

VISA & Immigration Guide

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Global Engagement Center
Hallym University

[New Students]

ALIEN REGISTRATION CARD (ARC)

Alien Registration Card is a personal identification card for foreigners, allowing them to stay in Korea legally. Since all International students stay in Korea more than 90 days, they must apply for an Alien Registration Card at Immigration Office by the time the semester begins (as soon as you arrive in Korea). **Chuncheon Immigration office is in charge of international students enrolled to Hallym University**, i.e. application process at a different office can be delayed.

Required documents for Alien Registration Card application

No	Required documents	Notes
1	Application Form	Attached a passport sized photo on it (34 x 45mm) (Download link (click "English" on the right top → put your cursor arrow on the "News & Announcements" tab → click "Application form")
2	Copy of Passport	A copy of the passport ID page
3	Visa Grant Notice	Can be downloaded at www.visa.go.kr
4	Proof of Residency	On-campus: Confirmation of Residence • Can be issued from Dormitory office with stamp Off-campus: Copy of Housing contract If the contract is not under the applicant's name: • A copy of the housing provider's ID card • Confirmation of Residence
5	Certificate of Enrollment	Can be issued by ATM in front of the Student Affairs Team or get it from the office (CLC 3F)
6	Application fee	35,000 KRW (in cash)
☞ Once you submit all required documents you will be asked to scan your fingerprints. ☞ Visit the HiKorea website and make a reservation for your visit to Immigration Office. Without the online reservation, it is not possible for you to apply for an Alien Registration card. ※ HiKorea website : click 'English' on the right top first, and click 'Reserve Visit' in the middle.		

※ Standard photo for application form

표준사진 Standard photo

사진크기 : 가로 3.5cm × 세로 4.5cm
Photo size: 3.5cm × 4.5cm

6개월 이내에 촬영한 흰색 바탕에 천연색 정면 얼굴 사진
Color photograph of face, front view, on white background,
taken within the past six months

4.5cm



3.5cm

[Once registered]

INTERNATIONAL STUDENTS' OBLIGATION OF REPORTING CHANGES

All international students are obligated to report changes/updates in their personal information to the immigration office in Korea. Neglecting such duties may lead to an unexpected disadvantage in regard to one's stay and status in Korea. The change(s) must be reported within 14 days from the date on which the change occurred. One can report these changes by visiting the immigration office in person or via online.

※ [HiKorea website](#), in English version : click 'Petition Application' [e-Application / Reserve Visit]

1. **Personal Details That Must Be Reported**

- ☐ Passport Information: Passport number, expiry date, Name, sex, nationality and date of birth
- ☐ Alien Registration Information: Address (Place of Residency)
- ☐ Others: Lost of ARC (apply for re-issuance of ARC by visiting the immigration office in person)

2. **Report Period**

- ☐ Within 14 days from the date of occurrence
- ☐ If the changes occur after making a departure from Korea while temporarily staying abroad, report them to Immigration Office within 14 days of your arrival in Korea

3. **Required Documents**

- ☐ Passport & Alien Registration Card
- ☐ Application form
- ☐ Additional document that serve as proof that the change(s) occurred

※ **Change in Place of Residency**

Changes in the address (place of residency) must be reported within 14 days of the date of occurrence. Unlike the other information listed above, address change(s) can be reported at the **City Hall** or Immigration Office (**available online as well**). After the designated period, it can be reported only at the immigration office and a fine will be imposed.

- ☐ Required Documents: Proof of Residency
 - On-campus: Confirmation of Residence
 - Can be issued from Dormitory office with stamp

- ☐ Off-campus: Copy of Housing contract
 - If the contract is not under the applicant's name:
 - A copy of the housing provider's ID card
 - Confirmation of Residence

[Remaining Students]

ARC EXTENSION

One of the responsibilities held by all international students is to keep their Alien Registration Card always valid, since the termination of Alien Registration means an expiration of one's student visa. The duration of stay approved by the immigration office is written on the back of one's Alien Registration Card.

One can apply for Alien Registration Card extension around 3 months prior to its expiry date because of the required transcript submission. Student can visit HiKorea website and complete the online application, however the online process might get delayed and the documentation must be perfectly ready, so it's more recommendable visit Immigration Office in person. Please make sure that online reservation is also required before your visit.

※ Available online : [HiKorea](#)

A. Students doing COURSEWORK

: students within the general given period of registration for completion

and applicable when a Hallym student upgrades degree coursework [Bachelor→Master, Master→Doctor]

No	Documents Title	Notes
1	Application Form	Download link (click "English" on the right top → put your cursor arrow on the "News & Announcements" tab → click "Application form")
2	Passport	
3	Alien Registration Card	
4	Proof of Residency	On-campus: Confirmation of Residence • Can be issued from Dormitory office with stamp Off-campus: Copy of Housing contract If the contract is not under the applicant's name: • A copy of the housing provider's ID card • Confirmation of Residence
5	Certificate of Enrollment	• 5~7 : Can be issued by ATM in front of the Student Affairs Team or get it from the office (CLC 3F) • 7 : For graduate school student, certificate of scholarship can substitute totally or partially depending on the amount.
6	Academic Transcript	
7	Certificate of tuition payment	
8	Financial Statement	• Student's own bank account in Korea • Above 8 million KRW (applicable GPA above 2.0) • For graduate school student : Certificate of scholarship can also substitute totally or partially. <i>*refer to p.7</i>
9	Application Fee	60,000 KRW (in cash)

※ **Important notice on the Financial Statement:** Woori bank only allows the following two cases.
 1) The stated amount has remained in the account for longer than 3 months from the date of documentation request.
 2) The stated amount has been transferred into the account from the home country of the student and the sender should be a family member or relatives (official proof of relationship may be required additionally).

B. Students taking EXTRA SEMESTER(S)

: students who have not fulfilled enough credits or other requirements asked by their major for completion

No	Required Documents	Notes
1	Application Form	Download link (click "English" on the right top → put your cursor arrow on the "News & Announcements" tab → click "Application form")
2	Passport	
3	Alien Registration Card	
4	Proof of Residency	On-campus: Confirmation of Residence • Can be issued from Dormitory office with stamp Off-campus: Copy of Housing contract If the contract is not under the applicant's name: • A copy of the housing provider's ID card • Confirmation of Residence
5	Certificate of Enrollment	• 5~7 : Can be issued by ATM in front of the Student Affairs Team or get it from the office (CLC 3F) • 7 : For graduate school student, certificate of scholarship can substitute totally or partially depending on the amount.
6	Academic Transcript	
7	Certificate of tuition payment	
8	Financial Statement	• Student's own bank account in Korea • 1,230,000 KRW x months to extend • For graduate school student : Certificate of scholarship can also substitute totally or partially. *refer to p.7
9	Explanatory Statement for Students Taking Extra Semester(s)	MUST be signed both by the professor and Global Engagement Center
10	Application Fee	60,000 KRW (in cash)

메모 포함[오전1]: [\[Ministry of Land\] Infrastructure and Transport 2026 Housing Benefit Selection Criteria and Minimum Guarantee Level](#)

C. Completed-Research Student

: students writing degree thesis for graduation **AFTER COURSE COMPLETION**

No	Required Documents	Notes
1	Application Form	Download link (click "English" on the right top → put your cursor arrow on the "News & Announcements" tab → click "Application form")
2	Passport	
3	Alien Registration Card	
4	Proof of Residency	On-campus: Confirmation of Residence • Can be issued from Dormitory office with stamp Off-campus: Copy of Housing contract If the contract is not under the applicant's name: • A copy of the housing provider's ID card • Confirmation of Residence
5	Certificate of Completion	• Can be issued by ATM in front of the Student Affairs Team or get it from the office (CLC 3F) • For a completion-prospective student, the certificate of completion can be issued only after 9 am on the day of graduation ceremony
6	Academic Transcript	
7	Certificate of tuition payment	Applicable only to those who make the payment
8	Financial Statement	• Student's own bank account in Korea • 1,230,000 KRW x months to extend • For graduate school student : Certificate of scholarship can substitute totally or partially depending on the amount. *refer to p.7
9	Confirmation Form for Academic Advisor (Professor) on Student Thesis Schedule	MUST be signed both by the professor and Global Engagement Center
10	Application Fee	60,000 KRW (in cash)

메모 포함[오전2]: [\[Ministry of Land\] Infrastructure and Transport 2026 Housing Benefit Selection Criteria and Minimum Guarantee Level](#)

※ The completed-research student who has not applied for a "thesis registration or a participation in a research project" will be automatically reported to the FIMS(Foreign student Information Management System) as 'End of studies(연수종료)' according to the visa expiry date. Therefore he or she will not be able to extend the visa.

▷ **Exception:** Without a thesis registration or a participation in a research project, if your advisory professor sends an official request email to the Graduate School Office in advance to exclude your name from the FIMS-reporting list, you may be allowed to stay until the ARC expiry date. Please contact your professor regarding this issue. → This applies only one time when the student switches to "completed(수료)", therefore, those who apply for ARC extension after the switch point do not have to follow this instructions.

※ Regarding the certificate of scholarship, it only applies to the graduate school students who are guaranteed to get it in advance and it only means “장학증서” or “연구과제참여확인서” officially issued by the graduate school office. Any other kind of scholarship related to the professor's off-campus project for example must be requested to the relevant organization, not Hallym University. Please contact the professor in the circumstance.

How to get to Chuncheon Immigration Office



✈ Visit the Immigration [HiKorea website](#) and **make an online reservation** for your visit to Chuncheon Immigration Office. Without the online reservation, your application may not be accepted although you wait in line for long.

✈ The immigration office becomes very much busier as the beginning of the semester approaches. The reservation slots for the visit to the immigration office might unexpectedly get full. For this reason, it is recommended that you make the reservation ahead of time.

✈ The most easy and simple way from Hallym University campus to Chuncheon Immigration Office should be taking a taxi. One-way trip may take around 20 minutes. A round-trip fare might be a little less than 30,000 KRW.

Maximum total duration of stay for degree programs

※ Semester(duration) spent residing outside Korea due to Leave of Absence are excluded.

Degree course	Max. duration from the date of entry to university (starting date of studies)	Max. duration from the date of study completion*
Undergraduate	6 years	2 years
Combination of Bachelor's and Master's	6 years	3 years
Master's degree course	5 years	
Combination of Master's and Doctor's	8 years	5 years
Doctor's degree course	7 years	

* completion → equal to graduation for undergraduate student / not graduation for graduate school student