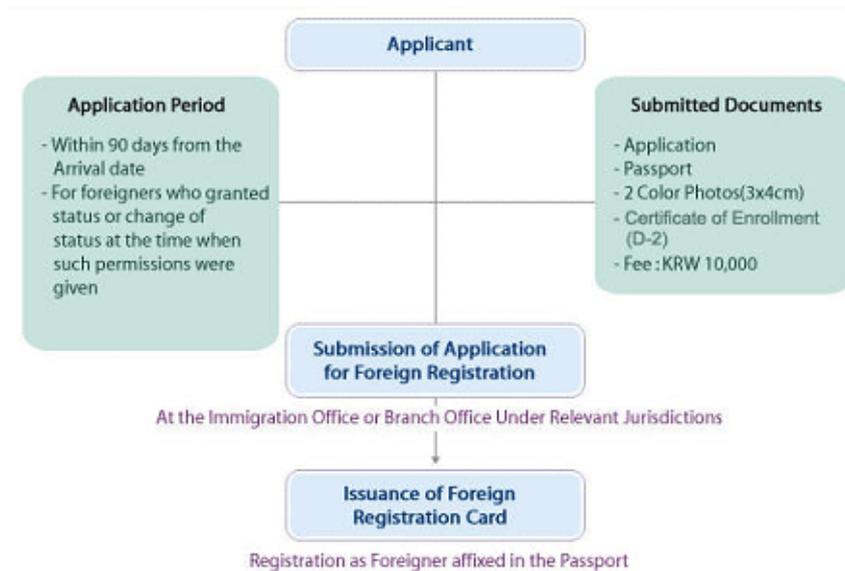


# How to apply for Alien Registration Card

All students staying in Korea for over 90 days MUST apply for the foreign registration within 90 days after entry and then the Alien Registration Card will be issued.



## ☺ When ?

- ▶ Alien Registration within 90 days after your arrival at Ajou

## ☺ Where ?

- ▶ Suwon Immigration Office

## ☺ Required Documents ?

Certificate of Enrollment at Ajou (Ajou Service Center)  
Admission Letter / Invitation Letter  
Passport  
Two Passport size photos  
Application Form  
Application Fee 10,000 Won

### \* Application Download

[www.ajou.ac.kr/english](http://www.ajou.ac.kr/english) ☞ Campus Life & Services ☞ International Services ☞ Immigration Information

## ☺ What things to do ?

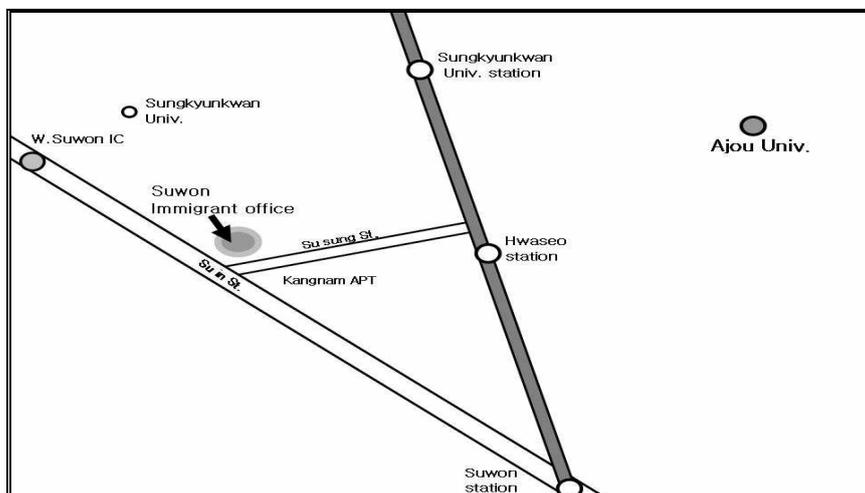
- ▶ You should notice your alien registration number to your department for sure!!

## ☺ Anything else ?

- ▶ ARC should be returned to the Immigration Office when you finally depart from Korea.
- ▶ You can pay the penalty fee if you don't register within 90 days, and Ajou strongly recommend you to register within September.
- ▶ You can make the bank account, the cell phone etc. with the alien registration card

# How to get to Suwon Immigration Office

## [ Immigration Office ]



**Address :** 919-6 Kuwoon-Dong, Kwonseon-Ku, Suwon

**Tel :** 031-278-3314~5 (Visa Section)

## [ Transportation ]

### By Bus

Direction	Bus No.	Bus Stop
Ajou University ⇒ Suwon Station	No. 720, 720-2 (20 min.)	Ajou University (in front of "Mini Stop") ⇒ Suwon Station
⇒ Immigration Office	No. 11, 36, 37, 38, 39, 92 (20 min.)	Suwon Station ⇒ in front of "Kangnam APT"

### By Taxi

Take a taxi in front of the university, and it will take about 30 minutes.

Fare : approx. KRW 8,000 / USD 8

**Tips!>** It can be a bit complicated to go to the immigration office by bus, so we recommend you to take school bust to Suwon Station and then take a taxi. You may take a taxi from Ajou to the Suwon Immigration Office directly as well.

수원 출입국 사무소로 가주세요  
**Please drive me to the Suwon Immigration Office.**