



Introduction to D4 Visa/Alien Registration

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1. D-4-1 Visa

- D-4-1 is issued for students who enters Korea for Korean language training purposes
- It is issued for students who registered for more than 2 semesters, and completed their total tuition fee payment
- 6 months visa is issued at the very first beginning, and it can be extended 3 months per semester afterwards

* Foreign Registration should be done within 90 days from your entrance



- ★ Minimum 1 week is required for CoA issuance.
- ★ Please be noted that CoA is issued by the immigration office, not the school. Therefore, re-issuance is a hard procedure and it takes quite a time.

2. Alien Registration

- All foreigners who are staying in Korea with a long term visa needs a alien(foreign) registration. It is a **MUST**.
- Non-visa & tourist visa holders does not need a foreign registration.
- D-4-1 visa is changed to **multiple visa AFTER** foreign registration.



- ★ Maximum 1 month is required to receive your alien registration card(if the student visits individually). So Please try to visit the immigration office within 2 ~ 3 weeks after the semester starts.
- ★ Only Passport No. is required for online reservation. <https://www.hikorea.go.kr/>
- ★ **Departing Korea before completing your foreign registration is strictly prohibited.**

Documents for Alien Registration

- 1) Passport**
- 2) Copy of passport**
 - * Passport photo page
 - * VISA GRANT NOTICE
- 3) Fee of 30,000 won (in cash)**
- 4) Application Form -> #108**
- 5) Photo (3x4cm, white background) 1 copy**
- 6) Certificate of student registration -> machine or #106**
- 7) Certificate of residence -> #108**

3. D-4-1 Visa Extension

- Signing-up for documents which is needed for your visa extension is only possible after completing the tuition fee payment for your next semester.
- We ask you to start preparing documents for visa extension at least 1 month and a half in advance.



- ★ Only Passport No. is required for online reservation. <https://www.hikorea.go.kr/>
- ★ Visa extension is possible starting from 3 months before the expiration date.
- ★ **PLEASE EXTEND YOUR VISA IN ADVANCE!**

Documents for Visa Extension

- 1) Passport
- 2) Alien Registration Card
- 3) Fee of 60,000 won (in cash)
- 4) Application form -> #108
- 5) Certificate of Student Registration (재학증명서) -> machine or #106
- 6) Verification of Attendance (출석증명서) -> machine or #106
- 7) Certificate of Prospective Completion of Program
(수학예정증명서) -> #108
- 8) Certificate of Residence (체류지 입증서류) -> #108



4. Obligation to Report the Change in Residence

- All registered foreigners are obliged to report their residence change to the immigration office **within 14 days** from the moving date.
- There will be a penalty if the report is not made.



- ★ Only Passport No. is required for online reservation. <https://www.hikorea.go.kr/>
- ★ Penalty is fined from the immigration office, based on the immigration law.
- ★ If the report is being made at the **GU or DONG community service center**, reservation is not required.

5. Other Changes of Status

- Long term visa holders are obliged to report to the immigration office if there are any special changes on their status while staying in Korea.
- It depends on each students' cases, so if you have any changes regarding your stay in Korea, please visit office 108 to check which law is applied, and how it should be reported.
- Immigration Office Call Center : **1345**(various languages are provided)

★ **Issues regarding your Stay in Korea/Visa** ★

Visit office 108 → Ask the staff in charge

6. Immigration Office

★ **Se-Jong-No Immigration Office in Seoul** ★

서울특별시 종로구 종로 38 서울글로벌센터 2~3층

2~3F Seoul Global Center, Jongro 38, Jongro-gu, Seoul

With Subway

Line 1 Jong-Gak Station Exit 6

Line 2 Eul-Ji-Ro-Yip-Gu Station Exit 2

Line 5 Gwang-Hwa-Moon Station Exit 5

★ **Map is prepared at office 108**

7. Alien Registration Service

- This service is only provided to **D-4-1** visa holders. (other visa holders needs to visit the immigration office individually)
- Departing Korea is strictly prohibited **during/before the alien registration.**

**** Alien Registration Service for 2021 Spring Regular Students ****

- **Place** : Institute of International Education #108

- **Open Time** :

6.30(Wed) 09:00 ~ 17:00

7.01(Thu) 09:00 ~ 17:00

7.02(Fri) 09:00 ~ 17:00

(12:00 ~ 13:00 lunch break)

**** Please be noted that this service is not free (Service Fee: 10,000 WON)**