

## Immigration Issues

### 1. Visa Application

Internationals who plan to study at Torch Trinity Graduate University for the standard degree program must acquire a student visa (D-2) or study permission before their 1<sup>st</sup> semester begins.

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

If an international student plans to study as a full-time student at TTGU, he/she must obtain a student visa at a Korean Embassy or Korean Consulate in his/her country or his/her last school located before entering Korea.

If an international already residing in Korea other than a student visa intends to **CHANGE** his/her visa status to a student visa, he/she should contact the immigration office in the jurisdiction of his/her residence for its availability.

#### Required Documents for Student Visa:

- Application Form, Passport, 1 Passport Photo (Taken within the last six months), Application Fee
  - Copy of Business Registration Certificate of TTGU \* TTGU provides.
  - Certificate of Admission (Issued by the Dean/ President of the university) \* TTGU provides.
  - Documents for approval of highest level of education: One of the followings should be submitted.
    - ① An apostilled copy of diploma
    - ② A copy of diploma verified by a Korean Embassy or Consulate
    - ③ For the degrees acquired in China, authorized documents issued by a degree/ diploma certificate center run by the Chinese Ministry of Education.
- \* If a diploma was acquired by a University in South Korea, diplomas can be accepted without official verification.
- Proof of Financial Ability: Minimum USD 20,000
    - \* Scholarship recipients may prepare the rest amount deducted by the yearly scholarship arranged by TTGU
  - Medical Diagnosis Report on Tuberculosis
  - Documents for approval of family relations: This may be requested to those who submit parent's bank statement.
- \* Required documents may be added at the discretion of the Korean consulate in each country. Contacting the local Korean consulate and checking the requirement in person are recommended.

#### B. Permission for Study

If an expatriate wishes to study at TTGU as a full time or part time student with **HOLDING** his/ her current visa status, he/she should contact the immigration office in the jurisdiction of his/her residence for its availability. Each visa has its limitation for activity. Thus, certain type of visa holders may be requested to get study permission. Individuals must check this before his/her first semester begins.

### 2. Foreign Registration (Alien Registration)

By the current law under the Korean Ministry of Justice, internationals intend to stay in Korea for more than 90 days must report to the Korean Immigration Office through the Foreign Registration process. The applicant should visit to the immigration office in the jurisdiction of his/her residence in person

within 90 days of his/her arrival with the following documents.

**Required Documents:**

- Application (Mark as Alien Registration), Passport, 1 Passport Color Photo (Taken within the last six months), Application Fee
- Student Enrollment Certificate  
Those who plan to do foreign registration before the first semester begins, then the receipt of tuition payment will be replaced for student enrollment certificate)
- Approval Documents of housing in Korea (For TTGU Dormitory residents: Dormitory resident certificate, For Students staying off the campus: a copy of contract on housing rental and a copy of the landlord's identification)
- Medical Diagnosis Report on Tuberculosis  
Medical Diagnosis Report on Tuberculosis is required only for the students from the countries considered as high-risk-area as below. However, if student had already taken the Medical Diagnosis test and submitted its result to the Korean Embassy for his/her visa application, it is not required.

Angola, Azerbaijan, Bangladesh, Belarus, Cambodia, China, East Timor, Ethiopia, Filipino, India, Indonesia, Kazakhstan, Kenya, Kyrgyzstan, Laos, Malaysia, Moldova, Mongolia, Mozambique, Myanmar, Nepal, Nigeria, Pakistan, Papua New Guinea, Peru, Republic of the Congo, Russia, South Africa, Sri Lanka, Tajikistan, Thailand, Ukraine, Uzbekistan, Vietnam, Zimbabwe
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Medical Diagnosis Report will be accepted only when it was issued by the public health center within the last three months. Regional public health center is having medical diagnosis on tuberculosis for international students. For the TB test, passport and a copy of certificate of admissions should be brought to the health care center.

**3. Stop-Out Policy for Student Visa (D-2) holder**

Student visa (D-2) is effective only when the international student is enrolled at school.

TTGU is responsible to report to the immigration office about the change of international students' registration status within 15 days of its change. During stop-out period, stop-out student cannot stay in Korea with student visa (D-2) but to leave the country **within 30 days of stop-out confirmation.**

International student who plans to return to school MUST contact to the school office at least 2 months earlier of returning semester and get the necessary documents for student visa application.

**4. Visa Extension for Student Visa (D-2) holder**

During the study at TTGU degree programs, if student's visa (Student visa: D-2) is expected to be expired, he/she MUST apply for visa extension at the immigration office in the jurisdiction of his/her residence before its expiration.

**Required Documents:**

- Application (Mark as Extension of Sojourn Period)
- Passport & Foreign Registration Card (Alien Registration Card)
- Application Fee
- Student Enrollment Certificate & Transcript of Records
- Certificate of Residence
- Financial Statement: USD 10,000\$

- \* For Visa Extension, yearly amount for Proof of Financial Ability is discounted by 50%.
- \* For TSMS students, certificate of scholarship will be substituted for this.

**5. Report for the Change of Record**

[Important] Foreigners who are already registered to the Korean immigration office, when there is a change arise on the below areas MUST report to the immigration **within 15 days of its change**. Changed information should be informed to TTGU office as well.

- ✓ Changes their place of stay
- ✓ Changes on the passport number, date of passport issue, effective period of the passport
- ✓ Changes on the name, gender, date of birth, and nationality
- ✓ Changes on school, and organization where D-2, or D-4 holder belongs to, or the changes of their names.

**Required Documents:**

- Application for the Change of Record (Mark as Alteration of Residence or Change of Information)
- Passport & Foreign Registration Card (Alien Registration Card)
- Document which can approve or appeal of your change of record

**6. Part-time Work for Student Visa (D-2) Holders**

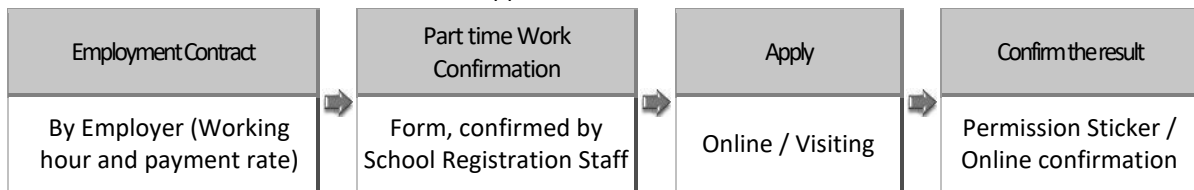
In principle, student visa (D-2) holders are not allowed to be involved in any types of work for the purpose of making money. However, only with the part time work permissions for the simple job or qualification for the professional job, they can work for their part time after getting part time work permission. Student visa (D-2) holders MUST apply and get the permissions prior to starting part time work. In principle, those who meet the required Korean language ability and get the confirmation of the school administrator can apply for the part- time work permission.

**Required Documents:**

- Application (Mark as Engage in activities not covered by the status of sojourn)
- Application Fee
- Part -time Work of Foreign Student Confirmation Form
- Student Certificate & Transcript of Records
- Passport and Foreign Registration Card (Alien Registration Card)
- Business Registration of the workplace
- A copy of the work contract
- Observation Confirmation for the part-time work (Only for those required)

\* Note: One-time honorarium, cash prize or campus internship work are not required to get permission.

**【Application Procedure】**

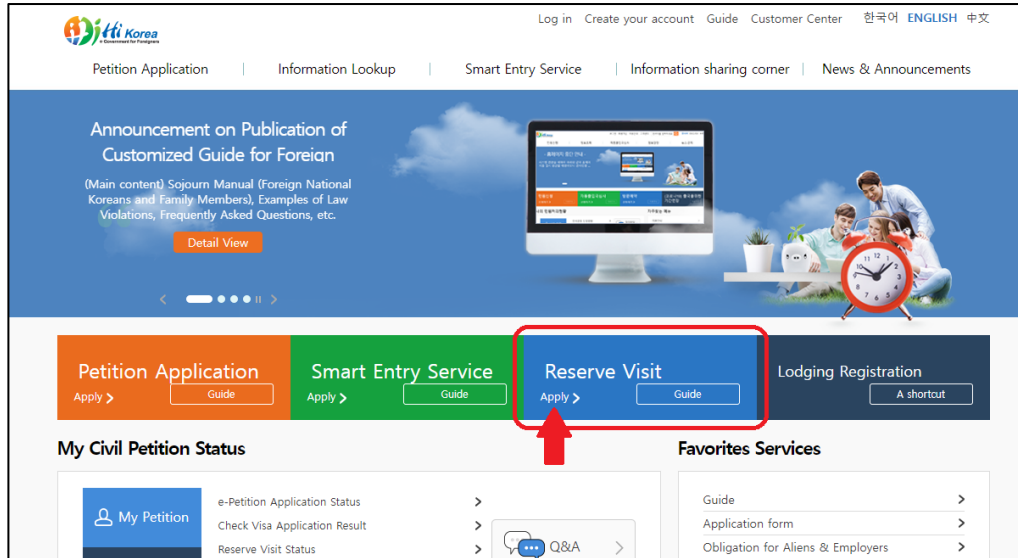


## 7. General information on the immigration office

### A. Online Reservation Policy

Korean Immigration Office operates the online reservation system for the foreign residents. Those who plan to visit to the immigration office must make a reservation at HiKorea website (<http://www.hikorea.go.kr>) and bring the confirmation letter to the immigration office.

\*English information is provided on the website.



### B. Information on the Regional Immigration Office

Foreign residents must find out their local immigration office and visit their regional immigration office for their immigration work. Please first check your registered address.

Name of Office	Assigned District	Address	Phone/Fax
Incheon Airport Immigration Office	Incheon International Airport Immigration customs Only	272, Gonghang-ro, Jung-gu, Incheon	* <a href="#">Public Service Center</a> (Verification of Immigration and so on) T. 032-740-7391 F. 032-740-7395 * Registration Center for automatic immigration custom T. 032-740-7400 F. 032-740-7402
Kimpo Airport Immigration Office	Kimpo Airport Immigration customs Only	38, Haneul-gil, Gangseo-gu, Seoul	T. 02-2664-6202 F. 02-2666-0533
Incheon Airport Immigration Office in Korea <a href="#">City Airport</a> In SamSung Dong	Korea <a href="#">City Airport</a> Immigration customs Only	53, Ujeongguk-ro, Jongno-gu, Seoul	T. 02-551-6923 F. 02-551-6934

Name of Office	Assigned District	Address	Phone/Fax
Inchoen Airport Immigration Office - Seoul Station Branch Office	Immigration Customs Only	405, Hangang-daero, Yongsan-gu, Seoul, Seoul Station, B2	T.02-362-8432 F. 02-362-8436
Seoul Immigration Office	Seoul (Gwanak-gu, Gwangjin-gu, Gangnam -gu, Gangdong-gu, Dongjak-gu, Songpa-gu, Sungdong-gu, Seocho-gu, Yongsan-gu) Kyunggi-do (Sunnam-city, Anyang-city, Hanam-city, Gwacheon-city)	151, Mokdongdong-ro, Yangcheon-gu, Seoul	T. 02-2650-6212 F. 02-2650-6295
Seoul Southern District Immigration Office	Seoul (Seodaemun-gu, Mapo-gu, Kangsu-gu, Yangcheon-gu, Yeongdeungpo-gu, Guro-gu, Geumcheon-gu) Kyunggi-do (Gwangmyeong City)	151, Mokdongdong-ro, Yangcheon-gu, Seoul	T. 02-2650-4631 F. 02-2650-4691
The Annex to the Seoul Immigration Office	Nationality Division	93, Mokdongnam-ro, Yangcheon-gu, Seoul, 2F	T. 02-2650-6399 F. 02-2649-6330
	Refugee Division	93, Mokdongnam-ro, Yangcheon-gu, Seoul, 3F	T. 02-2650-6399 F. 02-2650-4556
Seoul Immigration-Office in Sejong-ro.	Seoul (Jongno-gu, Jung-gu, Eunpyeong-gu, Dongdaemun-gu, Jungnang-gu, Dobong-gu, Sungbuk-gu, Kangbuk-gu, Nowon-gu)	38, Jong-ro, Jongno-gu, Seoul, Seoul Global Center 2F&3F	T. 02-731-1799 F.02-731-1791
Yang-ju Immigration Office	Kyeonggido (Uijeongbu City, Dongducheon City, Guri City, Namyanggu City, Yangju City, Yeoncheon Gun, Po Cheon Gun /Except Goayng City, Paju City) Kangwon-do (Cheorwon Gun)	23, Pyeonghwa-ro 1475beon-gil, Yangju-si, Gyeonggi-do	T. 031-828-9303 F. 031-828-9461
Yang-ju Immigration-Office in Goyang	Kyeonggido (Goayng City, Paju City)	50, Hwajung-ro 104beon-gil, Deogyang-gu, Goyang-si, Gyeonggi-do	T.031-960-9310
Incheon Immigration Office	Incheon (Except the Incheon Airport), Bucheon City, Kimpo City	393, Seohae-daero, Jung-gu, Incheon	T. 032-890-6300 F. 032-890-6400

Name of Office	Assigned District	Address	Phone/Fax
Incheon Immigration Office in Ansan	Kyeonggido (Ansan City, Siheung City)	96, Gwangdeok 4-ro, Danwon-gu, Ansan-si, Gyeonggi-do	T. 031-364-5700 F. 031-401-5734
Suwon Immigration Office	Kyeonggido (Gunpo City, <a href="#">Uiwang</a> , Suwon City, Yongin City, Icheon City, Hwaseong City, Kwangju City, YangPyeong Gun, Yeosu Gun)	39, Bandal-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do	T. 031-695-3800 F. 031-695-3810 ※ Issuance of Verification of Immigration T. 031-695-3846 F. 031-695-3380
Suwon Immigration Office in PyeongTaek	Kyeonggido (PyeongTaek (Except PyeongTaek harbor), An-Sung City, Osan City, Osan Military Army Airport)	1375, Gyeonggi-daero, Pyeongtaek-si, Gyeonggi-do, CK Tower 3F&4F	T. 031-8024-9612 F. 031-8024-9640
Suwon Immigration Office in PyeongTaek harbor	PyeongTaek Harbor	75, Pyeongtaekhangman-gil, Manho-ri, Poseung-eup, Pyeongtaek-si, Gyeonggi-do	T. 031-683-6938 F. 031-682-1794
Immigration Contact Center	For All region	123, Yeongjonghaeanbuk-ro 1204beon-gil, Jung-gu, Incheon	T. 032-745-3300 F. 032-745-3330

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