

How to Use HiKorea System

1. Hi Korea System

- Please go to Hi Korea System at <http://www.hikorea.go.kr/pt/index.html> and click on English



- Click on E-Application

File an e-Application

- Clicking on the application name will display the guide for that application. Some of them can only be accessed if you have electronic certificate.
- All applications granted through e-application service of the Hi Korea hold equal validity as those granted through a visit to the Immigration office.
- Status of your application can be viewed by clicking on the [My e-Applications], which is available on the top of the screen.
- If your application was approved, please print out the certificate of approval from the [My e-Applications] menu.
- Application may directly be applied online from Hi Korea.
- Application must be made at the appropriate administrative facilities after reserving an appointment from Hi Korea.
- Your questions, opinions and difficulties about Korean administration authorities can be submitted to the "Civil Petition" page. [Go to Civil Petition]

List of available applications

Application category	Application name	e-Application	Reserve an appointment	Processing organization
Sojourn	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			Ministry of Justice
Recruitment/Employment	Degree or Korean language course foreign student part-time working permission			Ministry of Justice
Recruitment/Employment	Degree or Korean language course foreign student part-time working report			Ministry of Justice
Sojourn	Extension of sojourn period for Overseas Koreans (F-4)			Ministry of Justice
Sojourn	Extension of stay for registered foreigners			Ministry of Justice
Sojourn	Extension of stay for short-term visitor			Ministry of Justice
Sojourn	Guide program of National Marriage			Ministry of Justice
Sojourn	Korea Immigration and Integration Program			Ministry of Justice
Sojourn	Notification of change in registration information			Ministry of Justice

- **When clicking on Degree or Korean Language Course Foreign Student Part-Time Working Permission / report, the page will turn into the Civil Application Guide**

Civil application guide [HOME](#) > E-Application > Civil application guide > Degree or Korean language course foreign student part-time working permission



Degree or Korean language course foreign student part-time working permission

The civil petition service information Degree or Korean language course foreign student part-time working permission

- This application should be made if a foreign student hopes part-time working.
- A foreign student should get permission from the chief of the immigration office before starting part-time working.
- 1 application is able to get 1 year permission. If the workplace changes, it should be reported as a 'workplace transfer' to the immigration office.
- A foreign student who has gotten 1 year permission and wants to extend the permission period, should have gotten more than C+ in the last semester and should have attended more than 70% of the whole semester.
- If there is a problem making the report by internet application, please contact the immigration call service center(☎1345).

Required documents	<ul style="list-style-type: none"> ● Recommendation from Professor for part-time work of foreign student ※ The attachment should be in **.jpg file, and should be smaller than 450Kbyte.
Service charge	The fee is exempted.
Administrative process	Internet application ① Apply ② Received ③ Processed ④ Check application status(My page) > Manage E-application)
Time processed	Within 14 days (usually done within 3 days)
Administrative organization	Local immigration office or branch office.
Competent department	Sojourn policy division of the Korea Immigration Service, the Justice of Ministry.
Related laws and regulations	<ul style="list-style-type: none"> ● Immigration law Article 20 ● Immigration law enforcement ordinances Article 25 ● Immigration law enforcement regulation Article 29
Phone Number	Korea Immigration Call Center(☎1345)
Miscellaneous	

※ Confirmation : I, the undersigned, hereby agree to allow all documents and information required for process of this application to be viewed by the public servant in charge. As specified under E-government Law, section 21, article 1.

I agree.

Apply(principal)

APPLY **LIST**



- Application successfully completed
- Details of the application can be reviewed from "My e-Application"
- For further information, please contact hikorea@hikorea.go.kr

Applicant information

Name	TESTA	Foreigner registration number	700316*****
Passport number	TE0000**	Visa number	
Phone number		Cell phone	
E-mail			

Details

Name of application	Issuance number	Processing organization	Phone number of issuing organization
Degree or Korean language course foreign student part-time working permission	2010000336842	Seoul Immigration Office	02-2650-6212

Service charge details

Payment method	Service charge	Status of payment	Receipt
You are exempt from service charge.			

[BACK TO MY E-APPLICATIONS](#)[BACK TO GENERAL GUIDE](#)