

# Visa & Immigration Guide for Graduate Students

2023 Fall Semester

Global Services Center  
Korea University

# Table of Contents

Preparation Before Semester Begins .....	1
ARC Extension .....	3
Obligation of Reporting Changes .....	6
Leave of Absence and Returning .....	7
Int'l Students Studying Abroad .....	7
After Coursework .....	8
Departure .....	9
Part-Time Work .....	9
Appendix .....	12

## I. Preparation Before Semester Begins

### 1. Student Visa (D-2)

Following the immigration law in Korea, all international students at KU must obtain a student visa (D-2) before the semester begins. Student visa (D-2) is to be acquired at the Korean embassy/consulate in the student's home country prior to entering Korea. A number of documents are required for the D-2 visa application, and among them, some documents take a long time to be issued. Hence, students are advised to prepare the requirements in advance to get the visa on time. It is **students'** responsibility to obtain a student visa (D-2) before the semester begins.

For students who already have a student visa (D-2) issued using the Certificate of Admission (CoA) from another university for the same degree program at KU, they may be required to make a departure and apply for a new student visa (D-2) issued with the CoA from KU at a Korean embassy/consulate in his/her home country.

Group tourism visa (C-3-2), medical tourism visa (C-3-3), or general tourism visa (C-3-9) CANNOT be changed to a student visa (D-2) in Korea. Students entering Korea with such types of visa must make a departure as soon as possible and obtain a student visa (D-2) at the Korean embassy or consulate in their home countries.

*\* Students with A, E, or F-type visa do not need to apply for a student visa(D-2).*

#### ◦ Required documents for student visa (D-2) application:

No.	Required Documents	Notes
<b>Mandatory</b>	1 Application form (VISA)	Attach a passport-sized photo on it (35×45mm) click <a href="#">here</a> to check the information on photo size
	2 Passport	With one copy of the passport ID page (the page with your photo)
	3 Certificate of Admission	Provided by the Administration Office of Graduate School
	4 ID card	Personal ID used in the applicant's residing country
	5 Application fee	60 ~ 90 (USD)
	6 KU Certificate of Business Registration	Provided by the Administration Office of Graduate School
<b>If Applicable</b>	7 <i>Tuberculosis Test Certificate</i>	From hospital(s) designated by the Korean embassy or consulate in student's residing country
	8 <i>Final Academic Credentials</i>	Certificate of Graduation, etc.
	9 <i>Financial Statement</i>	If it is under the name of the applicant's parent, Family Relation Certificate in English & the parent's passport are additionally required
	10 <i>Invitation Letter from NIIED</i> <i>* Korean Gov. Scholarship (KGSP)</i>	Provided by the 'National Institute for International Education' of Korea (Those who have an invitation letter from NIIED do not need to submit doc. #8 & #9 regardless of their nationality)

#### ◦ Tuberculosis Test Certificate

*\*Applicants from the following countries who have never submitted the certificate after 2016.3.2 must submit it:*

Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, Sri Lanka, Thailand, Philippines, Laos, Uzbekistan, Vietnam, Nigeria, South Africa, Belarus, Mozambique, Moldova Republic, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of Congo, Kenya, Papua New Guinea, Tajikistan, Peru

#### ◦ Proof of Final Academic Credentials & Financial Statement

*\*Applicants from the following countries who have never submitted the documents after 2016.3.2 must submit them:*

Bangladesh, China, Egypt, Ghana, India, Indonesia, Iran, Kazakhstan, Kyrgyzstan, Mongolia, Myanmar, Nepal, Nigeria, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Vietnam, Guinea, Mali, Ethiopia, Uganda, Cameroon

##### 1) Final Academic Credentials

- Choose one of the following methods: ①Apostille / ②Confirmation from a Korean embassy or consulate located in the country where the applicant's final education was completed / ③Documents from 'China Credentials Verification' (for students who graduated from institutions in China)

\* Final Academic Credentials may be required by the Korean embassy or consulate when applying for a student visa (D-2), even if the same documents were submitted during the admission process at Korea University.

## 2) Financial Statement

- a. Students residing in Korea : Bank balance certificate of student's account which should be issued within 30 days from the application date. (20,000 USD/ a year, **must be stated in KRW or USD, No other monetary unit accepted**)  
\* Bank statements issued before Dec 31, 2023 will be calculated based on the exchange rate of Oct 1, 2023, and bank statements issued after Jan 1, 2024 will be calculated based on the exchange rate of Jan 1, 2024  
\*the application date is assumed as the date all the required documents(including the original financial document) arrives at GSC
- b. Students residing abroad : Bank balance certificate of student's or parents' account which should be issued within 30 days from the application date. (20,000 USD/ a year, **must be stated in KRW or USD, No other monetary unit accepted.** if parents', student has to submit the family relation certificate.  
\*(Chinese citizenship owner) Bank balance certificate must be certified or frozen for more than 30 days from the date of application.  
\* Bank statements issued before Dec 31, 2023 will be calculated based on the exchange rate of Oct 1, 2023, and bank statements issued after Jan 1, 2024 will be calculated based on the exchange rate of Jan 1, 2024

The requirements for student visa (D-2) application may vary by individual and by embassy. It is advised for the student to contact the Korean embassy or consulate in their home country first before applying for the visa, to find out if there is any additional document needed for the application of D-2 visa.

After receiving the passport back, please check if the issued visa is for Masters (D-2-3) or Ph.D / MS·Ph.D Integrated (D-2-4) under name of KU. If Associate (D-2-1), Undergraduate (D-2-2), or any incorrect type of visa is issued, the student must notify the Korean embassy immediately and correct the visa type to an appropriate one.

## 2. Alien Registration Card (ARC)

Alien Registration Card (ARC) is a personal identification card for foreigners, allowing them to stay in Korea legally. Once the international students arrive in Korea with a student visa (D-2), they must apply for an Alien Registration Card (ARC) at Sejongno Immigration Office by the time the semester starts.

All international students at KU must go to [Sejongno Immigration Office](#) for visa and immigration affairs regardless of their place of residency. Immigration office is assigned by the student's home institution, not by their place of residency.

### ◦ Required documents for Alien Registration Card (ARC) application:

No.	Required Documents	Notes
1	Application Form	Attach a passport sized photo on it (35×45mm)
2	Passport	With one copy of the passport ID page (the page with your photo) & D-2 visa page
3	Proof of Residency	<i>On-campus:</i> 'Confirmation of Residence/Accommodation' from the CJ I-House office with signature / submit it with the payment receipt <i>Off-campus:</i> Copy of rental contract *If the contract is not under the applicant's name, they must submit a copy of the accommodation provider's ID card & 'Confirmation of Residence/Accommodation'
4	Application fee	30,000 KRW (in cash)
5	Certificate of Registration	Can be printed only during the tuition payment period. After this period, one must individually request it to Administration Office of Graduate School *It is stated as the 'Certificate of Registration & Payment' when printed out *If applying for an ARC after the semester begins, submit <u>Certificate of Enrollment</u> instead
<b>*Do not forget to scan your fingerprints before leaving the immigration office</b>		

### ◦ Steps for Alien Registration Card (ARC) application:

- a.) Go to the immigration website ([HiKorea](#)) and make a reservation for the visit to Sejongno Immigration Office  
\*It is not possible for you to apply for an ARC without making an online reservation first.
  - b.) Receive a 'Certificate of Application for Permit of Stay' from the immigration officer after approval
  - c.) Register fingerprint at Window #1 on the 2nd floor of Sejongno Immigration Office before leaving  
\*ARC won't be issued without fingerprints registration
- \* It takes about a month for the Alien Registration Card (ARC) to be issued.*
- \* Please be advised that the student visa (D-2) will automatically be terminated if one leaves Korea before the issuance of their Alien Registration Card (physical copy)*

### ◦ Important things to be noticed

- a.) **Complete Alien Registration within 90 days of your arrival**  
\* In case Alien Registration is not completed in time, there will be imposition of fine.
- b.) **Do not leave Korea if your Alien Registration is incomplete**  
\* Re-entering Korea or re-issuance of a D-2 visa without Alien Registration is impossible.

## 3. Arrival Report

2024-1 int'l freshmen must submit the 'Arrival Report' & 'Proof of ARC' to the Admission Office of Graduate School.

*\* Your visa will be terminated if the below are not submitted or done in time.*

Submission Period	Requirements	Submit To
~ 7. March	<ol style="list-style-type: none"> <li>1. Arrival Report</li> <li>2. Proof of ARC (choose one from below):               <ul style="list-style-type: none"> <li>*Appointment Receipt</li> <li>*Certificate of Application for Permit of Stay</li> <li>*Copy of ARC (front &amp; back scanned)</li> </ul> </li> <li>3. Copy of passport ID Page</li> </ol>	Administration Office of Graduate School *KU Graduate School, Central Library (Graduate School), 145 Anam-ro, Seongbuk-gu, Seoul, KOREA)

## II. ARC Extension

### 1. Extension of Stay in Korea

One of the responsibilities held by all international students is to keep their Alien Registration Card (ARC) always valid, since the termination of ARC also means an expiration of one's student visa (D-2). The duration of stay approved by the immigration office is written on the back of one's ARC.

One can apply for **Alien Registration Card (ARC) extension** starting from 4 months prior to its expiry date. Students can either visit Sejongno Immigration Office in person, or visit HiKorea (hikorea.go.kr) and complete the application online.

The immigration office becomes much busier as the beginning of the semester approaches. The reservation slots for the visit to the immigration office might unexpectedly get full. Even the online extension can take a long time. For this reason, it is recommended that you apply for extension well ahead of time.

In order to keep one's ARC valid, aside from applying for extension when applicable, all international students must **register at Korea University every semester during the Regular Payment Period** (including Completed-Research Students) before the start of a new semester. **They should NOT register after the semester begins.** Otherwise, their Alien Registration Card (ARC) will be terminated regardless of its expiry date.

#### ◦ Required documents for ARC extension by student status

##### a.) Students doing COURSEWORK

- Students within the general given period of registration for completion (vary by major)

No.	Required Documents	Notes	
Mandatory	1	Application Form	
	2	Passport	
	3	Alien Registration Card (ARC)	
	4	Application Fee	60,000 KRW (in cash)
	5	Proof of Residency	<u>Living on-campus (dormitory):</u> - 'Confirmation of Residence/Accommodation' from CJ I-House office with signature - dormitory payment receipt  <u>Living off-campus (apartment, gosiwon, share-house, etc.):</u> - Submit a copy of the rental contract - If the contract is not under the applicant's name, please submit: * A copy of the accommodation provider's ID card * 'Confirmation of Residence/Accommodation'
	6	Certificate of Enrollment	<u>Certificates can be issued at One-Stop Service Center</u> - <i>Humanities Campus</i> Central Plaza B1 Rm.111 - <i>Science Campus</i> Hana Square B1
	7	Academic Transcript	
If Applicable	8	<i>Financial Statement</i>	Student's own bank account in Korea 6 months: 12,000,000KRW / 1 Year: 24,000,000KRW
	9	<i>Tuberculosis Test Certificate</i>	Required for students from the 35 countries listed below who have never submitted the certificate after 2016.03.02

#### **Tuberculosis Test Certificate\***

- Applicable to those from the following 35 countries who have never submitted the certificate after 2016.03.02

Bangladesh / Cambodia / China / East Timor / India / Indonesia / Kyrgyzstan / Malaysia / Mongolia  
Myanmar / Nepal / Pakistan / Russia / Sri Lanka / Thailand / Philippines / Laos / Uzbekistan / Vietnam  
Nigeria / South Africa / Belarus / Mozambique / Moldova Republic / Azerbaijan / Angola / Ethiopia  
Ukraine / Zimbabwe / Kazakhstan / Democratic Republic of Congo / Kenya / Papua New Guinea  
Tajikistan / Peru

**b.) Students taking EXTRA SEMESTER(S)**

 - Students who have not fulfilled enough credits or other requirements asked by their department for completion

No.	Required Documents	Notes	
Mandatory	1	Application Form	
	2	Passport	
	3	Alien Registration Card (ARC)	
	4	Application Fee	60,000 KRW (in cash)
	5	Proof of Residency	<u>Living on-campus (dormitory):</u> - 'Confirmation of Residence/Accommodation' from CJ I-House office with signature - dormitory payment receipt <u>Living off-campus (apartment, gosiwon, share-house, etc.):</u> - Submit a copy of the rental contract - If the contract is not under the applicant's name, submit: * A copy of the accommodation provider's ID card * 'Confirmation of Residence/Accommodation'
	6	Certificate of Enrollment	<u>Certificates can be issued at One-Stop Service Center</u> - <i>Humanities Campus</i> Central Plaza B1 Rm.111 - <i>Science Campus</i> Hana Square B1
	7	Academic Transcript	
	8	Financial Statement	Student's own bank account in Korea 6 months: 12,000,000KRW / 1 Year: 24,000,000KRW
	9	Explanatory Statement for Students Taking Extra Semester(s)	<b>MUST</b> be signed both by the dept. office and GSC
If Applicable	10	<i>Tuberculosis Test Certificate</i>	Required for students from the 35 countries listed on page 3 who have never submitted the certificate after 2016.03.02

**c.) Completed-Research Student**

 - Students writing degree dissertation (thesis) for graduation after completion

No.	Required Documents	Notes	
Mandatory	1	Application form	
	2	Passport	
	3	Alien Registration Card (ARC)	
	4	Application fee	60,000 KRW (in cash)
	5	Proof of Residency	<u>Living on-campus (dormitory):</u> - 'Confirmation of Residence/Accommodation' from CJ I-House office with signature - dormitory payment receipt <u>Living off-campus (apartment, gosiwon, share-house, etc.):</u> - Submit a copy of rental contract - If the contract is not under the applicant's name, submit: * A copy of the accommodation provider's ID card * 'Confirmation of Residence/Accommodation'
	6	Certificate of Completion	<u>Certificates can be issued at One-Stop Service Center</u> - <i>Humanities Campus</i> Central Plaza B1 Rm.111 - <i>Science Campus</i> Hana Square B1
	7	Academic Transcript	
	8	Financial Statement	Student's own bank account in Korea 6 months: 6,500,000KRW
	9	<b>Confirmation Form for Academic Advisor on Student Thesis Schedule</b>	<b>MUST</b> be signed both by academic advisor and GSC
	10	Academic Advisor's Statement	MUST be submitted to GSC in order to get a signature from GSC on ' <b>Confirmation Form for Academic Advisor on Student Thesis Schedule</b> '
If Applicable	11	<i>Tuberculosis Test Certificate</i>	Required for students from the 35 countries listed on page 3 who have never submitted the document after 2016.03.02

## 2. Valid Period of Stay in Korea for Student Visa (D-2) Holders

### ◦ Terms for Studentship and Student Visa (D-2)

#### a) Duration of Coursework

- General period of study set for the completion of courses (may vary by major)
- In general, duration of coursework of KU is as below
  - \* Master: 2 years
  - \* Ph.D: 2 years
  - \* Masters & Ph.D Integrated Degree: 4 years

But duration of coursework of Professional graduate school / special graduate school may vary

- Students can graduate within the duration of coursework by completing all the requirements for completion and degree dissertation (thesis) for graduation, if possible

#### b) Length of Studentship

- Maximum length of study for graduation set by KU(based on the time of admission) (may vary by major)
  - \* Master: 4 years after admission
  - \* Ph.D: 8 years after admission
  - \* Masters & Ph.D Integrated Degree: 10 years after admission

#### c) Maximum Valid Period of Student Visa (D-2)

- Maximum period in which one can possess his/her student visa (D-2) and extend his/her ARC, set by the Immigration Office.

Master 's Course: Allowed within 3 years after completion of the scheduled academic calendar based on the time of admission → Masters: Maximum of 5 years after admission

PhD Course: Allowed within 5 years after completion of the scheduled academic calendar based on the time of admission → Ph.D: Maximum of 8 years after admission

**(Maximum of 7 years if Duration of Ph.D coursework is 2 years)**

- d) Keep it in mind that terms for Studentship and Student Visa (D-2) are different from each other. And duration of each is regulated differently.

### ◦ Maximum Valid Period of Stay allowed for international students in Korea

International graduate students with a student visa (D-2) MUST finish their studies within the **maximum valid period of student visa (D-2)** set by the immigration office. Since all international students are under the restriction of the **immigration law** of Korea, **they must finish their academic program within the period arranged by the immigration office, regardless of the length of studentship set by Korea University.**

Usually, international graduate students are granted 2 years of valid period of stay (vary by individual) at the first time of their visa application. One's valid period of stay is written on the back of their Alien Registration Card (ARC). Students can extend the duration of their stay (ARC) starting from 4 months prior to their ARC expiry date. However, extension will be allowed only within the valid period of student visa (D-2). It is **not** possible to extend one's ARC after the allowed period; hence, the student visa (D-2) will be terminated automatically.

### III. Int'l Students' Obligation of Reporting Changes

All international students are obligated to report changes/updates in their personal information to the immigration office in Korea. Neglecting such duties may lead to an unexpected disadvantage in regard to one's stay and status in Korea. The change(s) must be reported within 14 days from the date on which the change occurred. One can report these changes either by visiting the immigration office in person or by going online at hikorea.go.kr, if possible.

#### 1. Personal Details That Must Be Reported

- Passport Information:
  - Name, sex, nationality, date of birth, passport number, and expiry date (newly-extended)
- Alien Registration Information:
  - Address (place of residency)
- Others:
  - Lost ARC (apply for re-issuance of ARC by visiting the immigration office *in person*)

#### 2. Reporting Period

- Within 14 days from the date of occurrence

#### 3. Required Documents

- Passport & Alien Registration Card (ARC)
- Application form
- Additional documents that serve as proof that the change(s) occurred

#### 4. Reminder

If the above changes occur after making a departure from Korea / while temporarily staying abroad, report them to Sejongno Immigration Office within 14 days of your arrival in Korea.

#### 5. Change in Place of Residency

Changes in the address (place of residency) must be reported within 14 days of the date of occurrence. Unlike the other information listed above, address change(s) can be reported at the nearest community service center (Dong or Gu Office) or Sejongno Immigration Office (available online as well). After the designated period, it can be reported only at the immigration office and a fine will be imposed.

- Required Documents – Proof of Residency
  - Living on-campus: ‘Confirmation of Residence/Accommodation’ from CJ I-House office with signature and a dormitory payment receipt
  - Living off-campus: A copy of the rental contract
    - \* If the contract is not under the applicant’s name, please submit:
      - A copy of the accommodation provider’s ID card
      - ‘Confirmation of Residence/Accommodation’

## IV. Leave of Absence and Returning

### 1. Leave of Absence:

International students can apply for leave of absence. However, applying for leave of absence means invalidating their student visa (D-2). Students taking a leave of absence **must** leave Korea within 15 days of the date in which their leave of absence is officially approved by the affiliated department office. To prevent any confusion over this issue, students can contact the Global Services Center (GSC) and receive counseling beforehand.

- *Alien Registration Card (ARC) is valid ONLY when the student is registered at the university and is **physically** in Korea. If he/she does not register for the upcoming semester, his/her ARC along with his/her student visa (D-2) will expire automatically.*
- *How to Apply: **Register online on the Portal (KUPID)***

### 2. Returning to the University / Reinstatement:

International students must obtain a new student visa (D-2) and Alien Registration Card (ARC) to resume their study at KU. International students could apply for absence/return on the portal KUPID (submission can be made from January/July). Once the reinstatement is approved by the department office (Academic Advisor), the Global Services Center (GSC) will contact the student via Email for their Certificate of Admission (CoA), which is needed for student visa (D-2) application. After the Certificate of Admission (CoA) is issued, students may apply for their visa.

It takes around 2 weeks~1 month for the reinstatement to be accepted and the Certificate of Admission (CoA) to be issued. The other required documents for student visa (D-2) may also take a long time to be issued. Therefore, returning students should contact the Korean embassy or consulate in their home country in advance to find out and prepare for the other documents needed for the visa application well ahead of time.

**Please be reminded that it is the students' responsibility to obtain a student visa (D-2) before the semester begins.**

- *How to Apply: **Register online on the Portal (KUPID)***

## V. Int'l Student Studying Abroad

From the immigration office's perspective, participation in an exchange or a dual degree program (outbound) is considered as temporary discontinuation of study in Korea. It is because the student will not be physically residing in Korea nor physically attending KU while participating in such outbound programs.

Participation in study abroad programs (outbound) will be reported to the immigration office since students have to leave Korea for these programs. Then, their student visa (D-2) will be terminated automatically regardless of the valid period of stay written on the back of their Alien Registration Card (ARC). Students must apply for a new student visa (D-2) after their study abroad program is finished, to resume their study in Korea at Korea University. It is recommended that international students consult with the Global Services Center (GSC) in advance, before applying to participate in such outbound programs.

#### **Departure**

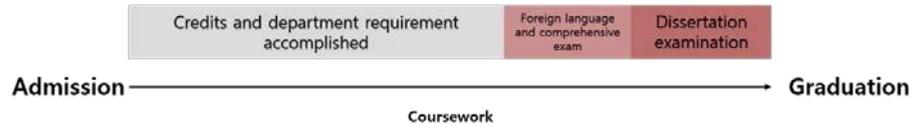
- When the **student status\*** changes, ARC will be terminated automatically regardless of the expiry date written on the back of it. Hence, the student must make a departure out of Korea within 15 days of the date the student status changes
- **\*Student status** that leads to termination of D-2 visa:
  - Leave of Absence / Non-Registration / Withdrawal / Expulsion / Graduation / Study Abroad Program (outbound), Exchange, Double-Degree, etc.

#### **Arrival (Reinstatement)**

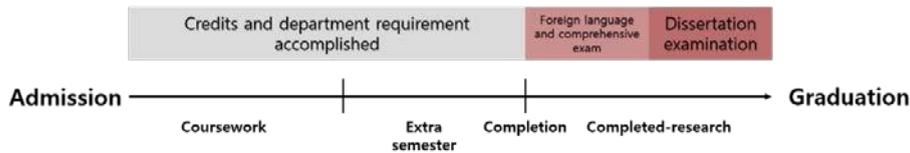
- Application period for reinstatement: 2 months before the start of semester (please refer to GSC's website)
- All international students must apply for a new student visa (D-2) and Alien Registration Card (ARC) when returning to Korea University

## VI. After Allowed Period of Coursework

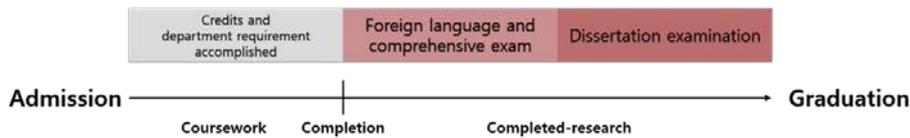
### 1. Graduation within duration of coursework



### 2. Need extra semester(s) for acquiring credits for completion



### 3. Need more semester(s) for comprehensive exam/dissertation for graduation



[Possible change(s) of student status from admission to graduation]

### 1. Student Taking Extra Semester(s)

Generally, graduate students will be given 4 semesters for coursework (8 semesters for MS-Ph.D integrated program). During the set period for completing coursework, students can fulfill all the requirements for their degree and graduate, if it is possible.

However, the assigned duration of coursework may not be enough time for some students in completing his/her study. In this case, they may need to take extra semester(s) (초과학기) to acquire credits and requirements requested by the affiliated department for completion (not graduation).

Students taking extra semester(s) will need to apply for Alien Registration Card (ARC) extension. It can be completed either by visiting Sejongno Immigration Office in person or applying online (hikorea.go.kr), starting from 4 months prior to the expiry date written on the back of one's ARC. The extension requires a number of documents, one of them being the 'Explanatory Statement for Extra Semester(s).' Students must ask their department office to fill in the necessary field. After the approval of the student's academic advisor, the applicant must bring the signed form to GSC for confirmation/signature before being able to submit it to the immigration office.

### 2. Completed-Research Student

A student who has completed their coursework (acquiring credits, etc.), but has not finished writing their thesis for graduation is called a completed-research student (수료연구(재학)).

A completed-research student can also extend their Alien Registration Card (ARC) and stay longer in Korea until he or she graduates, if granted permission. In this case, he/she must submit to the immigration office the 'Confirmation Form for Academic Advisor on Student Thesis Schedule' after receiving confirmation from a GSC staff.

In order to receive a signature from GSC on the 'Confirmation Form for Academic Advisor on Student Thesis Schedule,' students MUST bring the 'Academic Advisor Statement' as well and submit it to GSC. This form is used to verify that he/she will be extending their valid period of stay in Korea for an academic purpose. Again, the GSC staff cannot sign the 'Confirmation Form for Academic Advisor on Student Thesis Schedule' without the student's 'Academic Advisor Statement.'

All international graduate students with a student visa (D-2) should always keep in mind that they must finish their study within the maximum valid period of student visa (D-2) permitted by the immigration office of Korea.

Also, the student visa (D-2) and Alien Registration Card (ARC) will be terminated automatically if the **completed-research student** does not register at KU continuously even for one semester. It is mandatory for all international students to register during the **Regular Payment Period** (February/August) before the semester begins.

Moreover, if the completed-research student takes leave of absence, his/her student visa (D-2) will be terminated and not be issued again even after applying to return (reinstatement) to the university, unlike for within-coursework student.

- *Since the Global Services Center reports the student's status of enrollment to the immigration office in early September/March, all international students with a student visa (D-2) are required to register/pay their tuition fee(s) for the semester during the Regular Payment Period (February/August) and not after the semester begins. Otherwise, the student visa (D-2) will be terminated automatically.*

## VII. Departure

It is MANDATORY for all international students at KU to notify GSC of their departure, if applicable, via email or by visiting in person. The reason for this obligation of reporting departure plan(s) is to advise and notify the students about the potential termination of their student visa (D-2), and provide information related to their situation (leaving Korea permanently/temporarily). If the student makes a departure without receiving any consultation with GSC, unexpected disadvantage(s) in acquiring visa or maintaining visa status can occur when coming back to Korea.

Report of departure for **temporary** stay abroad during summer/winter breaks does not necessarily have to be made. However, if you are uncertain about the exact length of period in which you will be outside of Korea, you must notify GSC beforehand. Also, if the planned return date to Korea gets delayed when traveling outside of Korea, please contact GSC. Students leaving Korea after the completion of dual-degree program at KU/ for employment abroad/ for participation in a dual-degree or exchange program (outbound)/ after completion of coursework/ or for other personal reasons MUST notify GSC of their departure. It is mandatory for all international students to notify GSC at least one week prior to their departure date.

## VIII. Part-Time Work

By regulation, international students are not allowed to work and earn income while on a student (D-2) visa. It is only possible for international students with a student visa to apply for part-time work if permission is granted by the immigration office. Please keep in mind that it is illegal to work without prior permission from the immigration office and GSC. In order to request for approval, students must first prepare the 'Part-Time Work of Foreign Student Confirmation Form' and other supporting documents specified below.

The maximum available working hours differ depending on the applicant's TOPIK level. Graduate students within the general coursework period with TOPIK level 4 and above can work up to 35 hours per week. Students taking English-Track Program (GSIS, etc.) can get the TOPIK 4 requirement waived and receive permission to work up to 35 hours. However, they are required to submit a document that verifies their enrollment in the English-Track Program, from an affiliated department office. TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 600 is needed additionally (exempted for students from countries where English is the official language).

Those who do not meet the TOPIK 4 requirement can still receive permission to work. However, they will be allowed to work only up to 15 hours per week, 15 including weekdays and weekends (and winter/summer breaks). Please be advised that the above regulations may change over time.

Students taking extra semester(s) due to an incompleteness of credit requirements set by their major CANNOT apply for part-time work permission. Also, different from students within the general coursework period, completed-research students with TOPIK 4 can receive permission to work up to 30 hours per week including weekdays and weekends (and winter/summer breaks).

### 1. Applicant Eligibility

- Have an Alien Registration Card (ARC) with student visa (D-2)
  - GPA over C (2.0) - previous semester's \*on the date of application
  - Currently enrolled at KU (student within coursework period or completed-research student)
- \* Students taking extra semester(s) cannot apply for part-time work

## 2. Steps for Part-Time Work Permission

- 1) Find Part-Time Work
  - Prepare the following 3 documents that verify your employment:
    - A copy of the Certificate of Business Registration of your workplace
    - Standard Employment Contract (Working period and hours, hourly wage, and job duty must be stated **in detail**)  
*\*Employer & Student's signatures needed*
    - Part-Time Work of Foreign Student Confirmation Form (*Employer's signature must be included*)
- 2) Visit GSC (get permission/signature)
  - Bring the 3 documents from # 1) to GSC office with the documents listed below:
    - Certificate of Enrollment
    - Transcript of previous semester's academic grades
    - Official TOPIK score report (if applicable)  
*\*For students taking English-Track Program (ex. GSIS), submit the following two documents:*
      - a) Document from an affiliated department office that proves student's enrollment in English-Track Program
      - b) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 600 (exempted for students from countries where English is an official language)
- 3) Receive Permission to work from Sejongno Immigration Office
  - Bring the documents from # 1) & # 2) **confirmed by GSC** with your Alien Registration Card (ARC)
- 4) Begin Working **after Receiving Permission**
  - \* Required documents may vary by individual.

## 3. Maximum Working Hours

- Required Korean Language Certificate (Among the below)
  - ① TOPIK: Level 4 or above
  - ② KIIP(Korea Immigration & Integration Program): Completion of level 4 or above / pre-evaluation test 81 points or above
  - ③ Korean Education at King Sejong Institute Foundation: Completion of Intermediate 2 or above

Applicant	Permitted Work Hours per Week	
	Weekdays	Weekends, holidays & vacations
Student within coursework period <b>with</b> one of the above required certificate	35	No limit
Completed-research student <b>with</b> one of the above required certificate	30	No limit
Student <b>without</b> one of the above required certificate	15 (including weekends, holidays, and vacation)	

- \* Only official TOPIK score reports are accepted; it cannot be replaced with KU Korean Language Center certificates
- \* If the student is majoring in International Studies (as 1st major), he/she needs to provide proof issued from the affiliated department office proving that all of his/her classes are held in English; TOPIK score may not be needed in this case
- \* KGSP Students need to personal inquire

- Examples of Possible Types of Part-Time Work (permission needed before starting work)
  - Translation/Interpretation
  - Restaurant assistant
  - Office assistant
  - Tour guide assistant
  - Duty-free shop sales assistant
- Types of Part-Time Work Exempted from Acquiring Permission (permission not required)
  - Working at home institution (KU) as a class assistant, librarian, etc.
  - Temporary (once or twice) assistant of house chore or office work
  - Participation in a movie, show, or event for one time only

\* For more detailed information, you can contact GSC individually

- Restricted Types of Part-Time Work (not allowed by law)
  - Private tutoring
  - **Construction**
  - **Manufacturing**
  - \* Exceptionally allowed for permission if:
    - the workplace falls under the manufacturing industry with other types of business also listed on the Certificate of Business Registration (ex. Sales **and** Manufacture, Café **and** Manufacture, etc.)
    - Must be stated on the Part-Time Work of Foreign Student Confirmation Form
  - Any other fields that are against the social order and virtue (ex. adult entertainment, casino, etc.)
- Permitted Working Period & Places
  - Working Period: maximum of one year within student's coursework period
  - Work Place(s): limited to working at two places at once
- Change in Workplace
  - Student must report the change in their workplace within 14 days of occurrence. He/she can change their place of work with a different employer (if the criteria for legal part-time employment is met) within the permitted period of part-time work. The report can be made by visiting Sejongno Immigration Office in person.
- Reminder
  - **Students must be granted permission to work part-time from the immigration office before they start working.** Otherwise, it is considered as **illegal** employment, which will lead to serious penalty on both the employer and the student (ex. deportation, restriction on part-time work, etc.).
  - Student visa (D-2) holders must obtain permission from the Global Services Center (GSC) and the immigration office to work outside of the university. **Prior** to working part-time, prepare the 'Part-Time Work of Foreign Student Confirmation Form' with other supporting documents specified above for approval. **Again, it is considered as illegal employment to work before the immigration office grants permission.**

# Appendix

- I. Arrival Report
  
- II. Return from Leave of Absence
  
- III. Immigration Guide for International Students Studying Abroad (Outbound)
  
- IV. Explanatory Statement for Extra Semester(s)
  
- V. Confirmation Form for Academic Advisor on Student's Thesis Schedule
  
- VI. Completed/Completed-Research Student Academic Advisor Statement
  
- VII. Part-Time Work of Foreign Student Confirmation Form (Eng)
  
- VIII. Part-Time Work of Foreign Student Confirmation Form (Kor)

## 고려대학교 2024학년도 1학기 신입생 입국신고서

# Arrival Report

학생 본인 방문 제출 혹은 이메일 제출

<b>대 학 / 학 과</b> Department / Major	대학 · Department	학과 · Major	<b>학 번</b> Student No.
	/		
<b>① 연락처</b> Contact No.	휴대폰번호 · Mobile No.		이메일 · Email
<b>② 긴급연락처</b> Emergency Contact No.	휴대폰번호 · Mobile No.	관계 · Relationship	이메일 · Email
<b>③ 여권정보</b> Passport Info.	성 · Surname	이름 · Given Names(s)	국적 · Nationality
	여권번호 · Passport No.	생년월일 · Date of Birth YY MM DD	<input type="checkbox"/> 남 · Male <input type="checkbox"/> 여 · Female
			외국인등록번호 뒤 7자리 숫자(해당자) ARC No. Last 7 digits(if applicable)

▪ **꼭 알아야 하는 출입국법 · Important Immigration Law for International Students**

① 대한민국 출입국법에 따라, 고려대학교 외국인 신입생은 유학비자(D-2)를 소지하여야 합니다. 국내 대학에서 학위 취득이 불가능한 어학연수(D-4), 방문(B-1, B-2) 등을 소지한 학생은 반드시 개강 전까지 고려대학교 소속의 유학비자(D-2)를 발급받아야 합니다.

Based on the immigration law in Korea, all international freshmen at Korea University MUST obtain a student visa(D-2) before the semester begins. If the students possess other types of visa like D-4, B-1, and B-2, they must apply for a student visa(D-2) as soon as possible.

② 단기방문 비자(C-3)로 입국한 학생은 한국에서 비자변경 신청이 불가능하며, 반드시 출국한 후 본국의 대한민국 영사관에서 고려대학교 소속의 신규 유학비자 (D-2)를 발급받아야 합니다.

C-3 visas CANNOT be changed to a student visa (D-2) in Korea. Students entering Korea with such visas must leave Korea, and apply for a student visa (D-2) under the name of Korea University at the Korean embassy or consulate in their home countries.

③ 한국의 다른 대학에서 유학비자 (D-2)를 발급받은 학생의 경우, 외국인등록증 소지 여부와 관계없이 반드시 출국한 후 본국의 대한민국 영사관에서 고려대학교 소속의 신규 유학비자 (D-2)를 발급받아야 합니다.

Freshmen who possess a student visa (D-2) issued from another university MUST leave Korea, and apply for a new student visa (D-2) from the Korean embassy or consulate in their home countries.

④ GSC 에서는 학생의 학적이 변동되는 경우(예: 휴학, 졸업, 자퇴, 제적, 해외대학 교환파견, 복수학위 등), 이를 출입국에 신고 하며 외국인등록증(D-2)은 남은 기간과 상관없이 소멸하고 학생은 변동사항 발생 15일 내 출국해야 합니다.

GSC is obligated to report the changes in student's status(e.g. leave of absence, graduation, expel, expulsion, withdrawal, dual-degree, etc.) to the immigration office. After the report, the student's ARC (D-2) will be terminated regardless of the remaining length of stay. Also, the student MUST leave Korea within 15 days from the date of change occurrence.

⑤ 고려대학교에서 유학하는 동안 비자 관리, 외국인등록증 연장, 각종 신고의무에 대한 기본적인 관리와 책임, 그리고 관리 소홀로 인한 모든 불이익의 결과는 학생 본인에게 있습니다.

GSC is NOT in charge of maintaining VISA, extending and checking validity of ARC, or performing notification duties for individuals. Students are liable to every possible disadvantage or penalty that can be caused by improper maintenance or neglect.

**위 내용을 읽고 숙지했으며 기재한 내용이 모두 사실임을 확인합니다.**

I hereby declare that I have read and understood the above information carefully and that all the information given is true and correct.

\_\_\_\_\_, 2024 | Student signature \_\_\_\_\_

## Return from Leave of Absence

- For international students to return from their leave of absence, he/she must obtain an appropriate visa to study at Korea University.

Please make sure to have a valid visa before the beginning of the semester.

### – Application Period

26th (Mon) February 16:00

### – Application Procedure (Choose one from the following 2 options)

- ① Students who need student visa (D-2)

Step	Procedure	Applicant Process Flow	
1	Submission	Int'l Student	<b>Register online on the Portal (KUPID)</b> A copy of the passport must be attached to issue CoA
2	Approval	Department office	Application approved by the department office
3	Preparation to apply for D-2 visa	GSC	The student will receive a 'Certificate of Admission(CoA)' from GSC (by email)
4	Apply for D-2 visa	Int'l Student	Submit CoA along with the other required documents for a new D-2 visa to the Korean embassy/consulate
5	Entry		After arriving in Korea, apply for a new Alien Registration Card at Sejongno Immigration Office
6	ARC Submission		Submit a copy of both sides of the Alien Registration Card to GSC (by email)

- ② Students who possess visa other than D-2 that allows studying in Korea (Ex. F-type)

Step	Procedure	Applicant Process Flow	
1	Submission	Int'l Student	Register online on the Portal (KUPID) A copy of the passport must be attached to issue CoA
2	Approval	Department office	Application approved by the department office
3	ARC Submission	Int'l Student	Submit a copy of both sides of the Alien Registration Card (or Domestic Residence Card) to GSC (by email)

\*GSC Tel. +82-2-3290-5174, Email. [gsc@korea.ac.kr](mailto:gsc@korea.ac.kr)

## Immigration Guide for International Students Studying Abroad (Outbound)

The Global Services Center (GSC) manages visa and immigration affairs for int'l students. Following the immigration law, all international students are under the restriction of their Alien Registration Card (ARC) while studying in Korea. Hence, when applying for a study abroad (outbound) program such as ESP, VSP, or Double Degree, it becomes mandatory for the int'l student to visit GSC and receive counseling on the possible termination of ARC for participating in such program(s).

### ◆ For Student Visa (D-2) Holder

Following the immigration law, when a student with a D-2 visa makes a departure to participate in a study abroad (outbound) program (ex. ESP, VSP, Double Degree, etc.), his/her ARC will be terminated regardless of its valid period. To resume their study at Korea University after finishing the study abroad (outbound) program, he/she must apply for new D-2 visa.

◦Steps for D-2 visa application after the study abroad (outbound) program ends

Step	Process	Content	
1	Preparation for D-2 visa application	GSC	Application form for Certificate of Admission(CoA) will be sent to the student who finishes the program (by email) * Application for CoA opens 2 months before the beginning of the semester at KU (Jan/Jul)
		Student	Submit the application form for a new CoA with a copy of passport to GSC (by email or visit)
		GSC	CoA will be given to the student (by email)
2	Application for D-2 visa	Student	Apply for a D-2 visa with the required documents including CoA (issued by GSC) at Korean Consulate in the student's home country
3	Arrival in Korea		Apply for the visit to Sejongno Immigration Office within 30 days of arrival to Korea
4	Application for ARC		Apply for the re-issuance of ARC at Sejongno Immigration Office
5	Submission of ARC		Submit a copy of the re-issued ARC to GSC (by email)

Students holding a visa other than D-2 visa that allows them to study at KU legally will be guided as well upon their visit to GSC.



## 외국인학생 초과학기 확인서 (대학원생)

### Explanatory Statement for Extra Semester(s) (Graduate)

신청자 Applicant	성명 Name		국적 Nationality	
	학과 Major		학번 Student No.	
	전화번호 Contact No.		이메일 Email	
	외국인등록번호 Alien Registration No.	-		
	<p><b>본인은 초과학기 수학기간 중 수료를 위해 학업에 전념할 것을 약속하며, 불성실한 학업수행으로 판단된 경우 주무 출입국 처분에 불이익이 있을 수 있음을 이해하고 있습니다.</b></p> <p><b>I hereby pledge to focus on academic work for graduation during the extra semester(s), moreover, I confirm that I am aware of the disadvantages that may be given by the immigration office in case of the neglect of study.</b></p> <p style="text-align: center;">20 . . .</p> <p style="text-align: right;">서명: _____ (signature)</p>			
초과학기 등록사유	<p>* 수료학점 미 충족 사유를 구체적으로 기재                  위 학생은 현재 고려대학교 _____ 대학                  _____ 학과 _____ 과정에 재학하고 있습니다.</p> <p>본교에서는 최소 중 _____ 점 취득 및 학과에 상응하는 내규                  수료요건을 만족해야 수료가 가능합니다.</p> <p>학생의 취득 학점과 수료요건 충족 여부를 확인한바, 미이수 _____                  학점 충족을 위해 초과학기 수학 예정이오니 학생이 학업을 지속할 수 있도록                  (한 학기, 두 학기) 체류기간 연장을 허가해 주시기 바랍니다.</p> <p style="text-align: center;">20 . . .</p>			
지도 교수 (학과장)	소속 및 직위			
	성명	(인 또는 서명)	연락처	
유학생 담당자	소속 및 지위			
	성명	(인 또는 서명)	연락처	
<h2 style="margin: 0;">세종로 출입국·외국인청</h2>				

## 논문지도 일정에 대한 지도교수확인서 Confirmation Form for Academic Advisor on Student's Thesis Schedule

인적사항 Personal Information				
성 Last Name		이름 First Name		
외국인등록번호 ARC Number	학번 Student Number		연락처 Contact Number	
국적 Nationality	생년월일 Date of Birth		이메일 Email	
학위 관련 정보 Academic Information				
과정 Program	<input type="checkbox"/> 석사 (MS)	<input type="checkbox"/> 박사 (PhD)	<input type="checkbox"/> 석·박통합 (MS·PhD Integrated)	
입학일자 Matriculation Date	졸업예정일자 Expected Graduation Date		졸업학점 C.GPA	
논문지도일정 Thesis Schedule				
일정 Date	지도 내용 Remarks			
<p>위 학생은 수료 후 본인의 지도하에 상기와 같이(석사/박사/석·박통합)학위 논문 준비중에 있음을 확인하며, 위 학생이 국내에서 체류하여 논문을 준비할 수 있도록 체류기간 연장 등의 조치를 하여 주시기 바랍니다.</p> <p>I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her (Master/Ph.D) thesis/dissertation under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish writing his/her thesis/dissertation.</p> <p style="text-align: center;">20YY.MM.DD</p>				
지도교수 Academic Advisor	소속 및 직위 Title/Department			
	성명 Full Name	(인 또는 서명) Stamp or signature	연락처 Contact	
유학 담당자 Administration	소속 및 직위 Title/Department			
	성명 Full Name	(인 또는 서명) Stamp or signature	연락처 Contact	

**\*이 의견서는 GSC 제출용입니다. 외국인·출입국청에 제출하는 양식이 아닙니다/**

**\*Submit this form to GSC. DO NOT submit it to the immigration office.**

<b>수료/수료연구(재학)생 지도교수 의견서</b> <b>Completed/Completed Research Student Academic Advisor Statement</b>		<b>FOR GSC STAFF ONLY</b>		
		<b>확인</b> <i>GSC STAFF SIGNATURE</i>		
<b>인적사항 Personal Information</b>				
성 Last Name	이름 First Name	학과 Major		
학번 Student Number	연락처 Contact Number	이메일 Email		
국적 Nationality	생년월일 Date of Birth	외국인등록번호 뒤 7자리 Last 7 digits of ARC		
<b>학위 관련 정보 Academic Information</b>				
과정 Program	<input type="checkbox"/> 석사 (MS)	<input type="checkbox"/> 박사 (Ph.D)	<input type="checkbox"/> 석·박통합 (MS·Ph.D Integrated)	
외국어, 종합시험 Foreign Language and Comprehensive Exams		<input type="checkbox"/> 통과 Pass <input type="checkbox"/> 미통과 No pass (응시예정일자 expected exam date: _____)		
<b>학위수여를 위한 논문 현재 진행 단계 Current Progress for the Degree Dissertation</b>				
<i>*해당되는 부분 <b>하나만</b> 체크하여 주시기 바랍니다 Please check ONE box - only that applies to you</i>				
주제 결정 Choosing the topic	<input type="checkbox"/>	자료 수집 Gathering the data	<input type="checkbox"/>	
논문 작성 Writing thesis	<input type="checkbox"/>	논문 심사 Dissertation examination	<input type="checkbox"/>	
학위취득 예상일자 Expected graduation date	_____년 _____월 _____일			
<b>지도교수 의견 기재란 Academic Advisor Statement</b>				
<i>*지도교수가 직접 작성하는 칸입니다 This part must be written by academic advisor</i>				
외국인학생의 한국 체류기간 연장을 위한 양식입니다. 이를 고려하여 해당 학생의 수학 능력 및 태도, 학교생활, 학위취득 가능성 등을 서술하여 주시기 바랍니다. (다음 페이지 예시 참고)				
202 . . .				
지도교수 Academic Advisor	소속 및 직위 Department/Title		이메일 Email	
	성명 Full Name	(인 또는 서명) Stamp or signature	연락처 Contact	



## Part-time Work of Foreign Student Confirmation Form

<b>Applicant</b>	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		e-mail	
<b>The expected place of employment</b>	Company name			
	Business registration No.		Type of industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of working		Wage (per hour)	
	Working hours	Weekday:	Sat - Sun:	

I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.

20 . . .

※ An undergraduate student is allowed to work up to 20(IEQAS UNI. student 25) hours per week, whereas a master/ph.d student can work up to 30 hours per week. Nonetheless, the student can work as much as he/she wants during Saturdays, holidays, and vacations.

**The head of immigration Sejongno (branch) office**

<b>Confirmation from a Uni. Official.</b>	Uni.	Korea Univ.	Name	(Seal/Sig)
	IEQAS	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Job Position(Tel.)			



## 외국인유학생 시간제취업 확인서

대상자	성 명		외 국 인 등록번호	
	학과(전공)		이수학기	
	전화번호		e-mail	
취업예정 근무처	업 체 명			
	사 업 자 등록번호		업 종	
	주 소			
	고 용 주	(인 또는 서명)	전화번호	
	취업기간		급 여 (시 급)	
	근무시간	평일 :	토·일요일 :	

위 유학생은 본교에 재학하고 있는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 확인합니다.

20 . . .

※ 시간제취업허가 허용시간은 학부생은 주당 25시간, 석박사과정은 주당 30 시간 이내임.

(단, 공휴일 또는 방학은 무제한 가능)

세종로 출입국관리사무소 (출장소)장 귀하

유 학생 담당자 확인란	소속	고려대학교	성명	(인)
	인증대학여부	해당 <input checked="" type="checkbox"/> 비해당 <input type="checkbox"/>		
	직위(연락처)			

## 입국신고서 작성 안내 (일반대학원)

# How to Fill in the Arrival Report

□ 2024학년도 1학기에 입학하는 모든 외국인 신입생(F비자 포함)은 '입국신고서·Arrival Report'를 제출해야 합니다.  
아래 사항을 참고하여 작성해 주시기 바랍니다.

□ ALL 2024 Spring international freshmen (including those w/ F-type visa) MUST submit an Arrival Report. Please read the following carefully before filling in the form.

### ▪ 제출 마감일 · Submission deadline date

~ 2024년 3월 7일(목) 17:30

~March. 7(Thu), 17:30

### ▪ 제출 장소 · Place of Submission

① 대학원 행정실로 직접 방문 제출 (02481 서울특별시 성북구 안암로 145(중앙도서관 대학원 건물)) Submit to the Administration Office of Graduate School in person

② 대학원 행정실 이메일 제출(graduate1@korea.ac.kr)

Email Submission to Graduate School(graduate1@korea.ac.kr)

Please submit to the [Administration Office of Graduate School](#) in person **OR** via e-mail

**본인 방문제출 혹은 이메일제출 중 한 가지를 선택**

### ▪ 제출 서류 · Required Documents

▷ 입국신고서 · Arrival Report

▷ 외국인등록 증빙서류(세 가지 중 한 가지 선택) · Proof of ARC (choose one from the following)

1) 방문예약 접수증(세종로 출입국·외국인청) · 2) 체류허가 신청확인서 · 3) 외국인등록증(또는 거소증) 앞·뒷면 사본

1) Appointment Receipt (Sejongno Immigration Office) · 2) Certificate of Application for Permit of Stay ·

3) Copy of front & back sides of Alien Registration Card (ARC)(or Residency Card)

### ▪ 입국신고서 작성 방법 · Guide on Filling in the Arrival Report Form

① 학생 본인의 연락 가능한 번호를 기재하시기 바랍니다.(한국 전화번호가 없는 경우 해외에서 사용하는 본인의 전화번호를 기재하시기 바랍니다)

Provide the student's own contact number in Korea. (If the student does not have a phone number in Korea, he/she should provide the number being used in his/her home country)

② 긴급 상황 발생 시 즉시 연락을 취할 수 있는 한국 또는 해외 연락처(가족)를 기재하시기 바랍니다.

\* 유학원 번호 기재 금지

Write the contact number (family) that can be reached immediately in case of an emergency.

\* **DO NOT** give the number of study-abroad agency

③ 여권에 나와 있는 정보대로 기재해주시기 바랍니다. 외국인등록번호는 과거 한국에서 사용한 적이 있는 경우 기입하되, 없는 경우 생년월일만 기재합니다.

Write the information as stated in the passport. For Alien Registration number, write if there's one that has been used before in Korea. Otherwise, give the date of birth only.