

# Student (D-2)

<p><b>ELIGIBLE INDIVIDUALS</b></p>	<p>A person who intends to study or research in a regular course at academic institutions (junior college or higher)</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p>● 2 years</p>
<p><b>STATUS ALLOWED TO STUDY</b></p>	<p>● 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.</p> <p>※ If you plan to receive formal schooling, you do not need permission as long as it is consistent with your original purpose of stay.</p> <p>※ A legal alien (any status) may receive language training.</p>
<p><b>PARTICIPATION IN ACTIVITIES UNCERTIFIED FOR CURRENT SOJOURN STATUS</b></p> <p><a href="#">▶ CONTENTS</a> <b>PARTICIPATION IN ACTIVITIES</b></p>	<p><b>1. Part-time Work for Foreign Students</b></p> <p><b>A. Ground Rule</b></p> <p>● You may only engage in activities that students usually do as part-time jobs (including non-professional occupations)</p> <p>※ 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.)</p> <p><b>B. Eligible Individuals</b></p> <p>● You are a D-2 Study Abroad or D-4-1/D-4-7 Language Trainee visa holder who is confirmed by a person-in-charge of an international student program at your school.</p> <p>※ Among language trainees, those attending elementary school, middle school, and high school are not eligible for part-time job permission (though graduating students may be eligible to apply), and you must have passed the 6-months-mark from the date of status change (the original entry date for visa holders only)</p> <p><b>C. Activities Allowed</b></p> <p>&lt;Time Limit&gt;</p> <p>● (Undergraduate Course &amp; Language Training Course) up to 20 hours per week.</p> <p>※ Exceptions will be made to those (including language trainee) who go to a government-accredited university. These students will be given a maximum of 25 hours per week for working.</p>

**UNCERTIFIED  
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 clerk at restaurants, office assistant, etc.
- Activities at English villages or English camps as a sales clerk, 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 charge
- Recommendation for part-time work of foreign student (Appendix 4), a transcript or a certificate of attendance (If the information can be checked on FIMS, you do not need to submit.)

**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.

**UNCERTIFIED  
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**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), 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>**

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**PARTICIPATION  
IN ACTIVITIES**

<p><b>UNCERTIFIED FOR CURRENT SOJOURN STATUS</b></p>	<p><input type="radio"/> (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.</p> <p><input type="radio"/> (Eligible Individuals) Foreigners staying in the ROK legally</p> <p><b>6. Employment Permission for a Spouse of D-2 Visa Holder</b></p> <p><input type="radio"/> Appearing in a TV program, a movie or engaging in modeling (one time or temporary)</p> <p><input type="radio"/> Teaching conversation at an institution or a foreign language school</p> <p><input type="radio"/> Working as a foreign language editor in a national institution or public organization (local government, government-invested institution)</p>
<p><b>CHANGE OR ADDITION OF WORKPLACE</b></p>	<p><input type="radio"/> N/A</p> <p>※ 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)</p>
<p><b>GRANT OF STATUS</b></p>	<p><input type="radio"/> N/A</p>
<p><b>CHANGE OF STATUS</b></p> <p><a href="#">▶ CONTENTS</a></p>	<p><b>1. Permission for change of Status into Student (D-2)</b></p> <p><b>A. Eligible Individuals</b></p> <p><input type="radio"/> 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.</p> <p>※ 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.</p> <p><b>B. Authority :</b> the Head of an Immigration (Branch) Office</p> <p><b>C. Required Documents</b></p> <p style="text-align: center;"><b>Common Required Documents</b></p> <div style="border: 1px dotted black; padding: 5px;"> <p>① an application form (Form No. 34), passport, a color photo, fee</p> <p>② a copy of business registration certificate of the educational institute (or a certificate of tax registration number for non-profit organizations)</p> <p>③ a standardized acceptance letter (issued by the Dean/President of the University)</p> <p>④ documented proof of family relationship (for those who submit their parents' account balance statement only)</p> </div>

<p><b>CHANGE OF STATUS</b></p>	<p><b>Other Required Documents</b></p>	<p>⑤ documented proof of final level of education</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 ( i ), ( ii ) or ( iii ).</li> </ul> <p style="text-align: center;"><b>&lt; Designated 21 Countries &gt;</b></p> <p style="text-align: center;">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)</p> <ul style="list-style-type: none"> <li>( i ) A document of degree/diploma certified in accordance with the Apostille Convention</li> <li>( ii ) 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</li> <li>( iii ) 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)</li> </ul> <p style="text-align: center;"><b>&lt;Examples&gt;</b></p> <p>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</p> <p>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</p>
	<p>college · bachelor's · master's · doctor's degree course</p>	

<p style="text-align: center;"><b>CHANGE OF STATUS</b></p>		<p>China.</p> <p>C. A high-school graduate: proof of final education (a certificate of graduation)</p> <p>D. A person with a bachelor's or higher degree: proof of degree (a certificate of graduation showing the degree is also acceptable)</p> <p>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)</p> <p>⑥ documented proof of your financial ability</p> <p>- amount of money equivalent to the tuition fee and living expenses for 1 year</p>
	<p style="text-align: center;">a course of special research D-2-5)</p>	<p>⑤ documented proof of final level of education (In principle, a person with a master's degree or higher)</p> <p>⑥ documents proving your ability to pay for living expenses in the ROK (a bank balance sheet, a confirmation of payment of the research allowance)</p> <p>⑦ documents proving your engagement in special research activities</p>
	<p style="text-align: center;">Exchange Student (D-2-6)</p>	<p>⑤ documents proving your ability to pay for living expenses in the ROK (considering the tuition fee is paid abroad)</p> <p>⑥ a recommendation letter from the Dean/President of the University that you originally belong to</p> <p>⑦ 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.)</p> <p>⑧ a document proving that you've <b>completed 1 or more semesters</b> at the university (i.e. a certificate of attendance from the original university, etc.)</p>
<p style="text-align: center;"><b>EXTENSION OF STAY</b></p> <p><a href="#">▶ CONTENTS</a></p>	<p><b>A. Ground Rule</b></p> <p style="border: 1px solid black; padding: 2px; text-align: center;"><b>Period of sojourn will be granted in consideration of the school calendar</b></p> <p>● A person with Study Abroad visa (D-2-1 ~ D-2-6)</p> <p>- 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.</p> <p>- When applying for change · extension: Your period of sojourn will expire at the end of March or September within 2 years.</p>	

<p><b>EXTENSION OF STAY</b></p>	<p><b>Non-recognition of Leave of Absence for Private Affairs</b></p> <ul style="list-style-type: none"> <li>● If you are taking a temporary leave due to personal circumstances or poor grade, you may be restricted from applying for extension.</li> <li>● If there are unavoidable reasons such as a disease or an accident, your status may be changed as an exception.</li> </ul> <p><b>B. Required Documents</b></p> <ul style="list-style-type: none"> <li>● an application form (Form No. 34), passport, Alien Registration Card, fee</li> <li>● documents proving attendance (research) <ul style="list-style-type: none"> <li>- Example) a certificate of attendance, a certificate of extension of exchange student, a certificate of research student, etc.</li> </ul> </li> <li>● documents proving that you are maintaining your study properly <ul style="list-style-type: none"> <li>- Example) a transcript, a confirmation of attendance, etc.</li> </ul> </li> <li>● documented proof of your financial ability</li> <li>● application guidelines (including the training schedule) or a training plan (for a Korean language trainee only)</li> <li>● 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.))</li> </ul>
<p><b>RE-ENTRY PERMIT</b></p>	<ul style="list-style-type: none"> <li>● <b>Implementation of Re-entry Permit Exemption (revision of the Enforcement Regulations of Dec. 1, 2010)</b> <ul style="list-style-type: none"> <li>- 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</li> <li>- If your period of sojourn remains less than 1 year, you are exempted from a re-entry permit for the remaining period.</li> <li>- If you need the permission due to the entry restrictions, you may submit application to an Immigration (Branch) Office free of charge.</li> </ul> </li> <li>● 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.</li> <li>- 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.</li> </ul>
<p><b>ALIEN REGISTRATION</b></p>	<p><b>1. Required Documents</b></p> <ul style="list-style-type: none"> <li>● an application form (Form No. 34), passport, a color photograph (3cm X 4cm, taken within 6 months), a certificate of attendance (research student)*, fee</li> </ul>

\* If you apply for registration before admission to open a bank account or rent a house, etc., a certificate of tuition fee payment may be submitted.

A medical examination report

- Applicants subject to a test for tuberculosis

• (Applicants subject to the test) Foreigners applying for Student (D-2) or Language Trainee (D-4) visa from countries at high risk of tuberculosis with the incidence rate of 50 per 100,000 persons or higher (16 countries)

16 Countries with the incidence and prevalence rate of

50 per 100,000 persons or higher

China, Sri Lanka, the Russian Federation, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongol, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia

• (What to submit) A medical examination report issued by a nearby local public health center

- A test for tuberculosis is the only required diagnostic item. You need to bring your passport and a certificate of admission with you for the medical examination

• (When to submit) For foreigner registration (A medical examination report issued no earlier than 3 month before submission is accepted only.)

\* Except for registered foreigners with an Alien Registration Card

## 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.)

**B. Due Date of Report:** within 14 days form 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



	<p>enrollment from the previous school (where applicable)</p> <ul style="list-style-type: none"> <li>● Explanatory materials for changing school to the same master's and Ph.D degree programs (for eligible candidates only)</li> </ul>
<p><b>MANAGEMENT AND REPORT OF FOREIGN STUDENTS</b></p>	<p><b>1. Obligation of the President/Dean of School (Article 19(4), Law)</b></p> <p><b>A. Designation/Appointment and Notification of the person-in-charge of the international students</b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul> <p>* In principle, the competent Immigration (Branch) Office is the one that has jurisdiction over the district of the university or the branch school.</p> <ul style="list-style-type: none"> <li>● Notification Method</li> </ul> <p>- Designation or change of the person-in-charge must be notified and registered through International Student Information System (which is called 'FIMS').</p> <p><b>B. Notification of Change in Information of Foreign Students</b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul> <p>* 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>&lt;Status Allowed to Study/Learning&gt;</b></p> <p>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.</p> </div> <ul style="list-style-type: none"> <li>- 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</li> </ul> <p>* 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.</p> <ul style="list-style-type: none"> <li>- When study or training has been terminated because a foreign student is expelled from school, has quit the course or is missing*</li> </ul> <p>* including when he/she has completed the course, graduated from school or acquired</p>

**MANAGEMENT  
AND REPORT  
OF FOREIGN  
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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 affairs 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.

- However, "credits and grades" must be notified until the end of February and August

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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 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.

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- 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

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