

Reporting Changes in Alien Registration Card

If any passport information is changed, especially [name on the passport](#), the registered foreigners must report to the local immigration office within 14 days of incurring such changes:

- [Name](#), sex, date of birth, or nationality
- Passport number, date of issuance Date, or expiration date
- Address of residence in Korea
- Change of university, workplace or details in the organization you are part of (including names changes)

Required Documents

- Passport and Alien Registration Card (please take along copies of each as well)
- Application Form (Tick the "***Changes of information on Alien Registration***" box)
- Verifiable documents for the respective change (**Revised certificate of admission with new information**: applicable at International exchange center)
- Application fee(30,000KRW): in case of changing the information which is shown on your alien registration card (Name, date of birth, sex, nationality) only. You should hold new alien registration card which has same information on your passport.

Please note that if the subject fails to report any one of these changes within 14 days, he/she will be considered to be in breach of Immigration Act Article 35, and will be fined accordingly.