

Information for Work Permission

Alien Registration

If you are D-2 visa holder, it is possible to have a part time job (up to 20 hours a week). You must report your working details to the local immigration office before you start working.

- Requirement Documents

1. Application Form (available at the GSI office)
2. Certificate of Enrollment (재학증명서)
3. Business Registration Certificate of the company
4. Alien Registration Card

※ Note: Before you report your work details, you must have a part-time job first

Procedure

No.	Procedure	Details	Venue
1	Meet with academic advisor	Before you start work, you must discuss this with your academic advisor	Academic Advisor's office
2	Application	Fill-out the application form	GSI office
3	Meet with employer	Bring the application to the company you wish to work for, have your employer sign the application and get a copy of the <i>Certificate of Business Registration</i>	Company
4	Check the application	Bring all the documents to the GSI office and have an office member sign the application	GSI office
5	Submit the application	Submit the application	Local immigration office
6	Inform tutor professor	GSI office will inform your academic advisor about the work permit	GSI ⇨ Professor