

ON-CAMPUS IMMIGRATION SERVICE

September 7th(Friday)

10:00 – 17:00 at Yulgok 151

As Informed, On-Campus Immigration Services will be held **on Friday, September 7th.** All International Students wishing to receive the below services are welcomed to visit during the service hours. Office of International Affairs is expecting a heavy traffic on Friday, and would like to ask an individual student to prepare the below required documents in advance for smooth progress.

1. Alien Registration

- ① Passport
 - ② Copy of Passport and Visa (front page of your passport showing your photo and the visa page)
 - ③ 1 color photo (Size: 3.5cm*4.5cm) → Background white color
 - ④ Application form for foreign registration
 - ⑤ Certificate of Enrollment(issued at Ajou Service Center, cost: KRW 500)
 - ⑥ Fee: Tax stamp KRW 10,000
-

2. Extension of Stay

- ① Passport and Alien registration card
 - ② Copy of Passport and Visa (Front Page showing your photo and the visa page)
 - ③ Application form for the extension of study
 - ④ A certificate of Enrollement (Issued by ASC, fee: 500KRW)
 - ⑤ A school fee payment receipt(tuition receipt)
 - ⑥ A certificate of scholarship (if applicable)
 - ⑦ Official transcript
 - ⑧ Bank Statement having more than 3,000,000KRW
-

3. Change of Visa – Exchange Students

- ① Passport
- ② Copy of Passport and Visa (Front Page showing your photo and the visa page)
- ③ 1 color photo (3.5cm*4.5cm) (for who needs alien registration with change of visa) → Background white color
- ④ Application form for permission for change of status
- ⑤ Certificate of Admission(issued by Ajou University)
- ⑥ Certificate of Enrollment (issued by Ajou Service Center)
- ⑦ Exchange Fee Waiver Confirmation Document(prepared by OIA)
- ⑧ Exchange Agreement with Ajou(prepared by OIA)
- ⑨ Fee: tax stamp KRW 60,000

Additional Documents for Chinese students:

- Final Academic Achievement Document (Original and Copy)
- Family Register(Hogubu, Original and copy)

When don't have Certificate of Admission, please ask Ms. Diane Kang for a copy

3. Change of Visa – Degree Students(D4 → D 2)

- ① Passport
- ② Alien registration card
- ③ 1 color photo (3.5cm*4.5cm) (for who needs alien registration with change of visa) → Background white color
- ④ Application form for permission for change of status
- ⑤ Certificate of Admission(issued by Ajou University)
- ⑥ Certificate of Enrollment
- ⑦ Transcript from the Language Institute
- ⑧ Attendance Information(Attendance Rate) from the Language Institute
- ⑨ Receipt for the tuition or Certificate of Scholarship (tuition bill or scholarship certificate)
- ⑩ Documents proving expenses for domestic staying (Certificate of bank deposit more than 10,000USD or receipt for foreign exchange)
 - this document should be a recent one within 2-3 weeks
- ⑧ Fee: tax stamp KRW 60,000

Additional Documents for Chinese students:

- Final Academic Achievement Document (Original and Copy)
 - Family Register(Hogubu, Original and copy)
-

SAMPLES of Passport Copy



Passport Copy:

- Front Page
- Visa pge

Photo Studio

- Students who don't have a photo(3.5 * 4.5, background white) to submit, please take a photo at the Photo Studio located in the basement of Yulgok Hall. Since the background should be white, please wear dark color clothing when taking a photo.
- Processing Time: About 5 minutes
- Fee: 10,000KRW(8 photos)

Procedure for Registration, Extension Stay and Change of Visa

- Please prepare the required documents and check the documents with OIA Interns on-site on September 7th before going to be in line(Immigration Officers)
- When your documents are all checked, you will receive the number ticket.
- Until your number is ready, please be seated and wait
- When your number is ready, please go and see the immigration officers.