
Information for International Students



September, 2009

Chonbuk National University

International Affairs Office

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Important Notes

- International students (D-2 series visa holders) are basically not allowed to engage in work activities other than studying.
- In the case of providing labor and etc. and receiving compensation, you must get an approval beforehand.
- Anyone who is engaged in any activities which are not covered by the Student Visa without permission is subject to penalty and expulsion.
- If you are an on-campus research assistant working under a supervising professor, you must get a permission beforehand.
- All international students who is supposed to get paid from the university must also receive a permission beforehand.
- If the Jeonju Immigration Office finds out that you are working a part-time job or have been compensated as a researcher without an appropriate permission, there will be a direct punishment to you and to the school. Therefore, you **MUST** get a permission beforehand.
- It is allowed for one year in the range of period of stay (a student can apply for extension while attending at school)
- Students who have been absent for 2 weeks or more without any permission must be reported to the International Affairs Office.
- Students who missed more than 1/4 of the class hours or who missed mid-term or final exams will get 0. In this case, it might be hard to get permission to extend a sojourn period.
- After you finish all graduate courses, you must extend your visa as a research student in order to finish your thesis and to maintain your sojourn period status. Extensions are allowed up to 1 year for graduate students, and 2 years for doctoral students.
- For students who wish to prepare for employment in Korea after graduation, visa extension is allowed up to 6 months.
- Students who find a job in Korea after graduation must change their visa status to which allows legal employment.
- If none of above pertains to you, you must return to your home country since your visa will no longer be valid.

Leave of Absence

- Available Period
 - In case students have paid the tuition fee: Before 3/4 of the semester
 - In case students have not paid the tuition fee: Before 1/4 of the semester
- Deadline for Leave of Absence Application: at least 20 days before the desired date
- Remit: Up to 4 semesters
- Application Place: Department Office
- Procedure
 - Submit the applications to the department office.
 - Application for Leave of Absence (attached form)
 - Confirmation letter from the supervising professor (attached form)
 - Documentary Evidences
 - The department submits the official documents for requesting deliberation to the administration office of the college.
 - The administration office of the college sends the official documents for requesting deliberation to the International Affairs office.
 - The International Affairs Office notifies the results of deliberation to the administration office of the college, Registrar & Class Management Office and Information & Computing Center.
 - General procedure for Leave of Absence is proceeded. (Input the information on OASIS and print out the application ⇒ Submit the application to the department office)
 - The International Affairs Office notifies the results to the Immigration Office.
- Student Visa (D-2) turns void after the leave of absence is confirmed, and students need to depart from Korea before the leave of absence period starts. If students are listed as an illegal resident alien because they did not depart at a proper time, they may not return to the university.
- Inquiry: International Affairs Office (☎ 270-4382, 2184, 4652)

Returning to School

- International students need to get a Student Visa (D-2) for returning to school.
 - ※ Procedures to get a Student Visa should be proceeded ahead of the general procedure for returning to school.
- Available Period: until 1/4 of the semester
- Application Period: 3 months before the desired return date
- Application Place: Department Office

- Procedure
 - Submit the applications to the department office
 - Application for Returning (attached form)
 - Certificate of Balance: More than US \$10,000 for more than a month period.
 - ※ Chinese, Cuban, Iraqi and Afghan students must submit additional documents for the recognition of visa issuance.
 - The department submits the official documents for returning to the administration office of the college.
 - The administration office of the college then submits the official documents to the International Affairs office.
 - The International Affairs Office issues a Certificate of Admission and sends it to the applicant.
 - ※ It will take 1 month or more to get the Recognition of Visa Issuance. The results will be sent to the applicant through e-mail.
 - The applicant enters into Korea after getting a Student Visa in his/her own country.
 - General procedures for returning are proceeded. (Input the information on OASIS and print out the application ⇒ Submit the application to the department office)
- Inquiry: International Affairs Office (☎ 270-4382, 2184, 4652)

Immigration Issues

Alien Registration

- When: Immediately after entering Korea
- Where: International Affairs Office or Jeonju Immigration Office
- Required Documents
 - Passport
 - Application form (attached form)
 - One color photo (3cm×4cm)
 - Certificate of Enrollment
 - ※ Issued at the Student Service Center (First floor of Annex, Headquarters)
 - Tuition Fee Payment Receipt
 - Fee: 10,000 Won
- Time Required: about 2~4 weeks

Alien Registration Card Re-issue Application

- Occasion: Loss of Alien Registration Card, damage or change in information
- When: Within 14 days of reasons listed above
- Where: Jeonju Immigration Office

- Required Documents
 - Passport
 - Application Form (attached form)
 - One color photo (3cm×4cm)
 - Fee: 10,000 Won

Application for Re-entry Permit

- Occasion: When an applicant wants to come back to Korea after departing within the permitted sojourn period
- Note: In case of not coming back to Korea within the permitted time period, the applicant cannot enter into Korea and must apply for a student visa again.
- How to apply
 - You can apply for a Re-entry permit through the internet at <http://www.hikorea.go.kr>.
 - You must become a member of Hi-Korea to log on and use the services.
 - You must print out the e-application results and carry it with your passport at all times.
- Fee
 - Single (Available one time within the permitted sojourn period): 30,000 Won + E-application fee
 - Multiple (Available more than 2 times within the permitted sojourn period): 50,000 Won + E-application fee

Application for the Extension of Sojourn Period

- Occasion: The maximum period of Student Visa (D-2) is 1 year, thus students need to apply for extension of the sojourn period before the expiration date.
- When: Applicants can apply 2 months before the expiration date shown on the Alien Registration Card.
- Where: Jeonju Immigration Office
- Required Documents
 - Passport
 - Alien Registration Card
 - Application form (attached form)
 - Certificate of Enrollment and Official Transcript
 - ※ Issued at the Student Service Center (First floor of Annex, Headquarters)
 - Tuition Fee Payment Receipt of the next semester
 - Proof Document of Staying Expenses: Photocopy of bankbook which shows the balance of 1,000,000 Won
 - Fee: 30,000 Won

※ Students who want to extend their sojourn period for their Master's or Doctoral thesis after completing their course work

- The Immigration Office permits 6 months for every application.
- Maximum period is 1 year for a Master's student and 2 years for a Doctorate students.
- Required Documents
 - Passport
 - Alien Registration Card
 - Application form (attached form)
 - Certificate of Course Completion and Official Transcript
 - ※ Issued at the Student Service Center (First floor of Annex, Headquarters)
 - Proof Document of Staying Expenses: Photocopy of bankbook which shows the balance of 1,000,000 Won
 - Recommendation Letter of the supervising professor (attached form)
 - Fee: 30,000 Won

Activities Not Covered by the Student Visa (Part-time Job)

Application Eligibility

- Overseas Study (D-2) visa holder who has being attended more than 1 semester (6 months)
 - ※ If the one's visa is transferred from another one to D-2, the period he/she took Korean language class on previous visa is added up to current 1 semester (6 months).
 - e.g.) If one transferred his/her visa from D-4-4 to D-2 after finishing his/her 3 months' Korean language course, and the one has attended at a university more than 3 months, it is recognized as a semester (6 months).
- Overseas Study (D-2) visa holder who is writing a thesis after finishing regular course (including master's course, and doctor's course)
 - ※ However, a foreign student who wants to work temporarily as a member of a research project, a temporary assistant instructor, an assistant experimentation teacher at his/her university is not applicable to above period.

Note

- In the case of providing labor and etc. and receiving compensation, you must get an approval beforehand.
- Anyone who is engaged in any activities which are not covered by the Student Visa without permission is subject to penalty and expulsion.
- If you are an on-campus research assistant working under a supervising professor, you must get a permission beforehand.
- All international students who is supposed to get paid from the university must also receive a permission beforehand.

- If the Jeonju Immigration Office finds out that you are working a part-time job or have been compensated as a researcher without an appropriate permission, there will be a direct punishment to you and to the school. Therefore, you **MUST** get a permission beforehand.
- It is allowed for one year in the range of period of stay (a student can apply for extension while attending at school)
- Activity limits
 - Within 20 hours for Monday through Friday in a school term, up to 2 workplaces
 - However, a foreign student can work without limit on legal holidays, Saturday, Sunday, and vacation.
- Allowed working field
 - An occupational category which has close ties with his/her major
 - Commonly allowed working field for students as translation, interpretation, a librarian, sublibrarian, a school cleaner, a staff at a restaurant, an assistant office worker, a research student at a laboratory who is doing his/her schoolwork and research at the same time, temporary assistant instructor, an assistant experimentation teacher, etc.
 - 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
 - A salesperson, a clerk at a restaurant, an assistant at an event in an English Village or an English camp (other foreign language like Chinese, Japanese, etc. regarded camps are also available)
- When: Before starting a part-time job
- Where: Jeonju Immigration Office
- How to Apply: Prepare all documents -> Get a confirmation from the employer and the supervising professor on the Recommendation Letter of the Supervising Professor (form attached) -> Get a confirmation from the officer of the International Affairs Office -> Submit the application to the Jeonju Immigration Office
- Required Documents
 - Passport
 - Alien Registration Card
 - Application Form (form attached)
 - Certificate of Enrollment
 - Official Transcript
 - Recommendation Letter of the Supervising Professor (form attached)
 - ※ It should be signed by employer, supervising professor, the staff in charge of foreign students at the International Affairs Office)
 - Overseas Korean Only: Proof document of overseas Korean (ex: Household Register Book)
 - Fee: 10,000 Won ※ Overseas Korean are exempt from a fee.

Report of Changes in Record of Alien Registration

- Occasion
- If there has been changes made in Name, Sex, Birth Date or Nationality
 - If there has been changes made in Passport Number, Issued Date, Expiration Date
→Internet Service Available(<http://www.hikorea.go.kr>)
 - If your Attending-School has changed
- When: Within 14 days of reasons listed above
- Where: Jeonju Immigration Office
- Required Documents
- Passport
 - Alien Registration Card
 - Application Form (attached form)
 - Poof of Report

Report of Changes in Place of Stay

- Occasion: If there has been changes in your place of stay
- When: Within 14 days of moving of place of stay
- Where: New Place of Stay jurisdiction Immigration Office
- Required Documents
- Passport
 - Alien Registration Card
 - Application Form (attached form)

Application for Extension of Sojourn Period for Departure Preparation

- Occasion: In order to extend sojourn period for departure preparation or to travel after the period of stay has expired.
- Period of Allowance : Allowance within 30 days
- When: One month before Expiration of Sojourn Period
- Where: Internet Service Available(<http://www.hikorea.go.kr>)
- Required Documents
- Passport
 - Copy of Boarding Pass with departure date printed

Jeonju Immigration Office

- Location: Near the entrance of Jinheung Double Apartment, Hoseong-dong, Jeonju
- Transportation: It is easier to take a taxi if you start from the university (approximately 4,000 Won)
- Contact: ☎ 1345
- Homepage: <http://www.immigration.go.kr>

Immigration Contact Center

- Contact: ☎ 1345
- You can consult with a representative about immigration issues through the phone.
- Translation service is available.

e-Government for Foreigners; "Hi Korea"

- Homepage: <http://www.hikorea.go.kr>
- You can get lots of useful information for foreigners and apply for immigration matters through the internet.

Health or Casualty Insurance

- The Need for Insurance
 - There are too many medical expenses when a student does not have any insurance. We strongly recommend that all the international students to purchase an insurance for the unexpected circumstances.
 - It is expected to be mandatory for all international students to purchase an insurance in the near future.
- National Health Insurance
 - Benefit: Students can receive some discount benefits at every hospital.
 - Students need to pay approx. 20% of medical expenses in case of hospitalization.
 - Students need to pay approx. 30% of medical expenses in case they are treated at a clinic.
 - Students need to pay approx. 40% of medical expenses in case they are treated at a hospital.
 - Students need to pay approx. 60% of medical expenses in case they are treated at a general hospital.
 - Insurance Fee
 - Approximately 30,000 Won per month
 - Must pay 1 month fee in advance
 - Must pay retroactive to the date of alien registration
 - Required Documents: Application Form, Alien Registration Card
 - Application Place: National Health Insurance Corporation in Jeonju
 - Website: <http://www.nhic.or.kr>
 - Contact: Northern Jeonju Office of National Health Insurance Corporation (☎ 1577-1000)
- Casualty Insurance for International Students by Private Insurance Companies
 - Benefit (※ The coverage varies with insurance fees and companies.)
 - Accidental Death and Physical Impediment Indemnity: Full compensation within the limit
 - Accidental Medical Expenses Indemnity: Full compensation within the limit

- Sickness Medical Expenses Indemnity: Full compensation within the limit
- Rescuer's Expenses Indemnity Endorsement: Full compensation within the limit
- Insurance Fee
 - Various from about 95,000 Won a year
 - Paying a year's fee in advance
 - Students don't have to pay insurance fees retroactive to the date of alien registration.
- Examples of medical insurance coverage
 - A foreign student unexpectedly had a lung hemorrhage and received an intense emergency care from the hospital. It cost over 5,000,000 Won for the treatments but all fees were fully covered by the insurance company.
 - A foreign student received treatment for a bladder infection. The cost was about 2,300,000 Won, but the student did not pay anything while the insurance company provided the whole expenses.
- Inquiry: International Affairs Office (☎ 270-4382, 2184, 4652)

Scholarships

- There is a scholarship program only for foreign students.
- Qualifications: In case the average grade of the previous semester is over 80 points for undergraduate students and 90 points for graduates students.
- Selection Procedure
 - Each college selects the recipients according to its own policy.
 - The student who is currently a professor in a foreign country might be qualified for the 1st class scholarship.
 - The students who have one more family members enrolled in CBNU are qualified for the family scholarship.
- How to Apply
 - No need to apply individually.
 - However, you must apply for a current professor scholarship and a family scholarship to the department office every semester (January, July).
- Type of Scholarship
 - First class: Whole registration fee
 - Second class: Whole University Fee (Approx. 80% of whole registration fee)
 - Third class: 50% of University Fee (Approx. 40% of whole registration fee)
 - Forth class: 25% of University Fee (for Graduate School of Medicine and Graduate School of Dentistry only)
 - Fifth class: Instruction fee (Approx. 20% of whole registration fee)

- Note
 - University scholarship is available for 4 years for undergraduate students and 2 years for graduate students at most.
 - There may be a restriction to the students who are receiving a scholarship from any other Korean Institutions.
- Inquiry: International Affairs Office (☎ 270-4382, 2184, 4652)

CBNU International Buddy (CIB) Program

- Program: 2 times a year (spring semester, fall semester)
- Application Period: Notify on the CBNU website
- How to Apply: E-mail application to jis09@chonbuk.ac.kr
- Announcements: Notify through the applicant's e-mail
- Qualifications
 - Students and any members of CBNU
 - Who can speak English or Chinese
 - Who can actively participate in this program for the term applied for
- Program Contents
 - Meet once a week minimum
 - Converse in Korean as soon as possible to help foreigners learn Korean
 - Help foreign students in school life and Korean life
 - Cultural exchange and building a global network
- Reminders
 - We will associate you with a buddy according to sex, age, educational status, language, reasons for application, requests, etc.
 - We will not associate you with any other applicants after the announcement of the CBNU International Buddy results during the term. In other words, meeting a CBNU International Buddy is available only once each term.
 - If some inevitable situation happens to keep you from maintaining a buddy relationship, you can end the relationship under the mutual agreement.
 - It is prohibited to stop the buddy relationship without a valid reason.
 - The meeting schedule should be decided under the mutual agreement, however you must meet your buddy at least once a week.
 - International Affairs Office only provides the opportunity to meet buddies, and is not responsible for any occurrence or accidents which can happen anytime. The applicants are responsible for all probable occurrences.
- Inquiry: International Affairs Office (☎ 270-2184)

외국인학생 휴학신청서 [Application for Leave of Absence]

성 명 (Name)	한글 (Korean)		외국인등록번호 (Alien Registration No.)	-
	영문 (English)		학번 (Student ID No.)	
소 속	대학 (College)		학부/과 (Department)	
국 적 (Nationality)			체류 자격 (Visa Status)	
주 소 (Address)				
연락처 (Contact)	전화번호 (Telephone)			
	이메일 (E-mail)			
희망기간 (Desired Period)	(from) _____ 년 월 일부터 (to) _____ 년 월 일까지			
휴학 사유 (Reasons for absence)				
※ 지도교수 확인서, 휴학사유 증빙 서류 첨부. Please attach a confirmation from the supervising professor and documentary evidences for the reason.				
200 년 월 일 신청자(Name and Signature) : _____				

지도교수 확인서 - 외국인학생 휴학

1. 인적 사항

학부/과		과 정	<input type="checkbox"/> 학부 / <input type="checkbox"/> 석사 / <input type="checkbox"/> 박사
학 번		국 적	
성 명	(한글)	외국인등록번호	-
	(영문)		
휴학 기간			

2. 휴학 사유 :

위 학생이 상기와 같이 휴학하고자 함을 확인합니다.

200 년 월 일

지도교수 _____ (인)

전북대학교총장 귀중

인국인학생 복학신청서

[Application for Returning]

성 명 (Name)	한글 (Korean)		외국인등록번호 (Alien Registration No.)	-
	영문 (English)		학번 (Student ID No.)	
소 속	대학 (College)		학부/과 (Department)	
국 적 (Nationality)			체류 자격 (Visa Status)	
우편물수령주소 (Mailing Address)	* 영어로 기재 (Please write the address in English.)			
연락처 (Contact Information)	전화번호 (Telephone)			
	이메일 (E-mail)			
휴학기간 (Period of Leave of absence)	(from) _____ 년 월 일부터 (to) _____ 년 월 일까지			
복학예정일 (Date of Return)	_____ 년 월 일			
제출 서류 (Required Documents)	1. 모든 지원자 : 은행잔고증명서 (미화 10,000달러 이상을 1개월 이상 예치) 2. 중국인 추가 제출 서류 - 컬러 사진(3.5cm×4.5cm) - 전북대학교 성적 증명서 원본 - 재적증명서(휴학사실 기재) - 호구부 원본 - 여권 사본 - 부, 모, 본인 거민증 사본 - 부 또는 모의 재직 증명서 원본 - 부모, 형제자매의 생년월일과 영문이름		1. All applicants : Certificate of Balance (More than US \$10,000 for more than one month) 2. Additional documents for Chinese only - 1 Color Photo (3.5cm×4.5cm) - Transcript of CBNU - Certificate of Leave of Absence - Original Household Register Book - Photocopy of Passport - Photocopy of Residence Card (ID card) : Parents' and applicant's - Employment Certificate of your parents - English name and birth date of your parents and siblings	
200 년 월 일 신청자(Name and Signature) : _____				

체류기간 연장을 위한 논문연구생 지도교수 추천서

다음 학생이 전북대학교에서 연구를 계속하여 소정의 논문 과정을 마치고 학위를 수여받을 수 있도록 아래와 같이 추천합니다.

1. 인적 사항

학부/과			과 정	<input type="checkbox"/> 석사 / <input type="checkbox"/> 박사
학 번			국 적	
성 명	(한글)		외국인등록번호	
	(한자)			
	(영문)			
입학일			수료일 또는 수료예정일	

2. 논문 지도 과정 :

3. 향후 심사 일정 :

4. 추천 사유 :

5. 참고 사항 :

200 년 월 일

지도교수 _____ (인)

전주출입국관리사무소장 귀중

인국인유학생 시간제취업 지도교수 추천서

대상자	성명		외국인 등록번호		
	학과(전공)		이수학기		
	전화번호		e-mail		
취업예정 근무처	업체명			업종	
	주소				
	고용주	(인 또는 서명)		전화번호	
	취업기간			급여(시급)	
	근무시간	평일 :	토 · 일요일 :		
<p>위 유학생은 본인이 지도하는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구활동)에 지장이 없을 것으로 판단되므로, 이에 추천합니다.</p> <p style="text-align: center;">20</p>					
지도교수	소속 및 직위	전북대학교	대학	학부(과)	
	성명	(인 또는 서명)		연락처	
전주출입국관리사무소장 귀하					
유학생담당자 확인란	소속 및 직위 (연락처)	전북대학교 국제교류부 (063-270-4382)		성명	(인 또는 서명)

법 무 부
MINISTRY OF JUSTICE

신 청 서(신 고 서)
APPLICATION FORM(REPORT FORM)



업 무 선 택 SELECT APPLICATION			
① 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/>	⑥ 체류자격의 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	<input type="checkbox"/>
② 등록증재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/>	⑦ 근무처변경·추가허가 ALTERATION OR ADDITION OF EMPLOYMENT PLACE	<input type="checkbox"/>
③ 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/>	⑧ 재입국허가(단수,복수) REENTRY (SINGLE, MULTIPLE)	<input type="checkbox"/>
④ 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/>	⑨ 체류지변경신고 ALTERATION OF RESIDENCE	<input type="checkbox"/>
⑤ 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/>	⑩ 등록사항변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	<input type="checkbox"/>

PHOTO
35mm×45mm
외국인등록시에만
사진 부착
Photo only for
Alien Registration

공 통 기 제 사 항 FOR ALL							
성명 Full Name	Surname		Given names			漢字姓名	성별 Sex <input type="checkbox"/> 남 M <input type="checkbox"/> 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No.(if any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No	국적 Nationality / Others		
대한민국내 주소 Address in Korea					전화번호 Tel. No	() -	
본국 주소 Address in your country					전화번호 Tel. No	- -	
근무처 Workplace			직 위 Position			전화번호 Tel. No	() -
여권번호 Passport No.			여권발급일자 Passport Issue Date			여권유효기간 Passport validity	
신 청 사 유 Reason for Application				E-Mail	@		

선 택 기 제 사 항 CHOOSE YOUR APPLICATION							
③④⑤⑥⑦ 신청기간 Intended period of Sojourn	년(years)		월(months)		일(days)		
⑥ 자격의 예정근무지 Place of Employment					직 위 Position		
⑦ 변경·추가예정근무지 Alteration or Addition Place					직 위 Position		
⑧ 재입국신청기간 Intended Period of Re-entry					종 류 Type	<input type="checkbox"/> 단수 Single <input type="checkbox"/> 복수 Multiple	
⑨ 변경전주소 Previous Address							
⑩ 등록사항변경 Change of Information on Alien Registration							
동반자 Dependent in Passport	성 명 Full Name	생년월일 Date of Birth	관 계 Relation	성 명 Full Name	생년월일 Date of Birth	관 계 Relation	
	1			2			

행 정 정 보 공 동 이 용 동 의 CONFIRMATION							
본인은 이 건 업무처리와 관련한 첨부서류는 「전자정부법」 제21조제1항에 따른 행정정보의 공동이용을 통하여 담당공무원이 확인하는 것에 동의합니다. I, the undersigned, hereby agree to allow all documents and information required for process of this application to be viewed by the public servant in charge. As specified under E-government Law, section 21, article 1.							
<input type="checkbox"/> 동의합니다. (I agree) <input type="checkbox"/> 동의하지 않습니다. 이 건 업무처리와 관련한 첨부 서류를 본인이 직접 제출하겠습니다. (I disagree. I will supply all related documents by myself)							
신청인 Applicant	(서명 또는 인) (sig/seal)	신청인의 배우자 Spouse of applicant	(서명 또는 인) (sig/seal)	신청인의 부 또는 모 Father/Mother of the applicant	(서명 또는 인) (sig/seal)		

신 청 일 Date of Application	신 청 인 서 명 Signature
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공 용 란 FOR OFFICIAL USE ONLY							
기본사항	최초입국일		체류자격		체류기간		
접수사항	접수일자		접수번호		비 고		
허가사항	허가일자		허가번호		체류자격	체류기간	
결 재	담 당	계 장	과 장	국 장	소 장		
						가 · 부	

수입인지 첨부란 (Revenue Stamp Here)

□ 공통기제사항 입력안내 / Guideline for filling out basic info.

○ 성명(Full name)

여권에 기재되어 있는 성(Surname, Last Name 또는 Family Name)과 명(Given names)을 구분하여 기재하되 성이 없는 경우는 여권에 기재되어 있는 순서대로 성과 명란에 차례대로 영문으로 기재합니다.

Please enter your Surname and Given name in the appropriate boxes using upper case alphabet letters. Should the distinction not apply to you, please enter your name exactly as they appear on your passport.

○ 생년월일 또는 외국인등록번호(Date of Birth or Alien Registration No.(if any))

여권 상 생년월일을 년, 월, 일 순서로 기재합니다. 소지하고 있는 외국인등록증의 상단에 적혀 있는 외국인등록번호(과거에 부여받은 적이 있는 경우 포함) 후단 7자리를 일(day) 뒤에 순서대로 기재합니다.

Fill out your date of birth as it appears in your passport. If you have one, or was given one in the past, please enter the last seven (7) digits of your alien registration number.

○ 대한민국내 주소(Address in Korea) 및 전화번호(Tel. No)

현재 체류하고 있는 실제 주소를 번지까지(아파트의 경우 동, 호수) / 국내에서 실제 연락 가능한 전화번호, 핸드폰 번호를 기재합니다. 기재하지 않으실 경우 우리 사무소가 제공하는 사증이나 체류관련 중요 사항에 대한 휴대폰 문자서비스를 받지 못하게 됩니다.

Please enter the complete, exact address of your current residence in Korea. / Provide a working phone & cell phone number where you can be reached in Korea. If this field is empty or incorrect, you will not be able to receive any of the vital information that we may provide.

○ 근무처(Place of Employment) / 직위(Position) / 전화번호(Tel. No)

현재 근무처(직장명, 학교명, 단체명 등) / 직위 및 담당업무 / 전화번호를 영문 또는 한자 또는 한글로 기재합니다.

Please enter information your current workplace (In Korean, Chinese or English)

○ E-Mail address

연락 가능한 E-MAIL 주소를 반드시 기재합니다. 기재하지 않으실 경우 우리 사무소가 제공하는 사증이나 체류관련 중요 안내 사항에 대해 E-MAIL 서비스를 받지 못하게 됩니다.

Enter an e-mail address where you can be reached. If you don't enter a valid e-mail address, you will not be able to receive any of the vital notices or information that we may provide.

○ 신청사유(Reason for Application)

신청하고자 하는 목적과 신청내용(예: 유학-체류기간연장, 결혼-체류지변경, 여권재발급-등록사항변경 등)을 영어 또는 한자 또는 한글로 간략하게 기재합니다.

Please enter your reason for application (e.g. Marriage - change of residence, re-issuance - change in registration data) in Korean, Chinese or English.

□ 선택기제사항 입력안내 Optional information

○ 신청기간(Intended period of Sojourn)

각종 체류허가를 신청하는 경우 국내에 체류하고자 하는 기간을 기재합니다.(체류지변경이나 등록사항 변경 등을 신고만 하는 경우에는 제외)

When applying for any type of grant for sojourn, specify how long you will be staying in Korea (Can be omitted when applying for alteration of residence or change of information on alien registration)

○ 자격외 예정근무지 (Place of Employment) / 직위 (Position)

현재 체류자격에 해당하는 활동과 병행하여 다른 체류자격에 해당하는 활동 허가를 받고자 할 경우 해당 자격외활동 예정장소(근무처명, 학교명 등)와 직위를 기재합니다.

When applying to engage in activities not covered by the status of sojourn, specify where the said new activities will take place in (include the name of the firm/school along with its location, etc), as well as your position there.

○ 변경·추가예정근무지(Alteration or Addition of Workplace) / 직위 (Position)

취업활동을 할 수 있는 체류자격을 받은 외국인이 변경 또는 추가되는 근무처의 명칭과 직위를 기재합니다.

When a registered foreign worker wishes to change or add their workplace, specify the name of the new workplace and their position in it.

○ 재입국신청기간(Intended Period of Re-entry) / 종류(Type)

신청인이 외국을 여행한 후 다시 귀국하여 동일한 체류자격으로 계속하여 체류를 하고자 할 경우 희망하는 여행기간을 월 또는 년 단위로 기재 합니다. 단 기존에 허가 받은 체류허가 기간을 초과하지 못하며 1회에 한하여 허가를 원 할 경우 단수에, 2회 이상 허가를 원 할 경우 복수에 "V" 표기를 합니다.

When applying for reentry, specify how long the visit outside Korea will be (in units of months or years). This must not exceed their original period of sojourn, and you must check "single" if you intend to leave once during your period of sojourn, and "multiple" if you want to leave more than once.

○ 변경전주소(Previous Address)

신청인이 체류지를 변경하여 체류지변경신고를 하는 경우 전 체류지 주소를 기재합니다.

When applying for alteration of residence, provide full address of previous residence.

○ 등록사항변경(Change of Information on Alien Registration)

성명, 성별, 생년월일 및 국적과 여권 번호, 발급일자 및 유효기간 등이 변경되는 경우 변경된 내용을 기재합니다.

List all related information that changed from the information currently on your alien registration card.

○ 동반자(Dependent in Passport)

신청인과 함께 국내 체류 중인 동반 가족 중 외국인등록증상 동반가능한 가족 또는 동반으로 등재된 경우에 한하여 기재합니다.

Only fill this out if there is any family member currently residing in Korea with the applicant who can be/is listed as dependent in passport on the registration record.

○ 신청번호 :

	성 명 Name				한 자 성 명 (漢子姓名)	
	성 별 Sex		생년월일 Date of Birth		국 적 Nationality	
	직장 및 직위 Place & Position of Employment					

○ 신청번호 :

	성 명 Name				한 자 성 명 (漢子姓名)	
	성 별 Sex		생년월일 Date of Birth		국 적 Nationality	
	직장 및 직위 Place & Position of Employment					

초 청 사 유 서

초청자 관련 일반사항									
초청자 관련사항	성명			배우자 관련사항	성명				
	외국인등록번호				거민신분증번호				
	성별	국적			성별	국적			
주소				전화번호					
초청자 또는 배우자의 중 국인 부모관련	관계	성명		생년월일	생존여부	국내 출입국 및 체류여부			
		한글	한자						
	부								
모									
피초청자 관련 사항									
피초청자 인적사항 (중국에서 올 사람)	연번	초청자와의 관계	한글성명	한자성명	생년월일	성별	직업 및 직장명	과거 출입국여부 (몇회 표기)	
	1								
	2								
	3								
초청자 형제자매 자녀	관계	한글성명	한자성명	생년월일	한국방문여부	영문성명			
피초청자 가족사항 (연번1)	관계	한글성명	한자성명	생년월일	한국방문여부	영문성명			
피초청자 가족사항 (연번2)	관계	한글성명	한자성명	생년월일	한국방문여부	영문성명			
피초청자 가족사항 (연번3)	관계	한글성명	한자성명	생년월일	한국방문여부	영문성명			

구체적인 초청사유

앞에 기재한 내용이 모두 사실이며, 사실과 다를 경우 출입국관리법 제7조의2에 의거 처벌대상이 되거나 초청 불허될 수 있음을 알려 드립니다.

년 월 일

초청자: _____ (인)

전주출입국관리사무소장 귀하