.34), passport, Alien Registration Card, fee

### Alien Registration

1. **Required Documents for Registration**

   - an application form (Report Form, No.34), passport, one standardized photo, fee

   - business license in accordance with ‘Value-Added Tax Act’

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

   - an application form (Report Form, No.34), passport, Alien Registration Card, fee
<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>Any professional activities that are allowed by the Korean Laws with a foreign state-authorized license acknowledged by the Korean Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible applicants</td>
<td>A person who is:</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>• a pilot recommended by the Minister of Land, Transport and Maritime Affairs;</td>
</tr>
<tr>
<td></td>
<td>• 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;</td>
</tr>
<tr>
<td></td>
<td>- Government funded or local government funded Hospitals;</td>
</tr>
<tr>
<td></td>
<td>- Medical corporation; or</td>
</tr>
<tr>
<td></td>
<td>- Non-profit or government-invested medical facility</td>
</tr>
<tr>
<td></td>
<td>• 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;</td>
</tr>
<tr>
<td></td>
<td>• 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</td>
</tr>
<tr>
<td></td>
<td>• who would like to work for a Korean transportation company as a captain or an indispensable professional consultant</td>
</tr>
</tbody>
</table>

| MAXIMUM LENGTH OF STAY | 5 years |

<table>
<thead>
<tr>
<th>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</th>
<th>1. Expansion of permission exemption for activities outside of the current status of stay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>2. Employment of a spouse of an substantial-amount foreign investor or a professional labor</td>
</tr>
<tr>
<td>CONTENTS ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</td>
<td>A. Eligible applicants</td>
</tr>
<tr>
<td>A. Eligible applicants</td>
<td>• 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);</td>
</tr>
<tr>
<td></td>
<td>• A spouse of a foreign investor(including corporations) who has invested US$500,000 or more as an investment visa holder; or</td>
</tr>
</tbody>
</table>
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
  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
  a person with a professional working visa (E-1, E-3 ~ E-5, E-7)

- Required Documents
  an application form (Report Form, No.34), passport and Alien Registration Card, fee a recommendation letter from the Dean/President of the University a copy of a certificate of Proper Number (business license) an employment contract (the original and a copy) 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.


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

- A declaration form of change or addition of workplace [Report form, No.38-3], passport and Alien Registration Card, No fee business license
- A letter of consent from the employer of your original workplace
- An employment contract
- 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

  ※ A recommendation letter from the Minister of relevant Department is required as you change your workplace.

  ※ 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.)

Endowment
of Status

You are not eligible to apply for 'Endowment of Status'.

Change of
Status

1. Change Status from Study Abroad(D-2), Job Seeking(D-10) to
Professional Employment(E-5)

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

A person staying in the ROK legally with a
Job Seeking(D-10) or a
Study Abroad(D-2)* visa
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.
You must sign an employment contract with the Head/President of
the organization/institute.

※ 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.)

B. Required Documents

an application form (Report Form, No.34), passport and Alien Registration Card, fee
a certificate of dispatch (issued by the Headquarter Office) or a certificate of
employment 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 a copy of business license a
recommendation letter from the relevant Department (if it's deemed necessary).

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)
<table>
<thead>
<tr>
<th><strong>B. Period Allowed</strong>: It differs depending on the status you are applying for.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>Change of Status for a spouse of professional labor to Professional Visa</strong></td>
</tr>
<tr>
<td><strong>A. Eligible applicants</strong></td>
</tr>
<tr>
<td>A spouse of foreign professional labor E-1, E-5, E-6(excluding E-6-2), E-7 with Dependent Family(F-3) visa</td>
</tr>
<tr>
<td><strong>B. Activities Allowed</strong></td>
</tr>
<tr>
<td>All the Professional jobs E-1, E-5, E-6(excluding E-6-2), E-7</td>
</tr>
<tr>
<td><strong>C. Required Documents</strong></td>
</tr>
<tr>
<td>an application form(Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee business license certificate of a degree(the original and a copy) or a certificate of work experience an employment contract (the original and a copy) a letter of consent from the employer of your original workplace (only if you have an original workplace)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Extension of Stay</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Required Documents</strong></td>
</tr>
<tr>
<td>an application form(Report Form, No.34), passport, one standardized photo, fee a copy of employment contract a business license in accordance with ‘Value-Added Tax Act ’ 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.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Re-entry Permit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)</strong></td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- If your period of authorized stay remains less than 1 year, you are exempt from Re-entry Permit for the remaining days.</td>
</tr>
<tr>
<td>- If you are required to receive permission due to the entry restrictions, you can</td>
</tr>
<tr>
<td>CONTENTS</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>2. Required Documents</td>
</tr>
</tbody>
</table>

### Alien Registration

<table>
<thead>
<tr>
<th>1. Required Documents for Registration</th>
<th>an application form (Report Form, No.34), passport, one standardized photo, fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>business license in accordance with ‘Value-Added Tax Act ’</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Notification of Change in Registration Information</th>
<th>Report details: change of name, sex, date of birth, nationality and passport (number, issue date, expiry date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date: within 14 days from the date of occurrence</td>
<td></td>
</tr>
</tbody>
</table>

| Required Documents | an application form (Report Form, No.34), passport, Alien Registration Card, no fee any documents proving change of your information |

### ARTS & PERFORMANCE (E-6)

<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>Any artistic, musical or literature activities that generate incomes/profits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any performing activities such as entertainment, playing musical instruments, theatre, athletic events or fashion modeling which generate incomes/profits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligible applicants</th>
<th>A person who is</th>
</tr>
</thead>
</table>
|                     | 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.

<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY</th>
<th>2 years</th>
</tr>
</thead>
</table>

### ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY

<table>
<thead>
<tr>
<th>CONTENTS ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* 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.)</td>
</tr>
</tbody>
</table>

#### A. Activities Excluded
- Activities of E-6-2 are not allowed.

#### B. Required Documents
- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment contract
- a performance recommendation letter (issued by the Ministry of Culture, Sports and Tourism or Korea Communications Commission)
- any documents relevant to establishment of institute such as a business license
- a letter of consent from the employer of your original workplace (if applicable)
- 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

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-6-1 (entertainment activities and artistic activities like music, painting, literature)</td>
</tr>
<tr>
<td>E-6-3 (athletes, professional team coaches, managers)</td>
</tr>
<tr>
<td>Follow-up reporting system applies</td>
</tr>
</tbody>
</table>

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

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

※ 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.)
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 assigns a period of sojourn in accordance with a period of an employment contract up to 1 year.

B. Required Documents

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

Endowment of Status

You are not eligible to apply for 'Endowment of Status'.

Change of Status

Restrictive permission allowed for E-6-1 and E-6-3

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 following).

Period Allowed: Up to 2 years from the date of permission to change, a period of employment contract + 1 month.

1. Change Status from Study Abroad (D-2), Job Seeking (D-10) to Arts & Performance (E-6)

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

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

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.

You must sign an employment contract with the Head/President of the organization/institute.

* 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.)

B. Required Documents

An application form (Report Form, No. 34), passport and Alien Registration Card, one standardized photo, fee, an employment contract (or a performance contract) business license, 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) to 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 labor to the Professional Visa

A. Eligible applicants

  ◎ 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

B. Activities Allowed

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

C. Required Documents
## Extension of Stay

**A. Eligible applicants**

- 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

**B. Permission Standard :** a permitted period for 1 time extension

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-6-1, E-6-2</td>
<td>a period of employment contract + 1 month (up to 2 years)</td>
</tr>
<tr>
<td>E-6-3</td>
<td>a period of performance recommendation or a period of employment contract (up to 1 year)</td>
</tr>
</tbody>
</table>

**C. Required Documents**

- an application form (Report Form, No.34), passport and Alien Registration Card, fee
- an employment recommendation letter or a performance recommendation letter
- an employment contract (or a performance contract)
- a copy of business license (E-6-2 only)
- 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.)
- other documents* needed for evaluation (Submit 1 - 2 documents, if it is deemed necessary.)

* a certificate of employment, an employment status of alien, a receipt
1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)

- 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.

2. Required Documents

an application form (Report Form, No.34), passport, Alien Registration Card, fee (Single 30,000 KRW. Double 50,000 KRW)

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1. Required Documents for Registration and Reference

A. Required Documents

an application form (Report Form, No.34), passport, one standardized photo, fee
a copy of business license* in accordance with the ‘Value-Added Tax Act’

* 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)

Health Checkup Results* (E-6-2 only)

* 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.

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

an application form (Report Form, No.34), passport, Alien Registration Card, no fee any documents proving change of your information
<table>
<thead>
<tr>
<th>ACTIVITIES ALLOWED</th>
<th>Any professional foreign labor or a person who wishes to invite him/her in order to work in industries designated by the Minister of Justice in accordance with contracts with public private Korean companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible applicants</td>
<td>3 years</td>
</tr>
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<td>1. Expansion of permission exemption for activities outside of the current status of stay</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td><strong>Activities allowed</strong></td>
</tr>
<tr>
<td>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><strong>Eligible applicants</strong></td>
</tr>
<tr>
<td>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 a person with a professional working visa (E-1, E-3 ~ E-5, E-7)</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
</tr>
<tr>
<td>an application form (Report Form, No.34), passport and Alien Registration Card, fee a recommendation letter from the Dean/President of the University, a copy of business license, an employment contract (the original and a copy), a letter of consent from the employer of your original workplace</td>
</tr>
<tr>
<td>3. Employment of &quot;a family member of the foreign government's diplomatic corps or consulate genera&quot; can be permitted when recommended by Minister of Foreign Affairs.</td>
</tr>
<tr>
<td><strong>Countries Allowed</strong> (25 countries as of June. 2012)</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td><strong>Activities Allowed</strong></td>
</tr>
<tr>
<td>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 work</td>
</tr>
<tr>
<td>4. Employment of a person with professional working visa (E-1, E-3 ~ E-5, E-7) who wishes to work as a lecturer in universities/colleges</td>
</tr>
<tr>
<td><strong>Activities allowed</strong></td>
</tr>
<tr>
<td>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><strong>Eligible applicants</strong></td>
</tr>
<tr>
<td>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 a person with a professional working visa (E-1, E-3 ~ E-5, E-7)</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
</tr>
<tr>
<td>an application form (Report Form, No.34), passport and Alien Registration Card, fee a recommendation letter from the Dean/President of the University, a copy of business license, an employment contract (the original and a copy), a letter of consent from the employer of your original workplace</td>
</tr>
</tbody>
</table>
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)
※ 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
PARTICIPATION IN ACTIVITIES

UNCERTIFIED FOR CURRENT SOJOURN STATUS

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 status can apply for extension again and again.)

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※ Rules of the confirmation of visa issuance shall apply to E-7 status can apply for extension again and again.)

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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 status can apply for extension again and again.)
an employment contract a copy of business license a recommendation letter (from the institution concerned)
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.

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
<th>Prior Permission system applies</th>
<th>Follow-up reporting system applies</th>
<th>Special Occupation (E-7) excluding 10 occupations above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salesclerk(31215), Chef and Cook(441), Designer(285), Hotel receptionist(3922), Medical coordinator(53922), Sea cucumber farming technician(63019), Shipbuilding welder(7430), Skilled labor Manufacturing foreman(700), Construction foreman(770), Agriculture, cattle farming and fishing foreman(600)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 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
C. Required Documents

- A declaration form of change or addition of workplace (Report form, No.38-3), passport and Alien Registration Card. No fee.
- A recommendation letter from Minister of respective department or any documents proving necessity of employment.
- An employment contract letter of consent from the employer of your original workplace.*
- An employment contract 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. Sales clerk (31215), Chef and Cook (441), Designer (285), Hotel receptionist (3922), Medical coordinator (53922), Sea cucumber farming technician (63019), Shipbuilding welder (7430), Skilled labor Manufacturing foreman (700), Construction foreman (770), Agriculture, cattle farming and fishing foreman (600) (Notification 11-510 of the Ministry of Justice, ‘11.10.4.)

B. Required Documents

- 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).
- 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).
- Documents for evaluating the new company’s qualifications (based upon the accompanying documents for the confirmation of visa issuance).
### Endowment of Status

- You are not eligible to apply for 'Endowment of Status'.

### Change of Status

#### General Criteria

- **Eligible applicants**
  - A legal alien qualified for each Special Occupation (E-7)

- **Required documents, references, and examination standards**
  - 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.

- In principle, the employment of E-7 aliens is permitted up to 20% of the citizen employees.

  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.

  High-tech industries and blue-chip export companies for special language area* with references (from KOTRA, Korea international trade association) are allowed to hire E-7 aliens up to 50% of the citizen employees. (in the case of exceeding 50%, approval of the headquarters is required) If there are special standards for certain occupations, the standards will apply.

#### 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
- Salesderk: 31215
- Hotel receptionist: 3922
- Medical coordinator: 53922
- Tourism interpretation guide: 43213
- Chef and Cook: 441
- Sea cucumber farming technician: 63019
- Shipbuilding welder: 7430
- Skilled labor: 700, 770, 600

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...
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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Examination Standard</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Occupation</td>
<td>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.</td>
<td>The guideline shall apply to the respective guideline depending on the activity.</td>
</tr>
<tr>
<td>Whether citizen employment is violated or not</td>
<td>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</td>
<td>The same criteria shall apply to issuance of E-7.</td>
</tr>
</tbody>
</table>
Change or Addition of Workplace

CONTENTS

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

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

You have to make an employment contract with the Head/President of the organization/institute.

※ 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

an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee an employment contract documents of corporation registration (business license or certified copy of register) a
certificate of experiences 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
      an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee an employment contract business license a certificate of degree certificates and a certificate of experiences a recommendation letter from Minister of respective department or any documents proving necessity of employment 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
an application form (Report Form, No.34), passport and Alien Registration Card,
one standardized photo, fee

an employment contract a teacher’s license from your own country (‘a
certificate of degree and a certificate of experiences’ may supplant it) a
recommendation letter from the principal of the school a letter of consent
from the employer of your original workplace (for an eligible person only) a
reference letter documents of school establishment criminal records (same
as the E-2 requirements) 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 Phiopon, 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 Special Occupation(E-7) for a foreign
highly qualified professional who entered the Republic of Korea
with no visa or non-working visa due to unavoidable
circumstances

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
❖ 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

an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee, an employment contract, a certificate of experiences (a copy of a certificate of degree is required for master’s or higher degree holder) business license, 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 engaged legally in manufacturing and others for 4 years or longer as a Non-professional Employment (E-9) or other visa holder and satisfies the qualifications such as age, educational background, certificates, and wage requirements.

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

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.

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
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)*

<table>
<thead>
<tr>
<th>Businesses</th>
<th>1 person</th>
<th>2 people</th>
<th>3 people</th>
<th>4 people</th>
<th>5 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>10 - 49 people</td>
<td>50 - 149 people</td>
<td>150 - 299 people</td>
<td>300 - 499 people</td>
<td>500 people or more</td>
</tr>
</tbody>
</table>

* 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.

<table>
<thead>
<tr>
<th>Construction</th>
<th>less than 5 billion KRW</th>
<th>from 5 to 30 billion KRW</th>
<th>from 30 to 50 billion KRW</th>
<th>from 50 to 70 billion KRW</th>
<th>70 billion KRW or more</th>
</tr>
</thead>
</table>

* 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.

* 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 Certificate of Farm Labor.
number of workers listed on the Members of Employment Insurance (including legitimate immigrant workers).

C. Required Documents

- an application form (Report Form, No.34), passport and Alien Registration Card, one standardized photo, fee
- 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 MJP, an employment contract and others
- a document of corporation registration such as a copy of business license (if a company is changed)

* It has to be confirmed by the Apostille convention or the consul of Korean diplomatic missions abroad.

<table>
<thead>
<tr>
<th>CONTENTS Extension of Stay</th>
<th>1. Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTENSION OF STAY</td>
<td><strong>A. Required Documents</strong></td>
</tr>
<tr>
<td></td>
<td>an application form (Report Form, No.34), passport and Alien Registration Card, fee</td>
</tr>
<tr>
<td></td>
<td>an employment contract</td>
</tr>
<tr>
<td></td>
<td>any documents proving tax payment</td>
</tr>
<tr>
<td></td>
<td>Receipt for the Earned Income Tax Withholding (issued by your company) or Certificate of Income Amount (issued by a tax office)</td>
</tr>
<tr>
<td></td>
<td>a copy of business license or a certified copy of corporation register</td>
</tr>
<tr>
<td></td>
<td>The original copy of a reference letter (only for following occupations)</td>
</tr>
<tr>
<td></td>
<td>Sales clerk (31215), Chef and Cook (441), Designer (285), Hotel receptionist (3922), Medical coordinator (53922), Sea cucumber farming technician (63019), Shipbuilding welder (7430), Skilled labor Manufacturing foreman (700), Construction foreman (770), Agriculture, cattle farming and fishing foreman (600)</td>
</tr>
<tr>
<td></td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td>2. Special rules for those with specially permitted visa and stay</td>
</tr>
</tbody>
</table>
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

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

an application form (Report Form, No. 34), passport and Alien Registration Card, fee
documents related to establishment of domestic law office
an employment contract
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.)

Re-entry Permit

1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)

- 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 obtain the permission due to entry regulations, you can apply for the permission from a local Immigration Office/Branch Office without fee.

2. Required Documents

an application form (Report Form, No. 34), passport, Alien Registration Card, fee
### Alien Registration

**CONTENTS**

1. **Required Documents for Registration**
   - an application form (Report Form, No.34), passport, one standardized photo, fee
   - business license in accordance with the ‘Value-Added Tax Act’
   - Health Checkup Results (Only for a teacher of international school)

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**
   - an application form (Report Form, No.34), passport, Alien Registration Card, no fee any documents proving change of your information

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### NON-PROFESSIONAL EMPLOYMENT (E-9)

**What is employment permission policy?**

- What is the Employment Permission Policy? It is a labor policy which allows an employer to hire a foreigner, and which gives the employee 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.

**Selected Countries (15 states)**
<table>
<thead>
<tr>
<th>Activities allowed</th>
<th>Domestic employment of foreign workers in accordance with the Act on Foreign Workers Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible applicants</td>
<td>A person meeting the employment qualifications specified in the Foreign Workers Employment Act</td>
</tr>
<tr>
<td>Maximum length of stay</td>
<td>3 years</td>
</tr>
<tr>
<td>CONTENTS</td>
<td></td>
</tr>
<tr>
<td>Change or Addition of Workplace</td>
<td>In accordance with Article 21 of the Immigration Act and Article 25 of Foreign Employment Law, the admittance for Change of Workplace of non-professional employees is the Minister of Justice.</td>
</tr>
<tr>
<td>A. Restriction on Change of Workplace</td>
<td>In principle, non-professional employees have to maintain working status in the first workplace permitted.</td>
</tr>
<tr>
<td></td>
<td>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/dosure.</td>
</tr>
<tr>
<td>B. Limit on number of changes</td>
<td></td>
</tr>
</tbody>
</table>
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.

- 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.

- 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

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

a copy of employment permission

a copy of standard labor contract a reference letter

Documentary evidence of workplace such as a ‘business license’

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)

- 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)

B. Employer’s duty to report (agriculture sector)

- Employer’s duty to report in Artide 19 of the Immigration Control Law applies to both the former and the latter employers.

  - The former employer is exempt from the duty to report if his/her employee returns through the normal process.

  - 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 contract.
### Endowment of Status

- You are not eligible to apply for 'Endowment of Status'.

### Change of Status

1. Restoration procedure for a Miscellaneous(G-1) visa holder to Non-professional Employment(E-9)

   **A. Eligible applicants**

   - 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.

   ※ 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

### Extension of Stay

1. Required Documents

   - an application form(Report Form, No.34), passport and Alien Registration Card, fee
   - a copy of employment permission from the latter employer
   - a copy of standard labor contract from the latter employer
   - a certificate of farm size and business license or a copy of certificate of Proper Number (a copy of resident registration is replaceable.)
   - Foreign worker (the applicant)'s power of attorney (for a representative)

   - A reference letter 'Confirmation of Extension of employment period for an employee of expired contract (issued by the Ministry of Employment and Labor)'

   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

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

a pledge of voluntary exit an employment registration certificate

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.)

1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)

- 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 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.

2. Required Documents

an application form (Report Form, No. 34), passport, Alien Registration Card, fee (single 30,000 KRW, double 50,000 KRW)

1. Required Documents for Registration

an application form (Report Form, No. 34), passport, one standardized photo, fee

a copy of business license

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).

Additional documents: a copy of employment permission, a copy of standard labor contract

“Health Check-up results (Appendix 3, Drug Test Results)” issued by a hospital designated by the Ministry of Justice

- It has to be issued within 3 months from the date of registration or application.
- 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.)

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<tr>
<th>Employment Changes Reporting</th>
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<tr>
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<td>A. A person in notification duty</td>
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<tr>
<td>- An employer who has hired a foreign employee of Non-professional Employment (E-9) visa</td>
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<tr>
<td>B. Reporting Period</td>
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<tr>
<td>- 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.</td>
</tr>
<tr>
<td>C. How to Report</td>
</tr>
<tr>
<td>- Visit and Report</td>
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<tr>
<td>- Visit a local office in person</td>
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<tr>
<td>- Fax (1577-1346) and E-Application (<a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a>)</td>
</tr>
<tr>
<td>- Regardless of a local office (automatically sorted on system)</td>
</tr>
<tr>
<td>- Available only in Reporting Period (within 15 days of occurrence)</td>
</tr>
<tr>
<td>- Employment Changes Reporting to Ministry of Employment and Labor is included in E-Application (<a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a>) (as of Oct. 17, 2011)</td>
</tr>
</tbody>
</table>

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
VESSEL CREW (E-10)

Activities Allowed

- 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

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.

Eligible Applicants

- Coastwise Crew (E-10-1)
  - 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.)

Contents

- 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

- a notification for changes in foreign employees (trainees) form (Report form, No.32),
- a copy of Alien Registration Card
- a copy of business license an employer's ID (if he/she is visiting to the Immigration Office) If an employee is visiting: an employer's power of attorney, a certificate of employment, an employee's ID
<table>
<thead>
<tr>
<th>MAXIMUM LENGTH OF STAY</th>
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</thead>
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<tr>
<td>1 year</td>
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</table>

<table>
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<tr>
<th>ACTIVITIES OUTSIDE OF THE CURRENT STATUS OF STAY</th>
</tr>
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<tbody>
<tr>
<td>You are restricted to apply for 'Participation in activities uncertified for current sojourn status'.</td>
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</table>

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
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</thead>
<tbody>
<tr>
<td>When you cannot 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>an application form (Report Form, No.34), passport and Alien Registration Card, fee</td>
</tr>
<tr>
<td>an employment recommendation letter issued by the Korea Shipping Association or National Federation of Fisheries Cooperatives</td>
</tr>
<tr>
<td>a sailor employment contract business license</td>
</tr>
<tr>
<td>any documents relevant to industrial accident or a medical certificate (if it's deemed necessary.) a reference letter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endowment of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not eligible to apply for 'Endowment of Status'.</td>
</tr>
</tbody>
</table>
You are not eligible to apply for 'Change of Status'.

1. Extension Standards and Procedure

A. Extension Standards

- Up to 1 year for one time extension for vessel crew and to the maximum of 3 years from the date of entry

  - 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

  - an application form (Report Form, No.34), passport and Alien Registration Card, fee
  - a sailor employment contract, a copy of business license, a reference letter, a letter of recommendation for foreigner crew (E-10-1, E-10-3, Korea Shipping Association), A letter of recommendation for employment extension of crew) (E-10-2, National Federation of Fisheries Cooperatives)
  - 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

    - an application form (Report Form, No.34), passport and Alien Registration Card
    - 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 Coastwise Crew(E-10-3)
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.

D. Required Documents

- an application form(Report Form, No.34), passport and Alien Registration Card, fee
- Reference of Extension of employment period for an employee of expired sailor employment contract
- sailor employment contract a copy of business license
- a reference letter(if guarantee period expired) 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.)

Re-entry Permit

1. Implementation of Re-entry Permit Exemption (as of Dec. 1, 2010 revision of enforcement regulations)

- 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 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 entry regulation, you can apply for the permission from a local Immigration Office/Branch Office without fee.
### Alien Registration

**1. Required Documents for Registration**

- an application form (Report Form, No.34), passport, one standardized photo, fee
- Transport operation license for coastwise passengers or Transport operation license for coastwise freight
- Health Check-up Results *(It must be sealed in an envelope, Do not open the envelop.)*
- Drug test must be included. (as of Aug. 1, 2012)
- a document indicating a member of Industrial Accident Compensation Insurance or Accident Insurance

### Employment Changes Reporting

**CONTENTS**

- 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 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](http://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 Visitation (F-1)

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<thead>
<tr>
<th>Range of Activities</th>
<th>You are eligible to apply if you</th>
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</thead>
<tbody>
<tr>
<td>Visiting relatives, staying with your family and dependents, organizing household, and other similar activities</td>
<td>were a Korean national at the time of birth, but later adopted to foreign citizen in a foreign country</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>are a domestic worker for a foreign public official stationing in the Republic of Korea</td>
</tr>
<tr>
<td></td>
<td>live with an eligible applicant for A-1 Diplomacy and A-3 Conventions/Agreements but are not a member of his/her family</td>
</tr>
<tr>
<td></td>
<td>are a child who is age 21 or older and a family member of a SOFA applicant</td>
</tr>
<tr>
<td></td>
<td>are a spouse or an underage child of a F-2 Residential visa holder (eligible to apply for an alteration of the visa type)</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
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)

| MINIMUM LENGTH OF STAY | You are allowed to stay for up to 2 years |

## Activities Outside of Visa Status

### CONTENTS

### Activities Outside of Visa Status

1. Range of exemption for activities allowed outside of visa status will be expanded.

   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)

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.

   Visa application form (enclosed form #34), passport and alien registration card, fee

   Employment recommendation letter from the head of a respective department or documents proving the employment needs employment contract business registration 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
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<td><strong>Employment Contract</strong></td>
</tr>
<tr>
<td><strong>Degree</strong> (same as E-2 qualifications)</td>
</tr>
<tr>
<td><strong>Medical Examination Record for Employment</strong> (same as E-2 qualifications)</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Medical Examination Record for Employment (same as E-2 qualifications)</td>
</tr>
<tr>
<td>Employment request form from the school Principal</td>
</tr>
</tbody>
</table>

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) 

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

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Granting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**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.

[Wholly amended May 14, 2010]

A Korea-born foreigner: you must receive the qualified status of stay within 90 days from your date of birth

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.

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
   - Visa application form (enclosed form no. 34), passport, one standard-size photograph, fee
   - Birth Certificate
   - Documents proving a family relation and a certificate of biological relation
   - A copy of resident registration of your relatives

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
   - A. Period of stay will be given within the length for which the father or the mother intends to stay
   - B. Required Documentation
     - Visa application form (enclosed form #34), passport, one standard size photograph, fee
     - Birth certificate
     - Photocopy of alien registration cards of parents
     - Population registry (for Chinese only)

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 | Visa application form (enclosed form no. 34), passport, one standard-size photograph, fee
|                    | Documents proving family relations (a certificate regarding with relatives relations or Resident Registration)
|                    | Reference letter (for person who is age 20 or older only)
| Supplementary Documents | Statement of Reasons (only if you have to stay in Korea due to unforeseen reasons) if you are under age 20 |
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

<table>
<thead>
<tr>
<th>A person who is not a member of diplomat or public officials' families</th>
<th>Domestic Workers of Diplomats or Public Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Application Form (enclosed form no. 34), passport, one standard-size photograph, fee</td>
<td>Visa Application Form (enclosed form no. 34), passport, one standard-size photograph, fee</td>
</tr>
<tr>
<td>Cooperation Request from respective embassy/consulate general in Korea</td>
<td>Cooperation Request from respective embassy/consulate general in Korea</td>
</tr>
<tr>
<td>Public Official I.D.</td>
<td>Employment Contract</td>
</tr>
<tr>
<td>Documents proving family or relative relations</td>
<td>Photocopy of diplomat ID of the employers</td>
</tr>
</tbody>
</table>

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

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 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
   Visa application form (enclosed form #34), passport, one standard size photograph, fee
   Family relation and a document confirming your marital status that you are single (population registry and others)
   Any documents confirming that your parents are still married (a certificate regarding family relations)

※ if your Korean spouse has died, been missing, divorced, or
### Eligible Applicants

<table>
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<tr>
<th>Status of Stay</th>
<th>Permitted period of stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family visitation (F-1-5)</td>
<td>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. However, maximum length of stay is 4 years 10 months from the date of entry.</td>
</tr>
</tbody>
</table>

### Contents

**Change of Status**

- Separated, you need to submit additional documents (Death certificates, divorce sentencing, documents confirming that you are taking care of dependents, proof of naturalization permission)
- Documents proving that your need to stay in Korea is inevitable (adoption confirmation, doctor’s note)
- 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

#### 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 to support childbirth or child rearing.
  - 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.

※ Only one person among the family (first cousins or closer) is allowed to stay long term.
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

- Visa application form (enclosed form #34), passport, one standard size photograph, fee
- Inviter’s certificate of family relation, marriage certificate, a certificate of resident registration
- Documents proving the family relation between the inviter and the invitee
- Personal reference letter
- Marriage certificate which indicates divorce
- Any documents explaining inevitability of stay (statement of reasons, documents proving division of assets)
- 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

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

7. First generation Chinese-Koreans who have entered Korea on
C-3 Short-term visas are allowed to change their status to family visitation

A. Eligible Applicants
   - First generation of Korean Chinese and their spouses and children
     - You have entered the Republic of Korea on a C-3 Short-term visa as a first generation Korean immigrant to China who has moved to China before the establishment of the government of the Republic of Korea (1948.8.15)
     - You have entered the RoK on a C-3 visa and acquired(reinstated) Korean nationality. Now you want to be reunited with your family members or spouses in Korea, therefore, staying in Korea is inevitable.

B. Acceptance Standards
   - You must have a relative living in Korea as a reference

C. Permitted Period of Stay
   - You are allowed to stay within 1 year from the entry date

D. Required Documentation
   - Visa application form (enclosed form #34), passport, one standard size photograph, fee
   - A certificate proving a family or relative relations, other personal identification materials
   - Any documents confirming your identity such as resident registration, population registry and others
   - Reference letter

8. You are allowed to change your status if you are a child of overseas Koreans and is under age 19.
   - 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
   - Visa application form (enclosed form #34), passport, one standard size photograph, fee
   - Any documents proving family relations (Birth Certificate, Population registry and others)
   - Alien registration of the father or mother

9. If you are accompanying parents of an international student at the high school level or below, applying for
F-1-13 Family Visitation visa, please see below

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. **

*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)

C. Required Documents

Application form (Enclosed form #34), Passport, Alien Registration Card (for eligible applicants only), One Standard-Size Photograph, Fee

Acceptance letter or proof of enrollment

Documents demonstrating family relations
- You must submit the original copy of the document (In principle, you must submit a translated copy as well), and a photocopy of passport of your parents which indicate the english spelling of your parents' names.

Documents demonstrating living expenses (i.e. a bank account balance statement proving that the standard amount of money has been deposited for at least 1 month)

Documents demonstrating your financial ability (limited to a national of a country where many illegal immigrants come from)
- Receipt for earned income tax withholding issued (authenticated and notarized) by a bank or a domestic/international government organization, Real Estate Property Ownership Certificate, Real Estate Contract, Bank Account Balance Statement and etc.

10. 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.

Required Documentation

Visa application form (enclosed form #34), passport, one standard size photograph, fee

Overseas Chinese Association family register and others

Reference letter (Personal Reference: father or mother of F5 or F2 visa holder who is Taiwanese national)
of Stay

RoK for the purposes of visiting relatives and family.

- **Required Documentation**
  
  Visa application form (enclosed form #34), passport and alien registration card, fee
  
  Copy of resident registration of Korean relatives
  
  Personal reference letter (for age 20 or older only)
  
  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. 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

  Visa application form (enclosed form #34), passport and alien registration card, fee
  
  A certificate proving your family & relative relations or that you are the first generation immigrants to foreign countries, and other documents related to identification
  
  Documents proving your identification such as population registry, resident registration and others
  
  Personal reference letter (for a person at age 20 or more)
  
  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
   - Visa application form (enclosed form #34), passport and alien registration card, fee
   - Diplomats/Public officials Identification Card
   - Letter for cooperation from an embassy of your country in the RoK.
   - Employment contract (for domestic workers only)
   - 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. 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
      - Visa application form (enclosed form #34), passport and alien registration card, fee
      - Documents proving inevitability of your stay in Korea
      - Personal reference letter
      - Documents to prove changes in your parents' marital status if any
      - 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)

D. Required Documentation

- Visa application form (encoded form #34), passport and alien registration card, one standard size photograph, fee
- Personal reference letter (you can skip the period of identity guarantee)
- Marriage certificate that indicates divorce
- Documents regarding inevitability of stay (statement of reasons, documents regarding division of assets)
- Documents that are considered necessary for review
- 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

- Visa application form (Enclosed form #34), passport and alien registration card, fee
- Domestic worker employment contract
- Personal reference letter
- Proof of current employment of employee (Personal identification card)
- A foreign investment declaration form (a corporate registration certificate or a copy of business owner registration) or a photocopy of business investment registration
- 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. Accompanying parents of an international student at the High School Level or below (F-1-13)

A. The authority is entrusted to
- a jurisdictional immigration (branch) office

B. Period of Stay is granted
- Permission is granted within the 2 years of period of stay

C. Required Documents

- Application Form (Enclosed Form #34), Passport, Alien Registration, Fee
- Documents demonstrating international student enrollment (Proof of enrollment, acceptance letter and etc.)
- 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)
- 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.)

1. Re-entry permission exemption has been introduced (Presidential enforcement was revised on December 1st, 2010)
- 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.

### Alien Registration

#### CONTENTS

1. **Required Documentation for Alien Registration**
   - Visa application form (enclosed form #34), original copy of passport, one standard size photograph, fee

---

### RESIDENT (F-2)

<table>
<thead>
<tr>
<th>Range of Activities</th>
<th>A. You want to stay in the RoK for a long period of time in order to receive the permanent resident status</th>
</tr>
</thead>
</table>
| Eligible Applicants  | 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. A person who has been granted 'refugee' status  
D. You are an investor by the definition of Foreign Investment Promotion Act, and meet any of the conditions below  
  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.

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 discussions/consultations with a relevant department head).

2) You have assets worth above a particular amount designated by the Minister of Justice.

3) You are considered an adult under the Korean Civil Law and have basic qualities and understandings in Korean culture in the RoK.

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.

I. You meet all criteria such as age, education, income, which are designated by the Minister of Justice.

J. You have invested in assets such as real estates in designated investment region, products, and amounts announced by the Minister of Justice.

K. You are a child or a spouse of a person eligible for I and J.
<table>
<thead>
<tr>
<th><strong>Minimum Length of Stay</strong></th>
<th>3 years</th>
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</thead>
<tbody>
<tr>
<td><strong>Activities Outside of Visa Status</strong></td>
<td></td>
</tr>
<tr>
<td>1. Criteria for permitted activities for F-2-99 long term travellers outside of their status (needs attention)</td>
<td></td>
</tr>
<tr>
<td>A. Cases where permissions for engaging in activities outside of status are not required.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>※ 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</td>
<td></td>
</tr>
<tr>
<td>B. Cases where permissions for engaging in activities outside of status are required.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
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<tr>
<td>※ examples)</td>
<td></td>
</tr>
<tr>
<td>- If a person on an E-1 professorship visa wants to get engage in activities of E-7 Special Occupation after obtaining F-2-99 Residential status and retirements.</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
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<td><strong>CONTENTS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Change or Addition of Workplace</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Granting Status</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Visa application form (enclosed form #34), passport, one standard size photograph, fee</td>
<td></td>
</tr>
<tr>
<td>a certificate of nationality acquisition</td>
<td></td>
</tr>
<tr>
<td><strong>Change of</strong></td>
<td></td>
</tr>
<tr>
<td>1. You are allowed to change your status to a foreign child of a</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Korean national

A. Eligible Applicants:

- A foreign child of a Korean national who is underage
- A child born between a foreign national and a Korean national (including the de facto marriage)

* 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
* 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."

B. Effective Date: March 15th, 2011

- Residence (F-2-2, an adult child of a Korean national) Visa
- Administrative Guidelines for Status of Stay
- Foreign child of a Korean national, who is NOT qualified for the issuance of a F-2-2 Residence visa and change of status
  - You are restricted from a F-4 Overseas Korean visa since you have abandoned Korean nationality to avoid the military service obligation
- Guidelines on Granting Overseas Koreans Status

C. Required Documentation

- Visa application form (enclosed form #34), passport, one standard size photograph, fee
- 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)
- 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
Change of Status

Documents proving that you are a foreign-born child of a Korean national
- Birth Certificate, Population Registry and others

Resident registration of children and Resident Identification Card
Basic certificate of parents, a certificate proving family relation, resident registration

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 holder are allowed to change their residential status

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Minor (Underage Children)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa application form (enclosed form #34), passport, one standard size photograph, fee</td>
<td>Any documents proving your family relations (Birth certificate, marriage certificate, population registry and others)</td>
</tr>
</tbody>
</table>

Documents proving the marriage relationship from both countries
- Marriage certificate, any certificate proving family relations
Documents proving your financial ability
Identification guarantee of your spouse in Korea
Credit report of your spouse in Korea
- issued by the Korea Federation of Banks
‘A certificate of criminal records’ of the respective party of marriage issued by his/her country of origin and respective authority
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
3. You are allowed to change your status if you have been granted refugee status.
   Visa application form (enclosed form #34), passport and alien registration card, one standard size photograph, fee
   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 Documentation:
     Visa application form (enclosed form #34), passport and alien registration card, fee
     Photocopy of investment company registration

   - 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 Documentation:
     Visa application form (enclosed form #3), passport and alien registration card, fee
     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 Documentation:
     Visa application form (enclosed form #3), passport and alien registration card, fee
     Proof of employment (for the past 2 years)

   However, foreign spouse can substitute the document with similar paper issued by the health department in your country.
- Required Documentation:
  
  Visa application form (enclosed form #34), passport, fee
  
  Foreign investment declaration form or a photocopy of corporate investor registration certificate
  
  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
  
  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
  
  You have been engaged in employment in manufacturing, construction, agriculture or fishery for at least 4 years on a D-3 Industrial Training (D-3) 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)
  
  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

  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
  
  You have acquired techniques or skills circumscribed by the Special Table 1 through a test administered by the Human Resources 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’).
CONTENTS
Change of Status

※ 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

You must be able to support yourself and your dependents financially. For example, you must have financial assets worth at least 20 million won.

You are considered an adult under the Korean Civil Law

You have scored the level 3 of the Korean Language Aptitude Test administered by the National Institute for International Education. 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 D.

D. Eligible Applicants for Prohibition

Those fall under paragraph 1 below may not be allowed to change their status of stay from a skilled foreign worker to a resident in Korea. Also, those fall under paragraph 3 are NOT allowed to change their status of stay.

1. You have experienced any of the conditions below as a result of violation of the Immigration Act within 2 years from the date of application
   A. You have been sentenced to fines worth 1 million won or more
   B. You have been disposed or penalized to pay 1 million won or more
   C. You have been disposed or penalized at least three times
   D. You did not pay for your fines or penalties
2. You have been imprisoned or worse
3. Your F-2 status has been cancelled under Article 9 of the Immigration Act
Act

4. You are qualified for any of the grounds for prohibition of entry in accordance with Article 11(1) of the Immigration Act

E. Required Documentation

- Visa application form (enclosed form #34), passport and alien registration card, fee
- 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.
- 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.
- Documents proving your future employment engagement in fields where you were previously employed such as a certificate of prospective employment, standard employment contract
- Documents proving the respective qualifications as set forth in the Special Table 1 (limited to those fall under Article 3(2) 'Techniques Skills Conditions')
- 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]
- 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.

F. 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

G. 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**

- Alien Registration
- applying for status of stay
- evaluation/review (Points-Based System)
- Permitting the change to a F-2 visa
- Applying for a F-5 visa

- E1-7, D2, D-10
- Have been staying in the RoK for at least one year
- Age Education
- Korean Language
- Income and etc
- passing mark: 80/120 points
- Have been staying in the RoK on a F-2 visa for at least 3 years

**B. Eligible Applicants**

- Eligible Visa Status for Application

<table>
<thead>
<tr>
<th>Status of Stay</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1, E-2, E-3, E-4, E-5, D-5, D-6, D-7, D-8, D-9</td>
<td>Unlimited</td>
</tr>
<tr>
<td>E-6</td>
<td>Not including E-6-2 visa holders working/performing at a hotel adult entertainment establishment</td>
</tr>
<tr>
<td>E-7</td>
<td>If you are a Sales clerk(31215), Casino Dealer(43291), Chef or Cook(444), 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</td>
</tr>
</tbody>
</table>
**Change of Status**

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)

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

D. Grounds for Disqualification

- You have been punished for violating the Immigration Act at least 3 times for the past 2 years from the date of application submitted, or you have never paid fines or penalties that were charged to you.

- You have been sentenced to imprisonment or worse (However, your charges have been lapsed in accordance with the Act on the Lapse of Criminal Sentence)

- You have reasons that may cause entry block or are considered a risk to national security, public order, social welfare and other national interests of Korea

- You have submitted fake documents at the time of change of status application

E. Authorized Permission

- Period of Permit of Stay: Maximum 3 years from the date of permission

  - When applying for the change of status and you have obtained the approval, you will be given up to 3 years for the permitted period of stay and be able to freely engage in any type of employment activities

  - If the refusal on the application is based on a lack of points or previous violations of laws, then the period of stay and the status will be recognized the same as before

  - Nevertheless, if the submitted documents are found to be false or fake, then you will NOT be allowed to stay and punished in accordance with laws.

F. Required Documents

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

6. Change of Status to F-2-8, F-2-81 Residence visas for financial assets investors such as real estate investors

**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 and their families will be allowed to have multiple-entry visas through a confirmation of visa issuance or a change of status which does not impose 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

B. Range of application for financial assets such as real estates
<table>
<thead>
<tr>
<th>Investment Region</th>
<th>Investment Products</th>
<th>Minimum (Standard) Amount of Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeju Special Self-Governing Province</td>
<td>Holiday condominiums, resorts, pensions and other real estate properties in areas developed by the provincial governor's approval in accordance with the Special Act on Jeju Self-Governing Province</td>
<td>500,000 USD or 500 million KRW</td>
</tr>
<tr>
<td>Yongsan-li Sooha-li areas, Daegwallyeong, Pyeongchang-gun, Kangwon-do</td>
<td>Designated holiday facilities approved by the Provincial governor such as condominiums, villa, cottages in Alpensia Tourism Complex of Daegwallyeong in accordance with the Tourism Promotion Act</td>
<td>1 million USD or 1 billion KRW</td>
</tr>
<tr>
<td>Daegyeong-do, Keyongho-dong, Yeosu, Jeollanam-do</td>
<td>Supporting real estate facilities such as condominiums, cottages, pension hotels designated and announced by the Minister of Oceans and Fisheries in Yeosu Kyeong-do Oceanic Tourism Complex in accordance with Article 33 of the ‘Special Act on Supporting 2012 Yeosu World’s Fair’</td>
<td>500,000 USD or 500 million KRW</td>
</tr>
<tr>
<td>The ‘Unbuk Leisure Complex’ and any leisure/holiday facilities within the ‘Young-Jong Sky City step 1- (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’</td>
<td>1.5 million USD or 1.5 billion KRW</td>
<td></td>
</tr>
</tbody>
</table>

C. Investment Procedure for Real Estate Investor
### Change of Status

<table>
<thead>
<tr>
<th>Entry</th>
<th>Pre-screening examination / Instruction</th>
<th>Applying for a Change of Status / applying for a confirmation of visa issuance</th>
<th>Change of F-1 Family Visitation, F-2 Residential status / visa and confirmation issuance</th>
<th>Apply for Change to F-5 Permanent Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>register for a short-term stay as a foreigner</td>
<td>Investm ent Consultation</td>
<td>Real Estate Contract purchase</td>
<td>Change to F-1 Family Visitation status will be allowed for a spouse or family member</td>
</tr>
</tbody>
</table>

#### D. Eligible Applicants

- You have made a minimum amount of investment in a designated real estate property as an investment product: F-2 Residential Eligible Applicants
- You have made an at least 100,000 USD 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

#### E. Permission Requirements

- You must prove that the minimum amount of investment has been made through foreign capitals
- You must NOT meet any of the grounds for disqualifications below
  - You have violated the Immigration Act at least 3 times (not including fines /penalties) in the past two years from the date of application
  - You are considered a risk to national security, public order, social welfare and other national interests of Korea or you are on our entry-block list
  - If you have leased or set up a mortgage for a long period of time (6 months or more) (for eligible applicants for F-2 Residential visa only)
  - If you have submitted forged/false documents

#### F. Required Documentation

- Visa application form (enclosed form #34), passport, alien registration(elligible applicants only), one standard size photograph, fee
- Real Estate Contract Note, A Certified Copy of Real Estate Register (for F-2 Residential applicants only)
- Certificate of foreign money purchase (Documents proving foreign money purchase such as a foreign wire transfer, a proof of wire transfer)
Family Relation Register (limited to when a spouse or a family member of eligible applicants for change of status apply for family visitation status change)

G. 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 confirmation of visa issuance, guideline for pre-screening examination application and issuance

- Agent Qualifications
  - Community Development Project Operator, CEO or a Manager (or higher) of distribution agency

- 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

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

- 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.

A. Basic Principles

- 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.]

- [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.]
B. Status Change Requirements

- Eligible Visa Status and Period of Stay

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

* 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

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

- If you have re-entered the RoK within a month of departure, your absence is still considered as a continuos stay.
- If you have obtained approval within the eligibility of F-2-99 Residential 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 and below)

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, you have to indicate the fixed date in case of a leasehold contract
Change of Status

Regarding a house. 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.

The total income (including pensions) of the family shall be above the Gross National Income (GNI) 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 per capita.

  * 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 never violated Korean laws including the Immigration Act within 3 years from the date of application
  ※ However, if you have been charged with fines or penalties worth 1 million KRW or less

- You have never been sentenced to imprisonment or worse
  ※ Nevertheless, you will be exempted if your sentence has been lapsed in accordance with Article 7 of the 「Act on the Lapse of Criminal Sentences」

- You do not have any grounds for prohibition of entry

- Level 2 or above in the Test of Proficiency in Korean or Korea Immigration Integration Program Completion

**C. Application Center**

- An immigration (branch) office in your area/region

**D. Required Documentation**

- Visa application form (enclosed form #34), passport and alien registration, one standard size photograph, fee

  Statement of reasons request (special circumstance)

  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

**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)

Other documents which the head of an immigration office found necessary

8. **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**

   Visa application form (endosed form #34), passport, alien registration, one standard size photograph, fee

   Public servant identification card or a confirmation of prospective civil servant (a confirmation of a civil servant appointment)

   Personal reference letter

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1. Documents submitted to the extension of period of stay for eligible applicants below
<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>An underage child of a Korean national (F-2-2)</td>
<td>Visa application form (enclosed form #34), passport and alien registration card, fee, Documents proving family relations</td>
</tr>
<tr>
<td>A spouse or an underage child of a permanent residence holder (F-2-3)</td>
<td>Visa application form (enclosed form #34), passport and alien registration card, fee, Any certificate or documents regarding family relations and registration which indicates the marriage status, Personal reference letter (for a permanent resident immigrant spouse only)</td>
</tr>
<tr>
<td>Refugee (whose refugee status is recognized) (F-2-4)</td>
<td>Visa application form (enclosed form #34), passport and alien registration card, fee, 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.)</td>
</tr>
<tr>
<td>Large Amount Investors (F-2-5)</td>
<td>Visa application form (enclosed form #34), passport and alien registration card, fee, 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.)</td>
</tr>
<tr>
<td>Traveller’s long-term stay (F-2-99)</td>
<td>Visa application form (enclosed form #34), passport and alien registration card, fee, Personal reference letter, 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.)</td>
</tr>
</tbody>
</table>

2. Extension of Period of Stay for Foreign Skilled-Workers

Visa application form (enclosed form #34), passport and alien registration card, fee, 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, 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.

Certificate of prospective employment, standard employment contract and other documents proving your future employment activities.

Documents proving respective status on Special Table 1 (Subparagraph 1 of Article 3(2) "Techniques Skills qualifications)

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’)

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 Documentation
   - Visa application form (enclosed form #34), passport and alien registration, fee
   - A certified copy of real estate register (will be issued within 5 days from the date of issuance)
   - A certificate of family relation (required only when a spouse or an underage child apply to extend the period of stay)
   - 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. 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 Documentation

Visa application form (enclosed form #34), passport and alien registration card, fee

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 applicant, you must submit documents that can prove the principal visa applicant’s ability to financially support the family.

Documents that are considered necessary for review by the head of an immigration office

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.)

1. The re-entry permission exemption program has been implemented (enforcement regulation has been revised on December 1st, 2010)

- 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

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<tr>
<th>Alien Registration</th>
<th>Visa application form (enclosed form #34), one standard size photograph, fee</th>
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<th>Activities outside of visa status</th>
<th>Eligible Applicants</th>
<th>The Maximum Length of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Applicants</td>
<td>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 a child under Korean age 19. (However, eligible applicants for D-3 Industrial Training visas are excluded from this.)</td>
<td>Period designated by applicant him/herself</td>
</tr>
<tr>
<td>1. Employment on an investor who has made a large amount of investment and his/her spouse of professional occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Eligible Applicants</td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You are a spouse of a foreign investor who has invested (including a corporation) at least US$500,000 in Korea.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.}</td>
<td></td>
</tr>
<tr>
<td>B. Permitted Fields of Activities</td>
<td>You are allowed to engage in any activities except simple labour except D-3, E-9 visa holders</td>
<td></td>
</tr>
<tr>
<td>C. Permission Period: until the period of stay of your spouse expires (it is possible to extend continuously)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Required Documentation: Complementary Documents in accordance with Article 76 of the Enforcement Decree (skip personal reference recommendation letter)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>※ 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Expanding eligibility for the allowed activities outside of visa status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ 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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

   Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
   Employment Contract Photocopy of Business Registration
   Recommendation Letter (the head of an immigration office by the respective region)
   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

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<td><strong>3. Required Documentation</strong></td>
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<td><strong>COMMON</strong></td>
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<tr>
<td>Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee</td>
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<tr>
<td>Employment Contract</td>
</tr>
<tr>
<td>Business Registration Card</td>
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<tr>
<td><strong>E-2</strong></td>
</tr>
<tr>
<td>Degree (same as the E-2 requirements)</td>
</tr>
<tr>
<td>Criminal Records (same as the E-2 requirements 52)</td>
</tr>
<tr>
<td>채용신체검사서 (same as the E-2 requirements)</td>
</tr>
<tr>
<td><strong>E-7</strong></td>
</tr>
<tr>
<td>Original copy of teacher license of the respective department (if you do not have a ‘Degree and Career Certificate’)</td>
</tr>
<tr>
<td>Criminal Records (same as the E-2 requirements)</td>
</tr>
<tr>
<td>recruitment medical check report (same as the E-2 requirements)</td>
</tr>
<tr>
<td>Request Form from the Principal</td>
</tr>
<tr>
<td>Foreigner Teacher Present Condition</td>
</tr>
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</table>

**Change or addition of workplace**

Not Applicable
<table>
<thead>
<tr>
<th>Status</th>
<th>Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visa Application Form</strong> (enclosed form #34), Passport, One Standard Size Photograph, Fee&lt;br&gt;Birth Certificate or a Certified Copy of your Family Register (Japan, Taiwan and others)</td>
<td><strong>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</strong>&lt;br&gt;<strong>Required Documentation</strong>&lt;br&gt;Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee&lt;br&gt;Documents Proving Family Relations (Marriage or Birth Certificate and others)&lt;br&gt;<strong>Supplementary Documentation</strong>&lt;br&gt;Alien Registration Cards of Parents or Spouse</td>
</tr>
</tbody>
</table>

2. Spouses of foreign professionals are able to change their status to professionals as well. (Visa & Residence Division-1753, '08.06.27.)

**A. Eligible Applicants for Permission**
- Spouses of Foreign Professionals E-1 or E-5, E-6(except E-6-2), E-7 candidates who have F-3 Dependents visas

**B. Permitted Areas**
- Professionals from E-1 or E-5, E-6 candidates (except E-6-2), E-7 are able to change their visa status

**C. Required Documentation**
- Visa Application Form (enclosed form #34), passport and alien registration card, one standard size photograph, fee employment contract Business Registration Degree License and career certificate employment recommendation letter from the related ministry or documents proving the employment needs Personal Reference Letter
<table>
<thead>
<tr>
<th>Permission for extension of period of stay</th>
<th>Required Documentation</th>
<th>Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary Documentation</td>
<td></td>
<td>Alien registration cards of parents or spouses</td>
</tr>
</tbody>
</table>

1. Re-entry permission exemption scheme was enacted (by the revised enforcement decree on December 1st, 2010)
   - 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.

| Alien Registration CONTENTS | Visa application form (enclosed form #34), passport, one standard size photograph, fee |
Permanent Residence (F-5)

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<th>Range of Activities</th>
<th>Allowed to engage in any legal activities except the voting right</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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.
<table>
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<tr>
<th><strong>CONTENTS</strong></th>
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<tbody>
<tr>
<td><strong>F-5 Permanent Resident status</strong> will be given to everyone except overseas Koreans</td>
<td></td>
</tr>
</tbody>
</table>

## Granting status

- 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.
  
  **A. You must apply within 90 days from your date of birth.**
  
  ※ Not including a child born in a foreign country

- **B. Required Documentation**
  
  - Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
  
  - Documents proving family relations (Birth Certificate and etc.)
  
  - Documents proving the identification of the nationality

## Change of Status

- **Calculating the period of your stay in the RoK**
  
  - 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.

- **Restricted Applicants to the Changes of Permanent Resident Status**
  
  - You have violated the Immigration Act within 3 years from the date of application submitted.
Change of Status

- You have been sentenced to imprisonment or worse. However, if your charges have been lapsed thus ineffective in accordance with Article 7 of the “Act on the Lapse of Criminal Sentences”, you are exempted from this category.

- You are considered a risk to public order, social welfare security and others of the Republic of Korea.

Loss of Permanent Resident Status

A. People who meet any of the conditions below will lose permanent resident 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 aPermanent 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.
Change of Status

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 a F-2 Residential visa
   B. Requirements
      - You are considered an adult under the Korean Civil Law
      - You or your dependent has an ability to earn a living while you or your dependent is well-behaved.
      - You have basic qualities to stay in the Republic of Korea continuously.
      - You meet all requirements of each type of visa listed on Annex 1. However, if you have stayed in the Republic of Korea for at least 10 years, then you do not have to take a Korean test separately.
   C. Required Documentation
      - Common Documents: Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee: 500,000 KRW, Criminal record from other countries, 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.)
      - Required Documents to be submitted for each visa types: Please see the enclosed form Annex 1

2. A F-6 spouse of a Korean National (F-6), An F-2-2 underage foreign child of a Korean National (F-2-2)
Change of Status

(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 national.
  
  Article 28(3)(B) of special table 1 of the Enforcement Decree of the Immigration Act

(2). Permission Requirements
A. You are a F-6 Immigrant Spouse 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 a F-2-2 Residential 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

Visa Application Form (endosed form S34) Passport and alien registration card, Fee: 500,000 NRW (If you don’t have an alien registration card, a standard profile-size color photograph and additional fee 100,000 NRW will be charged).
Documents proving your current financial status (A spouse of a Korean National)
- 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
Change of Status

- 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 Residential status issued before April 18th, 2002, you are exempted from submitting a personal reference letter and a document which proves your current financial status.

Criminal Record
- However, people who meet any of the following conditions are exempted from submitting this document:
  - 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.
  - 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)

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 Declaration of Disappearance Sentencing

※ Disappearance refers to a case where it receives the declaration of disappearance as set forth in Article 27 of the Korean Civil Law.

Documents proving that you are not the cause of disappearance: official documents such as a court sentencing

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 area.
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 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.

Level 2 or higher of TOPIK or a certificate of Korean 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

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.
Change of Status

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.

C. Required Documentation

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.)

Personal Reference Letter, Criminal Record from other countries

Documents proving financial capability (a spouse of a permanent resident)

- You must choose either a bank statement which proves you or your dependent has had at least 30 million KRW in your bank account or his/her bank account (or a photocopy of real estate registration or of lease contract) OR a proof of employment which proves you or your spouse has regular incomes.

※ However, if you entered the Republic of Korea as an Overseas Chinese in Korea before the establishment of the government of the RoK, if you are a direct descendant of such person, and if you are a Japanese spouse of a Korean national, who acquired F-2 Residential status before April 18th, 2002, you are allowed to skip submitting documents which can guarantee your identity and financial relationship.

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. 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.
### Change of Status

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<tbody>
<tr>
<td><strong>B. Required Documentation</strong></td>
<td></td>
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<tr>
<td></td>
<td>Visa application form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee: 50,000 KRW</td>
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<tr>
<td></td>
<td>A photocopy of a foreign corporate investor registration</td>
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<td></td>
<td>A photocopy of business registration or a certified copy of register</td>
</tr>
<tr>
<td></td>
<td>Receipts for Earned Income Tax Withholding or Certificate of Income</td>
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<td></td>
<td>Amount of at least 5 employees you hired 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.)</td>
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#### 5. Chinese born in the Republic of Korea

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<tbody>
<tr>
<td><strong>A. Eligible Applicants</strong></td>
<td>Subparagraph 28(3)(F) of Special Table 1, the Enforcement Decree of the Immigration Act</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tbody>
<tr>
<td><strong>B. Requirements</strong></td>
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<tr>
<td></td>
<td>You are an overseas Chinese born in the Republic of Korea and currently a F-2 residential visa holder.</td>
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<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
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<tbody>
<tr>
<td><strong>C. Required Documentation</strong></td>
<td>Visa Application Form (Enclosed form #34), Passport, Alien Registration Card, Fee: 500,000 KRW</td>
</tr>
<tr>
<td></td>
<td>Family register issued by the Overseas Chinese Association</td>
</tr>
<tr>
<td></td>
<td>Personal Reference Letter</td>
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</tbody>
</table>
Documents proving your financial Capability
- You must choose either a bank statement which proves you or your dependent has had at least 30 million KRW in your bank account or his/her bank account (or a photocopy of real estate registration or of lease contract) OR a proof of employment which proves you or your spouse has regular incomes
※ However, if you are a Chinese who entered the Republic of Korea before the establishment of the government of the ROK and if you are a direct descendent of such a person, you will be exempted from submitting financial documents and a personal reference letter.
※ 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. 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 Technology while being hired by a Korean company at the time of a permanent resident application submitted

 Eligible Applicants: You have been conferred a Ph.D degree in Advanced Industries and hired by a Korean company
* 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 be hired as a permanent employee by a Korean company when you apply for Permanent Resident status.

 Required Documentation
Change of Status

Visa Application Form (enclosed form #3), Passport, Alien Registration Card, Fee
Personal Reference Letter
Photocopy of Ph.D Degree
Proof of employment such as a certificate of income amount

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 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.

Required Documentation
Visa Application Form (enclosed form #34), passport, application registration card, fee
Personal Reference Letter
Photocopy of Ph.D degree
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 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 of Korea published by the Bank of Korea at the time of your permanent resident application submitted.

B. Required Documentation

- Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee: 50,000 KRW
- Personal Reference Letter
- Photocopy of Bachelor’s degree
- Photocopy of License (for eligible applicant only)
- Proof of employment
- Photocopy of employment contract
- Receipt for Earned Income Tax Withholding or Certificate of Income Amount
- Criminal Record from a foreign country
- 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.)

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 Education, Science and Technology because of your research performances.

- **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
## Change of Status

at your company’s branch office in Korea as an executive member.

### Education
- Your papers have been published on SSCI (Social Science Citation Index), AHC (Arts & Humanities 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.

## B. Required documentation

<table>
<thead>
<tr>
<th>Common</th>
<th>Supplementary</th>
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</thead>
<tbody>
<tr>
<td>Visa application form (Enclosed form #34), Passport, Alien Registration Card, Fee Statement of Reasons Personal Reference Letter Other materials (Award history, Career Certificate) 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 recommendation letter from the Minister of Education, Science, and Technology (for science &amp; education only) 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...</td>
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</tr>
</tbody>
</table>
9. Special Contributors

A. Eligible Applicants (Subparagraph 28(3)(I) 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.
  - 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

- A recommendation letter from the Minister of Culture, Sports and Tourism (for sports only)
Change of Status

- 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

  Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee: 500,000 KRW
  Statement of Reasons
  Personal Reference Letter
  Certificate of medal or award (for winners only)
  Documents proving your contribution, Recommendation Letter (eligible applicants only)
  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 higher than the previous year’s Gross National Income of the RoK, published by the Bank of Korea.
Change of Status

B. Required Documentation

- Visa application form (enclosed form #34), Passport, Alien Registration Card,
  Fee: 500,000 NRW

- Personal Reference Letter

- Pension Certificate (Photocopy) and Pension Bank Book

Criminal Record

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.)

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.

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

- Ability to maintain a stable livelihood: You have financial assets worth at least 30 million NRW and have an annual income which is two times higher than the previous year's Gross National Income 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
<table>
<thead>
<tr>
<th>Change of Status</th>
<th>residential status, you are exempted from this criteria.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Required Documentation</td>
<td>Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Personal Reference Letter, Fee</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Criminal Record from a foreign country</td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td>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.)</td>
</tr>
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</table>

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 who has maintained the investment status and amount after 5 years from the initial investment, or you are a spouse or an underage child of such a person.

B. Requirements for Permission

- You have met the investment requirements such as a long term lease contract (6 months or more) or mortgage set-up, and you have maintained your investment conditions for 5 years.

- You do not meet any of the conditions below.
  - You have violated the Immigration Act at least 3 times (not including fines/penalties) within 3 years from the date of application submitted.
  - You have been sentenced to imprisonment or worse for the past 5 years.

※ If your charges were lapsed in accordance with the Act on the Lap
Change of Status

- You are prohibited to enter the Republic of Korea for specific reasons, or you are considered a risk to maintenance of public order, public welfare, and other national interests.
- You have submitted forged documents.

C. Required Documentation

Application form (enclosed form #34), passport and alien registration card, fee
Real Estate Business Registration (will be issued within 5 days from the date of application submitted)
Criminal Record from a foreign country
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.)
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.)

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 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

Visa Application Form (Enclosed form #34), Passport, Personal Reference Letter, Fee
Documents proving family relations (Family register for Chinese only), Birth Certificate, and etc.
<table>
<thead>
<tr>
<th><strong>Change of Status</strong></th>
<th>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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extension of Stay</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
| **Re-entry Permit**  | - 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.  
- 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)  
  - Permission range of the Chief of Mission : within 3 months before your re-entry permit is expired |
| **Alien Registration** | Visa Application Form(enclosed form #34), One standard size photograph, Fee |

### Spouse of a Korean National (F-6)

| **Eligible Applicants and Allowed Activities** | - 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 |

---
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 98-961, 1998.12.08)

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.

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.

<table>
<thead>
<tr>
<th>Maximum Length of Stay</th>
<th>☐ 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Visa Codes</td>
<td></td>
</tr>
<tr>
<td>Visa Codes</td>
<td>Eligibility Criteria</td>
</tr>
<tr>
<td>F-6-1</td>
<td>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>F-6-2</td>
<td>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>F-6-3</td>
<td>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>

Activities Outside of Visa Status
☐ N/A

Change or Addition of a Place of Employment
☐ N/A

Granting Status of Stay
☐ 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
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.
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.
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.

Required documentation and permitted period of stay are the same as the application to the Change of Visa Status.

### Spouse of a Korean National (F-6-1)

1. Permitting the change of visa status to a F-6 Spouse of a Korean National (F-6-1)

A. Eligible Applicants for the change of status

- You satisfy all of the following requirements: (1) you have legally stayed in the RoK (2) your marriage to a Korean national is valid in Korea as well as in your country of origin (3) you want to continue your stay in Korea in order to keep your marriage intact.

- If you fall under any of the conditions below in the table, then by principles, you are NOT eligible to apply for the change of visa status, 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
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 Documentation

- Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card (or Address Report), One Standard-Size Photograph, Fee
- Your Korean Spouse's Marriage Certificate and a Copy of Resident Registration
- 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
- Personal Reference Letter (Validity Period: 2 years)
- Valid Marriage Certificate issued by the government of your country (Family Register by Japan and Taiwan)

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)

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.
Change of Status (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

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.
- Your spouse has legally stayed in the Republic of Korea for 91 days or more, and you are able to prove that you were in a relationship with him/her during his/her stay in Korea.
- 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.

Custodian of a Child (F-6-2)

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.
- Your spouse has legally stayed in the Republic of Korea for 91 days or more, and you are able to prove that you were in a relationship with him/her during his/her stay in Korea.
- 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.
C. Required Documentation

Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card, One Standard-Size Photograph, Fee

If your child is a Korean citizen, you should submit Basic Certificate Family Registration Certificate issued under your child's name.

Documents proving the family (parents-child) relations
- Birth Certificate, DNA Test Results and other relevant documents

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.

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)

Documents that are deemed necessary for reviews

A. Eligible Applicants (Those who meet all condition below)

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.

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 : 1 year

C. Required Documentation

<table>
<thead>
<tr>
<th>Common</th>
<th>Visa Application Form (enclosed form #34), Passport, Alien Registration Card, One Standard Size Photograph, Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death</td>
<td>Documents proving the death of a spouse - Death certificate, Basic certificate which indicates the death of your spouse</td>
</tr>
</tbody>
</table>
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 Documentation

- Visa application form (visa application form #34), passport, alien registration card, one standard-size photograph, fee
- Personal reference letter
- Marriage certificate which indicates your divorce
- Documents explaining why you need to stay in the Republic of Korea
- Statement of reasons, documents related to division of property and other financial matters
- Documents proving family relations
- Divorce certificate
- Documents related to divorce (divorce papers, divorce certificate, and others)
- Documents explaining divorce causes
- 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
- Documents verifying disappearance (disappearance declaration form)
- Documents proving family relations (marriage certificate)

You may need to submit additional documents if deemed necessary for review.

D. Authority: the head of an immigration (branch) office
## Extension of Stay

### 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 Documentation
- Visa Application Form (enclosed form #34), Passport, One Standard-Size Photograph, Fee
- Marriage certificate and a copy of resident registration of a Korean national
- 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 Documentation
- Visa Application Form (enclosed form #34), Passport, Fee
- Marriage Certificate, Copy of Resident Registration

---

**Contents**

<table>
<thead>
<tr>
<th>Extension of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>debts</td>
</tr>
<tr>
<td>Other documents that are deemed necessary for review</td>
</tr>
</tbody>
</table>

Spouse of a Korean National (F-6-1)
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).

  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'.

  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.

  Your spouse has disappeared, but you have not yet received a disappearance declaration from the Domestic Relations Court (hereinafter referred to as the 'Family Court').

 Required Documentation

| COMMON | Visa application form (enclosed form #34), passport and alien registration, fee |
|        | Marriage certificate and a copy of resident registration of your Korean spouse |
|        | 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.) |
|        | Documents proving reasons for marital separation |

Contents
Extension 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 within 90 days after you enter the Republic of Korea on a Custodian visa (F-6-2, 90 days).

- Permitted Period of Stay: 1 year

- Required Documentation

  - Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee
  - Basic Certificate Family Relations Certificate issued under your child’s name (if your child is a Korean citizen)
  - 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

- 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

<table>
<thead>
<tr>
<th>DIVORCE</th>
<th>Documents related to divorce trials (certificate of filing a divorce)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISAPPEARANCE</td>
<td>Documents proving disappearance of your spouse</td>
</tr>
<tr>
<td></td>
<td>- Disappearance Declaration by the family court, Disappearance Report, confirmation from family/relatives/friends or from a legitimate women’s association</td>
</tr>
</tbody>
</table>

Other documents that are deemed necessary for review

Custodian of a Child (F-6-2)
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

Visa application form (enclosed form #34), Passport, Fee
Basic Certificate, Certificate of Family Registration under your child’s name (if your child is a Korean citizen)
Documents proving that you are raising your child
- ex: tuition receipt, hospital receipt and others
Documents that are deemed necessary for reviews (submit them upon request)

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
whether or not an Interview and Negotiation Right is restricted by the decision of the Family Court
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 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
A. This is your first time to extend your stay in Korea 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 Documentation
  - Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
  - Documents proving the death of your spouse
    - Death Certificate, Basic Certificate which indicates the death of your spouse
  - Documents proving family relations (Marriage Certificate and others)
  - Documents that are deemed necessary for review

B. This is your first time to apply for extension of 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.

- Required Documentation
  - Visa Application Form (enclosed form #34), Passport and Alien Registration Card, Fee
  - Documents proving the disappearance of your spouse (Disappearance Declaration by the Family Court)
  - Documents proving family relations (ex. Birth Certificate)
  - 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.)
  - Other documents that are deemed necessary for review
C. This is your first time to apply for extension of 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
  - Visa Application Form (enclosed form #34), passport and alien registration card, fee
  - Marriage certificate which indicates your divorce
  - Legal documents related to divorce (ex. accusation claim, divorce sentencing and etc)
  - Documents explaining reasons attributed to divorce
    - 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.)
  - 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 even 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
  - Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee
  - Other documents that are deemed necessary for reviews
  - 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.)

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.

- Required Documentation
  - Visa Application Form (enclosed form #34), passport, alien registration card, one standard size photograph, fee
  - Personal Reference Letter (You can skip submitting the letter if the period of your previous reference letter is still valid)
  - Marriage Certificate which indicates your divorce
  - Documents explaining why you have to stay in Korea
    - Statement of Reasons, Documents proving property divisions
    - 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.)
### Contents

1. Re-entry permission exemption has been in effect since December 1st, 2010.
   - 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, you will be exempted from the re-entry permission requirement.
   - 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.
   - If you want to re-enter the Republic of Korea within 2 years after your original departure, you are allowed multiple re-entries upon request, and fees will be exempted on a condition that you have completed alien registration.
   - You will be given 2 years as the permission period, but if your visa will expire in less than 2 years, then you will be given permission period within the original length of your period of stay.
   - But, you must obtain re-entry permission if you are subject to entry regulation.

### Alien Registration

1. Spouse of a Korean National (F-6-1)
   - You must complete alien registration in an immigration (branch) office in your residence area within 90 days after entering the Republic of Korea on a F-6-1 visa.
   - Required Documentation
     - Visa Application Form (enclosed form #34), Passport, One Standard
| Contents | Size Photograph, Fee  
Marriage Certificate of a Korean National  
A copy of resident registration of a Korean national |

2. Custodian of a Child (F-6-2)  
- You must complete alien registration in an immigration (branch) office in your residence area within 90 days after entering the Republic of Korea on a F-6-2 visa.
- Required Documentation  
  - Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee |

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**Miscellaneous (G-1)**

- 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
<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>You are eligible to apply if you</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- are currently undergoing a medical treatment</td>
</tr>
<tr>
<td></td>
<td>- are currently undertaking a lawsuit</td>
</tr>
<tr>
<td></td>
<td>- have applied for refugee status</td>
</tr>
<tr>
<td></td>
<td>- have applied for naturalization</td>
</tr>
<tr>
<td></td>
<td>- are a foreigner having holiday facilities worth at a certain price or above in accordance with the special act on Jeju Self-Governing City</td>
</tr>
<tr>
<td>Minimum Length of Stay</td>
<td>1 year</td>
</tr>
<tr>
<td>Activities outside of Status</td>
<td>1. G-1 visa holders whose human rights have been violated are allowed to engage in activities outside of their visas</td>
</tr>
<tr>
<td>A. Eligible Applicants</td>
<td>- 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 &quot;Protection of Foreigner's Human Rights and Promotion of Other Rights Association&quot;</td>
</tr>
<tr>
<td></td>
<td>※ 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.</td>
</tr>
<tr>
<td>B. Employment Procedure</td>
<td>- Change of Visa Status</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- Activities Outside of Visa Status</td>
</tr>
<tr>
<td></td>
<td>- If you are selected by an eligible applicant for the relief program by the &quot;Protection of Foreigner's Human Rights and Promotion of Other Rights Association&quot; 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</td>
</tr>
</tbody>
</table>
C. Required Documentation

Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee

Documents proving various trials/lawsuits

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 came 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.

C. Permitted Period

- You are allowed to stay in the RoK on the basis of humanitarian concern [3-가-(1)]

  - 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)]
- 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.

D. Required Documentation
- Visa Application form (enclosed form #34), Passport, Alien Registration Card and other I.D.
- Employment Contract
- Photocopy of Business Registration

<table>
<thead>
<tr>
<th>Change or Addition of Workplace</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Status</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Change of Status

1. Illegal immigrants who are currently undergoing an 'industrial accidents compensation review' in the Republic of Korea are allowed to change their visa status.

A. Eligible Applicants
- You are currently undergoing an Industrial Accidents Compensation Review or Re-examination of Compensation
- You have been hospitalized due to industrial accidents.

B. Permitted Period of Stay
- Until you have completed hospital treatments and industrial accidents compensation.

C. Required Documentation
- Visa Application form (enclosed form #34), Passport, One Standard Size Photograph, Fee
- A bill to industrial accident compensation review or re-examination of the compensation
2. Eligible Industrial Accidents Candidates and their guardians

Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee

Confirmation of Industrial Accidents Insurance Payment issued by the Korea Worker’s Compensation and Welfare Service

Industrial Accidents Medical Certificate

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.

Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee

Doctor’s Note

Documents proving family relations and guardianship

Personal Reference Letter

4. You are undergoing various civil lawsuits regarding compensation for damage or reparation for injury, overdue wage and others

Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee

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

Personal Reference Letter

Documents proving family relations and guardianship

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
You have received a bailout permission, who is currently undergoing a trial. You have been released after the legality of an arrest assessment, 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

Visa Application Form (Enclosed form #34), Passport, Alien Registration, One Standard Size Photograph, Fee

Documents proving a lawsuit, a photocopy of lawsuit and other documents

Personal Reference Letter

6. A local labor office is facilitating a discussion regarding your overdue wages

Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee

Photocopy of a petition submitted to the Ministry of Labor

Overdue Wage Confirmation issued by the Ministry of Labor and Employment and other documents

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.

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

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**
  
  * Visa Application Form (Enclosed Form #34), Passport, One Standard Size Photograph, Fee
  * 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.
  2. 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.
  3. 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.
  4. You are planning to file a (continuous) lawsuit
  5. Statements that you are planning to file a suit
  6. 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

* Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
* Documents related to lawsuits such as a claim for damage
<table>
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<tr>
<th>CONTENTS</th>
<th>Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. You are allowed to change your status to G-1 Miscellaneous if you are an investor in holiday facilities</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>- You have invested at least $200,000 USD and own a property (limited to natural man/woman only)</td>
<td></td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
<tr>
<td>※ 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.</td>
<td></td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
<tr>
<td>※ 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'.</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td>You are a spouse or an underage child of an owner of holiday facilities mentioned above (for an unmarried child only)</td>
<td></td>
</tr>
<tr>
<td>B. Range of Activities</td>
<td></td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
</tbody>
</table>
C. Permission Authority

- The Chief of Jeju Immigration Office

D. Required Documentation

Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee

Sales contract

Real Estate Business Registration

Documents proving financial abilities of yourself or your family members

Certificate of foreign country purchase

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.

- Required Documents

Visa Application Form (Enclosed Form #34), Passport, One Standard Size Photograph, Fee

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.

Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee

Documents proving a lawsuit regarding a rights relief

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

Visa application form (enclosed form #34), Passport, One Standard Size Photograph, Fee
Documents regarding lawsuits, industrial accidents a
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

Visa Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
Documents proving the statement of reasons (receipt of naturalization application and etc)
Personal Reference Letter

15. You are allowed to change your status to G-1 Miscellaneous for treatment, recuperation purposes (Foreign Patients)

A. Eligible applicants

- 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.

B. Permission Conditions

- Status of Stay : G-1-10, Period of Stay : within 1 year

C. Required Documentation

Application Form (Enclosed form #34), Passport, One Standard Size Photograph, Fee
Documents issued by a medical institution, proving the necessity of long-term treatment
Documents proving your ability to afford medical treatments and stay
Documents proving family relations
1. **Required Documentation** (Extending the period of stay for a foreign patient)

   Visa Application Form (Enclosed Form #34), Passport, Alien Registration Card, Fee

   ※ Fee exemption for extending the period of stay will be applied to those whose refugee applications are currently under review

   **Additional Documents for change of status**

   **Personal Reference Letter**

   ※ 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.)

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

Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee

Documents proving the need for long term stay such as a doctor’s note, diagnosis statement issued by a medical institution.

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.

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.

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).

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).
  - Appointment Certificate, Employment Certificate

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.)
Permission

December 12th, 2010

- 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.

- 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.

- 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.

2. Required Documentation

Visa Application Form (enclosed form #34), Passport, Alien Registration Card, Fee (Single entry visa: 30,000 KRW, multiple entry visa: 50,000 KRW)

Alien Registration Contents

Visa Application Form (enclosed form #34), Passport, One Standard Size Photograph, Fee

Working Holiday (H-1)

Range of Activities Allowed

- Tourism & Temporary Employment

Eligible Applicants

- 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.

Maximum Length of Stay

- Period of stay as set forth in an agreement
<table>
<thead>
<tr>
<th>Employment Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>You are not eligible to apply if you are going to engage in fields against the purpose of the agreement (MoU) or Korean Laws.</td>
</tr>
<tr>
<td>- You want to focus on employment rather than tourism after the entry.</td>
</tr>
<tr>
<td>※ 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.</td>
</tr>
<tr>
<td>- You want to work at an adult entertainment establishment.</td>
</tr>
<tr>
<td>- You want to work as a doctor, lawyer, professor, pilot which requires professional licenses.</td>
</tr>
<tr>
<td>- You want to work as a foreign language instructor.</td>
</tr>
<tr>
<td>You must change your status if you want to work as a foreign language instructor.</td>
</tr>
<tr>
<td>- You want to get a regular education or training other than a Korean language training.</td>
</tr>
<tr>
<td>- You want to engage in activities that are against the purposes of agreements such as reporting, religion, research, introduction of technology, and others.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Change or Addition of Workplace</td>
</tr>
<tr>
<td>Article 5(4) of the Guidelines on H-1 Working Holiday Visa Issuance If a working holiday visa holder wants to get a job in accordance with purposes of working holiday agreements, he/she does not have to report a change of workplace or additional permission separately.</td>
</tr>
<tr>
<td>Granting Visa Stats</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
### Change of Visa Status

- **Article 5(5) of the Guidelines on H-1 Working Visit Visa Issuance**
  - 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.

<table>
<thead>
<tr>
<th>Country</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>You cannot take regular curriculum other than Korean language classes.</td>
</tr>
<tr>
<td>Taiwan</td>
<td>You cannot take a regular education program other than language training or seminars to deepen the understandings of local culture/traditions.</td>
</tr>
<tr>
<td>Ireland</td>
<td>You are allowed to register for a training or academic courses, especially Korean language classes, for up to 6 months.</td>
</tr>
<tr>
<td>Denmark</td>
<td>You are allowed to take training or an education program for maximum 6 months.</td>
</tr>
<tr>
<td>Canada</td>
<td>You are allowed to take a Korean language program for maximum 3 months.</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>You are allowed to take one short-term education course for up to 6 months.</td>
</tr>
</tbody>
</table>

### Extension of period of stay

- **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.

<table>
<thead>
<tr>
<th>Country</th>
<th>Agreement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>1 year of the period of stay, multiple entry visa valid for one year (1995.7.1.)</td>
</tr>
<tr>
<td>Canada</td>
<td>1 year of the period of stay, multiple entry visa valid for one year (1996.1.1.)</td>
</tr>
<tr>
<td>Japan</td>
<td>1 year of the period of stay, single entry visa valid for one year</td>
</tr>
</tbody>
</table>
Extension of period of stay

**Required Documentation**

- Visa application form (enclosed form #34), passport, one standard size photograph, fee
- Travel schedule including activity plan
- Photocopy of a Proof of Employment or a Business Registration Certificate of your workplace

**Re-Entry Permission**

1. Implementing re-entry permission exemption system (enforcement regulation revised on December 1st, 2010)
   - 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.

2. Required Documentation

Visa application form (enclosed form #34), passport, alien registration card, fee (single entry: 30,000 KRW, multiple entry: 50,000 KRW)

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<tbody>
<tr>
<td><strong>Alien Registration</strong></td>
</tr>
<tr>
<td>Article 5 of the H-1 Working Holiday Visa Issuance Guidelines</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Required Documentation</td>
</tr>
<tr>
<td>Visa application form (enclosed form #34), passport, one standard size photograph, fee</td>
</tr>
<tr>
<td>Travel schedule and activity plan</td>
</tr>
<tr>
<td>Photocopy of a Business Registration Certificate of your work place</td>
</tr>
</tbody>
</table>
Ministry of Justice
Korea Immigration Service

Contents
Outline for the Current Policy on Overseas Koreans

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. Working Holiday (H-2) 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 Overseas Koreans (F-4) 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.
3. Policy on Granting Permanent Resident (F-5) Status to Overseas Koreans

- The amendment is geared to revitalize granting permanent residence status by reforming the current permanent residence 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 Koreans

- 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.
1. Entry Procedure Flow Chart for Overseas Koreans

**Short Term Visit**

- You apply for a visa at a Korean diplomatic mission abroad.
- The Korean diplomatic mission abroad will review your application.
- The Korean diplomatic mission will issue a Temporary Visit(C-3) visa.
- You enter Korea.

- Those who won an online draw for technical training.

**Working Visit**

- You apply for a visa.
- Your application will be reviewed.
- A Working Visit(H-2) will be issued.
- You enter Korea.

- You are a foreign national who is 25 years of age or older living in China and the former Soviet Union region.
- If you are invited by a Korean national or a permanent resident (F-5-7) blood-related or non-blood related direct family members (parents, children, siblings, grandparents-grand children, parents-in-law, daughter-in-law, son-in-law): apply at a Korean diplomatic mission abroad invited by blood-related third cousins or closer or by first cousins-in-law or closer: apply at a local immigration (branch) office
- Winners of an online draw

**Overseas Koreans**

- You apply for a visa at a Korean diplomatic mission abroad.
- The Korean diplomatic mission abroad will review your visa application.
- The Korean diplomatic mission abroad will issue an Overseas Koreans(F-4) visa.
- You enter Korea.

- An ethnic Korean with foreign nationality who satisfies certain requirements
  - A government scholar or a university graduate
  - The CEO of a corporation
  - Executives of a multinational corporation, reporter, lawyer, doctor and others
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 Working Visit (H-2) 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 working visit (H-2) 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 a permanent residence (F-5) 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 Study Abroad (D-2) visa 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.
B. Procedure for the Issuance of Working Visit (H-2) visa

In regards with inviting relatives while you are on the Working visit (H-2) 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 working visit (H-2) visa. Detailed procedures for application are as follows.

☐ Eligible applicants and required documentation for visa applications at a diplomatic mission abroad are as follows.

<table>
<thead>
<tr>
<th>Eligible Applicant</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>You were born as a Korean national and are currently added to the family register.</td>
<td>• Any certificates or documents proving your family relations</td>
</tr>
<tr>
<td>closing register, or withdrawals register</td>
<td></td>
</tr>
<tr>
<td>You are either a parent or a sibling of the inviter who is a Korean national.</td>
<td>• 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)</td>
</tr>
<tr>
<td></td>
<td>• If your relation with relatives cannot be verified by domestic family relations, then</td>
</tr>
<tr>
<td>Conditions</td>
<td>Required Documents</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>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.</td>
<td>- You need a birth certificate or a family 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.</td>
</tr>
<tr>
<td>○ You are either a parent or a sibling of the inviter who is on a F-5-7 visa.</td>
<td>• 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.</td>
</tr>
<tr>
<td>○ You have made a special service to the republic of Korea or contributed to the national interests of the Republic of Korea.</td>
<td>• 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.</td>
</tr>
<tr>
<td>○ 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.</td>
<td>• You need any official documents proving that you are a Korean descent, which are issued by a legitimate institution of your country.</td>
</tr>
<tr>
<td>○ You have voluntarily left the Republic of Korea in accordance with criteria and procedures, as designated by the Minister of Justice, to maintain public order among foreigners staying in Korea. Also, you are</td>
<td></td>
</tr>
</tbody>
</table>
Eligible applicants and required documentation for visa applications at a local immigration (branch) office are as follows.

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ 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.</td>
<td>• 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. (e.g. 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.</td>
</tr>
</tbody>
</table>

You have applied for the working visit visa (H-2) as designated by the Minister of Justice and have won the online draw.

- 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.

You are applying for a visa by submitting a visa issuance confirmation for the Working Visit visa (H-2).

- You need the number of a confirmation of Working Visit Visa Issuance.
A parent spouse of an international student will be excluded 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 working visit visa in accordance with the Enforcement decree of the Immigration Control Act (including an industrial trainee on a temporary visit visa (C-3-1))
    - 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 older than 60 years of age among those who have requested for Working Visit visas.
    - If you are applying for a visa from diplomatic mission abroad, you need to submit the criminal records.
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 Working Visit (H-2) visa in accordance with the Enforcement Decree of the Immigration Control Act (including an industrial trainee on a temporary visit (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 working visit (H-2) visa
You have to register yourself as an alien first.

- Overseas Koreans who have entered Korea on a working 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 study abroad (D-2) 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 working visit (H-2) visa holder.

  Health check-up, which a work 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 (Philocon, 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 Working 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.
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 Working 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.
o Eligible Applicants

- You are a H-2 visa holder and have gotten a job for the first time in areas allowed by your visa.
- You are a H-2 visa holder and have changed your work place after you have gotten the job for the first time.

o 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.

o How to Report

- You have to make a reservation in advance or report on the internet or via fax, or hire a representative.
    
    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.

o Required Documentation

- a copy of confirmation of potential for special hiring, a copy of standard labor contract, a copy of business registration
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 Working 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 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 Visitation (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.
○ 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)
If you continue to stay in Korea, you have to get a permission for extension of sojourn period.

If you are a working visit (H-2) 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 Working 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 working 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 ￦30,000, 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.)

- 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.
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/grandparents 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.

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>Supplementary Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have stayed in Korea for at least 6 months on Cultural Arts (D-1), Journalism (D-5) Trade Management (D-9), Professorship (E-1), and Non-professional Employment (E-7) visas.</td>
<td>• No supplementary documents are required.</td>
</tr>
</tbody>
</table>
| 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. | • Proof of enrollment or a diploma  
• Any documents proving that you are a student invited by the government. |
<table>
<thead>
<tr>
<th><strong>You are a permanent resident of any OECD country.</strong></th>
<th><strong>You need a document issued by a respective organization to prove that you are a permanent resident of the respective country.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The CEO and Executives and Management Staff</strong></td>
<td><strong>• If you are the CEO or a corporate executive,</strong>&lt;br&gt;- 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.</td>
</tr>
<tr>
<td><strong>- Only 2 people among executives and management staff in a corporation can be given overseas Koreans status.</strong></td>
<td><strong>• If you are an employee of a corporation,</strong>&lt;br&gt;- A copy of domestic residential address card for the CEO of the company or a copy of Overseas Koreans (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.</td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>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.</strong></td>
</tr>
</tbody>
</table>

<p>| <strong>A business owned by an individual whose sales was worth more than $100,000 in the previous year. (The CEO of personal business)</strong> | <strong>• Certificates equivalent to business registrations such as sales results, operation weaving and etc.</strong> |</p>
<table>
<thead>
<tr>
<th>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&amp;D Researcher, Agriculture Technician at the Intermediate level, Advanced Technician of a ship or a flight (private airline)</th>
<th>• 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 intermediate 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President or the Vice President of an overseas Korean support group recognized by the host country, or of a cultural artistic Associations. - For a single groups, maximum number of employees and members eligible to overseas Koreans visas is 10. 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.</td>
<td>• Proof of Registration and proof of employment of your association &lt;Employees or Members of International Overseas Koreans Support Group&gt; - Business registration, Current Statistics of an Association, recommendation from Overseas Koreans Groups, Proof of Employment, Oath of Non-Employment &lt;Employees of Domestic Overseas Koreans Support Groups&gt; - Business Registration of the associations, recommendation letter from the chair of the Overseas Koreans associations, Proof of Employment, An Oath of unemployment</td>
</tr>
</tbody>
</table>
For domestic overseas Korean support groups, two employees are allowed per each group. 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)

| 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. | • Proof of employment |
| Professor (including an associate professor and a lecturer), teacher at middle high school or elementary school | • Proof of employment, Appointment Letter from the host country or Lecturers Certificates for middle and high schools, Certificate of Teacher |
| Someone who wants to open and run a new business in Korea (Your visa status is irrelevant at the time of your application.) | • 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. |
Among those listed above, being granted Overseas Koreans (F-4) status will be enjoyed only by graduates of a Korean university, registered alien (including those who registered in the past), frequent travellers to Korea, employees of domestic Overseas Koreans Support Groups who are identified by the immigration information system or when the submitted documents are issued in Korea. These people are able to change their status in Korea, but except these people, all visas must be issued at a diplomatic mission abroad.

- A multiple entry visa valid for 5 years and in which the sojour period lasts for 2 years will be issued.

- A treatment of family members of someone on Overseas Koreans (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.

* Overseas Korean visas are granted to those from , who “are nationals of countries stated in visa application forms (China, CIS and etc.)”, however, ‘Corporate Business Management employee’ and ‘Overseas Korean Groups employee (member)’ of eligible applicants , are not included in this category.

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 above.

- Required documents for visa issuance are not only a domestic residence address report or a copy of visa issuance details (including a copy of passport) but also a document or an oath to non-employment proving that the applicant is an eligible candidate for Overseas Koreans status.

- 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

Overseas Koreans who have entered Korea with the Overseas Koreans (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.

- Those listed below are eligible to switch their status to an Overseas Korean.

- Eligible applicants and required documentation

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 working 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 working visit (H-2) visa. However, if you meet these conditions within the 1 year period, then you are not eligible under this category.</td>
<td>• An oath to non-employment</td>
</tr>
<tr>
<td>2. You have contributed to national interests of Korea while holding a working visit visa as below. Someone working for at least 2 years at regional business places of Agriculture Fisheries (including farming fishes) Manufacturing</td>
<td>• Any documents proving your employment relations with your employer for the past 2 years (receipt for earned income tax withholding), a copy of business registration</td>
</tr>
</tbody>
</table>

*Regions’ refer to areas outside of Seoul, Incheon, and parts of Kyung-gi province (a town city of*
population 200,000)
Areas in the Kyung-gi province that are considered "region" (a town city of population 200,000 or below): Yangju, Podoon, Dong-du cheon, Guri, Osan, Gwacheon, Eunwong, Hanam, Anung, Icheon, Yeojum Yeonchun, Gapyung, Yang Pyung

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)

'Those who reported employment start report before July 31st, 2011 will be administered by the previous guideline

You are 60 years of age or older

<table>
<thead>
<tr>
<th>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.</th>
<th>* Documents proving that you are overseas Korean</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. You have obtained a National Certified Technician License (higher than the technician's license - but the construction field is not included)</td>
<td>* A copy of your certificate (you need to submit an original copy as well, see enclosed form number 4)</td>
</tr>
</tbody>
</table>

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 visitation(f-1) visa.
○ You will be given maximum 3 years for the permitted period of change of visa status, from the date of change.

☐ An Overseas Koreans (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 koran 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 (₩30,000 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 Koreans (F-4) visas holders is as follows.

○ The Overseas Koreans (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.
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.
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 Control Law, 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.

  - 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.

All applicants are required to submit Acceptable documents for proof of residency (Common Application)

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.)
If you are a 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.

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ 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.</td>
<td>• Receipt for earned income tax withholding or Certificate of Income Amount</td>
</tr>
<tr>
<td>○ 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.</td>
<td>• Pension Certificate (Duplicate copy) and a bankbook to which pension is deposited</td>
</tr>
<tr>
<td>○ 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.</td>
<td>• Certificate of Tax Payment or a Lease Contract (Jeonsae contract), or a certificate of bank balance</td>
</tr>
<tr>
<td>○ A person whose total amount of trading with a Korean company is worth 2 billion won or more.</td>
<td>• 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</td>
</tr>
<tr>
<td>○ A person who has invested US$500,000 or more</td>
<td>• A copy of business registration or a certified copy of the register, commercial and real estate lease contract, and a</td>
</tr>
</tbody>
</table>
You meet all the conditions below as a working 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 Working Visit to 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

<table>
<thead>
<tr>
<th>contents</th>
<th>certificate of foreigner investment registration, a certificate of foreigner invested corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ 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.</td>
<td>• A recommendation letter from the head of a diplomatic mission abroad</td>
</tr>
</tbody>
</table>
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) Act on immigration and legal status of Overseas Koreans while meeting all the prerequisites for the acquisition of nationality in accordance with the Nationality law.

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 endorse a copy of business registration of your employer)

Eligible Applicants for Regular Naturalization (Article 5 of the Nationality Law)

- Certificate of family relation and any documents proving family relationship
Eligible Applicants for Simplified Naturalization (Paragraph 1 of Article 6(1) of the Nationality Law)

- 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)
  - 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)

Eligible Applicants for Simplified Naturalization (Article 6(2) of the Nationality Law)

- A copy of family relations or marriage certificate (the entire photocopy of family relations issued by your country of nationality)

<Supplementary documentation for a Spouse of Korean National>

- Basic Certificate
- Marriage Relation Certificate
- Certificate of family relations
- Resident Register
- A copy of Resident Registration

Other documents need to be submitted in order to
Eligible Applicants for Special Naturalization (Paragraph 1 of Article 7(1))

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 descendant of independence patriots and of a man of national merit, or documents demonstrating the family relationships with such a person.
Eligible Applicants for Restoration of Nationality (Article 9(1) of the Nationality Law)

Supplementary Documentation

- 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

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.

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.

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 Permanent Residence (F-5) visa.

- Those who received a deportation order
- Those who have gotten Permanent Residence (F-5) visas by forgery or cheating the system
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

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.

A. Those who won the vocational education online draw through submitting the vote at the Ministry of Justice will have to obtain a temporary visit(C-3) 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 | Temporary Visit(C-3-1) visa issuance (a diplomatic mission abroad) | Entry Vocational Education (6 weeks) | Alteration of Working Visit(H-2) 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 temporary visit(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.)

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**Miscellaneous Remarks**

1. Inquiry and Consulting/Counselling
A. Visa, Entry/Exit, Procedure for immigration and others

☐ The Foreigners Information Call Center (#1345), Korea Immigration service Website, HiKorea Website, a local immigration office

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)