

# **INFORMATION**

## **for**

# **VISA WORK**

### **(Alien Registration and Extension)**

## 1. ALIEN REGISTRATION (New and Returning Student)

| No. | Document                       | Description                         | Prepared by            | Remarks   |
|-----|--------------------------------|-------------------------------------|------------------------|---|
| 1   | Certificate of Admission       |                                     | AIGS Office            |   |
| 2   | Application                    |                                     | student                | attached file (Ref. Sample)   |
| 3   | Photo                          | 3.5cm x 4.5cm<br>(1 photos)         | student                | - A color photo taken within 6 month<br>- The Background should be white.<br>- Plz. Hopage Notice no. 857   |
| 4   | <b>Fee</b>                     | <b>35,000 won</b>                   | <b>student</b>         | In accordance with the revision (planned) of the "Enforcement Regulations of the Immigration Control Act" and the "Enforcement Regulations of the Act on the Immigration and Legal Status of Overseas Koreans," alien registration cards with embedded IC chips will be issued starting January 1, 2025, and the fee for issuing alien registration cards will increase by KRW 5,000. |
| 5   | Passport Copy                  | Personal Information &<br>VISA Side | student                |   |
| 6   | Certificate of Enrollment      |                                     | student                | 재학증명서   |
| 7   | Confirmation Letter of Finance |                                     | student                | attached file   |
| 8   | Residence Certificate          |                                     | AIGS Office or student | The student who lives outside should prepare housing contract copy.<br>If the church provides it for free, please submit a certificate of free provision, a copy of the building register, and the church's corporate registration certificate.   |
| 9   | Dean's Recommendation          |                                     | AIGS Office            |   |
| 10  | TB Test Result                 |                                     | student                | High-Risk TB countries submitted (19 countries)   |
| 10  | Passport (Original)            |                                     | student                | It will be returned after identity verification.  |
| 11  | Finger Printing                |                                     | -                      | The schedule will be confirmed after coordination with the immigration officer.   |

\* Attached files are download able from AIGS Homepage.

## 2. VISA EXTENSION I (Undergraduate &amp; Graduate School)

| No. | Document   | Description          | Prepared by            | Remarks  |
|-----|--|----------------------|------------------------|--|
| 1   | Application  |                      | student                | attached file  |
| 2   | Fee  | 60,000 won           | student                |  |
| 3   | Passport Copy  | Personal Information | student                |  |
| 4   | Certificate of Enrollment<br>(Certification of Completion) |                      | student                | Students who have completed regular coursework must attach a certificate of completion.  |
| 5   | Transcript   |                      | student (school m/c)   |  |
| 6   | Bank Balance Certificate<br>(Bank Statement)               |                      | student                | Bank balance certificate is issued by the bank. (잔액증명서)  |
| 7   | Confirmation Letter of Finance                             |                      | student                | attached file  |
| 8   | Residency Certificate                                      |                      | AIGS Office or student | If the church provides it for free, please submit a certificate of free provision, a copy of the building register, and the church's corporate registration certificate. . |
| 9   | Dean's Recommendation                                      |                      | AIGS Office            |  |
| 10  | TB Test Result   |                      | student                | High-Risk TB countries submitted (19 countries)  |
| 11  | Supervisor's Form  |                      | student                | attached file<br>(Thesis writing student only)   |
| 12  | Alien Card (Original)                                      |                      |                        |  |

\* Attached files are download able from AIGS Homepage.

\* If the period of stay on your alien registration card expires, you must reissue it, and the reissue fee must be submitted separately.

## 3. VISA EXTENSION II (M.Div. → Th.M. or Th.M.+Ph.D., Th.M. → Ph.D.)

| No. | Document                                     | Description          | Prepared by            | Remarks  |
|-----|--|----------------------|------------------------|--|
| 1   | Application                                  |                      | student                | attached file  |
| 2   | Fee  | 60,000 won           | student                |  |
| 3   | Passport Copy                                | Personal Information | student                |  |
| 4   | Certificate of Enrollment                    |                      | student                | 재학증명서  |
| 5   | Certificate of Registration                  |                      | AIGS Office            |  |
| 6   | Certificate of Admission                     |                      | AIGS Office            |  |
| 7   | Certificate of Graduation                    |                      | student                | 졸업증명서  |
| 8   | Transcript                                   |                      | student                | 성적증명서  |
| 9   | Bank Balance Certificate<br>(Bank Statement) |                      | student                | Bank balance certificate is issued by the bank. (잔액증명서)  |
| 10  | Confirmation Letter of Finance               |                      | student                | attached file  |
| 11  | Residency Certificate                        |                      | AIGS Office or student | If the church provides it for free, please submit a certificate of free provision, a copy of the building register, and the church's corporate registration certificate. . |
| 12  | Dean's Recommendation                        |                      | AIGS Office            |  |
| 13  | TB Test Result                               |                      | student                | High-Risk TB countries submit (19 countries)   |
| 13  | Alien Card (Original)                        |                      |                        |  |

\* Attached files are download able from AIGS Homepage.