

## 4. Ajou Vision 2023

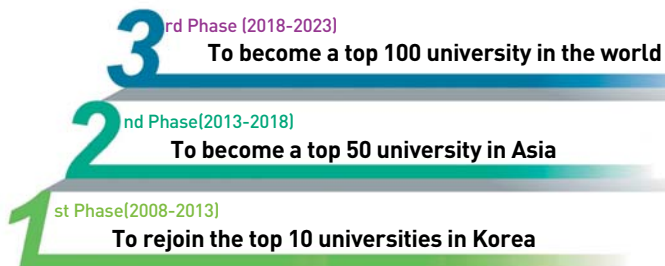
Ajou Vision



With the motto "a world-class university that leads convergent areas" for its "vision 2023" in tune with "practical learning," Ajou University plans to put its short- and long-range master plans into action in three steps, each 5 years in length, over a total of 15 years. It aims to join the list of Korea's top 10 universities by 2013, the ranks of Korea's top 5 private universities by 2018, and earn a place among the world's top 100 universities by 2023.

### Ajou Vision 2023

World-Class University  
Spearheading  
Academic Convergence



# 02

## Immigration Information

>>>>>

- 1) Visa
- 2) Alien Registration
- 3) Extension of Stay
- 4) Change of visa
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- 6) Temporary absence from school
- 7) Completion of study & Visa expiration
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# 1. Visa

## D-2 (Study) Visa

Every international student should hold **D-2(Study) visa** during their study. If students enter into Korea with different types of visa (i.g. C-3, D-4 etc.), students should change their visa to D-2 within 30 days from engaging new activities. (Korean language students: D4 Visa)

Students who don't have D-2 visa or have different visa types should inform to the Office of International Affairs immediately and need to be guided properly.

## Application Eligibility

Study and research at educational, academic institutions (college or above)

- A person who wants to study, research or enroll in a full-time program (i.e. Bachelor's, Master, Ph.D.) at academic institutions(college or higher) established under either the Higher Education Act or the Special Act.
- Students must apply at a Korean diplomatic mission in your country or in areas where your last school is located.
- Students from China, Cuba, Syria, Macedonia and Kosovo need to get a certificate of recognition of visa issuance from the local immigration office in Korea.
- Application for visa can be made to the embassy or the consulate of the Republic of Korea after the applicants receive a certificate of recognition of visa issuance.

## Process to apply for a Certificate Recognition of visa issuance

## Required documents

1. Application form
2. A photocopy of passport
3. One color photo (size: 3.5 cm \* 4.5 , taken within past 6 months, white background)
4. Standard acceptance letter (issued by the dean/president of the university)
5. Documents proving your family relations (please enclose the original copy as well as the translated version. Also, this document is required from nationals of 21 countries listed below only, and the document must indicate English spelling of your parents' names)

China, Philippine, Indonesia, Bangladesh, Vietnam, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Ukraine, Nigeria, Ghana, Egypt, Peru(total: 21 nations)

6. Other documents needed according to your program:

### A. Bachelor's, Master and Ph.D.

- Documents proving the final level of education
- Documents proving your financial ability to support yourself(tuition fee and finance for stay for a year)

### B. Exchange Students

- Documents proving personal finance for stay(considering the tuition is paid in the country of origin)
- Recommendation letter issued by the head of your university in your country
- Documents proving that you are an exchange student(official document, student exchange agreement between universities)
- Documents proving that you have completed at least one semester(proof of enrollment issued by your university in your country)

\*\* The chief of mission may ask additional documents in order to examine the purpose of stay, genuineness of invitation, and qualifications of the inviter and invitee if deemed necessary.

7. Fee (Single-entry visa: USD50, multiple-entry visa: USD 80)

※ The above fees are subject to change

VISA PORTAL  
[www.visa.go.kr](http://www.visa.go.kr)

Sample of Republic of Korea Visa



- ❶ **No. of Visa** : Serial No. of Visa Issuance
- ❷ **Status** : Type of social activities or status of Foreigners while their stay in Korea
- ❸ **Period of Sojourn** : The permitted term of stay from starting from the date of entry into Korea
- ❹ **Entries** : Visa Types, single-entry visa/multiple-entry visa
- ❺ **Issue Date** : Visa Issuance date
- ❻ **Expiry Date** : The Valid Term of Visa/ After this date, the visa is automatically rendered void.
- ❼ **Issued at** : Where the visa was issued

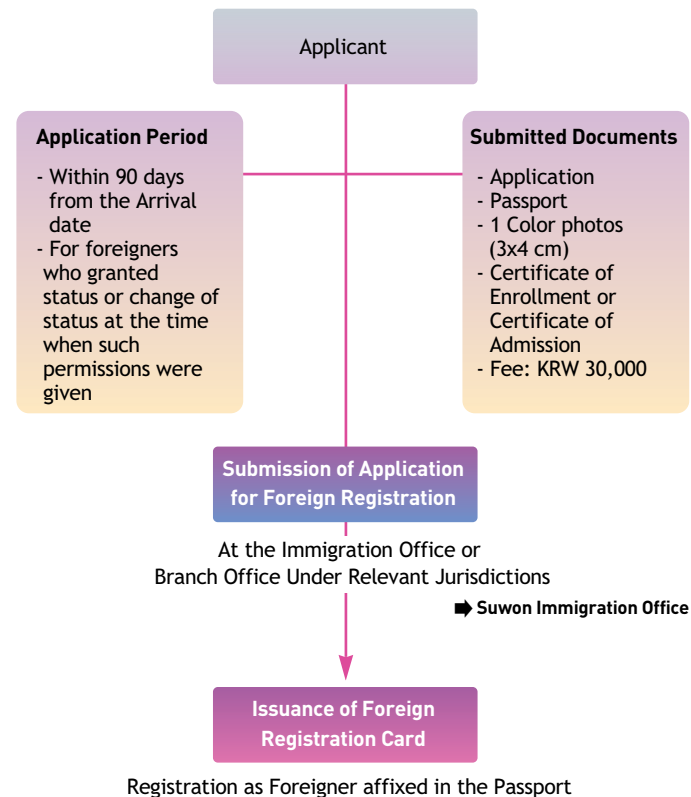


- ❶ **Admitted date** : Date of enter into Korean
- ❷ **Expiry Date of Sojourn** : After the expiry date, students should extend of their study period to the Suwon immigration Office.



## 2. Alien Registration

Alien Registration



Application Eligibility

- Students who stay in Korea for more than 90 days **MUST** apply for the foreign registration within 90 days after entry and then the Alien Registration Card will be issued.
- Ajou international students are required to apply for the alien registration within one month after the semester starts.
- The Alien Registration Card must be returned to the Immigration Office when the registered foreigner finally departs from Korea.
- When the following causes arise for foreigners who have registered as foreigners, the changes to the registration details must be reported to the Immigration Office having the jurisdiction within 14 days from the occurrence of such causes



- When the name, date of birth or nationality of the foreigners change
- When the passport number, date of issuance or expiry date changes

**Required documents**

1. Application form
2. Passport
3. 1 color photo (size: 3.5 \* 4.5cm, white background, taken within 6 months)
4. Certificate of Studentship (Certificate Enrollment or Certificate of Admission)
5. Fee : KRW 30,000

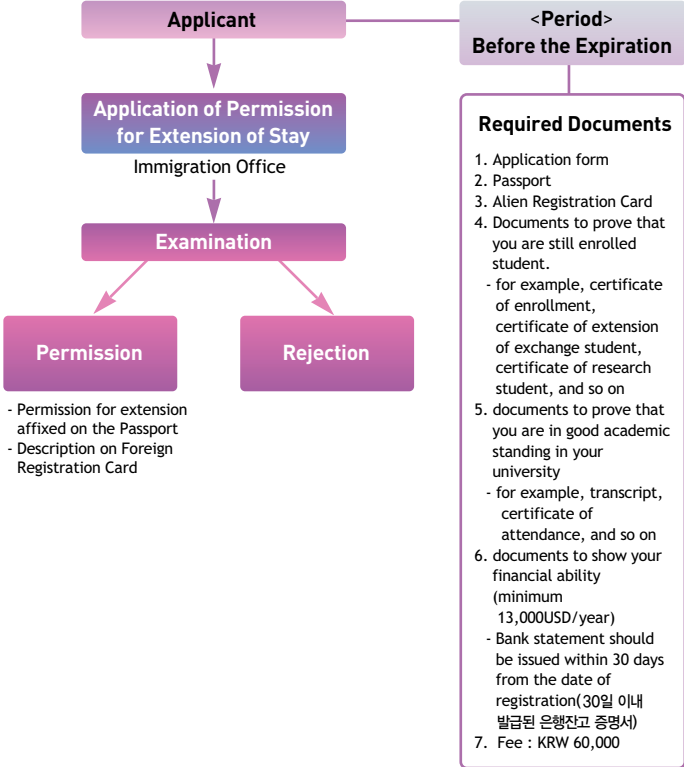
**Things to do**

Students who obtain Alien Registration Card should submit the copy to the OIA upon obtaining the card.



### 3.Extension of Stay

**Extension of Stay**



**Extension during the regular semester**

In case of expiration of permission to stay, students should receive permission for extension of stay if they desire to stay continuously in Korea.

**Application Eligibility**

**Application period for extension**

- Before 2 months from the current expiration date to the expiration date.
- In case of application was made after the expiration date, a penalty will be imposed according to the Article 25 of Immigration Act.

### Required documents

1. Application form
2. Passport
3. Alien Registration Card
4. Documents to prove that you are still enrolled student.
  - for example, certificate of enrollment, certificate of extension of exchange student, certificate of research student, and so on
5. documents to prove that you are in good academic standing in your university
  - for example, transcript, certificate of attendance, and so on
6. documents to show your financial ability (minimum 13,000USD/year)
  - Bank statement should be issued within 30 days from the date of registration(30일 이내 발급된 은행잔고 증명서)
7. Fee : KRW 60,000

### Language Student

## Extension of Sojourn Period

- Not possible to extend stay period more than 2 years
- Possible to extend student visa within 1 year
- In case that students are unable to graduate because of low grade, failure of graduation test or thesis
- Possible to extend student visa during thesis preparation period
- max. 1 year and 6 months after course work completion
- Possible to extend student visa during thesis preparation period
- max. 3 years after course work completion

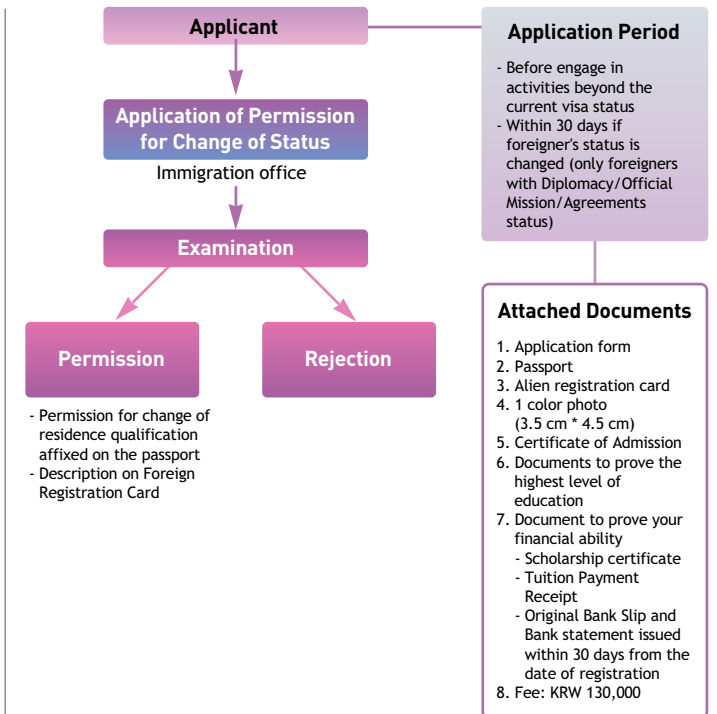
### Bachelor degree process

### Master degree process

### Doctor Degree process

## 4. Change of Visa

### Change of Visa



### Application Eligibility

## Change for further Studies

- International students who are accepted to university degree programs (bachelor, master and doctor) after Korean language study or exchange program.
  - \* Students are able to apply for change of visa one month before the program start

## Required documents

1. Application form
2. Passport
3. Alien registration card
4. 1 color photo (3.5 cm \* 4.5 cm)
5. Certificate of Admission
6. Documents to prove the highest level of education
  - In principle, documented proof of final level of education that you submit must be an original version. However, a certified report of degree/diploma marked as 'original' by the person-in-charge of the university is acceptable. Documented proof of education that you requested and received is acceptable only within its validity, which is generally 30 days from the date of issue and extendable.
  - If you are a citizen of one of the 21 designated countries below or have a degree/an academic certificate of one of those countries, you must submit the below A, B or C.

### [Designated 21 countries]

China, Philippine, Indonesia, Bangladesh, Vietnam, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Ukraine, Nigeria, Ghana, Egypt, Peru(total: 21 nations)

- A. A document of degree/diploma certified in accordance with the Apostille Convention
- B. A document of degree/diploma confirmed by the Korean consul stationed in the country where the school is located or by the consul of the country concerned stationed in Korea.
- C. A certified report of degree/diploma issued by the China Higher Education Student Information and Career Center/China Academic Degrees and Graduate Education Development Center(only for those who acquired a diploma/degree in China)
  - \*\* If you have a diploma/degree of a Korean school, you may submit a document of diploma/degree without confirmation(Information will be verified with the original diploma/degree and the records on the Immigration Information System, and then the copy will be stored)

## Required documents

- A citizen of countries other than the 21 designated countries above also may be required to submit a document among A, B or C at the discretion of the head of an Immigration office, if he/she is suspected for falsifying the document.

### <Examples>

- A citizen of China with a degree or an academic certificate of a school in America. You must have your document certified in accordance with the Apostille Convention or confirmed by the consul of Korean diplomatic missions in the U.S. or the consul of American diplomatic mission in Korea.
- A citizen of the U.S. with a degree or an academic certificate of a school in China: You must submit a certified report of degree/diploma issued by the China Higher Education Student Information and Career Center/China Academic Degrees and Graduate Education Development Center or a document confirmed by the consul of Korean diplomatic missions in China
- A high-school graduate: proof of final education(a certificate of graduation)
- A person with a bachelor's or higher degree: proof of degree(a certificate of graduation showing the degree is also acceptable)
- A transfer student: proof of final education (if bachelor's or higher degree: proof of the degree) and a certificate of attendance of current school(if you are still attending school)

7. Document to prove your financial ability
  - Scholarship certificate(장학금 수혜 증명서)
  - Tuition Payment Receipt(등록금 납입증명서)
  - Original Bank Slip(통장원본) and Bank statement issued within 30 days from the date of registration (통장원본 및 최근 30일 이내 은행 잔고증명서)
8. Fee : KRW 130,000KRW

※ The above fees are subject to change



## Change for employment activity : D-2 to E-1 / E-3 / E-7

**Employment activity after graduation from Study (D-2) status: change of status to professor (E-1), research (E-3), or specially designated activities (E-7)**

### Application Eligibility

- A person with possession of recommendation by the president (dean) and with possession of domestic degree that is not lower than science and engineering bachelor

#### \* Change of stay status from Study(D-2) to Professor (E-1)

- A person doing education research guide activity in education and scientific technology area (limited to the person with possession of master or higher degree)

#### \* Change of status from Study (D-2) to Research (E-3)

- A person working for research in natural science area or for R&D of industrial high-technology in science and engineering research institute

#### \* Change of status from Study (D-2) to Specially designated activities (E-7)

- A person who intends to work in advanced technology area such as IT

### Required documents

1. Application form
2. Passport
3. Alien registration card
4. A photo
5. Employment Certificate or Employment Contract (both original and copied documents)
6. Copy of Diploma
7. Career Certificate
  - For master degree holders: only possible to register when having more than 3 years of work experience in the respective field.

### Required documents

- For doctoral degree holders: possible to register without work experience
- 8. Copy of Business Registration of the University
- 9. Fee: 130,000KRW
  - For E3 Visa, Certified copy of research institute or corporate registration and etc. is additionally required.
  - For E7 Visa, please consult with OIA and Immigration office

### Screening criteria for change of stay

- Justification of the change of status
- Whether or not the academic degree was completed in Korea and standards of each status of stay are met

### Application eligibility

- A person with a bachelor's degree (or higher) of a Korean university (including a prospective recipient) or who has completed (will complete) research course of an academic research center.
- If the applicant's GPA is lower than 3.0, you must submit a recommendation letter from the academic advisor or Dean of the university.

### Required documents

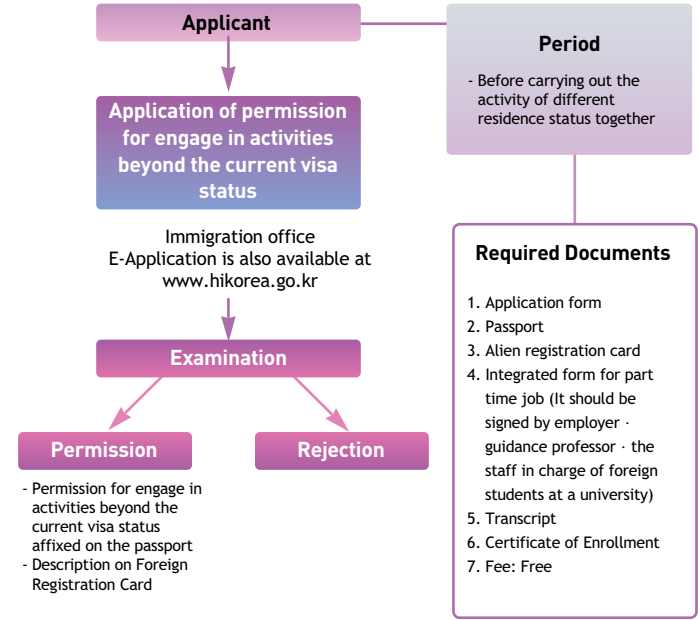
1. Application form
2. Passport
3. Alien registration card

Recommendation from academic advisor (for applicants GPA is lower than 3.0)



# 5. Part-time Employment Permission

part-time employment permission



Application Eligibility

- Study Abroad(D-2) or Korean language student(D-4-4) status holders.

Allowed work time

- Up to 20 hours per week during school terms for undergraduate course and language training course students(time limit is unlimited on holidays and vacation period)
- UP to 30 hours per week during school terms for postgraduate course students(time limit is unlimited on holidays and vacation period)
- Up to 30 hours per week for the thesis writing students after completion of postgraduate course(time limit is unlimited on holidays and vacation period)

Required documents

- \* If applicants have low attendance rate (lower than 70%) or low average G.P.A. (lower than C), those applicants will be restricted to work part-time.
- \* If applicants who do not report to the immigration office upon change of part-time work place may be restricted to work part-time

1. Application form
2. Passport
3. Alien registration card
4. Integrated form for part time job (It should be signed by employer · guidance professor · the staff in charge of foreign students at a university)
5. Transcript
6. Certificate of Enrollment
7. Fee: Free

Allowed fields

- Occupation acknowledged having close ties with major
- Occupations commonly accepted by society as being suitable for students
- Foreign language instructor at an educational institute as a private institute, etc. (the one must satisfy the necessary conditions to be a foreign language instructor)
  - \* Private tutoring is prohibited by law regarding establishment and organization of an educational institute and extracurricular lessons
- Other legal labor field
- Tour guide assistant, sales assistant in a duty-free shop and etc.
- A salesperson, a clerk at a restaurant, an assistant at an event in English Village or English camp



### Restricted fields

- Act of private tutoring outlined "operation of academy and private tutoring act"
- Working for advanced industry and laboratory, where employment is restricted to industrial secret
- Act of working at gambling businesses prescribed by section 2 article 1 number 1 of special law for regulation and punishment of gambling activity, etc and section 1 number 2, etc of the same law
- Act of working as merrymaking receptionist at pleasure bar or merrymaking bar prescribed by section 21 number 2 of food and sanitation act and section 7 number 8 of the same law
- Act of working at a place which is contrary to good morals among moral businesses prescribed by section 2 moral business regulation act and section 2 of its enforcement ordinance
- Other activities that deviate from student status or demanded necessary to restrict employment by attorney general

### Change of Workplaces

- Changing workplace under a different employer within the period allowed
- International students themselves should report either by visiting the immigration office in person or completing an e-application within 15 days of the date of change at [www.hikorea.go.kr](http://www.hikorea.go.kr)

## 6. Temporary absence from school

### Temporary absence from school

Students who are temporary absent from school(휴학) must leave Korea within 30 days from the date of absence. If students want to continuously stay in Korea, students need to receive permission for change of proper sojourn status.

When students applied to be temporary absent from school, students' visa will be expired automatically within 30 days from the absence date regardless of the original expired date of the current visa.

If student who is temporary absent from school keep staying in Korea after 30 days, student can be added to the list of illegal immigrants.

In order to enter into Korea after temporary absence from school, students should receive student Visa (D-2) again. In case students keep staying in Korea with different status permission, students should change visa type to D-2 again for studying. Students in this category should consult with the Office of International Affairs to receive proper service for change.

## 7. Completion of study & Visa expiration

### Completion of the study & Visa expiration

When students' study has been completed, it will be reported to the immigration office and students should leave Korea within 30 days from the date of completion.

Even the valid period of sojourn is left, it will be expired within 30 days from the date of completion and students should change their Visa for proper status (e.g. employment, language study and etc.) or should leave Korea within 30 days.

## 8. Website for immigration information

### Immigration Information Website

Korea Immigration Bureau has opened the portal site to provide a variety of useful information with foreigners visiting Korea: HiKorea.

HiKorea, representing e-government of Korea, will function as SPOC (Single point of contact) by offering detailed and digestible information for foreigners, including Visa, stay, immigration formalities, investment, employment, living information, and so forth.

For some of immigration services, online application is possible such as permission for extension of stay, part-time employment, re-entry permit, and etc. Please visit the website for more information. In addition, Information Contact Center provides excellent services with many different languages, and students can directly contact the center and ask any question regarding their immigration issues during stay in Korea.

**Website : [www.hikorea.go.kr](http://www.hikorea.go.kr)  
Information Contact Center : 1345**

(Services possible in Korean, Chinese, English, Vietnamese, Thai, Japanese, Mongolian, Indonesian /Malay, French, Bengali (Bangladesh), Urdu Language (Pakistan), Russian, Nepali, Cambodian, Myanmarese (Myanmar), German, Spanish and Arabic)

#### Q: Any Question?

When students have any change or question, students should consult with OIA to receive proper advices.

Office of International Affairs (# 152, Yulgok Hall)

Tel: 031-219-2921-6 Fax: 031-219-2924

E-mail: [admission@ajou.ac.kr](mailto:admission@ajou.ac.kr)

Please Note that this booklet was published to help international students' immigration issues while studying at Ajou University, however;

some of information could be changed according to the Korea's immigration policy, and new updated information always can be found at the above website([www.hikorea.go.kr](http://www.hikorea.go.kr)). In addition, Information Contact Center(1345) provides services in various languages with customers.



## 9. How to go to Suwon Immigration Office

Suwon  
Immigration Office  
(New building)

Address : 1012-6, Bandal-ro, Yeong-tong gu, Suwon  
Tel : 031-695-3800 Call Center : 1345  
Services : 09:00 ~ 18:00

### Directions to the Suwon Immigration Office



#### Bus No. 11-1, Ajou University → Yeongtong Station

- Take Bus 11-1 in front of Tom N Toms and get off at Yeongtong Station (14 stops)



#### Bus No. 720-1, Ajou University → Yeongtong Deung gi so

- Take Bus 720-1 in front of Olive Young and get off at the Yeongtong Deung gi so (15 stops)



#### Bus No. 2-2, Ajou University → Yeongtong Station

- Take Bus 2-2 opposite of Changhyun High School and get off at Yeongtong Station (13 stops)



#### Bus No. 53 Ajou University → Suwon Immigration Office, Salgugol Park

- Take bus 53 in front of Olive Young and get off the Suwon Immigration Office, Salgugol Park (15 stops)



#### TAXI

- If you take a taxi, it takes about 15-20 minutes, and fare will be around 16,000KRW for round trip(8,000KRW for single trip)



# 03

## Services for students



- 1) Ajou Service Center (ASC) - Certificate Issuance Service etc.
- 2) Banking Services
- 3) Student ID card
- 4) Facsimile Service
- 5) Telephone Service
- 6) School Bus
- 7) Info on Health Insurance
- 8) Mobile services on campus
- 9) Events on Campus
  - International Summer School
  - Ajou International Day
  - English & French Cafe
- 10) Students Club (Dong-a-ri)