## Application for Alien Registration (SEOUL Residences)

- ▶ Eligibility: Exchange/visiting students with a D-2-6 Visa
- **▶** Process

# Visit Online Application Site http://kisfvisa.org/en/



Fill Application Form and Print 2 documents

Complete Application Form via online,
then Print out Application Form and Power of Attorney



Visit and Submit documents to the Agency
Bring printed documents(Application Form, Power of attorney), other documents, fees.



Check Current State of Application

Visit above website, then Check your application status



Put Fingerprints(will be announced later)

@ Immigration Office

#### Useful information

- ① Easier & Faster progress than applying directly to the Immigration Office
- ② Expected dates(tentative)

Fingerprints: Sep 19~28(except on holidays, weekends)

Distribution of Cards: Oct 19

\* It will also be available for students without online submissions.

#### ► Required documents

	Alien Registration
	(takes around 5 weeks)
Fee	₩40,000
Apply Online	Application Form + Power of Attorney
& Print	(http://kisfvisa.org/en/)
Original	Photo(35mm*45mm)
	(Photo studio @ Business Hall, B3F)
Other Documents	Copy of Passport & Copy of Visa
	(non-color is okay)
	Certificate of Exchange/Visiting Student
	(Given @ Orientation)
	*Certificate of Residence

- \* Submit @ Internaional Hall, 2F Lobby on Sep 5~6 (Wed~Thu) 10:00~16:30.
- \*Certificate of Residence
- 1. Dormitory residence: Given @ Orientation day
- 2. Monthly rent: Certificate of Residence + Contract Document (passport # / period of contract / address must be specified)
- 3. airBnB: ① Certificate of Residence
  - 2 Airbnb fee receipt

(period of entry and exit / address must be specified in the certificate)

- 4. Friend's house: ① Certificate of Residence
  - 2 Contract Document
  - 3 Copy of your friend's alien registration card

(period of entry and exit must be specified in the confirmation / address on the back of the alien registration card must be same as the address on the contract)

- \* Download "Certificate of Residence" @ Bulletin Board and fill it with the homeowner
- \* If you missed the deadline or if you would like to apply by yourself, please make an online reservation @ Immigration Office(http://hikorea.go.kr) according to the jurisdiction(Residence nearby SKKU must apply for **Seoul Immigration Office Sejongno Branch**) and visit Immigration Office with the document.

## Application for Alien Registration (SUWON Residences)

- ▶ Eligibility: Exchange/visiting students with a D-2-6 Visa
- Process

## Prepare Necessary Documents



Submit documents @ International Office 03101(1st floor, Student Center)



Put Fingerprints @ Immigration Office (Announced later)

### ► Required documents

	Alien Registration (takes around 5 weeks)
Fee	₩40,000
Write	Application Form(@Bulletin Board)
Original	Photo(35mm*45mm)
	(Photo studio @ Shops and Service Center)
	Copy of Passport & Copy of Visa
	(non-color is okay)
Other	Certificate of Exchange/Visiting Student
Documents	(Given @ Orientation)
	*Certificate of Residence

- \* Submit @ International Office at Suwon(03101, 1F of Student Center) from Sep 5~6 (Wed~Thu) 10:00~16:30.
- \*Certificate of Residence
- 1. Dormitory residence: Given @ Orientation day
- 2. Monthly rent: Certificate of Residence + Contract Document (passport # / period of contract / address must be specified)
- 3. airBnB: ① Certificate of Residence
  - 2 Airbnb fee receipt

(period of entry and exit / address must be specified in the certificate)

- 4. Friend's house: ① Certificate of Residence
  - 2 Contract Document
- ③ Copy of your friend's alien registration card (period of entry and exit must be specified in the confirmation / address on the back of the alien registration card must be same as the address on the contract)
- \* Download "Certificate of Residence" @ Bulletin Board and fill it with the homeowner
- \* If you missed the deadline or if you would like to apply by yourself, please make an online reservation @ Immigration Office(http://hikorea.go.kr) according to your jurisdiction of stay and visit Immigration Office with the documents.
- \* If you live outside of Gunpo, Uiwang, Suwon, Yongin, Icheon, Hwaseong, Gwangju, Yangpyeong or Yeoju of Gyeonggido, you must apply by yourself after booking an arrangement according to the jurisdiction of your address in Korea.