

VISA & SOJOURN GUIDE FOR STUDY VISA (D2) HOLDERS

-2015-



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Inquiries: doc.sonsik@gmail.com

I . Visa Application

1. Study Visa(D-2) Application

If you are planning to study in Korea, you must apply for a relevant visa at an overseas Korean embassy or consulate. The application procedure may vary according to the embassy or consulate, so it is advised to check with your local Korean consular officer. The expiration date on your visa may not match the end date of your degree program or employment contract. If your visa expires before you complete your tasks, you must apply for a visa extension at the Korean Immigration Office.

(Korea Tel. 1345, Home page: <http://www.hikorea.go.kr>)

A. Study Visa(D-2) Details

-You MUST possess the visa for study abroad prior to enrollment

-If a student possesses other type of visa, he/she is required to visit the Immigration Office for confirmation of study abroad eligibility with their current visa.(Other types of visa eligible for study in Korea: F-2, F-4, F-5 etc.)

※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

-Even if you possess a valid visa for study abroad, you MUST apply for an update before the start of a semester to reflect the affiliated school information or current residence on your visa.

※ If a student fails to obtain an approval for study abroad on his/her visa but continues to pursue his/her studies as an international student in Universities in Korea, he/she will be imposed a fine.

B. Required Documents for D-2 Visa Application

1. An application form, passport, a color photo, fee (Attachment #1)
2. Self-Introduction
3. Study Plan and Research Proposal, if applicable
4. Letter of Recommendation, if applicable
5. Personal Medical Assessment (Attachment #6)
6. Diploma or certificate of graduation from undergraduate institution, if applicable certified in accordance with the apostle convention
7. Official Transcript from undergraduate institution, if applicable certified in accordance with the apostle convention
8. Diploma or certificate of graduation from graduate institution, if applicable certified in accordance with the apostle convention
9. Official transcript of previously attended graduate institution(s) , if applicable certified in accordance with the apostle convention
10. Certificate of Employment, if applicable
11. Certificate of TOPIK score (original copy), if applicable
12. Certificate of TOEFL or IELTS score (original copy), if applicable
13. Award and Published papers, if applicable
14. Copy of passport
15. Certificate of citizenship of applicant ex) the applicant's and his/her Parents' Birth certificate, Passport copy or Certificate of nationality expatriation, etc.
16. Documented proof of your financial ability (amount of money equivalent to the tuition fee and living expenses for 1 year: \$13,000)
17. A copy of certificate business registration of the educational institute

18. A Certificate of Admission(issued by the dean/president of the university)

2. Certificate of Admission

-The certificate of admission is an official document which is approved by Ministry of Justice and issued by your University

-The document approves admission to regular degree course of an individual foreign student at University

-The document is only required for international student during visa application

II. Sojourn Management

1. Basic Sojourn Management

※ Inquiries: Korean Immigration Center. Tel. 1345, Home page: <http://www.hikorea.go.kr>

A. Foreigner Registration

Application period: within 90 days from the arrival date at the immigration office or branch office under the relevant jurisdictions

Required documents: application, passport, 1 color photo(3x4cm), enrollment certificate or tuition fee receipt, fee

If you lose your alien registration card, you must apply for re-issuance of the card within 14 days

B. Notification of Change on Registered Information

If any of the following happens to registered foreigners, the changes of the registration details must be reported to the local immigration office within 14 days from its occurrence.

Report items: name, sex, date of birth and nationality, passport number, issued date and expiry date, change of school, residence and etc.

Required documents:

- An application form passport, alien registration card, photo
- Documents proving the name change or change of other personal information (where applicable)
- A certificate of attendance from the new school, tuition fee payment receipt, and a certificate of previous enrollment from the previous school (where applicable)
- Documented proof of new residence such as confirmation letter of dormitory residence, lease contract, utility bill and etc.(where applicable)

C. Penalty

If you fail to report any changes or get proper permission from Korea Immigration Center, penalty up to ten thousand dollars will be charged according to Korean immigration law

2. Visa Extension

Period of sojourn will be granted in consideration of the school calendar you can apply for extension of stay 2 months before visa expiration day

If you are taking a temporary leave due to personal circumstances or poor grade, you may be restricted from applying for extension

Common required documents

- An application form (form No. 34), passport, alien registration card, fee
- A certificate of enrollment
- A transcript
- Documented proof of your financial ability (for students whose average grade is C or below)
- Scholarship certificate (if any) -Tuition fee payment receipt
- Proof of current residence (confirmation document of dormitory residence, bills for public utility charges, lease contract or etc.)

- Medical certificate and Proof of Health Insurance

3. Visa Type Change

a) Eligibility: Foreigners who have stayed in Korea after alien registration or who have Short-term stay(C-3-1) visa

※ *Restricted Visas of change: Tourist(C-3-2), Medical Tour(C-3-3), Technique Training(D-3), Unprofessional Employment(E-9), Crew Employment(E-10), Etc(G-1)*

b) Required documents:

-Application form, Passport, Alien Registration Card(if any), Photo, Fee -Additional documents will be required according to visa types

-When D-4 visa holders want to change their visa type into D-2, They will be required to submit transcripts of their formal program

c) Exceptional Case

-Visa type change(into D-4) will not be necessary if a D-2 visa holder want to attend Korean language class within 1 years

3. Visa management for students who complete their courses or graduates (to-be)

A. Educational transition to higher level

- Basic documents: passport, alien registration card, application, fee, certificate of enrollment, tuition fee receipt or certificate of scholarship, transcript, documented proof of current residence, documented proof of your financial ability

-Additional Required documents: proof of application, tuition fee payment receipt, a plan for entering school, official document by university which proves student admission process

-Permission period limit: 6 months

B. For students who prepare thesis after course completion ※ Visa extension after course completion

Visa extension will be restricted according to students' academic schedule. Especially for students

who completed their course, they MUST graduate within the period under any circumstances.

① Undergraduate Course

-Subject: Students who could not pass graduation test or could not finish their thesis for graduation

-Additional Required documents: confirmation form for faculty advisor on a student's thesis schedule, documented proof of your financial ability, statement of reasons

-Permission period limit: 2 years after course completion

② Master's Course

-Subject: Students who complete Master course, but could not finish their thesis for graduation

-Additional Required documents: confirmation form for faculty advisor on a student's thesis schedule, documented proof of your financial ability, certificate of research student, payment receipt of registration fee as research student

-Permission period limit: within 3 years after course completion

③ Ph. D. Course

-Subject: Students who complete Ph. D. course, but could not finish their thesis for graduation

-Additional Required documents: confirmation form for faculty advisor on a student's thesis schedule, documented proof of your financial ability, certificate of research student, payment receipt of registration fee as research student

-Permission period limit: within 5 years after course completion

※ If you accompany family members to Korea, you need to prove financial ability of your family members as well.

C. Change visa for seeking job in Korea(D-10)

-Subject: students who are seeking jobs in Korea

-Permission period limit: within 6 months to 1 year

-Required documents:

application, passport, alien registration card, photo, fee, transcript, graduation certificate, plan for seeking job in Korea, Documented proof of your financial ability, confirmation letter from faculty advisor(if your grade average is below 3.0)

5. Participation in Uncertified Activities: Part-time Work

You may only engage in activities that students usually do as part-time workers

A. Part-time Work for Foreign Students

1) Eligible Individuals

-A D-2 holder who have studied more than 6 months in Korea and recommended by an academic advisor

2) Required Documents

-Passport, alien registration card, an application form (form No.34), fee -Recommendation letter for part-time work of foreign student, a transcript or a certificate of attendance

3) Activities Allowed

▪Time limit

- *Undergraduate course: up to 20 hours per week*
- *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

▪**Activities Allowed(examples)**

- Translation/interpretation, assistant clerk at restaurants, office assistant, etc.
- Activities at English village or English camps as a sales clerk, a waiter/waitress or assistant staff
- Tour guide assistant, sales assistant at a duty-free shop, etc

※ Even the activity you intend to engage is one of the allowed activities mentioned above, you must be qualified for the occupation (if the job requires specific qualifications of the domestic laws)

▪Change of Workplace: Change workplace (under a different employer) allowed within the allowed period

-Reporting method: International students themselves must report by visiting an immigration (branch) office in person or filling e-application within 15 days of the date of change.

▪Extension for Period of Part-time Work

※ **Restricted individuals**

-If your latest semester's attendance rate is 70% or lower or GPA is C(2.0) or lower, you will be regarded as having a difficulty maintaining job and study at the same time.

-If you fail to register detailed information of you 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.

III. For Other Details

1. Korea Immigration Center

1) Seoul Immigration Office

-Location: 319-2, Shinjeong 6 dong, Yangcheon-gu, Seoul -Subway line no. 5, Omokgyo Station, Exit no.7 -Website: <http://www.immigration.go.kr>

-Tel.: 1345 (without area code)

-Jurisdiction: Seoul (Excluding the Jurisdiction of Sejong Branch Office)

2) Seoul Immigration Office Jongno Branch

-Location: 64-1 Seorindong, Jongno-gu, Seoul -Subway line no. 1, Jonggak Station, Exit no. 6 -

Website: <http://www.immigration.go.kr>

-Tel.: 02-731-1799

-Jurisdiction: Jongno-gu, Jung-gu, Eunpyeong-gu, Dongdaemun-gu, Jungnang-gu, Dobong-gu, Seongbuk-gu, Gangbuk-gu, Nowon-gu of Seoul

▪1345 Immigration contact center

1345 Immigration contact center opened to provide information to foreigners in Korea regarding immigration, visa, sojourn and nationality over the phone, by dialing 1345 from anywhere in the country. Immigration contact center provides counseling over the phone in 17 foreign languages such as English, Chinese, Vietnamese, Mongolian, Myanmar and Arabic.

- *E-application is available at www.hikorea.go.kr.*

All applications granted through e-application service of the Hi Korea hold an equal validity as those granted through a visit to the Immigration office.

<List of available applications>

-Notification of change in registration information

-Permit for participating in activities not outlined by the current status of stay -Notification of change of residence.

-Extension of stay for registered foreigners -Etc.

For detailed information or downloading forms regarding immigration, please visit the website <http://www.hikorea.go.kr> (e-government for foreigners) and www.immigration.go.kr (Korea Immigration Service)

IV. Documents required for the invitation of relatives in Korea

1. Completely filled application form
2. Invitation & Certificate of Personal reference (legal office in Korea(변호사) must notarize all related documents 초청장)
3. Any relevant document that shows the purpose of the visit (Graduation certificate 졸업 예정 증명서) (English or Korean)
4. Letter from your research professor or research in charge to the counselor of Korean embassy in Nepal for providing visa to the invitee with the purpose of visit. (English or Korean)
5. Letter from your Dean or in charge of your graduate school to the counselor of Korean embassy in Nepal for providing visa to the invitee with the purpose of visit. (English or Korean)
6. Certificate of family relationship
7. Copy of Alien Registration, passport and student card of inviter must be submitted
8. Citizenship certificate of both invitee and inviter(Nepali version of citizenship certificate is required to be translated and notarized)
9. Bank statement(잔액증명서), last 1Year (from both Korea and Nepal) (we suggest you for minimum bank balance of 5000-10000\$)
10. Academic certificates of your degree being pursued in Korea
11. Every document must be in its original and should be either in Korean or English
12. Valid passport (we recommend MRP passport for visa application as Korean embassy does not accept hand written passport effective from 2March, 2015)
13. Copy of room agreement paper or confirmed place of accommodation here in Korea
14. Medical Certificate of applicant

More information:

Please submit bank deposit receipt for Visa screening fee/ it's non-refundable

One passport size photo

Passport & a copy of passport of invitee

- I. Visa screening fee (effective from Jan 1st, 2014)
- II. Visa for a stay of up to 90 days : NRs 4,000
- III. Visa for a stay of over 90 days : NRs 6,000
- IV. Multiple-entry visa : NRs 9,000

Bank account No. : Nabil Bank, Kantipath/ 0101012205401