

Information for Alien Registration

Alien Registration

To stay in Korea as a student, you must apply for an Alien Registration Card at the Korea Immigration Office within 90 days of your arrival.

- Required Documents

1. Application form (available at the GSI office)
2. Copy of passport (visa / front)
3. One color ID photo (size: 3*4 / white background)
4. Certificate of Enrollment
5. Certificate of Residence (available at the GSI office)
6. Application fee: KRW 30,000 (cash only)

※ Note

1. It usually takes about a month for the card to be issued
2. After submitting your application, you must visit a local immigration office to register your fingerprints. The university will arrange transportation for the visit
3. If you have no intention of returning to Korea, your Alien Registration Card must be returned to the immigration office at the airport. A fine will be charged to those who do not return the card

※ Student visa type

1. D-4: Degree seeking students(undergraduate, graduate) and exchange students
2. D-2: Language learning students

Procedure

No.	Procedure	Details	Estimated Period (Date)	Venue
1	Application	Fill out the application form and submit	Upon your arrival (at the orientation session)	Orientation / GSI office
2	Fingerprint Record	Visit the immigration office and record your fingerprints	March-April / September-October	Immigration office
3	Card Issuance and Pick up	Alien Registration Cards will be delivered to the GSI office. Students can pick up their cards at the GSI office	April / October	GSI office

Application for an extension of stay

Students who hold a D-2 visa must extend their stay on a yearly basis. Check the validity of your visa and apply for the extension before it expires (usually during the vacation period).

Due to excessive traffic at the immigration office, the GSI and International Exchange Center will accept applications for Extension of Stay and submit them to the immigration office during the vacation (February / August).

- Required Documents

1. Application Form (available at the International Exchange Center)
2. Passport and Alien Registration Card
3. Certificate of Enrollment and Transcripts
4. Certificate of Tuition Payment (available at the International Exchange Center)
5. Certificate of Dormitory Residence (available at the International Exchange Center)
6. Application fee: KRW 60,000

※ Note

1. *If you would like to visit the immigration office by yourself, you should visit the "Hi Korea website" and "Register for visit". If you do not make a reservation, they cannot process your application at that time*
2. *You may not be able apply through the DSU International Exchange Center due to your visa expiry date. In that case, you should make a reservation through the Hi Korea website and visit the immigration office by yourself. If you don't apply before the expiration date, you must pay a fine*
3. *Reservation Manual*

"<http://www.hikorea.go.kr>" Member registration → Reserve visit → Online reservation
→ D2/D4 Registration → Print application → Visit to immigration office

Procedure

No.	Procedure	Details	Estimated Period (Date)	Venue
1	Application	[GSI office] Fill out the application form and submit	A month before your expiry date (vacation)	GSI office
		[Immigration Office] Online Reservation ⇔ Fill out the application form and submit	A month before your expiry date	Immigration office
2	Card Issuance and Pick up	The card will be delivered to the GSI office. Students can pick up their cards at the office	-	GSI office