

[Group Application for Visa extension of Spring Semester, 2025]

1. Group Application: PNU will collect students' documents and submit them to Immigration on behalf
 ※ Document list that you need to submit is the same for group and individual application

2. Who : D-2 Visa Holders who need an extension

3. Exclusion :

1) Residing in Gimhae or Miryang (should visit Gimhae Immigration branch)

2) Who should visit Immigration directly

- GPA of the previous semester is less than 2.0
- enrolled students taking exceeding semester
- undergraduate who completed coursework
- Freshmen of Spring 2025

4. Reservation for visit

| Date and Time | How to : submit the google form(Log-in) |
|--|--|
| 2025. 3. 19.(Wed.) 8:30 ~ 21.(Fri.) 8:30 | Link → https://forms.gle/jxH41BFG1w8dMbh66 |

※ only 1 applicant(20 mins) at the application place. It is already taken if the time on the list is missing
 If it is hard to join the group application, then apply by online at hikorea.go.kr website or visit in person

5. Application

| Date and Time |
|--|
| 2025. 3. 24.(Mon.) ~ 25.(Tue.) 9:20 – 11:20, 13:20 – 16:00 |

| No | Time | 3/24(Mon) | 3/25(Tue) |
|----|-------|-----------|-----------|
| 1 | 9:20 | | |
| 2 | 9:40 | | |
| 3 | 10:00 | | |
| 4 | 10:20 | | |
| 5 | 10:40 | | |
| 6 | 11:00 | | |
| 7 | 13:20 | | |
| 8 | 13:40 | | |
| 9 | 14:00 | | |
| 10 | 14:20 | | |
| 11 | 14:40 | | |
| 12 | 15:00 | | |
| 13 | 15:20 | | |
| 14 | 15:40 | | |

※ PNU will submit to Busan Immigration on Mar. 28th so please be sure of your stay expiry date

※ There is not any space in the application place to fill out the form. Please download the application form and fill in and attach a photo(only for re-issuing) beforehand.

6. **Where to submit : PNU International office, 1st floor of Sangnam International Hall**

7. Documents to submit **[One-sided print documents only, Vertical direction of A4 size]**

※ **All documents should be issued within 30 days on the application date(Except housing contract)**

- ① Alien Registration Card and copy of passport(personal information page of passport as A4 vertical direction)
- ② Fee KRW 60,000(Cash) - KGSP scholars with scholarship certificate issued after Mar. 1st, 2025 is exempt of fee
- ③ Application(attached, No Photo), you need to attach a photo taken in the recent 6 months if you'll re-issue
- ④ Transcript(issued after Mar. 1st, 2025)
- ⑤ Residence proof
- ⑥ Financial proof(if the previous semester's GPA of enrolled students is above 2.0, it can be exempted)
- ⑦ Enrollment Certificate(issued after Mar. 1st, 2025, for the enrolled students only)

[Additional documents for submission]

※ **Research students(only writing Thesis left, registration for research student is mandatory!)**

: financial document, Confirmation for faculty advisor on a student's thesis Schedule, Certificate of completion coursework

- For financial document, you must prove the bank balance according to how long you want to extend, either 6 months or 1 year(in case of scholarship certificate, the fact you join the project related to your thesis should be written by your supervisor in the form)
- For thesis schedule, exact schedule for writing thesis should be written by supervisor and Administration at the bottom of the form is from PNU International' staff in charge of visa(keep the area blank and visit PNU International, Sangnam International Hall 1st floor after filling out)
- Certificate of completion coursework can be printed from certificate issuing machine installed on the south entrance of Main admin. bldg.(#205), across from entrance of Central Library(515), entrance to the 1st Floor of SaeByeokBeol Library(#420) or on the onestop website(Internet Certificate Issuing center).

※ **Undergraduate students who exceed 8 academic semesters / Graduate students who exceed 4 academic semesters still have courses to take – this case is not for Group application**

: financial document, Confirmation for faculty advisor on a student's schedule taking credits, statement written by student

- For schedule taking credits, schedule(2025 Mar. to Jun.) and the Guidance Remarks(just put the title of class and how many credits.) should be written by supervisor and Administration at the bottom of the form is from PNU International' staff in charge of visa(keep the area blank and visit PNU International, Sangnam International Hall 1st floor after filling out)

: can be extended 6 months only by each exceeding semester

: should apply for extension respectively of taking credits and writing Thesis(after completion coursework)

※ **The maximum extension period after completion coursework : Bachelor 2 years, Master 3 years, PhD 5 years**

※ **The maximum extension period after admission : Bachelor 6 years, Master 5 years, PhD 7 years**

1) Financial proof

Any document for financial proof should be issued within 30 days on the application date.

At least KRW 6,900,000 for 6 months, KRW 8,000,000 for 1 year

a. bank balance statement : only bank balance statement opened in **Korea** with applicant's name is accepted

※ You should keep the balance until the application is approved, if the temporary deposit and withdrawal

is caught, they will request the additional documents of 1) bank statement, 2) receipt of oversea payment

※ The date of balance checked should be the same as the date of issuing the document

b. scholarship certificate : one supervisor can issue a certificate for only one student during the term of

guarantee. His/her employment certificate and letter of guarantee should be submitted as well. There should

be reason / period / total amount of scholarship and supervisor' seal(or signature) & institute' square stamp

2) Residence proof : " 거주/숙소 제공 확인서(Confirmation form of accommodation)" or other documented proof of residence

a. Contract of housing rental and "Confirmation form of accommodation"- see attached file :

- If the contract is in your own name, a copy of valid contract of housing rental is enough.

- If the contract does not contain your name, but only your friend or family member, please submit the

"Confirmation of form of accommodation" **as well.**

b. If living in a PNU dormitory, you can submit a 'Confirmation of Dormitory Residence(원생확인서)' printing it

from the PNU Dormitory website (<https://dorm.pusan.ac.kr/dorm/main>)

8. Process Time: about 2~3 weeks

9. Result announcement & residence card pick-up : at PNU International office(date will be notified later through email, visa@pusan.ac.kr)

10. Note

1) If you find it hard to apply for group application due to personal reasons, apply on the Immigration website (<https://www.hikorea.go.kr>) or make a reservation for visit at the website to do individual application.

- **Apply at Hikorea Website**

○ If you apply on the website, your fee will be exempted by 20% and will be done very quickly

○ Expiration date ending on date of registering and no reservation will not be allowed for any application

2) **If you have applied for a visa extension, you are not allowed to depart Korea before result is finalized.**

If you're planning to leave Korea even though result is finalized but RC is not issued then should issue Certificate of foreign resident registration in Community Center to leave and re-enter.

3) Report of Changed Address

○ Within 14 days of moving residence

- At community center of new address or E-application at the Immigration office website(<https://www.hikorea.go.kr>)

- If there is room no. of dormitory on the back side of ARC, then you should report the change of address whenever your room is changed.

- after 14 days, fine will be charged