
This notice is not for Korean students or those who have already applied for an Alien Registration Card (ARC).

If you have already applied for an ARC or plan to visit the Seoul Immigration Office (Sejongno Branch) soon, please keep your reservation as scheduled.

Dear Visiting Students (VSP),

ALL INTERNATIONAL STUDENTS who arrive in Korea and plan to stay for more than 90 days are required to apply for an Alien Registration Card (ARC). You must complete the registration within 90 days of your arrival date. If you do not register within 90 days, your D-2 visa will be cancelled.

YOU ARE NOT ALLOWED TO TRAVEL OUTSIDE OF KOREA BEFORE RECEIVING YOUR ARC. If you leave Korea before receiving your ARC, your D-2 will be cancelled.

Upon your final departure from Korea, the ARC must be returned to the Immigration Office at the departure airport. Failure to return the ARC may result in a fine.

To apply for the Alien Registration Card (ARC),
Exchange Students (SEP) at Korea University have **TWO OPTIONS**:

- 1. Apply as part of the "Korea University" group *** (Recommended)**
- 2. Apply individually**

1. Apply as part of the "Korea University" group * (Recommended)**

We strongly encourage students to apply for the ARC through HireVisa as part of the "Korea University" group.

HireVisa is a private agency that provides easier/faster processing and communication for ARC registration.

This service will help KU students receive their ARC asap before the Midterm Exam Period.

● **BENEFITS OF APPLYING VIA HIREVISA**

- (1) YOU CAN COMPLETE THE APPLICATION AND MAKE THE PAYMENT ONLINE NOW** even if you have not yet arrived in Korea.
- (2) YOU CAN COMPLETE FINGERPRINT REGISTRATION AND PICK UP YOUR ARC ON CAMPUS** - no need to visit the Sejongno Immigration Office.
- (3) YOU DO NOT NEED TO PREPARE OR UPLOAD THE CERTIFICATE OF ENROLLMENT/REGISTRATION.** Our office, GSC will submit a confirmation letter on behalf of the "Korea University" group.

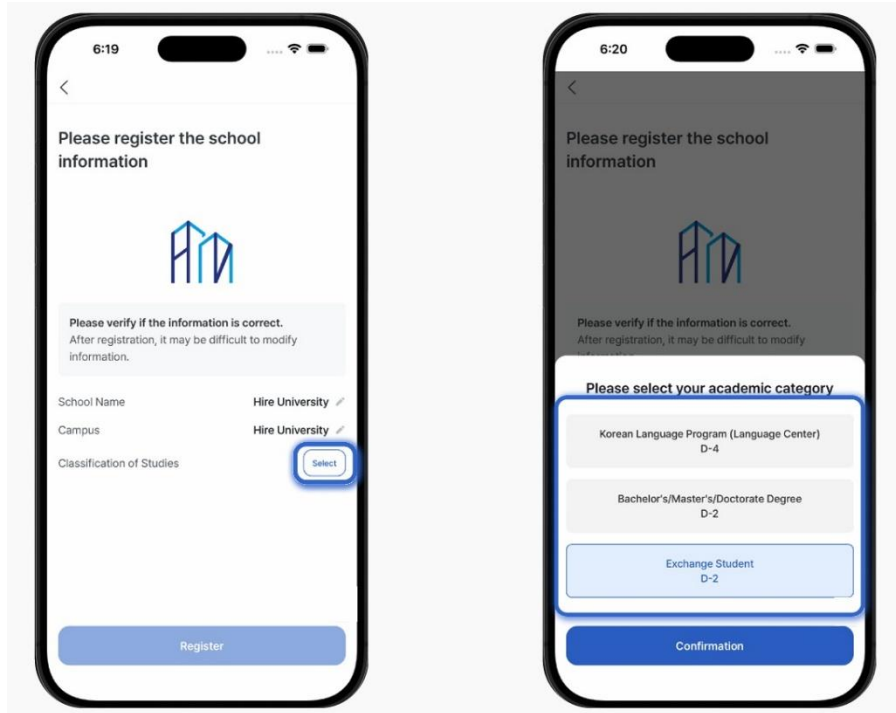
- **APPLICATION PROCEDURE**

Sign up & Pre-register:

All Exchange Students **MUST SELECT** **[EXCHANGE STUDENT D-2]**

at the Academic Category/Classification of Studies section.

Otherwise, your application may be rejected or you may be asked to make the payment again.



- PC: <https://api2.hirevisa.com/m/univ/12/19/28/guide/rc-issue>

- App Guide: https://www.hirevisa.com/app_guide

Google Play App:

https://play.google.com/store/apps/details?id=com.visaapp2023&pcampaignid=web_share

Apple App:

<https://apps.apple.com/kr/app/hirevisa/id6502820000>



- **APPLICATION PERIOD [ROUND 1]**

(1) ONLINE APPLICATION: August 14 12:00 - August 31 18:00

(2) Fingerprint Registration on campus: **September 9 -10** (TBC)

You may travel to other countries before receiving your physical card, once your fingerprint registration has been completed. Further details will be provided by HireVISA.

(3) ARC Pick-up on campus: **Second-Third week of October** (TBC)

- **List of Documents**

Please see <https://www.hirevisa.com/service/rc-issue/department/doc/guide/en>

(1) Passport Copy

(2) ID Photo

- If needed, you can take an ID photo at nearby studios such as Godae (Photo) Studio

<https://maps.app.goo.gl/N7bEiStFPxSVk7xS6>.

(3) Residence Documents

- For dormitory residents: Dormitory Residence Certificate

<https://dorm.korea.ac.kr> Log in > Move-In/Move-Out > Application Status > See more
> Certificate issuance > Document - Select 거주/숙소제공 확인서(공통) - click [Issuance]

(4) Application Fee: 50,000 KRW

(5) There is NO NEED TO SUBMIT A CERTIFICATE OF ENROLLMENT (COE)/REGISTRATION (OR A GKS CERTIFICATE). Although it appears on the list, there is no option to upload any documents. Our office (GSC) will submit a confirmation letter on behalf of the Korea University group.

- For any application-related questions, please contact HireVisa directly.

- Need help? <https://api2.hirevisa.com/m/helpcenter> > [Inquire]

- Email: support@hirediveristy.club

2. Apply individually

If you choose not to apply through the "Korea University" group, you can apply individually via the official HiKorea website <https://hikorea.go.kr>.

Apply for a reserved visit to the Immigration Office on your own. Please refer to the attachment (Online reservation at hikorea.pdf) for more details.

- **Note for Visiting Students**

Your Confirmation of Registration & Payment serves as your Certificate of Enrollment (COE), as you have paid tuition as a Visiting Student/Freemover.

You can issue this document through the **below procedure**.

You are required to submit your tuition bill. Please complete the creation of your KU Portal ID first in order to print the bill.

1. Log in to the KU Portal.

2. Click [Academic]

3. Log in again using the required temporary OTP

4. Go to [Registration/Scholarship]

5. Select [Registration]

6. Click [Print Tuition Bill]

7. Scroll down and click Print Bill.

Please use the latest version of Google Chrome or Microsoft Edge browser.

- The issuance date must be after your arrival in Korea.

- DO NOT VISIT the One-Stop Service Center (Room B111, Central Plaza) for this document - it is not issued there.

- Also, our office does not necessarily print it out for you. Please visit the Main Library <https://maps.app.goo.gl/9ASr1FXkeZjKGwNb8> or the print shops on or near campus.

Last Updated: August 13 <End>