

ON-CAMPUS IMMIGRATION SERVICE

September 6th(Friday)

10:00 – 17:00 at Yulgok 151

- **When:** Friday, September 6th
- **Time:** 10:00-17:00 (Only 170 students in order of arrival, first-come, first-served)
- **Where:** Yulgok Hall # 154
- **What to bring:** prepare the below required documents in advance for smooth progress
 - ※ Students who can't come on September 6th have to visit Suwon Immigration Office individually by making an on-line reservation. Without reservation, waiting time will be 3-4hrs
 - ※ Students who plan to travel in September or October should also apply for alien registration card upon arrival to Korea in order to receive Alien Registration Card earlier for safe travel
- **Alien Registration Card Processing Time:** Normally takes 3-4 Weeks

Online Reservation(Website Reservation)

- Visit <http://www.hikorea.go.kr> > Click English -> Reserve Visit-> Make an On-line Reservation, and visit Immigration office.
- Students should join to become a member of Hikorea first in order to make an on-line reservation

Visiting Suwon Immigration Office

- Please see page 28th of the handbook
- Address: 1012-6, Yeongtong-dong, Yeongtong-gu, Suwon (in front of Bandal Park and next to the Yeongtong Social Welfare Center)
- Tel: 031-695-3800, Call Center: 1345
- If you take a taxi, the cost is about 6,000KRW for one way and it is recommended that 3-4 students take a taxi together and share the cost

1. Alien Registration

- ① Application form for foreign registration
- ② Passport
- ③ Copy of Passport and Visa (front page of your passport showing your photo and the visa page)
- ④ 1 color passport photo (Size: 3.5cm*4.5cm) → Background white color
- ⑤ Certificate of Enrollment(issued at Ajou Service Center, cost: KRW 500)
- ⑥ Fee: Tax stamp KRW 20,000

SAMPLES of Passport Copy



Passport Copy:

- Front Page
- Visa page

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

- Please prepare the required documents and check the documents with OIA Interns on-site on September 6th 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