

- ※ Submission date to Busan Immigration will in 2 days so please be sure of your visa expiry date
- ※ There is not any space in the application place to fill out the form. Please download the application form and write in and attach a photo(only for visa change) beforehand.
- ※ There will be Group application for visa extension in Mar. 2023.(Freshmen can not apply for)

4. **Where to submit : PNU International, 1st floor of Main Admin. Bldg.**

5. Documents to submit

1) Extension of Sojourn Period(Enrolled students, Freshmen)

※ **Application for extending visa from undergraduate(D-2-2) → master(D-2-3) or master(D-2-3)→ doctoral(D-2-4) should be done before Admission starts(Mar. 1st)**

- ① Alien Registration Card and copy of passport(the full 1st page with your photo as A4 vertical direction)
- ② Fee KRW 60,000(Cash) - KGSP students who submit certificate of scholarship is exempt of fee
- ③ Application(attached, No Photo), you need to attach a photo taken the recent 6 months if you'll re-issue
- ④ Transcript(For freshmen, one of previous degree program)
- ⑤ Residence proof document
- ⑥ Tuberculosis check up result(applicable)
- ⑦ Admission certificate(Freshmen only)
- ⑧ Financial document(enrolled students only, if the previous semester's GPA is above 2.0, it can be exempted)
- ⑨ Enrollment Certificate(enrolled students only)

[Additional documents for submission]

※ **Diploma candidates(only writing Thesis left, registration for diploma candidate is mandatory!)**

- : financial document, Confirmation for faculty advisor on a student's thesis Schedule(논문지도 일정에 대한 지도교수 확인서), Certificate of course completion(수료증명서)
- 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 ISC' staff in charge of visa(keep the area blank and visit ISC, Main Bldg. 1st floor after filling out)
 - Certificate of course completion can be printed from automated certificate issuing machine installed on the south entrance of Main admin. bldg. 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**

- : financial document, Confirmation for faculty advisor on a student's schedule taking courses(수업연한 초과자 학점취득 일정에 대한 지도교수 확인서), statement(사유서) written by student
- For schedule taking courses, exact schedule and the reason(there should be unavoidable reason you could not complete coursework for the last 8(4) academic semesters) for taking course should be written by supervisor and Administration at the bottom of the form is from ISC' staff in charge of visa(keep the area blank and visit ISC, Main Bldg. 1st floor after filling out)
 - : can be extended 6 months only by each exceeding semester
 - : should apply for extension respectively of taking courses 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 8 years**

2) Status of Residence Change (D4 → D2) : only for Freshmen

Please change the visa before Admission starts(Mar. 1st). If you change the visa after it, the immigration office will fine you for delay. Make sure to complete before Admission starts. You can apply at the current residency Immigration or Busan Immigration.

- ① Alien Registration Card
- ② Copy of passport(the full 1st page with your photo as A4 vertical direction)
- ③ Copy of Visa Grant Notice
- ④ Fee KRW 130,000 in cash, (either 10,000won or 50,000won)
 - ※ Fee includes issuance of new alien registration card newly issued (D-2 Alien Registration Card), so you do not have to apply separately for alien registration card
 - ※ KGSP students are exempt of visa change fee (KRW 100,000), and only have to pay fee KRW 30,000 of ARC
- ⑤ Application(attached)
- ⑥ Photo(35mm*45mm, **white background**, both eyebrows & ears should be shown and **filmed in recent 6 months**)
- ⑦ Admission certificate
- ⑧ Residence proof document
- ⑨ Tuberculosis checkup result(applicable, if you did submit once when applying for D4 visa then it's exempted)
- ⑩ Attendance score & Transcript of Korean Language School

3) Financial proof document

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

(For the enrolled students, the diploma candidates) USD 4,500 for 6 months, USD 9,000 for 1 year extension

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

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

4) Proof of Residence document : " 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)' document after printing it from the PNU Dormitory website (<https://dorm.pusan.ac.kr/dorm/main>)

※ For the students moving in Spring semester 2023 newly, it can be issued from Mar. 2. Before Mar. 2nd, submit the confirmation form of accommodation signed by the staff in charge of dorm in PNU International

5) Tuberculosis check up result : Tuberculosis Risk countries must submit checkup result issued during the recent 3 months when applying for the first visa extension/ change or residence since Mar. 2nd, 2016

※ if you already submitted it when applying for visa at Korean embassy, you don't have to do it again

※ Only result issued from the hospitals designated by the ministry of justice is permitted (result from other hospitals in or outside Korea will not be accepted).

▶▶ Tuberculosis Risk Countries : Bangladesh, Cambodia, China, East Timor, India, Indonesia, Krgyzstan, Laos, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, Sri Lanka, Thailand, the Philippines, Uzbekistan, Vietnam, Nigeria, South Africa, Belarus, Mozambique, the Republic of Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru

6. Process Time: about 3~4 weeks

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

8. Note

1) If you find it hard to apply for group application due to personal reasons, apply on the Immigration office homepage (<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

※ Please check attached file for more info

○ 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, change of visa, you are not allowed to depart Korea before result is finalized.**

If you're planning to leave Korea then should issue Certificate of Residence confirmation in Jumin Center

3) Report of Changed Address

○ Within 14 days of moving residence

- **City Office, Community center of new address or immigration office**

- after 14 days, fine will be charged