

RE: On Campus Immigration Service

The below information was announced during the orientation on February 27th, and is a reminder for all international students. Please read the below information for your own reference:

1. On Campus Immigration Service available on March 19th

As announced during the orientation day, all international students wishing to stay longer than 90 days should apply for Alien Registration card during their stay in Korea, and students can receive immigration services at Ajou campus on March 19th, 2012.

Two immigration office officers will be present on March 19th and will cover the following immigration services and all students are welcomed.

- 1) Date and Time: March 19th 10:00-12:00/13:00-17:00
- 2) Place: Global Education Lounge(Yulgok 153)
- 3) Services covered:
 - Alien Registration
 - Visa Extension
 - Change of Visa

AGA escorted immigration visit on March 16th is now cancelled, and all students should come to the on-campus services session on March 19th. After this session, neither on-campus nor escorted services be available, and students who miss this opportunity should go to the immigration office by themselves.

When you come to the March 19th Immigration Service, please prepare all documents required according to your purpose in advance for fast services:

Alien Registration

- Students who stay in Korea for more than 90 days **MUST apply for the foreign registration within 90 days after entry** and then the Alien Registration Card will be issued.
- **Ajou international students are required to apply for the alien registration within one month after the semester starts.**

Required documents

- Passport
- 1 color photo (3.5*4.5cm)
- Application form (at the immigration office or OIA)
- Certificate of Enrollment (issued at Ajou Service Center, cost: 500won)
- Fee: KRW 10,000 won

Visa Extension

In case of expiration of permission of stay, students should receive permission for extension of stay if they desire to stay continuously in Korea

- Before 2 months from the current expiration date to the expiration date.

Required documents

- Passport and foreign registration card
- Application form for the extension of study
- A certificate of registration (Certificate of Enrollment)
- Official Transcript
- A school fee payment receipt
- A certificate of scholarship (if applicable)
- Fee : tax stamp KRW 30,000

Change of Visa

Change for the further study: D-4 to D-2

- Foreigners those intend to have regular education (bachelor, master, or doctor) or to do specific study in a college, university, or graduate school established under the provision of Education Law or college or higher level academic research institute established under the provisions on special law.

Required documents

- Passport and foreign registration card
- 1 color photo (3.5 cm * 4.5 cm)
- Application form for permission for change of status
- Standard entrance approval including result for scholastic achievement and financial ability
- Receipt for tuition or certificate of scholarship (request for fee waiver included)
- Only Chinese : A certificate of final academic background, original resident registration
- Fee : revenue stamp KRW 50,000 (but who entered without visa or who aren't registered yet should pay 10,000won additionally)

※ Additional documents

-Document proves expenses for domestic staying: copy of passbook, etc.

-Language training(D44) -> D2 : A certificate of D44 studentship including rate of attendance and training period (if the one applies change from General Training (D45), a certificate of training is equivalent to submit)

Application Form: Please see the attached application form, and click the according to your plan(visa change, extension or alien registration)

1. Please complete the application form using the attached file, and bring the printed version to the immigration service session
2. If you are going to handwrite the application form, please capitalize the information.