

Foreign Student Visa (VISA) Work Guide

Please refer to the following information on foreign student visa-related work.

■ Visa extension

1. Application method

A. **Online electronic complaint:** HiKorea (www.hikorea.go.kr) > Login > Electronic complaint

Weekdays from 07:00 to 22:00 (excluding Saturdays, Sundays and holidays)

B. **Immigration reservation:** HiKorea (www.hikorea.go.kr) > Visit reservation > Application for visit reservation (non-members) > Authentication with registration number or passport number > Date and time of visit

C. On-campus online group application: 2026.03.02(Mon)~03.18(Wed)

Connect to the link below

<https://api2.hirevisa.com/m/univ/74/53/159/guide/extension>

2. preparatory documents

Application fees	KRW 75,000	* On-campus online group application base cost
Time Required	4-5 weeks from a submission date	* Do not leave Korea before your application is granted. If not, your application can be dropped.
Check points before application	Re-issued Passport holder	*Notification of change in registration information: Visit Hikorea Online or immigration office
	Address Change	*Address change declaration: Visit Hikorea Online or community center / immigration office
Required Documents for All	Application Form	*Please leave your contact number in Korea or email address
	Alien Registration Card	*We will return your ARC with the extended period printed on the backside
	Copy of your Passport	*Information page, code below should be clearly shown.
	Certificate of Enrollment	*Document should be issued after you arrive in Korea
	Academic Transcript	*May request for "Statement of reasons for underachievement" after reviewing Transcript If the GPA is below 2.0 (below a C grade) or the attendance rate is below 70%, a bank balance certificate of 10 million KRW must be submitted.

	Proof of Financial Capacity	<p>ONLY FOR a student in an extended semester</p> <p>1. D22/D23/D24: “Certificate of Bank balance” of your <u>Korean account</u> _extend 1 semester: 6,420K KRW (issued no earlier than 20 days from application) _extend 2 semesters: more than 12,840K KRW</p> <p>2. All the students who enrolled only in evening course should submit 'Deposit and withdrawal transactions in the last 6 months' also.</p>
	Proof of Residence	<p>*“Advance Notice on Expiration of your Stay” mail sent from the Immigration Office, or a most recent utility bill in your/tenant name</p> <p>*For others, please refer to school notice</p>
S u p p l e m e n t a r y D o c u m e n t s	D22 holders need extension for an extra semester	<p>Confirmation for Faculty Advisor on a Student's Thesis²⁾</p> <p>*Signed by the faculty advisor and the administration staff</p> <p>*Must handwrite specific reasons for delay in graduation (in case you haven't met the credit requirements, need to submit your course schedule for this semester)</p>
	D23/D24 holders need extension to graduate from master's /doctor's degree	<p>Certificate of Completion of Courses</p> <p>Confirmation for Faculty Advisor on a Student's Thesis²⁾</p> <p>*Signed by the faculty advisor and the administration staff</p> <p>*Must fill in specific monthly plans</p>

3. significant matters

- A. **Never visit without an immigration reservation** (However, if you inevitably visit the country on the day of visa expiration, you will receive a waiting list for your morning visit.)
- B. HiKorea electronic complaints can be applied up to one day before the expiration date of the visa (excluding Saturdays, Sundays and holidays)
- C. Students whose academic records(**Leave of absence/dropout/exclusion/graduates**) have changed must leave the country within 30 days of the change regardless of the expiration date of their visa.

- Foreign registration (in need to apply within 90 days after entering Korea)

1. Application method

A. Immigration application: HiKorea (www.hikorea.go.kr) > Visit reservation > Application for visit reservation (non-members) > Authentication with registration number or passport number > Reservation for visit date and time > Application for visit to the immigration on the reservation date

B. On-campus online group application: 2026. 02.10(Tues)~ 03.13(Fri)(refer to detailed notice)

Connect to the link below

Degree Program: api2.hirevisa.com/m/univ/74/53/159/guide/rc-issue or scan the QR code on the post

Exchange Student: api2.hirevisa.com/m/univ/74/53/160/guide/rc-issue

2. preparatory documents

Applicati on fees	discounted price 25,000 KRW	* On-campus online group application base cost Applicable only to newly admitted students in undergraduate and graduate degree programs (Exchange students: KRW 50,000)
Time Required	12 weeks from the submission date	*Do not leave Korea until ARC is issued *Don't need to worry even if it's over 90 days from entering Korea in the case of your foreigner registration application has been petitioned
Required Docume nts	Application Form + ID Photo	*Double check your e-mail address. All notices to be given by email, (No refund for all the issues caused by costumers' negligence) *Photo taken within last 6months should meet the standard requirement
	Copy of your passport	*Information page, code below should be clearly shown.
	Visa Grant Notice	*Most recently issued Korean visa on your passport
	Certificate of Enrollment	*Document should be issued after you arrive in Korea (Exemption for online group application)
	Proof of Residence	*Must include : the exact address of your residence, personal information, signature of both the tenant and the landlord, and duration of your stay *Residence period on a contract should be 60 days or more. Do not move to other place while issuing ARC (Refer to school notice for details)

■ **Contact:** Office of International Affairs ☎ 02-940-5016

(Inquiry on Hikorea ☎ 1345)