

# Contents

## I

### Studying Abroad in Korea

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1. Preparations for Study Abroad	05
2. Application	14
3. Visa Application & Acquisition	16

## II

### Living Information

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1. Immigration Status Management	22
2. Residential Life	28
3. Healthcare	34
4. Banking	37
5. Telecommunications	40
6. Transportation Card & Driver's License	42
7. Postal & Courier Services	44
8. Crime Prevention & Disaster Preparedness	46
9. Useful Apps for Life in Korea	47

## III

### Employment · Settlement

---

1. Part-Time Employment	50
2. Full-Time Employment	52
3. Work Life	64
4. Employment-related Visas	66

## IV

### Appendix

---

1. Municipality-specific Support Programs for Foreign Residents	72
2. Visa Flowchart (Academe ~ Settlement)	87
3. Top 10 Frequently Asked Questions from International Students	88
4. Essential Terms for Korean University Life	94
5. Emergency Contact Information	96
6. Contact Information for Foreign Embassies in Korea	97
7. Public Holidays in Korea	101
8. Korean Education System	101
9. Introduction to National Institute for International Education (NIIED)	102

# BEGIN YOUR STORY IN KOREA



A new country, a new chapter.

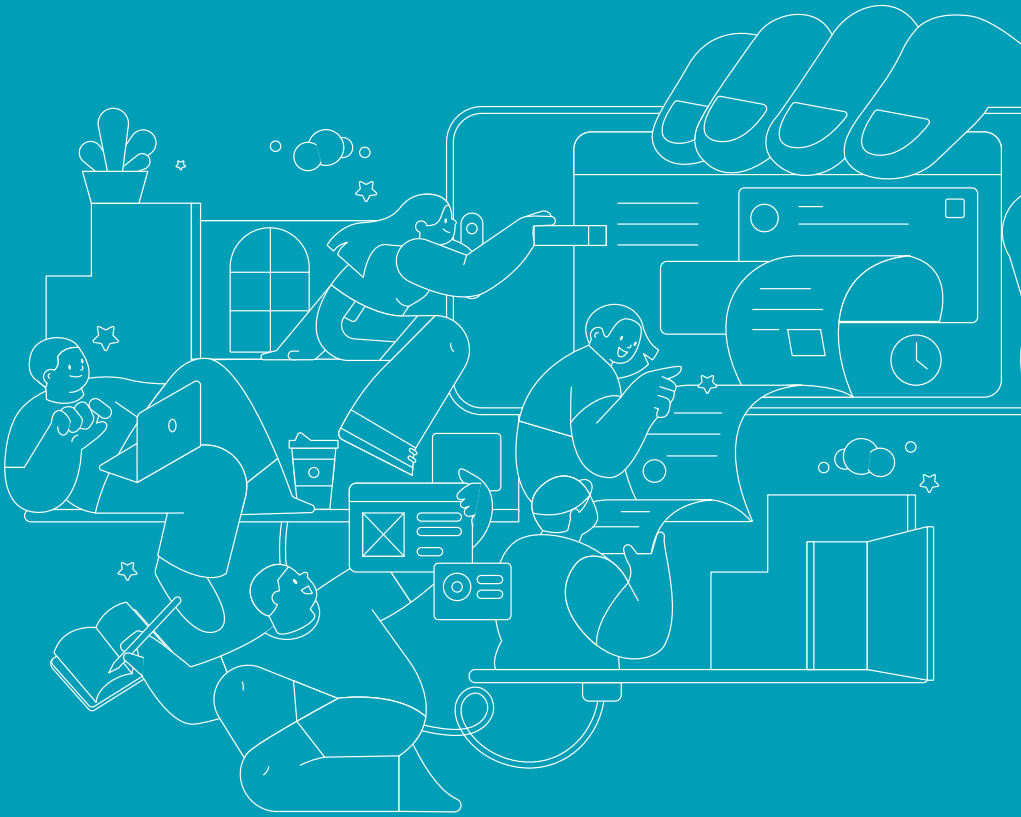
Along with excitement and hope,

there may be times when things feel uncertain.

This guidebook is designed to support you as you adapt to

life and academics in Korea.

We hope that each experience here helps your future grow brighter and richer.



# I.

# STUDYING ABROAD IN KOREA

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1. Preparations for Study Abroad

2. Application

3. Visa Application & Acquisition

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# I. Studying Abroad in Korea

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## 1. Preparations for Study Abroad

### Researching Study Abroad Information

By searching for key information such as schools, majors, tuition, admission requirements, and document submissions, you can make an effective study plan and prepare for your journey in an organized manner.

#### (1) Collecting Information



##### Study In Korea ([www.studyinkorea.go.kr](http://www.studyinkorea.go.kr))

As an official website operated by the Korean government, it provides comprehensive information essential for international students such as details on schools, majors, scholarships, admissions, daily life, and visas in multiple languages.



##### University Websites

Each university posts admission guidelines on its website or the Office of International Affairs webpage around the admission period. Applicants can check the schedule, admission requirements, required documents, and more.



##### International Student Communities

You can also read stories shared by students from your home country through online communities for international students in Korea. These forums provide insights into how they prepared for admission, along with helpful tips on scholarships, visas, and daily life in Korea. These communities can also be found on the Study in Korea website.

#### (2) Understanding Programs

##### Korean Language Program

The Korean Language Program is an intensive course designed to help international students improve their Korean language skills, which are essential for pursuing degree programs or for daily life in Korea.

The program is generally offered by university-affiliated Korean language institutes, and students are required to obtain a Korean Language Trainee (D-4-1) Visa.

### University-Affiliated Korean Language Institutes

The institutes offer structured programs in speaking, listening, reading, and writing to meet various needs such as university admission, job hunting, TOPIK preparation, and business communication.

- Program Overview (Example)

\* Course details may vary depending on the language institute, so please check the website of your chosen institute for the most accurate information.

#### <Regular Courses>

- ✓ **Operation Period:** Four semesters per year (Spring, Summer, Fall, Winter)  
10 weeks per semester (within 200 Hours), 5 days a week (Monday–Friday)
- ✓ **Levels:** Stage 1 (Beginner) – Stage 6 (Advanced). Students are placed by their language proficiency.
- ✓ **Course Structure:** Listening, speaking, reading, and writing
- ✓ **Evaluation Method:** Based on attendance, tests, and homework assignments.
- ✓ **Completion Requirements:** Students will receive a certificate of completion upon meeting the required attendance and grade standards. They may then advance to higher-level classes.

#### <Special or Short-term Courses>

In addition to regular courses, the institutes also offer various special or short-term programs based on students' needs.

- ✓ **TOPIK Preparation Course:** An intensive program designed to prepare students for the TOPIK exam. It focuses on problem-solving practice using actual past test questions.
- ✓ **College Admission Course:** Customized curriculum for Korean university admission. Includes vocabulary commonly used in university majors.
- ✓ **Short-term Intensive Course:** A two- to four-week program offered during vacation periods. It focuses on basic conversation and Korean cultural experiences.

### Degree Programs

Degree programs in Korea are divided into associate, bachelor's, master's, and doctoral degrees. International applicants who meet the admission requirements may submit application through the special admission track for international students.

Programs are offered in either Korean or English depending on the university and field of study. Once admitted, students must obtain a Student (D-2) Visa.

## Degree Programs and Characteristics

Educational Institution	Degree Programs	Duration of Study	Characteristics
Junior college	Associate degree	2–3 years	<ul style="list-style-type: none"> <li>- Curriculum offering various hands-on majors in fields such as Nursing, Aviation Service, Hotel Management, Information Security, and Beauty Arts.</li> <li>- Students can earn an associate degree and then continue in an Advanced Major Program or transfer to a four-year university to obtain a Bachelor's Degree.</li> </ul>
University	Bachelor's Degree	4–6 years	<ul style="list-style-type: none"> <li>- An academic-focused curriculum that combines theory and practice.</li> </ul>
Graduate School	Master's Doctoral Degrees	Master's: 2 years or longer  Doctoral: 3 years or longer	<ul style="list-style-type: none"> <li>- An advanced curriculum designed to develop expert knowledge and research capabilities equivalent to or beyond the undergraduate level. Students are required not only to attend lectures but also to write papers, conduct research, and present their findings.</li> <li>- Participation in the adviser's laboratory research and research-oriented classes takes place simultaneously, and some graduate schools also offer integrated Master's and Doctoral programs (lasting four to five years).</li> </ul>

### (3) Language Proficiency Requirements

Students may apply for the Korean Language Program without submitting any language proficiency documents. However, when applying for degree programs, applicants must submit official Korean or English proficiency test scores that meet the minimum requirements set by the university (or department) they wish to apply to.

#### English Proficiency Requirements

Universities usually accept TOEFL, IELTS, and TEPS scores as official English proficiency tests.

However, applicants should check the admission guidelines of the university (or department) where they wish to apply, as different universities may require specific tests or score thresholds.

## Korean Proficiency Requirements

### - Test of Proficiency in Korean (TOPIK)

TOPIK is an official test used to assess Korean language proficiency among foreign nationals and overseas Koreans whose first language is not Korean. Test results are used for various purposes including admission to Korean universities, scholarship applications, job hunting, and visa issuance.

#### Test Overview

##### ✓ Administering Organization:

National Institute for International Education (NIIED)

##### ✓ Test Schedule(Based in Korea)

- Paper-Based Test (PBT, conducted six times a year):  
January, April, May, July, October, and November
- Internet-Based Test (IBT, conducted six times a year):  
February, March, June, September, October, and November
- TOPIK Speaking (three times a year): March, June, and October
- \* Please check the overseas test schedule with the administering agency in your country.

##### ✓ How to Register for the Test:

Register online at [www.topik.go.kr](http://www.topik.go.kr)

##### ✓ Score Validity Period:

Valid for two years from the date of result announcement.

##### ✓ Test Type and Level System

- TOPIK Paper-Based Test (PBT): TOPIK that is conducted in paper-based format. The test consists of TOPIK I (Reading and Writing) and TOPIK II (Listening, Reading, and Writing).

[Level System]

Cate- gory	TOPIK I		TOPIK II			
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Level Place- ment	80~139	140~200	120~149	150~189	190~229	230~300

- TOPIK Internet-Based Test (IBT): TOPIK that is conducted online. The test has the same structure and validity as the PBT.

[Level System]

Cate- gory	TOPIK I		TOPIK II			
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Level Place- ment	121~235	236~400	191~290	291~360	361~430	431~600

- TOPIK Speaking:

A test designed to assess the Korean speaking ability of those whose mother tongue is not Korean, conducted using a computer.

It is administered separately from the TOPIK PBT and IBT, with a separate score report provided.

\* Students can showcase their Korean communication skills with their TOPIK Speaking scores, increasing their chances of finding employment.

[Level System]

Category	Fail	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Scaled Score Range (points)	0~19	20~49	50~89	90~109	110~129	130~159	160~200

### - Other Recognized Korean Language Proficiency Standards

Scores from the Social Integration Program evaluation conducted by the Ministry of Justice equivalent to TOPIK level standards—as well as certificates of completion from the King Sejong Institute's Korean Language Program—may be accepted as proof of Korean language proficiency when applying for admission. However, applicants should check the admission guidelines as requirements may vary depending on the university (or department).

#### TIP. Learning Korean Online and Overseas

Students can learn Korean freely without restrictions on location or cost through the free online platform. Overseas Korean language centers also offer Korean language classes at various proficiency levels for local learners.



#### Online

- Online King Sejong Institute: <https://www.iksi.or.kr/>
- Study Korean: <https://study.korean.net/>
- EBS Durian: <https://www.ebs.co.kr/durian/kr/course>



#### In-person Classes



Find King  
Sejong Institutes  
worldwide



Find Korean  
Education  
Centers overseas

## (4) Study and Living Expenses

Students need to check the costs of studying in Korea and plan their budget for both study and living to ensure a successful experience.

### Tuition

Tuition for Korean Language Programs varies depending on the institution and the course. Tuition for degree programs also differs according to whether the university is national, public, or private, as well as by academic field. Please check with Korean language institutes or visit university websites for the most accurate information.

#### [Average Annual Tuition (by course)]

<Unit: USD>

Course	Tuition
Associate Degree (Junior college)	\$4,520
Bachelor's Degree (University)	\$5,113
Master's · Doctoral Degree (Graduate school)	\$3,047
Korean Language Program (per semester)	\$920 – \$1,345

#### [Average Annual Tuition (by academic field)]

<Unit: USD>

Academic Field	Tuition
Arts and Physical Education	\$5,867
Engineering and Science	\$5,435
Humanities and Social Sciences	\$4,520
Natural Sciences	\$5,144
Medicine	\$7,329

<\*Source: Higher Education in Korea as of 2025>

### Living Expenses

Students should consider not only tuition fees but also living expenses when preparing to study in Korea. Living expenses may vary depending on the city, lifestyle, and type of housing, and they generally include the following items:

Category	Average Expected Costs (Monthly/USD)	Notes
Housing Expenses (Rent)	(Monthly Rent) \$439 (Utilities) \$56	* Source: Real estate information app as of 2024 (Dabang) - Average monthly rent and utilities costs near 10 major universities in Seoul
Housing Expenses (Dormitory)	\$164	* Source: University financial data as of 2024 - Average university dormitory costs nationwide (for two-person rooms)

Allowances	\$366	<ul style="list-style-type: none"> <li>* Source: Job search website as of 2024 (Albamon)</li> <li>- Average monthly living expenses (allowance) of university students</li> <li>- Includes expenses for meals, clothing, social activities, cultural events, and transportation</li> </ul>
Insurance Premium	\$106	* Source: National Health Insurance premium for foreign nationals as of 2025

## Scholarships

There are various scholarship programs designed to support international students in maintaining a stable academic life in Korea.

### University Scholarships

Many universities offer a wide range of scholarships for international students. In general, these scholarships cover 30 – 100% of tuition fees depending on the student's academic performance or Korean language proficiency. Check the respective school websites or the Study in Korea website (<http://www.studyinkorea.go.kr>) for more information.

### Government-funded Scholarships

① Ministry of Education: National Institute for International Education (NIIED) (<http://www.niied.go.kr>)

#### ✓ Global Korea Scholarship

Degree Programs	Undergraduate Degrees	Graduate Degrees
Eligibility	Students from countries with diplomatic relations with Korea (The number of countries may vary)	
Available Field	All fields	
Available Degrees & Scholarship Period	Korean language program (1 year) + Associate degree (2–3 years), Bachelor's degree (4–6 years)	Korean language program (1 year) + Master's degree (2 years), Doctoral degree (3 years)
Number of Recipients (The number of recipients may vary)	Up to 300	Up to 1,500
Scholarship Benefits	Airfare, Korean language training fee, Tuition, and Monthly allowance	
Application Period	Every September	Every February

### ✓ GKS Non-degree program for Foreign Exchange Students

Eligibility	International students enrolled as an exchange student at Korean universities
Available Field	All fields
Scholarship Period	1 Semester (4 months)
Scholarship Benefits	Airfare, Monthly allowance
Number of Recipients	Approx. 500 (The number of recipients may vary)
Application Period	Contact each Korean university's Office of International Affairs

\* For details on the GKS degree programs & non-degree exchange program, please visit the Study in Korea website ([www.studyinkorea.go.kr](http://www.studyinkorea.go.kr)).

② Ministry of Culture, Sports and Tourism: Korea National University of Arts (<http://www.karts.ac.kr>)

### ✓ Art Major Asian Plus (AMA+) Scholarship

Eligibility	The applicant and both parents must be nationals of countries included in the OECD DAC recipient list.
Available Field	Arts (Music, Theater, Film, Dance, Fine Arts, and Traditional Arts)
Available Programs	Undergraduate and Graduate Programs
Scholarship Benefits	Airfare, Monthly allowance, Korean language training, Tuition fees, Settlement allowance, Graduation grant, Korean language excellence scholarship, and Medical insurance (National Health Insurance)

③ Ministry of Foreign Affairs: Korea Foundation (<http://www.kf.or.kr>)

### ✓ Korean Language Fellowship

Eligibility	Students enrolled in Bachelor's, Master's, or Doctoral degree programs majoring in Korean Language or Linguistics, with basic understanding of and proficiency in Korean
Scholarship Benefits	Tuition and course fees, Living expenses, Settlement allowance, and Health insurance
Scholarship Period	6 months
How to Apply	- Apply online through the KF application system ( <a href="http://apply.kf.or.kr">apply.kf.or.kr</a> ) * For details, please refer to the application guidelines for the corresponding year.
Inquiries	<a href="mailto:fellow@kf.or.kr">fellow@kf.or.kr</a>

### ✓ Graduate Scholarship Program (GS)

Eligibility	Students enrolled in Master's or Doctoral degree programs who conduct research on Korea-related topics in the humanities, social sciences, or arts and culture fields
Scholarship Benefits	Scholarship for Korea-related research
Scholarship Period	1 year
How to Apply	Apply online through the KF application system (apply.kf.or.kr) * For details, please refer to the application guidelines for the corresponding year.
Inquiries	scholarship@kf.or.kr

### ✓ Postdoctoral Fellowship (PF)

Eligibility	Emerging scholars who hold a doctoral degree and who are engaged in Korea-related research in the humanities, social sciences, or arts and culture fields
Scholarship Benefits	Research funding for postdoctoral fellows
Scholarship Period	1 year
How to Apply	Apply online through the KF application system (apply.kf.or.kr) * For details, please refer to the application guidelines for the corresponding year.
Inquiries	scholarship@kf.or.kr

### ✓ Research Fellowship in Korea

Eligibility	Researchers conducting studies on Korea-related topics in the humanities, social sciences, or arts and culture fields, or those working in areas requiring research collaboration or which are recognized as significant
Scholarship Benefits	Monthly allowance, Settlement allowance, and Travel insurance
Scholarship Period	1-6 months
How to Apply	Apply online through the KF application system (apply.kf.or.kr) * For details, please refer to the application guidelines for the corresponding year.
Inquiries	scholarship@kf.or.kr

## Other Scholarships

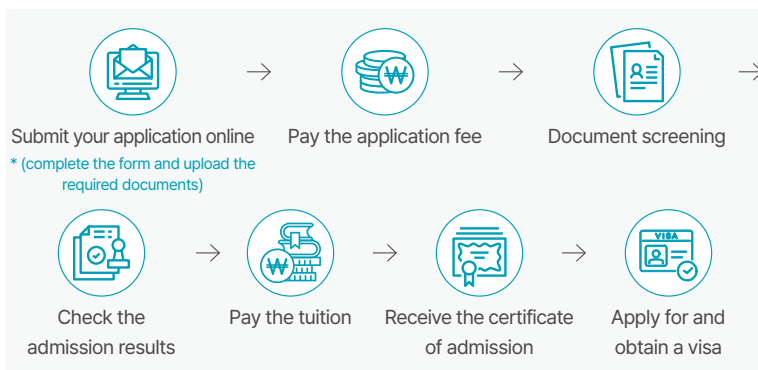
Foundation Name	Scholarship Name	Website
Daewoong Foundation	Global scholarship program	<a href="http://daewoongfoundation.or.kr">http://daewoongfoundation.or.kr</a>
Rotary Club	Scholarship for international students	<a href="http://www.rotarykorea.org">http://www.rotarykorea.org</a>
Samsung Dream Scholarship Foundation	Aspiring international students	<a href="http://www.sdream.or.kr">http://www.sdream.or.kr</a>
Pencil Scholarship Foundation	Recipients of Pencil Scholarship	<a href="http://www.pensaf.or.kr">http://www.pensaf.or.kr</a>
WooJung Education & Culture Foundation	Scholarship Program	<a href="http://www.woojungedu.co.kr/edu">http://www.woojungedu.co.kr/edu</a>
Lee & Won	Scholarship for nurturing young talent	<a href="http://www.leewonfoundation.org">http://www.leewonfoundation.org</a>
POSCO TJ Park Foundation	POSCO Asia Fellowship	<a href="https://www.postf.org">https://www.postf.org</a>
HANSAE YES24 FOUNDATION	Outstanding international students	<a href="http://www.hansaeyes24foundation.com">http://www.hansaeyes24foundation.com</a>
Chung Mong-Koo Foundation	Hyundai Motor Chung Mong-Koo Scholarship	<a href="https://www.cmkfoundation-scholarship.org/">https://www.cmkfoundation-scholarship.org/</a>

## 2. Application

### 1) Korean Language Program

※ Below are general guidelines. Before applying, be sure to check the website of the Korean language institute where you wish to apply, as the application process, eligibility, application period, and required documents may vary.

#### Admission Process



\* These guidelines are based on the online application process. Some language institutes may accept applications in different ways, including by email.

## Eligibility

Applicants with a high school diploma

## Application Period

Institutes usually accept applications two to three months before the beginning of each semester.\*

\* Regular course semesters (four times a year): Begins in March, June, September, and December.

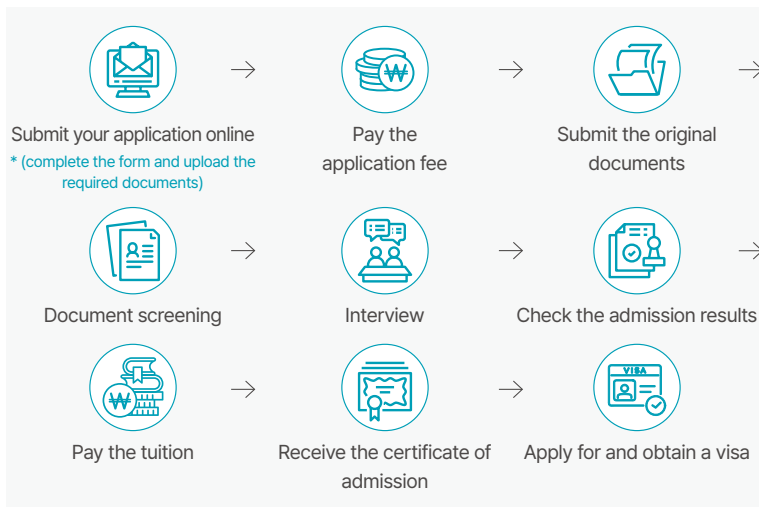
## Required Documents

Admission application, Copy of passport, ID photo, Certificate of final academic degree attained, Financial statement, and Other documents as required

## 2) Degree Program

\* Below are general guidelines. Before applying, be sure to check the website of the university where you wish to apply, as the application process, application period, eligibility, and required documents may vary.

## Admission Process



\* These guidelines are based on the online application process.  
Some universities may accept applications in different ways, including by email.

## Eligibility (Special admission track for international students)

\* **General Eligibility:** The applicant and both parents must be foreign nationals.

- Associate and Bachelor's Degree: The applicant must have completed an official curriculum—either in Korea or abroad—equivalent to the 12-year elementary, middle, and high school education system of the Republic of Korea.
- Master's Degree: Bachelor's degree holders (or prospective graduates)
- Doctoral Degree: Master's degree holders (or prospective graduates)

- Transfer Admission: Applicants must meet the general and specific admission requirements for the respective degree programs listed above; they must have completed at least two years of study at a four-year accredited university, or they must be associate degree holders (or prospective graduates).

### Application Period

Enrollment Period	Application Period
March entry	September – November (previous year)
September entry	March – June (same year)

※ The enrollment period may vary by department, so please check the specific enrollment schedule for each department in the admission guidelines.

### Required Documents

Application, Certificate of final academic degree attained, Academic transcript, Personal statement, Study and research plan, Language proficiency certificate, Proof of nationality (applicant and parents), Family relationship certificate, Recommendation letter, Financial statement, and Other documents as required

#### TIP. Verify documents through Apostille or consular legalization

Documents submitted for admissions application may require an Apostille or consular authentication. This process is intended to obtain official recognition in Korea for documents issued abroad. Applicants from Apostille member countries must obtain an Apostille certificate from the designated local authority, whereas those from non-Apostille countries must have their documents legalized by the Korean embassy in their home country.



List of Apostille member countries



## 3. Visa Application & Acquisition

### [Important Notes] When Applying for a Visa

- The head of a Korean diplomatic mission may omit or request additional documents as necessary to verify the purpose of entry, genuineness of the invitation, and eligibility of the inviter or invitee. Therefore, the required documents for visa application may vary by country. Please visit the website of the Korean diplomatic missions (embassies and consulates) in your country or contact them directly for the most accurate information.

- For detailed information on the required documents by visa status, please refer to the Information Manual by Visa Status available on the HiKorea website.



HiKorea 'Information  
Manual by Visa Status'



## 1) General Trainee (D-4)

Students enrolled in a Korean language program at a university-affiliated language institute in Korea must obtain a Korean Language Trainee (D-4-1) visa.

Please refer to the information below for an overview of the Korean Language Trainee (D-4-1) visa.



### Eligibility

Students who hold a high school diploma or higher and wish to study Korean for 90 days or more at a language institute affiliated with an educational institution (university)\* are eligible for a Student (D-2) visa.

\* Please refer to the [Education Institutions] section on the information page for Student (D-2) for more details.

\* Students staying in Korea for 90 days or less are eligible for a Short-Term Visit (C-3-1) visa.

\* Students attending lifelong education institutions (including university-affiliated lifelong education institutes) and private academies are not eligible for a General Trainee (D-4) visa.



### Maximum duration for a single stay

Two years



### Application Location

The Korean diplomatic mission having jurisdiction over the applicant's country of residence or the location of the applicant's final educational institution attended.



### Required Documents

- ① Visa application, passport, one standard-size photo, and fee
- ② Copy of the business registration certificate of the education institution or the unique identification number certificate
- ③ Certificate of admission (issued by the university president or dean)

- ④ Certificate of enrollment or proof of the final academic credentials attained
  - The original document must be verified, in principle. If necessary, the person in charge will compare the copy with the original before accepting the submission.
- ⑤ Proof of financial capacity
  - \* The original document must be verified, in principle, for the proof of financial capacity (e.g., bank balance certificate, bankbook, scholarship certificate, and transaction statement). If necessary, the person in charge will compare the copy with the original before accepting the submission (for the bank balance certificate, only those issued within the last 30 days are considered valid).
  - \* A family relationship certificate must be submitted when the bank balance certificate is issued under the parents' names.
    - ▶ In principle, the proof of financial capacity must demonstrate sufficient funds (to cover tuition and living expenses) for the past year (or for six months for language training).
- ⑥ Training plan (including class schedule, list of lecturers, and details of the training facility)

## 2) Student (D-2)

Students must obtain a Student (D-2) visa to enroll in regular degree programs at institutions of higher education in Korea, including associate, bachelor's, master's, and doctoral degree programs.



### Eligibility

Foreign nationals who intend to enroll in regular degree programs or conduct specific research at the following educational institutions:

#### **[Educational Institutions]**

Universities or university-affiliated language institutes that meet the requirements set by the Minister of Justice as educational or research institutions being equivalent to or higher than junior colleges established under the Higher Education Act or Special Acts.

- (Exceptions) The following are excluded from educational institutions attended by students eligible for the Student visa:
  - ① Broadcasting universities, correspondence universities, open universities, and cyber (online) universities as defined in Article 2(5) of the Higher Education Act
  - ② Lifelong education institutions as defined in Article 2(2) of the Lifelong Education Act

- ③ Vocational training programs among technical colleges as defined in Article 2(5) of the National Lifelong Vocational Skills Development Act
- ④ Night colleges and graduate schools, excluding certain night degree programs\* eligible for student visas.

\* Night graduate schools without daytime programs or night advanced major programs at junior colleges that have undergone prior screening for night degree programs by the competent immigration office.



### Visa Codes by Course

Codes	Course
D-2-1	Associate Degree Program
D-2-2	Bachelor's Degree Program
D-2-3	Master's Degree Program
D-2-4	Doctoral Degree Program
D-2-5	Research Program
D-2-6	Exchange Student Program
D-2-7	Work-Learning Linked Study
D-2-8	Visiting Student Program



### Maximum Duration for a Single Stay

Two years



### Application Location

The Korean diplomatic mission having jurisdiction over the applicant's country of residence or the location of the applicant's final educational institution attended.



### Required Documents

\* Documents written in a foreign language issued overseas must be translated and officially certified by a diplomatic mission (or through Apostille legalization) prior to submission.

#### [General Documents Required ]

- ① Application for visa issuance (or recognition), copy of passport, one photo (taken within the last 6 months)
- ② Copy of the business registration certificate of the education institution (or unique identification number certificate)

- ③ Certificate of admission (issued by the university president or dean)
  - Students invited by NIIED or Ministry of National Defense may submit an invitation letter issued by the NIIED president or Minister of National Defense in place of the certificate of admission.
- ④ Tuberculosis (TB) test certificate (if applicable)
- ⑤ Family relationship certificate (when submitting the parent's bank balance certificate)
- ⑥ Proof of the final academic credentials attained
  - In principle, the original document verifying the final academic credentials attained must be submitted. However, a copy of the degree (or other academic credential) verification report may be accepted if certified as true copy by a university official. Academic credentials applied for and submitted by individuals are accepted only within their validity period.
  - The proof of final academic credentials attained as required for submission by degree program must be either (1) legalized with an Apostille or (2) officially certified by a diplomatic mission (a Korean consul at the embassy or consulate in the country where the applicant's school is located, or a consul at a foreign embassy in Korea) prior to submission.
- ⑦ Financial Statement
  - Funds equivalent to one year of tuition or living expenses
  - For Vietnam, a separate bank balance certificate issued by a bank is required for study and living expenses paid through a deferred payment method.
- ⑧ Additional Documents Required by Program
  - Additional documents must be submitted for research programs (D-2-5) and exchange student programs (D-2-6).
  - ※ For details on the proof of the final academic credentials attained and additional documents required by visa status, please refer to the Information Manual by Visa Status on the HiKorea website or contact the Immigration Contact Center (1345).



II.

# LIVING INFORMATION

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1. Immigration Status Management
2. Residential Life
3. Healthcare
4. Banking
5. Communications
6. Transportation Card & Driver's License
7. Postal & Courier Services
8. Crime Prevention & Disaster Preparedness
9. Useful Apps for Life in Korea

## II. Living Information

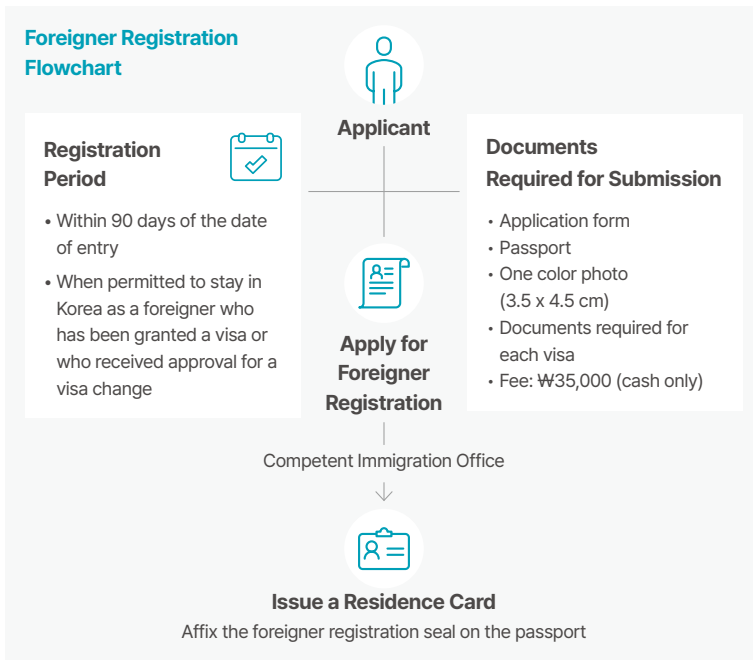
### 1. Immigration Status Management

Foreigners living in Korea may be subject to an administrative fine or may be faced with immigration issues if they do not complete required procedures — such as foreigner registration, reporting address changes, visa extensions or changes, and other immigration related requirements — within the legal deadline. Therefore, it is important to manage your immigration status carefully in order to continue your studies and life in Korea in a stable manner.

#### 1) Foreigner Registration and Issuance of a Residence Card

Foreigners who plan to stay in Korea for 90 days or longer must register as foreigners within 90 days of entry at the Immigration Office and obtain a residence card. The residence card serves as an identification card, and it is used for various purposes during one's stay in Korea including using banking services, opening a mobile phone account, and registering for health insurance. All foreigners staying in Korea must carry their residence card at all times.

International students returning to their schools in Korea after a leave of absence must register as foreigners within 90 days of entry and have their residence card reissued.



### TIP. Mobile Residence Card

A digital ID with the same legal effect as the physical residence card is issued to smartphones. It can be used in various places including financial institutions and hospitals. The digital ID may be issued only after the physical residence card has been issued.



Basic Image



Detailed Image



How to Obtain a Mobile Residence Card

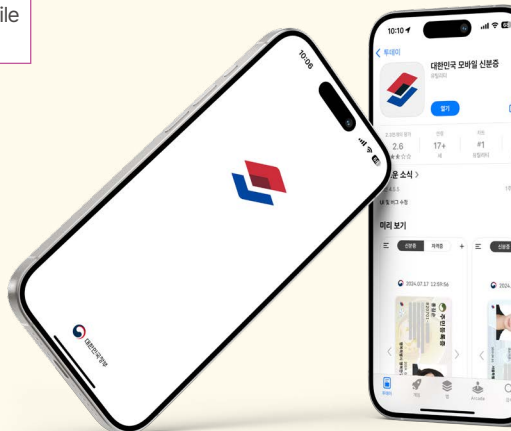


▶ Google Play



▶ App Store

### Mobile Identification App



## 2) Reporting a Change of Residence

When changing residences in Korea, one must report it to the competent Administration and Welfare Center or Immigration Office within the area of residence.



### Required Documents

Residence card, change of residence report, proof of residence (e.g., lease agreement)



### Where to Report

Competent Administration and Welfare Center or Immigration Office, or Online (HiKorea)

## 3) Reporting Changes to Foreigner Registration Information

International students must report any changes in their registration information to the competent Immigration Office within 15 days of the change, if such changes fall under the categories listed below.



### Reasons for Updating Foreigner Registration Information

- Change of name, gender, date of birth, or nationality
- Change of passport number, issuance date, expiration date
- Change of school information (including the name)



### Report Deadline

Within 15 days of the change



### Where to Report

Competent Immigration Office or Online (HiKorea)



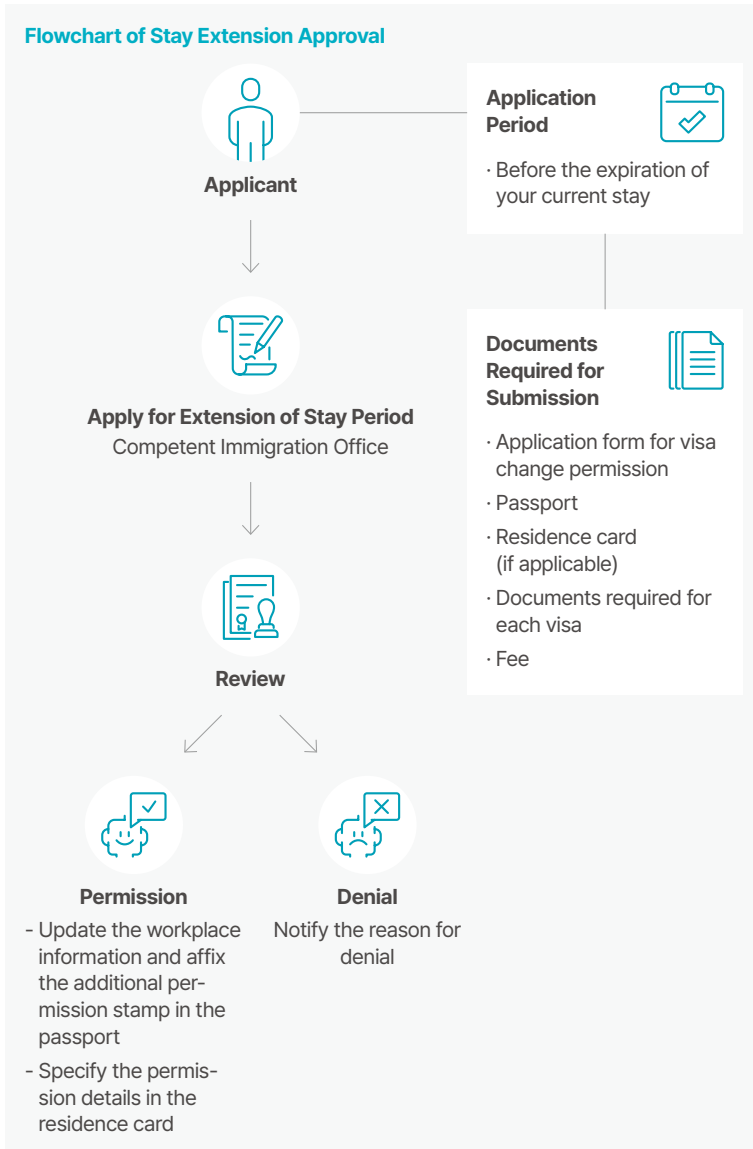
### Required Documents

- Application form, passport, residence card
- (Change of personal information including name) Document verifying the change (applicable person)
- (Change of school) Certificate of enrollment and certificate of withdrawal from the previous school (applicable person), and document demonstrating the necessity of the school change or explaining unavoidable circumstances (applicable person)
- (Change of school name) Document confirming the change of school name, including the school's unique identification number certificate

## 4) Extension of Stay

Applications for extension may be submitted beginning four months before the visa expires. Applications should be submitted to the competent Immigration Office.

\* A fine may be imposed if an application for extension of stay is not made before the visa expires.

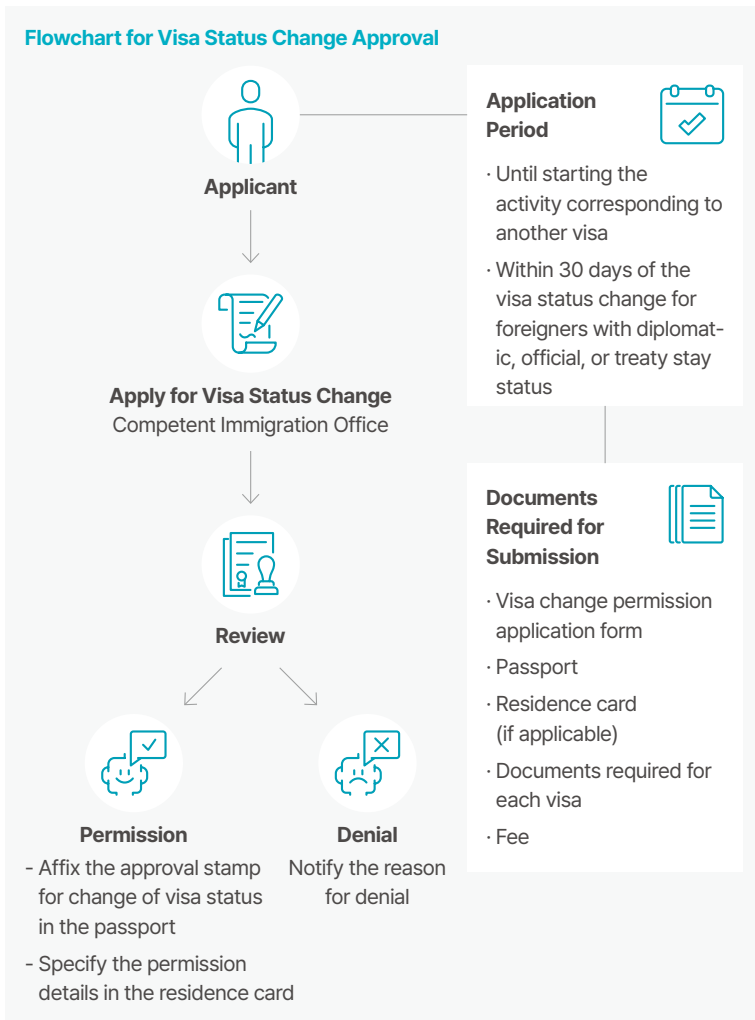


## 5) Change in Visa Status

This refers to a situation wherein a foreign national residing in Korea intends to discontinue the activity permitted under his/her current visa and begin a new activity that falls under a different visa category. <e.g., Student (D-2) → Job seeking (D-10)>

In principle, foreigners who intend to change their visa status must leave the country, obtain the new visa, and reenter Korea. Under limited circumstances, however, a change of visa status may be allowed within Korea following a stringent review process, provided the applicant meets the eligibility requirements for the new visa.

\* Permission for a change in visa status must be obtained from the competent Immigration Office before engaging in any activity that falls under a different visa category



**TIP. HiKorea**

HiKorea ([www.hikorea.go.kr](http://www.hikorea.go.kr)) is the official government administrative service website of the Republic of Korea for foreigners, including international students. HiKorea offers a range of online immigration services essential for living in Korea, including search services (e.g., checking the expiration date of a registration card or a residence card), electronic civil services\* (e.g., part-time work permit, change of permit, extension of stay), and appointment reservations for the Immigration Office.



HiKorea

\* Electronic civil services are available only to foreigners holding visas covered by the service

**[How to search for the competent Immigration Office]**

Search for the competent Immigration Office by following this process.

**In Korean** HiKorea home page > 정보조회 > 관할 출입국·외국인관서 조회

**In English** HiKorea home page > Information Lookup > Office Directory

\* Term Definition: Korea Immigration Office (출입국·외국인관서)

An administrative term referring collectively to the immigration bureau, office, and branch offices

**TIP. Immigration Contact Center (1345)**

A multilingual phone consultation service that provides various civil services and information on immigration, visa status, and daily life for foreigners residing in Korea.

**How to reach**

- (In Korea) Call ☎ 1345 from any phone, whether landline or mobile
- (From overseas) Call ☎ +82-1345 or ☎ +82-2-6908-1345  
+82-2-6908-1346

**Hours**

Monday through Friday 9:00 a.m. – 10:00 p.m.  
(Services in Korean, English, and Chinese are available after 22:00)

**Multilingual service**

Call 1345, follow the instructions on the ARS guide, and press \* to receive service in the desired language

**[Consultation Language Number]**

1. Korean
2. Chinese
3. English
4. Vietnamese
5. Thai
6. Japanese
7. Mongolian
8. Indonesian
9. French
10. Bengali
11. Urdu
12. Russian
13. Nepali
14. Khmer (Cambodian)
15. Burmese (Myanmar)
16. German
17. Spanish
18. Filipino
19. Arabic
20. Sinhala

## 2. Residential Life

### 1) Finding a Residence

International students can choose from various housing types that differ in environment and cost. Therefore, it is important to understand the characteristics of each type and select the one that best suits individual circumstances and needs.

#### Type of Residence



Dormitory	
Characteristics	Student housing operated by universities, located on or near campus
Cost	Requires a deposit and a dormitory fee (per semester or monthly)
Advantages	Convenient, safe, and relatively affordable
Disadvantages	Strict living rules, may need to share a room with other students, high application competition

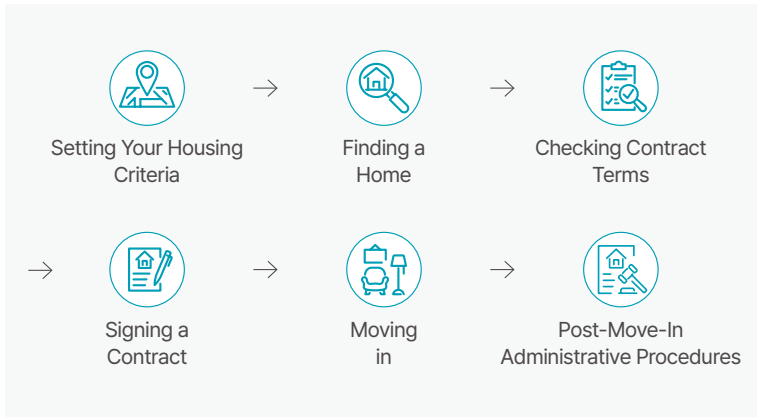


Private rental housing(Monthly rent/Jeonse)	
Characteristics	Other rental options including studio, villa, officetel, or apartment
Cost	<ul style="list-style-type: none"> <li>• Monthly rent: Pay a deposit (one-time) + Pay a monthly rent and a utility fee</li> <li>• Jeonse: Pay a large lump-sum deposit (one time) + Pay a monthly utility fee (no monthly rent required)</li> </ul>
Advantages	Offers more independence and privacy
Disadvantages	<ul style="list-style-type: none"> <li>• Monthly rent: Requires continues payment of monthly rent and utility fees</li> <li>• Jeonse: Heavy financial burden</li> </ul>



Homestay	
Characteristics	Staying with a local family near the university and receiving meals
Cost	Pay a modest deposit + a monthly rent (including meal costs)
Advantages	Provides meals plus an opportunity to experience family life and culture
Disadvantages	May have certain restrictions, such as house rules and limited meal times

## Housing Rental Process



### ① Setting Your Housing Criteria

- Select the preferred area of living considering the distance from the school.
- Set the housing budget including the deposit/Jeonse deposit, monthly rent, and utility fees.
- Select the housing type, including studio and officetel.

### ② Finding a home

- Homes can be searched through real estate apps (e.g., Zigbang, Dabang, etc.) or by visiting a licensed real estate agency in the desired area.
- Homes of interest may be visited with a realtor to check the interior and surrounding environment (transportation and nearby facilities).

### ③ Checking the contract terms

- Check the contract period, deposit, monthly rent, utility fees, move-in date, and availability for move-in.
- Consult the realtor for any terms or details that are difficult to understand.

### ④ Signing a Contract

- Prepare and sign the contract when both the homeowner and the realtor are present.
- Before signing, check the homeowner's ID card and the certified copy of the real estate register, and make sure that the contract terms (e.g., deposit, monthly fee, contract period) are accurately stated in the contract.
- Once the contract is signed, pay the contract fee (deposit or part of the Jeonse deposit) to the homeowner and the brokerage fee to the realtor.

### ㉔ Moving in

- Move in after making the final payment in full to the homeowner by the agreed-upon date.
- Before moving in, visit the contracted home to check the condition of the facilities. Report any issues to the homeowner or the realtor for repair.

### ㉕ Post-Move-In Administrative Procedures

- Visit the competent Administration and Welfare Center within 15 days of moving in to file a move-in report.
- For Jeonse contracts, obtain a fixed date stamp when registering the move-in to receive legal protection for the Jeonse deposit.
- Reporting a change of residence must be completed at the competent Administration and Welfare Center or Immigration Office within 15 days of the date the move-in was registered.

#### TIP. Useful Real Estate Terms

**보증금:** Amount paid to the homeowner when renting a home, to be returned upon contract completion.

**전세금:** A large lump-sum deposit paid to the homeowner instead of monthly rent, allowing the tenant to use the residence during the contract period. The Jeonse deposit is returned upon contract completion.

**계약금:** A payment made in advance when signing the contract, used to confirm the intent to enter into the agreement.

**월세:** A rental fee paid monthly.

**전세:** A type of home rental for a fixed period by paying a large lump-sum deposit without paying monthly rent.

**관리비:** Utility fees for the maintenance of shared facilities including electricity, tap water, and cleaning.

**임차인:** A person who rents a residence to live in (i.e., international students).

**임대인:** A person who owns the residence and rents it out to others (i.e., homeowner).

**공인중개사:** An expert with a government-accredited real estate license who brokers real estate transactions.

**공인중개사사무소:** An office operated by 공인중개사 who brokers safe real estate transactions and assists tenants and homeowners in signing real estate contracts.

**중개수수료:** A service fee paid to 공인중개사.

**전입신고:** A process of registering a new address after moving in.

**확정일자:** A process wherein a tenant is granted an official date under the Jeonse contract system to protect the deposit.

**등기부등본:** An official document that shows the property rights and liens (i.e., loans and seizures) of the homeowner.



## 2) Waste Segregation and Recycling

Korea operates a Pay-As-You-Throw (PAYT) system, wherein residents must dispose of waste by segregating it into different types according to the designated method. The disposal location and time vary by region, so residents must check the residential guidelines. Waste segregation and recycling are basic living rules for maintaining a clean, pleasant shared living environment.

Therefore, it is important to follow the proper disposal methods. A fine will be imposed for violating the waste segregation and recycling regulations.

### TIP. Confused about How to Segregate and Recycle Waste?

Check the Waste Sorting in Your Hand app or visit the Household Waste Segregation and Recycling website to view conveniently detailed guidelines on how to segregate and dispose of waste by housing type, item, and region, along with item search feature and specific disposal methods.

Website for Waste Segregation and Recycling:

<https://분리배출.kr> or <http://wasteguide.or.kr>

**Waste  
Separation  
Mobile App**




▶ Google Play




▶ App Store

## Be sure to segregate waste properly and dispose of it in the designated recycling bins.


### PET bottles (beverages and water)




**Empty the contents.**



**Remove labels.**




**Crush the bottle.**



Dispose of them in the designated bins, segregating clear and colored bottles.

### Cardboard boxes




Remove parcel shipping label stickers

- Remove tapes and materials other than paper.
- Fold items before disposal to prevent mixing with other waste.

### Plastics


Be sure to empty the contents and remove any moisture before disposal.



Segregate and dispose of items according to their material type.

- Beverage bottles > Remove the aluminum foil.
- Wet tissues > Remove the cap.


### Newspaper and books



Remove the spring before disposal


- Remove the spring and materials other than paper.

### Paper packs



Paper packs should be segregated from general paper and disposed of in a dedicated collection bin (if there is no separate bin available, tie them together and dispose of them together with paper waste).

### Others



Dispose of them separately after removing the stickers.  
(Stickers > Designated waste bag, Main body > Recyclable materials)

### Electronics waste (large and small) How to segregate and recycle

(free collection service)

<b>Eligible Items</b>	<p><b>Large:</b> Refrigerators, washing machines, air conditioners, TVs, vending machines, treadmills, copiers, electric water purifiers, air purifiers, microwave ovens, dishwashers, hot and cold water dispensers, dehumidifiers, etc.</p> <p><b>Small:</b> Rice cookers, vacuum cleaners, humidifiers, laptops, hair dryers, electric fans, irons, juicers (blenders), mobile phones (including batteries), bidets, etc.</p>	
<b>How to Dispose of Electronic Waste</b>	<p><b>How to Make an Appointment (Applicants apply individually)</b></p> <p>1. Call the Customer Center: 1599-0903 (8:00 a.m.-6:00 p.m. Monday through Friday)</p> <p>2. Website: <a href="http://www.15990903.or.kr">www.15990903.or.kr</a></p> <p>Set Items: PC set (main body + monitor), audio sets. For small electronic devices, at least five items are required to apply for collection.</p>	

**Large Waste Items**

Electric heating pads, jade mats, lighting equipment, musical instruments, electric massage chairs, and furniture (e.g., wardrobes, beds, and mattresses) are classified as large waste items. Individuals must apply for collection through the local government. (Cleaning Department in the competent county office)

\*A separate disposal fee will be charged.

## Waste Mistaken for Recyclable Materials

### Place these items in the designated waste bag

#### 1. Containers with impurities that are hard to remove even after washing

##### Greaseproof paper inside chicken boxes

These items are difficult to recycle because they are heavily stained or mixed with other materials.



##### Uncleaned cup meals, cup ramen containers

These items are difficult to recycle because they are mixed with other materials. Uncleaned cup ramen containers are difficult to recycle because they are heavily stained.



##### Mayonnaise, ketchup, or oil bottles that have not been cleaned.

They can be recycled if they are properly cleaned and dried.



#### 2. Items Often Mistaken as Recyclable

##### Fruit nets, fruit packaging materials

Difficult to recycle



##### Broken bottles, plate glass, and glass from lighting equipment

Broken bottles and plate glass are difficult to recycle ▶ Wrap them in newspaper and dispose of them.



##### Ceramic and porcelain dishes

Difficult to recycle ▶ Dispose of them as non-combustible waste.



##### Ice packs

Gel-type ice packs are difficult to recycle, so dispose of them in the designated waste bags (or place them in a recycling bin when a designated bin is available).



##### Heating and cooling packs

Difficult to recycle



##### Office items (ballpoint pens, mechanical pencils, toothbrushes)

Difficult to recycle as they are made of mixed materials



##### CDs/DVDs, rubber gloves, slippers

Difficult to recycle as they are made of mixed materials



##### Strings

Strings are made from various materials, making them difficult to sort and recycle.



##### Diapers, toilet paper

Difficult to recycle



#### 3. Plastic waste Empty the contents, wash them with water to remove impurities, and recycle.

##### Plastic bags with food stains

If you can't wash them, dispose of them in the designated waste bag.



##### Plastic bags with stickers

If you can't remove stains, dispose of them in the designated waste bag.



##### Items that cannot be recycled

Dispose of tablecloths, foil-lined plastic bags, and blanket covers in the designated waste bag.



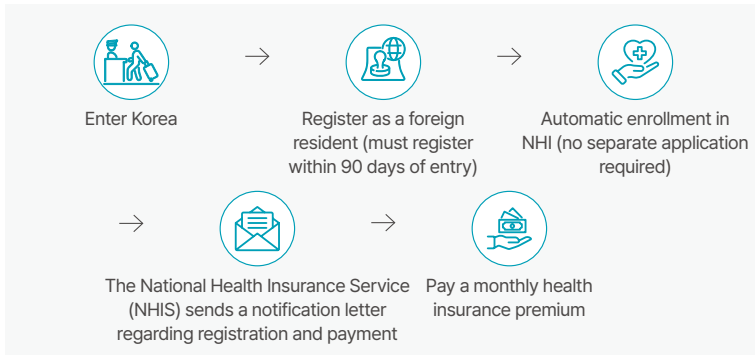
### 3. Healthcare

#### 1) National Health Insurance (NHI)

All international students staying in Korea for six months or longer are automatically enrolled in the insurance as local subscribers\* to NHI, receiving the same insurance benefits as Korean nationals.

\* Persons who register individually rather than as company employees

#### NHI Registration Process



\* Healthcare costs may be covered through a private health insurance plan until foreign resident registration is completed after entering Korea.

#### National Health Insurance Premiums Calculation

The NHI premium for international students is calculated under the same standards applied to local Korean subscribers, considering each student as a single household. However, students holding a residency status eligible for abatement [i.e., Student (D-2), General Trainee (D-4)] and whose monthly income and assets are below the standards set by NHI may receive a 50% discount on the monthly premium.



NHI Information for Foreigners

\* Short-term visitors who stay in Korea for up to six months (e.g., exchange students, trainees) are not eligible for automatic enrollment in NHI. However, some schools require international students to register for a private health insurance plan or a group insurance plan, so please check in advance.

\* Failure to pay the NHI premium will result in loss of coverage and higher medical expenses. Please note that this may also affect visa extension eligibility.

#### TIP. NHI Service Center for Foreigners

- ☎ 033-811-2000 (Consultations available in English, Chinese, Vietnamese, and Uzbek)
- ☎ 1577-1000 (Foreign language service: Press 6)
- 🕒 Hours: 9:00 a.m. – 6:00 p.m. (Monday through Friday)



## 2) Medical System

The Korean medical system is generally divided into three levels.

Levels	Primary Care Providers	Secondary Care Providers	Tertiary Care Providers
Types	Clinics, Public Health Centers	Hospitals, General Hospitals	Advanced General Hospitals
Typical Services	Outpatient care, vaccinations, and general health management	Comprehensive examinations and inpatient care	Specialized treatment, treatment for complex conditions or disabilities, and ongoing health management
Examples of Medical Institutions	Local clinics, public health centers, community health posts, maternal and child health centers, birthing centers, health screening centers	General hospitals with multiple departments	University hospitals and large general hospitals

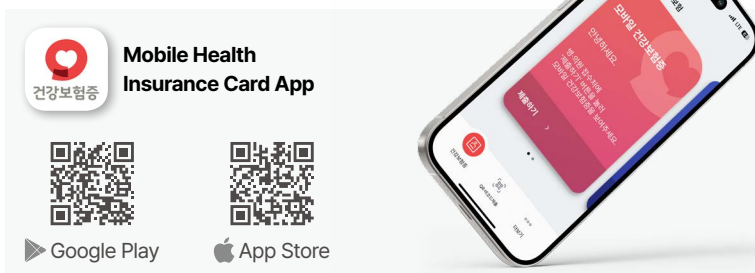
\* To visit tertiary medical or advanced general hospitals, a doctor's referral form from either a primary care provider (clinic level) or a secondary care provider (hospital level) is required. Patients who visit a tertiary care provider without first seeing a primary or a secondary care provider may be charged a higher initial consultation fee.

<\*Source: Guidebook for Living in Seoul>

## 3) Visiting Healthcare Providers

### Mandatory ID check

Pursuant to the National Health Insurance Act, individuals visiting a healthcare provider must verify their identity by presenting a valid ID card before receiving medical services. Medical services cannot be provided without presenting an ID card. Acceptable forms of identification include those with a photo and a foreign resident registration number, such as a residence card, passport, or driver's license issued in Korea. A mobile health insurance card can also be used in place of a physical ID card.



**How to  
Use the Mobile  
Health Insurance Card**



Install the app and verify your identification through an authentication method.



Set a passcode or register your biometric authentication information.



Tap "See the Health Insurance Card" or "Identification QR for Eligibility for Health Insurance" and present it at the reception desk of the medical provider.

**Visiting Hospitals by Symptom**

Visit a hospital that offers the appropriate medical services indicated on its sign.

Medical Departments	Specializations
내과 / Internal Medicine	Stomachaches
외과 / Surgery	Cuts or infections that require surgery
이비인후과 / Otolaryngology (ENT)	Nose, ear, and throat issues
소아청소년과 / Pediatrics	Illnesses in children aged 0 to 18
안과 / Ophthalmology	Eye-related illnesses
치과 / Dentistry	Toothaches
산부인과 / Obstetrics and Gynecology (OB-GYN)	For pregnancy and childbirth
신경과 / Neurology	Headaches or dizziness
피부과 / Dermatology	Skin issues including acne and hives
정신과 / Psychiatry	Depression, anxiety, or insomnia
정형외과 / Orthopedics	Bone fractures or muscle pain
성형외과 / Plastic Surgery	Scars or cosmetic surgeries for beauty enhancement
재활의학과 / Rehabilitation Medicine	Physical therapy for painful areas in the body

<\*Source: Easy Korean Guide to Living in Korea published by the Ministry of Gender Equality and Family>

### TIP. Finding a Healthcare Provider



The Health Insurance Review and Assessment Service (HIRA) offers Healthcare Provider Search by Detailed Criteria, an easy-to-use search tool that helps visitors find the right healthcare provider based on various search options such as region, type of provider, and medical specializations.

## 4. Banking

### 1) Opening a Bank Account

Opening a bank account is essential for managing everyday financial matters smoothly while living in Korea.

#### Required Documents

Valid ID (residence card and passport) and documents verifying the purpose of financial transactions (e.g., Certificate of enrollment or proof of address)

#### How to Open a Bank Account



##### Get a number ticket

Get a number ticket at the bank to wait for your turn.



##### Consult the teller

Request the teller to open a new bankbook/bank account.



##### Fill out the application form

Enter your foreigner registration number, date of birth, address, and contact information, and then sign the form.



##### Set the PIN

Set a four-digit PIN for your bankbook and debit card.



##### Confirm issuance

Confirm that the bankbook and debit card have been issued.

<\*Source: Financial Life Guide for International Students in Seoul>

#### [Caution] Prevention of financial crimes

- ✔ Be suspicious of voice phishing if anyone requests personal information such as bank account number, card number, or passcode.
- ✔ Keep Internet banking IDs, passwords, and digital authentication certificate (joint or financial) secure.
- ✔ Report any suspicious situation immediately.

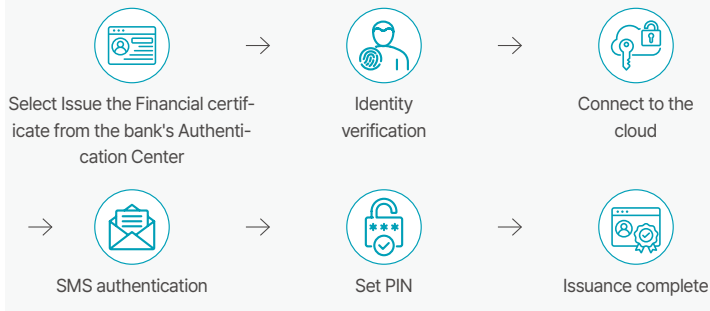
## 2) Electronic Financial Authentication Methods

Financial and joint certificates are electronic verification tools used to identify individuals when accessing online financial services.

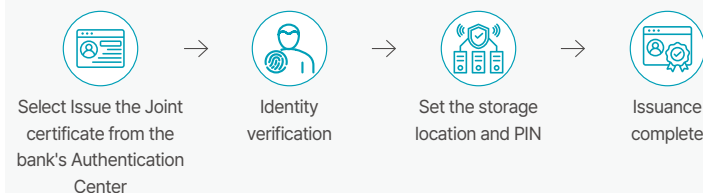
They are essential for various financial transactions including banking, money transfers, and non-face-to-face account openings, and can also be used for different administrative services. Individuals can choose an authentication method according to their use environment and needs.

Types	Financial certificate	Joint certificate
How they are stored	Stored in the Korea Financial Telecommunications and Clearings Institute (KFTC) cloud → May be used across multiple devices	Stored as a file → Saved directly by the user on a chosen device, such as PC or USB drive
Authentication method	Uses a convenient six-digit PIN	Uses a complex PIN with ten or more digits
Expiration date	Three years (may be renewed 90 days before the expiration date)	One year (should be renewed before it expires)

### Financial certificate issuance process



### Joint certificate issuance process



\* The detailed process may vary by bank. <\*Source: KFTC YESKEY>

### 3) Overseas Remittance

Foreign residents may transfer funds overseas from a Korean bank account through a designated foreign exchange bank. Transfers of up to USD 50,000 do not require supporting verification documents; however, documentation must be submitted for transfers exceeding this amount. As fees and exchange rates vary by bank, we recommend comparing the terms and conditions before making a remittance. For incoming transfers from abroad to a Korean bank account, please provide the sender with the following information: bank name in English, SWIFT (or BIC) code, account number, and account holder's name in English.

### 4) Money Exchange

The Korean won (KRW) is the official currency used in Korea. Foreign currencies can be exchanged at banks or airport currency exchange counters. As preferential exchange rates vary by bank, we recommend using your primary transaction bank or select a bank offering more favorable rates. The range of currencies available for exchange may differ by bank; therefore, it is advisable to check in advance especially when exchanging large amounts or currencies other than the US dollar (USD).

#### TIP. Guide for Financial Transactions Using the Mobile Residence Card

Individuals may conduct financial affairs using the mobile residence card without presenting the physical card, including opening a bank account.

#### List of Banks Offering Services with the Mobile Residence Card

##### - Banks offering in-person banking services (by visiting a branch)

Shinhan Bank, Hana Bank, IM Bank, Busan Bank, Jeonbuk Bank, Jeju Bank

##### - Banks offering non-face-to-face services (through a mobile banking app)

Jeonbuk Bank



How to Use the Mobile Residence Card for Financial Transactions

### TIP. Banks Offering Consultations in Foreign Languages

Bank Name	Phone Number (Support)
Woori Bank	1599-2288
KB Kookmin Bank	1599-4477
Shinhan Bank	1577-8380
Hana Bank	1599-6111
SC First Bank (Standard Chartered Bank Korea)	1577-7744
Citibank Korea	02-3704-7100
IBK Industrial Bank of Korea	1566-2566 (extension 571)
NongHyup Bank	1661-3000
Suhyup Bank	1588-1515
Jeonbuk Bank	1588-4477 (extension 99)
Kyongnam Bank	1600-8585 (extension 65)
Busan Bank	1588-6200 (extension 60)

<\*Source: Financial Life Guide for Foreign Students in Seoul>

## 5. Telecommunications

### 1) Opening a Mobile Phone Account

Opening a mobile phone account facilitates everyday communication and enables convenient access to administrative and financial services. A phone account can be opened using an existing mobile device. If a device is not available, purchase a mobile phone and select a service plan to open a new account.

### 2) Comparison of Service Plans

	Prepaid Plans	Postpaid Plans	Low-cost Plans
Payment Method	Paying in advance before using the plan	Paying after using the plan (monthly billing)	Paying after using the plan (monthly billing)
Required Documents	Passport	Residence card, Passport	Residence card, Passport

	Prepaid Plans	Postpaid Plans	Low-cost Plans
Advantages	<ul style="list-style-type: none"> <li>• Can be used freely without service contract terms</li> <li>• Can be used according to the amount paid only</li> <li>• Easy to open without a complicated process</li> </ul>	<ul style="list-style-type: none"> <li>• Offers various service plans</li> <li>• Provides stable service quality</li> <li>• Offers member benefits and additional services</li> <li>• Operates quick and convenient support centers</li> </ul>	<ul style="list-style-type: none"> <li>• Offers a wide range of affordable service plans</li> <li>• No need to sign a service contract</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Inconvenience of having to reload in advance</li> <li>• Limited benefits, including slow data speed and restricted use</li> <li>• Operates a limited number of support centers</li> </ul>	<ul style="list-style-type: none"> <li>• Requires signing a service contract</li> <li>• Service fees are relatively high</li> </ul>	<ul style="list-style-type: none"> <li>• Some telecom companies do not offer this plan</li> <li>• Operates a limited number of support centers (with limited foreign language services and operating hours)</li> <li>• Limited additional services</li> </ul>
How to Open an Account	<ul style="list-style-type: none"> <li>• Purchase a SIM card               <ul style="list-style-type: none"> <li>- Online: SIM card retailers</li> <li>- Offline: SIM card retailers at airports or authorized dealers of telecom companies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Visit an authorized dealer of a major telecom company to open an account (SKT, KT, or LG U+)</li> </ul>	<ul style="list-style-type: none"> <li>• Open an account online through telecom companies offering low-cost mobile plans</li> </ul>
Recommended for	<ul style="list-style-type: none"> <li>• International students staying for a short term</li> </ul>	<ul style="list-style-type: none"> <li>• International students staying for a long term</li> <li>• Those seeking a variety of stable services</li> </ul>	<ul style="list-style-type: none"> <li>• Those who prefer affordable plans</li> </ul>

\* Required documents may vary by telecom company. Please contact your chosen company to confirm which documents are needed.

\* What are low-cost mobile plans (MVNO)?

- Mobile telecommunication services that operate using the networks of existing major telecom companies (SKT, KT, and LG U+).

- Visit the MVNO Hub (<https://www.mvnohub.kr>) to learn more about low-cost mobile plans.

### TIP. Phone Numbers for Foreign Language Services Offered by Telecom Companies

**SKT** 📞 080-011-6000

(Requires calling customer support and requesting to be connected to a foreign language service; available in English, Chinese, or Japanese)

**KT** 📞 02-2190-1180

(Has a dedicated foreign language service team providing assistance in English, Chinese, and Japanese)

**LG U+** 📞 1544-0010

(Requires calling customer support and requesting to be connected to a foreign language service; available in English)



## 6. Transportation Card & Driver's License

### 1) Transportation Card

Korea has a well-developed public transportation system including subways and buses, allowing convenient travel between destinations throughout the country.

Public transportation fares vary depending on the mode of transportation and the region (metropolitan or non-metropolitan areas), and using a transportation card is cheaper than paying with cash.

#### Transportation Card Types

Prepaid transportation cards including T-money and Cashbee are widely used.

※ Some universities issue student ID cards that also function as debit cards with an embedded transportation card feature.

#### How to Purchase and Reload Transportation Cards

- **Where to purchase:** Convenience stores or customer support centers within subway stations
- **How to reload:** Cards can be reloaded at convenience stores, subway stations, affiliated ATMs, or mobile apps
- ※ When reloading at a convenience store, check whether the store displays a transportation card sign outside.

#### Notes

- Tag the card when boarding and exiting the bus or subway to pay the fare and receive transfer discounts.
- Boarding may not be possible if the balance is low, so please check and reload the card regularly in advance.

## 2) Driver's License

### Obtaining a Korean Driver's License

Foreign residents who legally reside in Korea may obtain a Korean driver's license through the official driver's license application process. The written test is available in multiple languages (English, Chinese, and Vietnamese).



<\*Source: Koroad Safe Driving Integrated Civil Service >

### Exchanging a Foreign Driver's License

It is not permitted to drive in Korea with only a foreign driver's license issued overseas. However, holders of driver's licenses issued by recognized foreign authorities may apply for an exchange and obtain a Korean driver's license through the official process.



Foreign  
Driver's  
License  
Exchange  
& Issuance

## 7. Postal & Courier Services

### 1) Mail Services

#### Domestic Mail

Letters, documents, and small items may be sent nationwide through postal services. Mail services are divided into general mail and registered mail, and fees vary depending on the weight and type of postal item.

- **General mail:** More affordable but not tracked.
- **Registered mail:** The recipient must sign upon receipt, and the sender can track the delivery status using the tracking number.

#### International Mail

Letters, documents, gifts, and parcels can be sent overseas through post office. Major services include EMS, international parcel delivery (by air or sea), and EMS premium. Sent postal items can be tracked using the tracking number on the post office website. For express delivery, special courier services such as DHL, FedEx, and UPS are also available.

#### Types of International Mail Services Available at the Post Office



##### EMS

An international express courier service for the quick and safe delivery of letters, documents, and parcels operated jointly by Korea Post and foreign postal administrations under mutual agreements.



##### International Parcel (by air or sea)

An international post service for sending items overseas. Air mail is slower than EMS but more affordable, whereas surface (sea) mail is cheaper than air mail but slower.



##### EMS Premium

An international express courier service jointly provided by the post office and UPS, allowing senders to ship items to countries where EMS is not available.

The fee and the delivery time depend on the weight and size of the item and the destination country. Therefore, senders must check the rates, precautions, and items prohibited for import by each country (e.g., food, lithium battery, liquids). The address must be written accurately in English.

※ Visit the post office website (<https://www.epost.go.kr/>) → EMS and International Mail → See sending requirements by country → EMS/EMS Premium



Check  
mailable and  
non-mailable  
items

## 2) Parcel Services

Items can be sent safely and quickly across Korea through the post office parcel service or private delivery companies. Services vary depending on the sender's location and process, so senders can choose the most suitable service based on their circumstances.

Parcel Service	Application Process	Notes
<b>Post Office Parcel Service</b>	<ol style="list-style-type: none"> <li>1. Visit the local post office.</li> <li>2. Fill out the shipping label at the reception desk.</li> <li>3. Measure the weight and size of the item, and then pay the fee.</li> </ol>	Run by the government
<b>Private parcel companies (e.g., CJ Logistics Corporation, HANJIN, Lotte)</b>	<p>Application through a parcel company</p> <ol style="list-style-type: none"> <li>1. Apply for in-person service online or through the app.</li> <li>2. The delivery driver visits your home.</li> <li>3. Pay for the service and hand over the item.</li> </ol> <p>Application available at convenience stores</p> <ol style="list-style-type: none"> <li>1. Visit a local convenience store.</li> <li>2. Fill out and print the shipping label from the parcel device (Post Box).</li> <li>3. Attach the shipping label to the parcel box and pay for the service at the counter.</li> </ol>	<p>Convenient home application and pickup service</p> <p>Available 24/7, Simple application process</p>

### TIP. Using the Convenient Pre-Registration Service for Sending Parcels

#### What is the Convenient Pre-Registration Service?

A service that allows convenient parcel registrations by entering shipment information (i.e., name, phone number, and address) on the post office mobile app or the post office website before visiting the post office. Users can present their cell phone number at the reception desk to apply and receive a discount on nationwide parcel and EMS services.

Foreign residents (including international students) may receive additional discounts through local government partnerships with the post office, so check for available discounts before making a visit.

\* [The Foreigner Registration Card must be presented.](#)

#### [How to Use the Convenient Pre-Registration Service]

Open the Korea Post App > Select "Convenient Pre-Registration" >

Select the type of mail > Enter the mail information and submit it >

Visit a post office and send the item



**Korea Post Office App**



▶ Google Play



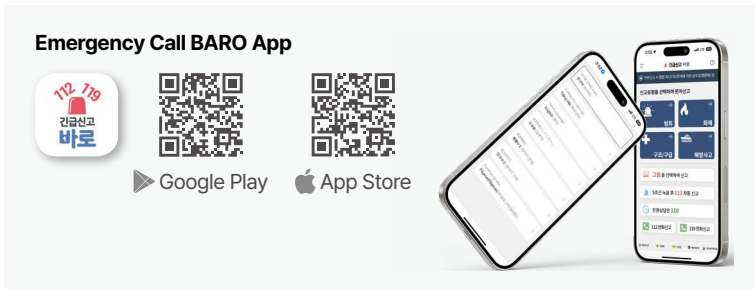
▶ App Store

## 8. Crime Prevention & Disaster Preparedness

### 1) Crime Prevention

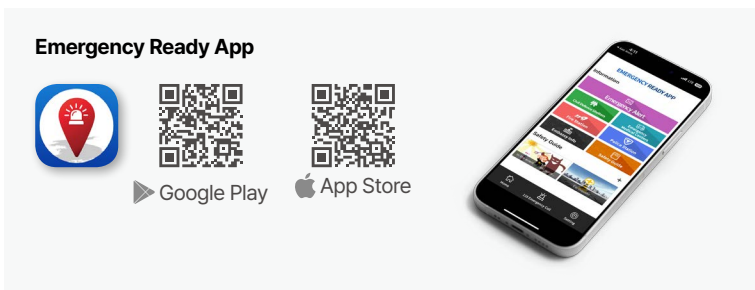
Foreigners are vulnerable to various forms of crime due to language barriers and cultural differences. In particular, foreigners must exercise special caution as they may be targeted by crimes such as illegal part-time employment, vishing, drug trafficking, bankbook and card lending, illegal currency exchange, and identity lending. Immediately reject any suspicious requests and report to the police promptly in case you fall victim to a crime.

Upon experiencing a crime, call 112 (crime report) to receive assistance from the police through a professional interpreter (English, Chinese). If it is difficult to call 112 or 119 (fire report), use the Emergency Call BARO app to select the desired language (English, Chinese, Vietnamese, Filipino) and report conveniently.



### 2) Disaster Preparedness

Seasonal natural disasters such as typhoons, heavy rain, and snowstorms may occur in Korea, so it is important to pay attention to disaster alerts and respond calmly by following official instructions. The Ministry of Interior and Safety operates the Emergency Ready App for foreign residents. Through the app, users can receive disaster text alerts and access a variety of disaster and safety information including Public Safety Guidelines and shelter locations.



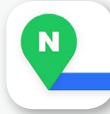
## 9. Useful Apps for Life in Korea

### Transportation

Maps, directions, and public transportation information /  
Taxi hailing / Train ticket reservations



KakaoMap



NAVER Map



Kakao T



KorailTalk

### Communication

Leading messenger app in Korea



KakaoTALK

### Shopping

Online shopping



Coupang



Gmarket



Auction



11st

### Food Delivery



Baemin



Yogiyo



Coupang Eats

### Resale Marketplace

Community-based resale



Dangeun Market

**Real Estate** Real estate listing search, including studio apartments



Zigbang



Dabang

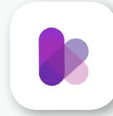
**Part-time Employment** Offers part-time job information



Albamon



Albachunkuk



KO-LIFE

**Campus Life** School communities, class schedules, lecture and extracurricular activity information



Everytime



Campus Pick

**Translation** Korean and multilingual translation



Papago



Google Translate

**Easy Payment** Easy mobile payment



Kakao Pay



Naver Pay



### III.

# EMPLOYMENT SETTLEMENT

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1. Part-Time Employment
2. Full-Time Employment
3. Work Life
4. Employment-related Visas

## III. Employment · Settlement

### 1. Part-Time Employment

In principle, foreign residents with a student visa are prohibited from engaging in employment other than studying. However, international students who obtain permission from the head of their affiliated university or the competent Immigration Office may engage in part-time employment for a designated period while pursuing their studies.

Part-time employment is limited to activities typically performed by students, who must obtain prior approval before beginning part-time work.

- \* Foreign residents who engage in employment without valid authorization or violate the conditions of the granted permission may face administrative sanctions such as fines, penalties, or deportation.
- \* Students who are interested in engaging in employment activities specified in Table 1-2 of the Enforcement Decree of the Immigration Act, individual guidelines for each visa category will apply (e.g., Presidential English Program scholarship recipients, foreign language instructors, and professional interpreters/translators).
- \* Private tutoring is strictly prohibited, considering the specificity of the activity, such as location and target.

#### 1) Permit Application Process



##### ① Prepare the employment contract

Employment contract between the parties involved (including the standard employment contract, hourly rates, roles and responsibilities, and working hours)



##### ② Prepare the part-time of foreign student confirmation form

An attached form filled out by the person in charge of international students



##### ③ Submit the application

Attach the required documents and apply online (HiKorea) or in person at the competent Immigration Office



##### ④ Check the approval status

If approved, attach an approval sticker to the passport or print the online permit

## 2) Eligibility

Students with a certain level of Korean proficiency who are committed to their primary purpose of study (language training) and who have obtained approval from the university staff in charge of international students

- Students holding the following visa types among all student visas: D-2-1 through D-2-4, D-2-6, and D-2-7
- Students whose visa status has changed from language training (D-4-1, D-4-7) or visiting student (D-2-8) and who have stayed in Korea for more than six months since the date of status change (or since the date of entry for visa holders)
  - \* Students who have completed the regular education program at a university but do not meet the graduation requirements (i.e., grades, attendance rate) and who have been exceptionally permitted to stay as a result are not eligible.
- Among those who have completed a master's or a doctoral program, however, students who have received a special visa extension for the purpose of thesis preparation are exceptionally permitted to work. The permitted working hours are up to 30 hours per week, and unlimited permission does not apply during days off, public holidays, and vacation periods.

## 3) Permitted Working Hours

<Permitted Working Hours by Korean Proficiency and Degree Program (as of July 2023)>

Program	School Year	Start Date	Required Korean proficiency		Permitted Hours		Certified University, outstanding grades, outstanding Korean skills (Weekdays)
			⓪ TOPIK ⓪ Social Integration Program ⓪ King Sejong Institute	Eligibility status	Week-days	Week-ends & Vacation periods	
Language Training	-	After six months	⓪ Level 2 ⓪ Completion of Level 2 or higher, or preevaluation score of 41 or above ⓪ Completion of Intermediate Level 1 or higher	X	10hours		10hours
				O	20hours		25hours
Associate Degree	-		⓪ Level 3 ⓪ Completion of Level 3 or higher, or preevaluation score of 61 or above ⓪ Completion of Intermediate Level 1 or higher	X	10hours		10hours
				O	25hours	Unlimited	30hours
Bachelor's Degree	1st to 2nd Year	May start immediately	⓪ Level 3 ⓪ Completion of Level 3 or higher, or preevaluation score of 61 or above ⓪ Completion of Intermediate Level 1 or higher	X	10hours		10hours
	O			25hours	Unlimited	30hours	
	3rd to 4th Year		⓪ Level 4 ⓪ Completion of Level 4 or higher, or preevaluation score of 81 or above ⓪ Completion of Intermediate Level 2 or higher	X	10hours		10hours
		O		25hours	Unlimited	30hours	
Master's and Doctoral Degrees	-			X	15hours		15hours
				O	30hours	Unlimited	35hours

\*English track programs: Students with language certifications showing TOEFL scores of 530 or higher (CBT: 197, iBT: 71), IELTS scores of 5.5 or higher, CEFR level of B2 or higher, and TEPS scores of 601 and higher (New TEPS: 327) regardless of their school year, as well as students from English-speaking countries, are excluded.

#### 4) Required Documents

- Passport, residence card, application form
- Part-time of foreign student confirmation, academic transcript or attendance verification (omitted if FIMS records are available), Korean or English proficiency validation (for applicable individuals)
- Copy of the business registration, employer's ID, and standard employment contract
- Confirmation of compliance with part-time employment requirements for international students (for applicable individuals)

#### 5) Exceptional Cases in Part-time Employment

(Applicants exempted from employment permit)

- Activities conducted in return for rewards, prize money, and other compensation incidental to daily life that do not violate the unique nature of student status
- International students enrolled in a degree program (excluding D-2-5 visa holders) who participate in research or internships related to their affiliated university or an industry-academe cooperation foundation and receive a research allowance
- Field training conducted as part of a field training semester program  
(\* Except for independent field training)

## 2. Full-time Employment

### Job Hunting Process

1. Career exploration (self-understanding)
2. Career mapping (analysis on job positions, companies, and industries)
3. Enhance employment capabilities  
(extracurricular activities, internship, certifications)
4. Apply for jobs and begin the screening process  
(Submit documents and join the screening process)
5. Confirm employment and change the visa status

## 1) Career Exploration

To set a career path, it is important to engage in self-reflection to identify your career aptitude, values, and capabilities and to explore the most suitable field. Take career and vocational aptitude tests, or visit the university's Career Center to take the tests and receive career counseling.



### **Work24 Career Aptitude Test**

A job aptitude test provided by the Ministry of Employment and Labor (MOEL). It objectively measures various psychological traits—such as personal interests, personality, and aptitude—to help individuals choose their ideal career path.



### **CareerNet Career Aptitude Test**

A career and academic information website operated by the Korea Research Institute for Vocational Education & Training (KRIVET) and supported by the Ministry of Education (MOE). Students can take a range of career-related psychological tests including the Career Aptitude Test (a general test for college students), Career Development Preparedness Test, Core Competency and Self-Efficacy Test, STEM Major Aptitude Test, and Work Values Test.

## 2) Career Mapping

A stage wherein the student analyzes the job position, industry, and specific responsibilities as well as the required skills. This stage serves as the basis for organizing a job search and setting a clear career direction.

### **Job Analysis**

Job analysis plays an essential role in devising the ideal strategy throughout the job hunt, including writing the cover letter, preparing for job interviews, and developing key capabilities. Students can effectively prepare for their job search in line with the requirements of their target companies and gain clearer understanding of their own strengths and weaknesses.

For international students, this process also helps in selecting a job position that aligns with their field of study. This is relevant to the visa issuance requirements for specific occupation (E-7). When the major and job position are well-matched, students can more persuasively explain the necessity of employment as required for the visa application.

### ❖ Primary Job Positions for International Students

- **Language Teachers:** Responsible for providing language instruction, including Korean, English, or Chinese.
- **Interpreters or Translators:** Handle translation and interpretation tasks in meetings or events, or documents.
- **Trade and Tourism:** Engage in providing tourism information to foreign visitors or working in trade-related roles with overseas partners.
- **IT:** Participate in software development, system operation, or network management within the IT field.
- **Design:** Assume various design roles such as UI/UX, web design, advertising, graphic design, or fashion design.
- **Marketing:** Create multilingual content, explore overseas markets, provide customer support, and conduct marketing or PR activities.
- **Academic Research:** Work as research assistant, teaching assistant, or researcher at universities.
- **Personnel, Accounting, and Business Management:** Assume personnel, accounting, or business management roles within companies.



#### TIP. Finding Job Position Information

**National Competency Standards (NCS):** As the competency standards used for recruitment in government agencies, they standardize the knowledge and skills required to perform duties at a national level. This also helps analyze job positions for those who are not searching for government employment. (<https://www.ncs.go.kr/index.do>)

## Corporate Analysis

Corporate analysis helps students gather employment information including resume preparation, cover letter writing, and job interview details. Most companies prefer candidates who can adapt well to the organization and possess the skills required for the position. Therefore, it is important to understand the company's vision and organizational culture and demonstrate that one is the ideal candidate for the role. It is also essential to research the company's main business areas and target job positions and show that one has the relevant skills and experience.

### TIP. Company Information Search

- Corporate Website: Corporate history, vision, mission, major business areas, product, service, and talent profile
- DART, Electronic Disclosure System: As the Electronic Disclosure System operated by the Financial Supervisory Service (FSS), it allows users to search company names to view basic company information, corporate history, main business areas, and business stability. In particular, the Business Information section is useful as it provides key insights such as the company's business areas, current operational status, and industry characteristics. (<https://dart.fss.or.kr/>)

## Industry Analysis

Industry analysis helps students understand corporate strategies and align them with their own strengths to develop effective employment strategies.

Through this process, students can apply more strategically at companies that best fit their goals and enhance their overall job readiness.

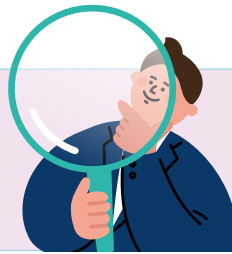
### TIP. Using the Industrial Trend Report

Major enterprises and public agencies in Korea provide a wide range of information that helps forecast domestic and international industrial trends as well as corporate outlooks.

Use these reports to gain deeper insights into your industry of interest.

- Korea Institute for Industrial Economics and Trade (KIET) Industry Trends Brief: <https://www.kiet.re.kr/>
- LG Economic Research Institute (LGERI) : <https://www.lgbr.co.kr/index.do>
- Hyundai Research Institute (HRI): <https://hri.co.kr/kor/main/main.html>

## Where to Get Information on Job Opportunities



### Employment websites

#### Public Agencies

- [National Institute for International Education (NIIED)] Study in Korea → Work in Korea  
<https://www.studyinkorea.go.kr/ko/work/main.do>
- Work24: <https://www.work24.go.kr/cm/main.do?topArea=EBM01>
- Korea SMEs and Startups Agency (K-Work): <https://www.k-work.or.kr/main/main.do>
- R&D Job: <https://www.rndjob.or.kr/>

#### Local Governments

- (Seoul) Seoul Foreigner Portal – Job Search:  
<https://global.seoul.go.kr/web/work/workListPage.do?lang=ko>
- (Gyeonggi Province) Online Recruitment Hall for Foreigners:  
<https://job.gg.go.kr/entCntnts/exhb/exhbViewNew.do?seq=149>
- (Busan Metropolitan City) Busan Employment Platform for International Students: [https://busanjob.net/10\\_fgns/fgns00.asp](https://busanjob.net/10_fgns/fgns00.asp)

#### Private

- Saramin: <https://www.saramin.co.kr/>
- Saramin Komate (dedicated to supporting foreign job seekers): <https://komate.saramin.co.kr/>
- Job Korea: <https://www.jobkorea.co.kr/>
- Job Korea: KLiK (dedicated to supporting foreign job seekers):  
<https://www.klik.co.kr/>
- Incruit: <https://www.incruit.com/>
- Wanted Lab: <https://insight.wanted.co.kr/>
- HiBrain Net: <http://www.hibrain.net/>
- Remember: <https://career.rememberapp.co.kr/job/postings>
- People & Job: <https://www.peoplejob.com/>
- Linkareer: <https://linkareer.com/?chatOpenType=default>
- LinkedIn: <https://www.linkedin.com/>
- Indeed: <https://www.indeed.com/>
- Superookie: <https://www.superookie.com/>

## Job Fairs and Recruitment Briefings

A job fair is an event participated in by numerous companies that provide employment-related information at their booths. Here, students can meet multiple companies in one place.

Some companies review application documents or conduct job interviews through consultations with personnel managers at their booths, and this sometimes leads to actual employment opportunities.

### **Job Fairs for International Students**

A leading annual event jointly hosted by NIIED and Korea Trade-Investment Promotion Agency (KOTRA), attended by various companies that provide employment information to international students.

### **Employment Events Hosted by Universities and Local Governments**

- University Recruitment Briefings: Schools invite companies to guide students on the screening process including how to prepare for it. They also invite company employees to share their experiences with students.
- Local Government Job Fairs: An event hosted by local governments and attended by local companies, where students can explore employment opportunities within their region.

## 3) Enhancing Employment Capabilities

Students should check whether they meet the major job requirements specified in the job posting and prepare other important requirements in advance, such as language test scores and certifications.

### **Extracurricular Activities**

Extracurricular activities refer to participation in programs organized by companies and institutions outside of school.

Leading examples include student ambassador programs, competitions, and volunteer activities through which students can improve their job-related and social skills. Such experiences are valuable as they can serve as strengths in cover letters or job interviews.

- Student Ambassadors: Corporate or institutional activities public relations, or engaging in content development and event operations.  
Ex.: Study in Korea Supporters, NIIED
- Contest: Submitting videos, ideas, or writing on a given topic and getting evaluated based on the submission.  
Ex.: K-UNESCO ADVENTURES, Ministry of Culture, Sports and Tourism (MCST)

- Volunteer Activities: Participating in volunteer programs to help others or contribute to local communities without receiving compensation.
  - 1365 Volunteer Portal (<https://www.1365.go.kr/>) provides information on volunteer activities nationwide.
- Competition: A competition-based activity wherein participants showcase their ideas or skills.
  - Ex.: Quiz on Korea, Ministry of Foreign Affairs (MOFA) and Korean Broadcasting System (KBS)

## Internship

An internship is an activity wherein students work at a company or an institution for a set period of time to gain practical work experience. It provides students with an opportunity to gain hands-on experience in their job position and learn about Korean corporate culture.

## Certifications

The certifications required for employment vary depending on the field where students apply, so they should review the specific job responsibilities and corporate requirements to prepare accordingly. Below are examples of certifications that can help students get hired by Korean companies.

### Korean Certification

- Test of Proficiency in Korean (TOPIK) (Highest score of Lv. 6)
  - Speaking Test of Proficiency in Korean (TOPIK Speaking) (Highest score of Lv. 6)
  - Korea Immigration and Integration Program (KIIP)
  - Certificate of Completion from the King Sejong Institute
- ※ As most Korean companies require Korean language proficiency, the ability to speak Korean for daily communication and work-related tasks is essential. Check individual job postings for the required certification levels.

### Official Language Test Certificate

#### English Certifications

- TOEIC: A leading language (English) certification widely taken by students (total score of 990)
- TOEIC Speaking: An assessment of English speaking ability (highest score: Level 8)
- OPIc: A test evaluating foreign language speaking proficiency (English, Chinese, or Spanish) (highest score: AL)

#### Other Certifications

- JLPT: A leading Japanese certification widely taken by students (highest score: N1)
- JPT: A Japanese certification organized by YBM (total score of 990)
- HSK: A leading Chinese certification widely taken by students (highest score: Level 6)
- HSKK: A Chinese speaking test (Levels divided into Beginner, Intermediate, and Advanced)
- DELE: A leading Spanish certification widely taken by students (highest score: C2)

※ Check the job posting for the level requirement by certification

Office Automation (OA) Use Capabilities
Computer use skills Levels 1 and 2, MOS, Office Automation Industrial Engineer, Information Processing Engineer, data utilization, etc.
Job-related examples
<ul style="list-style-type: none"> <li>• Marketing – Certified Management Consultant, Social Survey Analyst</li> <li>• Finance – Certified Financial Planner, Foreign Exchange Specialist</li> <li>• Trade/Logistics/Distribution – Trade-related English, Logistics Manager, CPIM, Distribution Manager</li> <li>• Accounting and Finance – CPA, CFA, ERP, Accounting Information Manager, Computerized Tax Accounting</li> <li>• Education – TESOL, Korean Language Teacher Certificate</li> </ul> <p>※ The required certifications vary depending on the job position.</p>

### Employment Programs

Participate in employment programs operated by university career centers or local governments to develop key skills required for employment, including job information analysis, resume and cover letter writing, interview preparation, position understanding, and basic communication skills.

## 4) Applying for a Job and Beginning the Screening Process

A process of preparing for different stages of employment including document submission and job interviews according to the recruitment process of the company.

### Job Application

#### Review of Job Requirements

There are different types of work visas depending on the job position and requirements, so students should check the specific visa requirements as needed. Visas related to post-graduation employment include Job Search Visa, Employment Visa, and Residence Visa. Visit HiKorea for detailed visa requirements that apply to you.

#### How to Apply for Jobs

Online Application	Offline Application
<ul style="list-style-type: none"> <li>• Job application through online job search websites</li> <li>• Job application through official company job websites</li> <li>• Email application</li> </ul>	<ul style="list-style-type: none"> <li>• Mail application</li> <li>• In-person application</li> </ul>

### Document Screening

Document screening is the primary evaluation stage wherein an applicant's resume and cover letter are reviewed to assess job eligibility as the first stage of the recruitment process. Through this process, companies confirm whether applicants meet the basic requirements including academic background, work experience, major, and language proficiency.

## Writing the Resume and Cover Letter **JOBKOREA**

\* To learn more, scan the QR codes.



Korean



English

### Writing the Resume

#### **Include the Basic Information**

- Include the visa status along with basic information such as name, contact information, and address. This allows the recruitment manager to verify the visa status quickly and determine whether visa sponsorship is required.

#### **Academic Background**

- This includes the school name, major, enrollment period, and GPA. Academic background prior to high school may be omitted.
- For graduates of overseas schools, include the school's ranking or other notable features.

#### **Work Experience**

- Specify the company name, position title, employment period, and main responsibilities and achievements.
- Include specific performance data such as figures and results.

#### **Other Skills**

- For language proficiency, include not only language test scores but also actual business communication skills.
- Include other certifications that demonstrate skills related to the job position, including certificate of completion.
- Include a link to your portfolio—Google Drive for example—so that the recruitment manager can review your skills and past accomplishments.

### Writing the Cover Letter

- **Company and Job Insights:** Applicants must demonstrate sufficient understanding of the company and job position they are applying for. Research the company's vision, organizational structure, and business areas and services provided by the department where you are applying, and understand the responsibilities, roles, and required skills for the role before writing.
- **Highlight Specific Experience and Capabilities:** Applicants should write their specific experience and skills. To do this, applicants should specify their skills, achievements, certifications, and language test scores obtained from past work/school experience, and tell their story in relation to the

skills required for the job position.

- **Highlight Passion and Vision:** Applicants should introduce their reason for applying, passion, goals, and readiness for new challenges to present themselves as the ideal candidate who aligns with the corporate value.
- **Check Spelling and Sentence Structure:** As spelling and sentence structures are important, pay attention to basic spelling and grammar and ensure that the writing is clear, easy to read, and logically structured.

### TIP. Resume Q&A

#### **Q1. How should I start writing the resume?**

- **Identify your strengths:** Organize your skills from soft skills (teamwork, communication skills, etc.) to technical skills (Photoshop, Excel, etc.) using clear keywords.
- **Organize your experience:** List your academic background, internship experience, school clubs, and volunteer activities to identify your strengths.
- **Use your unique keywords and include them in the essential sections of your resume and cover letter.**
- **Stress your story:** Instead of simply listing words, connect your career goals with your experience to create a cohesive story.

#### **Q2. Do I need to submit both Korean and English resumes?**

It's good to prepare both Korean and English resumes when applying at a Korean company.

#### **Q3. Do I need to revise my resume every time I apply?**

The resume should be revised to align with the specific job position. Maintain the overall structure, but adjust key skills and achievements to match the company and job requirements.

#### **Q4. How can I have the resume reviewed?**

You can visit your school's career center, professors, or job search support institutions in Korea, or use an online review service.

**Q5. Can I use a resume drafted using AI?**

Yes, you can. However, do not submit as is; instead, use it as a guide to rewrite in your own words, reflecting your personal characteristics.

**Q6. Is it good to send the resume to many companies?**

Quality matters more than quantity. It's more effective to focus on a few companies and submit customized resumes tailored to each one.

**Q7. How should I specify the visa status?**

Clearly indicate the type of visa you hold and whether visa sponsorship is required.

**Q8. What should I write when I don't have any work experience?**

Include school projects, club activities, volunteer work, and internships to emphasize what you've achieved and learned.

**Q9. I don't have any experience working at a Korean company. How can I demonstrate my cultural understanding?**

Include school projects implemented with Korean professors and classmates, participation in school clubs, part-time jobs, and volunteer activities to show your adaptability to Korean culture and teamwork.

**Job Interview**

Job interviews vary by company but usually consist of a first-round interview (practical or presentation interview) and a second-round interview (personality or executive interview). Check the interview process and details in the job posting in advance. It will be very helpful to prepare a set of expected questions based on the resume and cover letter you have submitted and practice answering them.

- The first-round interview (practical or presentation interview) focuses on evaluating technical skills, experience, and capabilities related to the job position. Therefore, candidates must be prepared to explain not only their job knowledge and skills but also their specific capabilities based on the job understanding and experience described in the cover letter.
- The second-round interview (personality or executive interview) is a personality interview with company executives, intended to assess whether the candidate aligns with the company's vision, culture, and approach to work. This interview evaluates understanding of the corporate vision and strategic capabilities, so candidates should prepare a self-introduction; they should also be ready for both personality and technical questions tailored to the specific company.

## What to Prepare Before the Interview

- **Short Self-Introduction:** Summarize the personal background and major experiences in one to two minutes, and practice especially explaining why you are the ideal candidate for the role.
- **Industrial Research:** Identify the industry landscape, major trends, challenges, and opportunities to demonstrate that you have deep understanding of the field and genuine interest in the position.
- **Understanding of the Company and Products:** Research the company's main products and services and, if possible, try using them yourself. Study competitors and their offerings to understand the overall market environment better.
- **Identify What You Can Offer:** Organize your capabilities and experiences, and prepare to explain how you can specifically contribute to the company's success. In addition, be ready to discuss how your background aligns with the company's needs and goals.

### TIP. Examples of Expected Interview Questions

#### <Self-introduction>

- Introduce yourself.
- What are your strengths and weaknesses?
- Which visa do you currently hold, and do you require visa sponsorship?

**JOBKOREA**



Korean



English

#### <Experience in Korea>

- How long have you lived in Korea, and how did you first come to Korea?  
– Do you plan to continue living in Korea?

#### <Work Experience>

- What is the most successful project you've participated in? Tell us which factors contributed to its success.
- Please describe a project that did not go as planned. What were the problems, and what would you change if you had the chance?
- How will you apply the lesson learned from your previous projects to the work you will be doing at this company?

## 5) Confirmation of Employment and Changing the Visa Status

Once you pass the job interview, you can review the specific employment terms and required document submissions, and then sign the employment contract to confirm your employment. After employment is confirmed, you must apply to change your visa status to a work visa (E-7). You may begin working once the visa status change process has been completed.

### 3. Work Life

#### 1) Employment Types

- Full-time Position: Employment without a fixed term, wherein employees work under set hours and receive regular wages.
- Contract Position: A contract-based form of employment for a designated period of time. Employees work fixed hours and receive regular wages.
- Part-time Position: A form of employment that is temporary or which involves limited work, often based on an hourly wage system.

The examples above represent typical forms of employment; however, actual employment types may vary depending on the specific company or industry. We recommend consulting the relevant company or institutions related to employment and labor to obtain more information about employment contracts in Korea as a foreigner.



#### [Note]



#### **Policy Guidance by Target Group, MOEL**

See MOEL policies by target groups including foreigners



#### **Social Insurance Information System**


Visitors can view information on four major social insurances, an essential social insurance system for the safety and welfare of workers



#### **Labor Rights Guidebook for Foreign Workers**

As a multilingual guide (Korean, English, Chinese, Vietnamese) on the rights of foreign workers published by the Seoul Metropolitan Government, it provides information based on the Labor Standards Act including details about labor contracts and wages

## 2) Support Centers for Foreign Workers

Agencies	Service Details	Phone Number	Website
Ministry of Employment and Labor (MOEL)	Handles employment-related inquiries	Call 1350 (No area code required. For foreign language assistance, press 5)	<a href="https://www.moel.go.kr/index.do">https://www.moel.go.kr/index.do</a>
HUG Korea	Addresses the grievances of foreign workers and employers	1577-0071	<a href="http://www.hugkorea.or.kr/">http://www.hugkorea.or.kr/</a>
Seoul Foreign Resident Center	Provides legal consultations for foreign workers residing in Seoul	02-2229-4900	<a href="http://global.seoul.go.kr">global.seoul.go.kr</a>
Foreign Workers Support Center, MOEL	Provides interpretation services for foreign workers working in regional areas (Busan, Daegu, Incheon, Gwangju, Chungnam, Jeonbuk, Gyeongnam)		Search for Multilingual Consultation by Regional Employment Office 

### TIP. Glossary of Workplace Terms for New Employees

Term	Definition	Examples
구두	Oral	"I've reported orally before."
금번	This time	"This event has been canceled."
금주	This week	"I'd like you to write a report by this week."
차주	Next week	"I'll give it to you next week."
금일	Today	"We have a meeting at 2:00 p.m. today."
누락	Omitted	"See if anything has been omitted."
반려	Returned without getting an approval	"Please resubmit the relevant documents among those that were returned."
상기	Above or written above	"The information above is subject to change."
송부	To send	"I'm sending the material you've requested."
유선상	Through phone call	"The interview will be conducted over the phone."

<\*Source: Hope Nuri, the official blog of the Korea Workers' Compensation & Welfare Service (K-COMWEL)>

## 4. Employment-related Visas

International students who wish to be employed in Korea after graduation must change their visa status to one that aligns with the activities permitted during their stay.

Visa-related information is subject to change, so please refer to the Information Manual by Visa Status on HiKorea or call the Immigration Contact Center (1345) to check the details before applying for a visa.

### 1) Job Seeker (D-10)

The visa obtained by foreigners when searching for a job, preparing for an internship, or starting a new business. It is categorized into General Job-Seeking (D-10-1), Preparing Tech Start-Up (D-10-2), and Internship in Advanced Technology (D-10-3). The following section describes the General Job-Seeking (D-10-1) visa.

#### General Job-Seeking (D-10-1)

The relevant visa allows applicants to seek fields of employment or complete internships corresponding to eligibility for the Professor (E-1) to Special Occupation (E-7) visa upon graduation from a Korean university. After securing full-time employment, the E-series visa generally requires conversion to an E-7 visa.

#### Allowed Period of Stay:

1 year. Extensions are possible for up to 3 years.

※However, please note that the length of stay may vary depending on individual eligibility.

#### Application Period:

It is required to apply for a change in the D-10-1 visa status as soon as possible after graduation.

#### Eligible Applicants:

(1) Applicants Subject to the Point-based Review System

Applicants must hold at least a bachelor's degree—including a Korean university associate's degree—as a legal resident in Korea, and have a total score of 60 or more, with at least 20 points in the baseline items out of a total of 190 points on the Job Search Score Sheet\*

\*The visa status is issued based on a points-based review system and must meet the score requirements.

(2) Applicants Exempted from the Point-based Review System

① Initial Visa Application after Graduation for International Students.

International students who graduated from an associate's degree program or higher at a Korean university with a Student (D-2) visa and are changing to a General Job-Seeking (D-10-1) visa for the first time after graduation.

② Graduates from a Korean university with excellent Korean language proficiency.

Applicants who have earned an associate's degree or higher from a Korean university within the past 3 years and hold a valid TOPIK score of Level 4 or higher, or have passed the interim evaluation for the Social Integration Program (Level 4), including those assigned to Level 5 of the preliminary evaluation.

### Required Documents:

#### (1) Eligibility for the Point-based Review System

Common documents: Valid passport, residence card (if applicable), fee, ID photo, integrated application form, proof of residence, job search plan, diploma/degree certificate, proof of funds for living expenses, other documents deemed necessary for the point-based evaluation

Required to submit if applicable: Tuberculosis diagnosis, university transcript/ranking document, employment certificate, Korean language proficiency certificate, job recommendation letter, proof of high-income professional status

#### (2) Applicants exempted from the Point-based Review System

Common documents: Valid passport, residence card (if applicable), fee, ID photo, integrated application form, proof of residence, job search plan, diploma for associate's degree or higher from a Korean university or diploma Korean language proficiency certificate (Applicable only to Korean university graduates with excellent Korean language proficiency)

\* Applicants for 'Initial Visa Application after Graduation for International Students' and 'Graduates from a Korean university with excellent Korean language proficiency' are exempt from submission of proof of living expenses.

### [Note for a General Job-Seeking (D-10-1) Visa Holders]

#### **Internship Requirements**

- Internships at the same employer during the valid D-10-1 visa period are permitted one time, for up to 1 year.
  - Internships involving unskilled labor or production jobs are not eligible.
  - Holders must report to the competent Immigration Office within 15 days of the first day of the internship (via fax or in-person visit).
- \* Document Submissions: Copy of the passport and residence card, integrated application form, internship employment contract, copy of the company's business registration certificate, and list of employees covered by employment insurance.

#### **Whether Eligible for Part-time Positions**

In principle, international students are not allowed to engage in part-time employment. However, they may work part-time within limited hours and approved job categories after obtaining permission for part-time employment, provided they meet certain requirements.

## 2) Special Occupation (E-7)

A visa generally available for international students who get employed in Korea after graduation. This is a type of employment visa issued to foreigners who wish to work in professional or designated job positions under an employment contract in Korea. Based on the level of specialization, the visa is categorized into Professional Workforce (E-7-1), Semi-Professional Workforce (E-7-2), General Skilled Workforce (E-7-3), and Skilled Workforce (E-7-4). A set of occupations is allowed depending on the job category (92 in all).

### Eligible Applicants:

Those who wish to engage in job positions (92 occupations) specifically designated by the Minister of Justice according to the contract with Korean public and private companies.

**Allowed Period of Stay:** 3 years, may be extended

### Eligibility Requirements:

Applicants must meet one of the following requirements to be eligible:

- Hold a master's degree or higher in a field related to the occupation
- Hold a bachelor's degree in a field related to the occupation and have at least one year of work experience in the field
- Have at least five years' work experience in a field related to the occupation

\* Some requirements may be waived if the applicant meets the [Special Conditions for Preferential Consideration](#).

### Required Documents:

- Valid passport, residence card (if applicable), integrated application form, applicable fee, ID photo
- Original or copy of employment contract, proof of incorporation—i.e. business registration certificate & certified copy of corporate registration, etc.
- Proof of tax payment history—employer's tax receipt or company financial statements—proof of full payment of national & local taxes
- Documents proving the necessity of employment
- History of acquisition of employment insurance eligibility, status of employment information for workplaces (if applicable)
- Identification certificate (if applicable)
- Proof of residence, tuberculosis diagnosis certificate (if applicable), foreigner's occupation report
- Proof of foreign national eligibility requirements, such as diploma/degree certificates, employment certificates, qualification certificates, etc.
- Additional documents specific to each job

### **[Note] Work-Learning Linked Study (D-2-7) Visa for Government-Sponsored International Students**

Graduates holding a Work-Learning Linked Study (D-2-7) visa as government-sponsored international students are exempted from the national

employment ratio and company size requirements for professional, semi-professional, and general skilled workforce when changing their visa status to Special Occupation (E-7). The visa is broadly granted to them, allowing engagement in similar occupations.

### 3) Region-Specialized Outstanding Talent (F-2-R)

The Region-Specialized Outstanding Talent Visa is granted to foreigners who meet specific requirements to reside in areas with declining populations for a mid- to long-term period. International students are eligible if they meet the requirements after graduating from a Korean university. However, they must work and live in the designated area during the required period.

※ The visa status will be canceled if they violate any of the visa permit conditions.

#### Eligible Applicants:

Foreign residents who are officially recommended by the head of the local government in areas with declining populations (excluding those holding visas that are not eligible for change).

#### Main Requirements:

- ① Holders of an associate degree or higher in Korea, or individuals whose income from last year is 70% of the gross national income (GNI) or higher
- ② Individuals with TOPIK score of Level 4 or higher, or those who have completed at least Level 4 of the Social Integration Program
- ③ Residence Restriction Period: Five years (may move to other areas with declining populations in the same metropolitan local government after two years)
- ④ Eligible Industries: Unrestricted (excluding activities that are against good public morals and other social order)
- ⑤ Whether Family Members May Accompany Them: Allowed (spouse and minor children)

#### [Note] Guide to the Pilot Metropolitan Regional Visa Program

##### What is the Pilot Metropolitan Regional Visa Program?

As a system established by a metropolitan local government, it designs a visa framework aligned with local economic and social characteristics to attract essential talent holding Student (D-2) or Special Occupation (E-7) visa. The local government recommends foreigners who meet certain requirements, and the Ministry of Justice reviews the applications and issues the visas.

##### Student (D-2)

- Basic Requirements: Satisfy the minimum requirements, including obtaining a regular degree applicable to procedures
- Detailed Requirements: May be freely established by the local government according to their needs

### Special Occupation (E-7)

- Basic Requirements: Satisfy the occupation\* requirements
  - Detailed Requirements: Academic background, work experience, income level, and document submissions may be established by the local government according to their needs.
- \*Occupations corresponding to the Professional Workforce (E-7-1), Semi-Professional Workforce (E-7-2), and General Skilled Workforce (E-7-3)
- \* Contact the local government for details, as the specifics of the Metropolitan Regional Visa vary depending on the government that operates the program.

### [Note] Guide to the Caregiver Certification System for International Students

A system that allows international students who are currently enrolled in a university (incl. junior college) or graduates holding a Student (D-2) or Job-Seeker (D-10) visa to obtain caregiver certification.

#### How to Obtain the Certification

- Complete a total of 320 hours of training consisting of 240 hours of theoretical and practical coursework at a caregiver training institution and 80 hours of field training at a long-term care facility; and
- Take and pass the Caregiver Qualification Test administered by the Korea Health Personnel Licensing Examination.

#### Visa Status

Students who obtain the certification and get employed at an elderly medical welfare facility (nursing home) may be issued a Special Occupation (E-7) visa.

#### Visa Issuance Requirements

##### International Students

- Language Skills: Individuals with Korean language proficiency who meet one of the following qualifications:
  - Level 3 or higher in TOPIK
  - Level 3 or higher in Social Integration Program
  - Score of 61 or higher in the preliminary evaluation of Social Integration Program
- Academic Requirements: Holders of an associate degree or higher from a Korean University

##### Elderly Medicare Welfare Facility

- Wage Requirements: At or above the minimum wage
- Employment Ratio: Within 20% of the total number of Korean employees
- Inquiries?

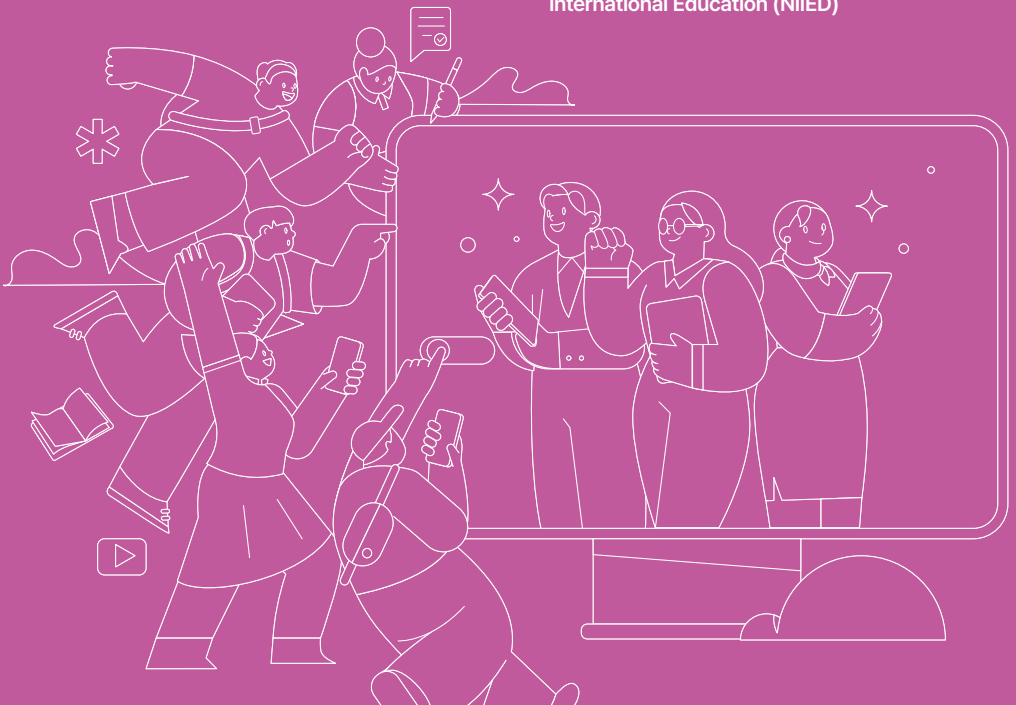
Long-Term Care Insurance Division, Ministry of Health and Welfare  
 ☎ 044-202-3521 or 044-202-3514

# IV.

## APPENDIX

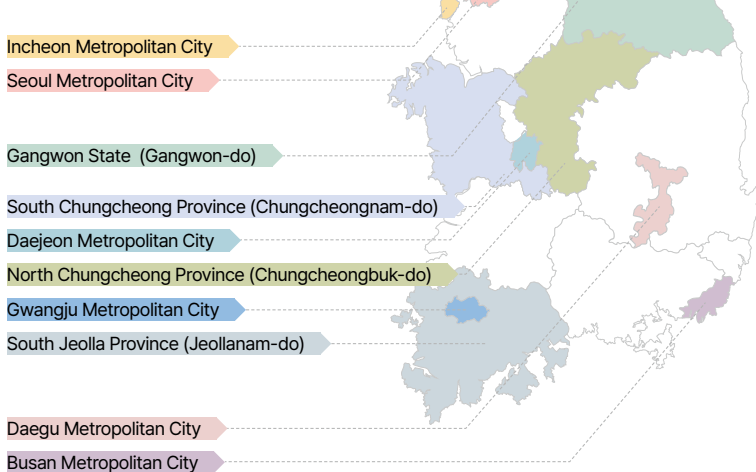
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1. Municipality-specific Support Programs for Foreign Residents
2. Visa Flowchart (Academe ~ Settlement)
3. Top 10 Frequently Asked Questions from International Students
4. Essential Terms for Korean University Life
5. Emergency Contact Information
6. Contact Information for Foreign Embassies in Korea
7. Public Holidays in Korea
8. Korean Education System
9. Introduction to National Institute for International Education (NIIED)



## Appendix 1.

### Municipality-specific Support Programs for Foreign Residents



# SEOUL

## Metropolitan City

### Living Support



#### **On-Site Real Estate Education Program**

- Provides information on safe residential living and real estate to young people and international students (Apply through the website)

#### **Global Certified Realtors**

- Real estate brokerage service for foreign residents in Seoul (Offers English consultation)



Land Management Division, Seoul Metropolitan Government  
(Global Certified Realtors' Association) [www.land.seoul.go.kr](http://www.land.seoul.go.kr)

 02-2133-4676  [hjk84662073@seoul.go.kr](mailto:hjk84662073@seoul.go.kr)

## **Employment Support**



### **Seoul Foreign Employment Fair**

- Companies provide employment information, conduct on-site interviews, and hold job briefings and consultations for job seekers (Held annually)

Seoul Metropolitan Government  
<https://www.2025seouljobfair.com/fair/>  
 02-2133-5081    jnlee@seoul.go.kr

### **Seoul Attractive Jobs Initiative**

- Provides job training, supports internships, and assists with regular employment

Seoul Job Portal  
<https://job.seoul.go.kr/Main.do?method=getMain>  
 02-2133-5461    ydh223@seoul.go.kr

## **Others**

### **30 Days in Seoul**

- Assists international students in adapting to life in Seoul and settling down (Held twice a year)



Seoul Instagram Account @30daysinseoul  
 02-2133-5077    kimnr00@seoul.go.kr

### **Seoul Pilot Metropolitan Regional Visa Program**

- Supports the issuance of Metropolitan Regional Visa to international students majoring in engineering and science (Year-round / Seeking help biannually recommended)

### **Seoul International Student Welcome Day**

- An event that provides information to domestic and international students in Seoul and promotes exchange among them (Held annually)

Seoul Foreign Resident & Immigration Affairs Office  
 02-2133-5066    29phr29@seoul.go.kr

# BUSAN

## Metropolitan City

### Academic Support

#### **Busan Hangeul School**

- Offers Korean certification training and holds cultural events for international students

#### **Korean Language Courses**

- Offers Korean language classes to international residents based on their proficiency level

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 051-711-6846  [nykjeioh@bgcf.or.kr](mailto:nykjeioh@bgcf.or.kr)

### Living Support

#### **Operates the Busan International Student Support Center (BISSC)**

- Provides school information and professional consultations for international students

#### **Interpretation and Translation Ambassador Program**

- Offers interpretation and translation services to international residents (Services provided in 12 languages\*)

\* English, Japanese, Chinese, Vietnamese, Russian, Indonesian, Uzbek, Burmese, Thai, Mongolian, Filipino, Cambodian

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 051-711-6864  [br1506@bgcf.or.kr](mailto:br1506@bgcf.or.kr)

#### **Consultation Center for International Residents**

- Offers interpretation and translation services for legal, labor, and daily life matters to international residents (Services provided in 7 languages\*)  
Operating Hours 9:00 a.m. – 6:00 p.m. (Monday through Friday)

\* Korean, English, Chinese, Vietnamese, Indonesian, Uzbek, Russian

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 1577-7716  [osj221@bgcf.or.kr](mailto:osj221@bgcf.or.kr)

## **Employment Support**

### **Job Fairs for International Students**

- Offers job information by organizing meetings between students and companies (Held annually)

### **Summer Vacation Internship for International Students**

- Operates internship linked to employment : Up to two months (annually)

### **On-site Employment Lecture for International Students**

- Training for international students to enhance their employment capabilities (Held four times a year (jointly with local universities))

### **Startup Idea Contest for International Students**

- Offers mentoring and invites students to present their ideas (Held annually (Linked to the Fly-Asia event))

### **Company Exploration Program for International Students**

- Enhances employment capabilities by visiting outstanding local companies (Held twice a year)

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 051-711-6864  [br1506@bgcf.or.kr](mailto:br1506@bgcf.or.kr)

## **Other Support**

### **Busan International Student Ambassador Program**

- Act as ambassadors of Busan universities and participate in local events

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 051-711-6864  [br1506@bgcf.or.kr](mailto:br1506@bgcf.or.kr)

### **Live in Busan, an integrated platform for international residents**

- Improves information access for international residents and offers a channel for communication and exchange

### **Foreigner Community Support Program**

- Assists in organizing community events for foreigners (Provides financial and administrative support)

Busan Global City Foundation [www.bgcf.or.kr](http://www.bgcf.or.kr)

 051-711-6851  [sieon@bgcf.or.kr](mailto:sieon@bgcf.or.kr)

# DAEGU

## Metropolitan City

### ✓ Academic and Living Support

#### Daegu International Student Support Center

- Provides international students with comprehensive services for both academic and daily life needs

☎ 053-580-8783, 8784 ✉ jeuncho@kmu.ac.kr

### ✓ Others

#### Multicultural Family Center

- Provides comprehensive services for multicultural families including family and children counseling, interpretation and translation, and capability-building support



Finding  
Local  
Family  
Centers

# INCHEON

## Metropolitan City

### ✓ Academic Support

#### IFEZ Global Center Korean Class

- Teaches Hangeul (Beginner through Advanced), Everyday Korean, lunchtime conversation classes (Operates the 3rd cohort of the regular class (14-week course) and the 6th cohort of the Hangeul class (6-week course))

Global Center, Incheon Free Economic Zone Authority (IFEZA)  
www.ifez.go.kr/global

☎ 032-453-7350 ✉ ifezglobal@korea.kr

#### Korean Class

- Beginner, elementary, intermediate level and TOPIK classes; Subsidizes the TOPIK exam fee

Incheon Support Center for Foreign Residents www.iscfr.or.kr

☎ 1833-6333 ✉ iscfr@iscfr.or.kr

## Living Support

### Expert Consultation for Foreign Residents

- Supports legal, labor, and administrative consultations for foreign residents (English Consultations)

### Provides living information to foreign residents

- Offers information on everyday living, performances, and cultural events

Global Center, Incheon Free Economic Zone Authority (IFEZA)

[www.ifez.go.kr/global](http://www.ifez.go.kr/global)

 032-453-7350  ifezglobal@korea.kr

### Multilingual Consultation & Call Center

- Provides counseling on living, administrative, and legal matters as well as various kinds of welfare information (Services provided in 5 languages\*  
Operating Hours 9:00 a.m. – 6:00 p.m. (Monday through Friday))

\*Chinese, Vietnamese, Russian, English, and Japanese

Incheon Support Center for Foreign Residents [www.iscfr.or.kr](http://www.iscfr.or.kr)

 1833-6333  iscfr@iscfr.or.kr

### i Global Delivery Service

- Offers EMS discounts for foreign residents living in Incheon (Basic EMS Discount (10%–13%))

\* Includes those holding D-2 (Student) or D-4 (General Training) visas

<https://www.amazing.today/incheon-programs>  1544-6213

## Other Support

### Cultural Experiences & Classes for Foreign Residents

- Offers Korean cultural experiences including lectures on history, culture, food, and more (4–6 times a year)

Global Center, Incheon Free Economic Zone Authority (IFEZA)

[www.ifez.go.kr/global](http://www.ifez.go.kr/global)

 032-453-7350  ifezglobal@korea.kr

### Cultural and sports experience

- Experiencing Korean history and culture (Held nine times a year)

### Foreigner Self-Help Group

- Supports the operation of self-help groups organized by country and theme (Year-round, from March to December)

Incheon Support Center for Foreign Residents [www.iscfr.or.kr](http://www.iscfr.or.kr)

 1833-6333  iscfr@iscfr.or.kr

# GWANGJU

## Metropolitan City

### Academic Support

(10-week Course, Free of charge (₩30,000 deposit, refunded upon recording an attendance rate of 80% or higher))

#### **Korean Language Class (Certification Course)**

- TOPIK Preparation Course and KIIP Classes

#### **Korean Class**

- Writing, reading, speaking, listening, and grammar classes (two hours each on Saturdays and Sundays))

#### **Digital Literacy Education**

- Basic computer class, office software class, smart device use class, etc.

#### **Global Culture Class**

- Operates cultural experience programs for the promotion of cultural exchange and communication, as well as language classes

Gwangju International Residents Center [www.girc.or.kr](http://www.girc.or.kr)

 1644-3828  [girc@girc.or.kr](mailto:girc@girc.or.kr)

### Living Support

#### **Integrated Consultation for Foreign Residents**

- Provides information and consultations on tourism, labor, education, residence, and healthcare (Services provided in 11 languages\*), Operating Hours 9:00 a.m.– 6:00 p.m. (Monday through Friday)

\* Korean, English, Chinese, Vietnamese, Uzbek, Russian, Mongolian, Thai, Filipino, Cambodian, Nepali

#### **One-stop Consultation Day**

- Provides guidance on everyday living in Gwangju and offers classes with invited organizations and experts (Apply through the website every first Sunday of the month)

Gwangju International Residents Center [www.girc.or.kr](http://www.girc.or.kr)

 1644-3828  [girc@girc.or.kr](mailto:girc@girc.or.kr)



## **Employment Support**

### **Employment Capability Education**

- Introduces various job opportunities and provides assistance with searching for jobs, consulting, using job search apps, obtaining a driver's license, writing resume, and preparing for job interviews (Regular and year-round special lectures. Free of charge (₩30,000 deposit, refunded upon recording an attendance rate of 80% or higher))

### **On-site Consultations and Outreach Visits for Special Programs for Foreigners**

- Supports the stable settlement of workers and creation of a healthy work environment (Services provided in 10 languages  
Operating Hours 9:00 a.m.– 6:00 p.m. (Monday through Friday),  
Apply by phone or through the website)

Gwangju International Residents Center [www.girc.or.kr](http://www.girc.or.kr)  
 1644-3828     [girc@gic.or.kr](mailto:girc@gic.or.kr)



## **Other Support**

### **Citizen Cultural Exchange Event for Foreigners / Student Sports Competition**

- Traditional Culture Day and Social Gathering Event (e.g., sports competition) (Held monthly)

### **Global Community Support Program**

- Promotes voluntary exchange among Koreans and foreigners (Held twice a year)

Gwangju International Residents Center [www.girc.or.kr](http://www.girc.or.kr)  
 1644-3828     [girc@gic.or.kr](mailto:girc@gic.or.kr)



### **International Student Day**

- Operates international student booths (offering food, hands-on experience, and festival activity zone), organizes a talent show and a Korean language quiz (Held annually)

Gwangju Metropolitan City Hall  062-613-3691

### **Student Ambassador Programs**

- Local university tours, municipal events, social media promotion

Gwangju Metropolitan City Hall /  
 Gwangju International Residents Center [www.girc.or.kr](http://www.girc.or.kr)  
 1644-3828     [girc@gic.or.kr](mailto:girc@gic.or.kr)

# DAEJEON

## Metropolitan City

### Academic Support

#### **Korean Language Class**

- Elementary, TOPIK I, TOPIK II, Business Korean Classes  
(Operates two semesters a year (first and second half of the year))


Daejeon Support Center for Foreign Residents [www.dic.or.kr](http://www.dic.or.kr)

 042-223-0789  [dic@dic.or.kr](mailto:dic@dic.or.kr)

#### **Scholarship for nurturing talent (international students)**

- Provides scholarships to outstanding international students from universities within the municipality (Up to ₩800,000 (subject to change), requires a recommendation from the university president)

Daejeon Youth Futures Foundation [www.dhrdf.or.kr](http://www.dhrdf.or.kr)

 042-719-8490

### Living Support

#### **Consultation Center for International Residents**

- Offers interpretation and translation services for legal, labor, and daily life matters to international residents (Services provided in 5 languages\*)

\* Chinese, Vietnamese, Mongolian, English, and Cambodian

#### **Free Driver's License Class**

- Provides training and support for the written test  
(Operates three semesters a year)

Daejeon Support Center for Foreign Residents [www.dic.or.kr](http://www.dic.or.kr)

 042-223-0789  [dic@dic.or.kr](mailto:dic@dic.or.kr)

## **Employment Support**

### **Employment and Startup Consulting for Foreign Residents**

- Provides employment training and customized information

### **Technical Skills and Certification Training for Foreign Residents**

- Supports computer and media training

Daejeon Support Center for Foreign Residents [www.dic.or.kr](http://www.dic.or.kr)

 042-223-0789  [dic@dic.or.kr](mailto:dic@dic.or.kr)

## **Other Support**

### **Daejeon International Student Connecting Festival**

- Creating a network among international students in Daejeon  
(Held annually)

### **Supports foreigner communities**

- Supports foreigner clubs and circles (group event support):  
Six groups Up to ₩1,000,000 in support

### **Foreign Resident Volunteer Group**

- Special volunteer work or campaign activities  
(e.g., citizen volunteers, press, PR, campaigns)

Daejeon Support Center for Foreign Residents [www.dic.or.kr](http://www.dic.or.kr)

 042-223-0789  [dic@dic.or.kr](mailto:dic@dic.or.kr)



# CHUNGNAM

## Province

### Living Support

#### **Multilingual Comprehensive Consultation**

- Grievance consultation, interpretation and translation support for everyday and immigration matters (Services provided in 16 languages\*)

\* Korean, English, Chinese, Vietnamese, Thai, Cambodian, Filipino, Russian, Indonesian, Tetum, Japanese, Mongolian, Nepali, Uzbek, Kyrgyz, Burmese

Chungnam Multilingual Support Center for Foreign Residents

<http://chungnam.raonhosting.com/html/>

 1522-1866 or 041-622-9322  call15221866@daum.net


### Other Support

#### **Support for Foreigner Clubs**

- Supports various hands-on experiences within Chungcheongnam-do

#### **Foreigner Ambassador Program**

- Supports the capacity building of international students through public relations activities for Chungcheongnam-do

Chungnam Foreigner Global Center  041-404-1477

# CHUNGBUK

## Province

### Academic and Living Support

#### **Study in Chungbuk**

- Provides essential information for daily life, including university admission, visa, living, and employment within Chungbuk

Study in Chungbuk <https://studyinchungbuk.or.kr/>

## **Employment Support**

### **International Student Job Fair**

- One-on-one matching between international students and companies, providing employment information

Chungbuk Business Agency ☎ 043-220-2713 ✉ yoojin1098@korea.kr

# JEONNAM

## Province

## **Academic Support**

### **Scholarship for international students**

- Supports international students from universities within the municipality:  
Held annually (second half of the year), ₩1,000,000 per person  
(e.g., living expenses, talent development expenses)

Jeonnam Institute for Talent & Lifelong Education  
www.jntle.kr ☎ 061-285-9484

## **Living Support**

### **Integrated Call Center**

- Provides interpretation and translation services for daily life, immigration, labor, living, and healthcare-related matters  
(Services provided in 6 languages\*)  
Operating Hours 9:00 a.m. – 6:00 p.m. (Weekdays)  
6:00 p.m. – 8:00 p.m. (Monday and Wednesday)  
\* Korean, Vietnamese, Chinese, Indonesian, Cambodian, Nepali

Jeonnam Immigration Foreign Support Center  
www.jifsc.com ☎ 1588-5949

# GANGWON

## State

### Academic Support

#### **Korean Language & Cultural Education Program**

- Social integration programs and Korean language education

Wonju Foreign Resident Support Center (with Community)

<https://withc.hompee.com/user/main/index>

 070-7521-8097  withc8097@naver.com



Gangneung Foreign Worker Support Center

 033-655-8956  gnsfcw@naver.com

#### **Capacity-Building Support for Marriage Immigrants (Korean language class)**

- TOPIK preparation, pronunciation correction  
(Participation open to international students)

Cheorwon-gun Family Center [www.cwg.familynet.or.kr](http://www.cwg.familynet.or.kr)

 033-452-7800  munhwa1647@hanmail.net

### Living Support

#### **Consultation Support**

- Offers interpretation and translation services for legal, labor, and daily life matters to international residents

Wonju Foreign Resident Support Center (with Community)

<https://withc.hompee.com/user/main/index>

 070-7521-8097  withc8097@naver.com

Gangneung Foreign Worker Support Center

(Services provided in three languages\*)

Operating Hours 9:00 a.m. – 6:00 p.m. (Sunday through Thursday)

 033-655-8956  gnsfcw@naver.com

\* Russian, Vietnamese, English

#### **Crime Prevention Class**

- Crime prevention training for foreign residents: Held twice a year  
(first and second half of the year)

### **Fire Safety Class**

- Emergency response training for foreign residents: Held twice a year (first and second half of the year)

Gangneung Foreign Worker Support Center

☎ 033-655-8956 ✉ gnsclf@naver.com

### **Employment Support**

#### **International Student Job Fair**

- One-on-one matching between international students and companies, providing employment information (Held annually)

Gangwon Special Self-Governing Province

<https://withc.hompee.com/user/main/index>

☎ 033-249-3717 ✉ in2131@korea.kr

Gangwon State Economic Promotion Agency

☎ 033-256-9603 ✉ newromi11@gwep.or.kr

#### **Operates internship linked to employment for international students**

- Operates internship programs for local companies within the municipality

#### **Administrative internship for international students**

- Operates international administrative internship

International Cooperation Office, Chuncheon City Hall

<https://www.chuncheon.go.kr/cityhall/> ☎ 033-250-4905

### **Other Support**

#### **Cultural Experience Support Program**

- Supports tours of local tourist attractions and cultural heritage sites, participation in festivals and experiences of Korean culture

Wonju Foreign Resident Support Center

☎ 070-7521-8097 ✉ withc8097@naver.com

Gangneung Foreign Worker Support Center (Held annually)

☎ 033-655-8956 ✉ gnsclf@naver.com

Gangneung Cultural Center [www.gncc.or.kr](http://www.gncc.or.kr)

\* Program Name: Cultural Experience for International Students in Gangneung (Held annually)

☎ 033-823-3228 ✉ gncc6795@naver.com

Gangneung Foreign Worker Support Center [www.gnscfw.org](http://www.gnscfw.org)  
 \* Program Name: Local Cultural Outing for International Students  
 (Held twice a quarter)  
 ☎ 033-655-8956 ✉ [gnscfw@naver.com](mailto:gnscfw@naver.com)

International Cooperation Office, Chuncheon City Hall  
<https://www.chuncheon.go.kr/cityhall/>  
 \* Program Name: City Tour for International Students  
 ☎ 033-250-4905

Samcheok Family Center <https://samcheok.familynet.or.kr>  
 ☎ 033-576-0761 ✉ [samda5434@naver.com](mailto:samda5434@naver.com)

### Supports foreigner communities

- Support for foreigner clubs and circles

Gangneung Foreign Worker Support Center  
 (Provides up to ₩1,500,000 to each club and circle)  
 ☎ 033-655-8956 ✉ [gnscfw@naver.com](mailto:gnscfw@naver.com)

Wonju Foreign Resident Support Center (with Community)  
<https://withc.hompee.com/user/main/index>  
 ☎ 070-7521-8097 ✉ [withc8097@naver.com](mailto:withc8097@naver.com)

International Cooperation Office, Chuncheon City Hall (Supports the operation of clubs for international students, including taekwondo)  
<https://www.chuncheon.go.kr/cityhall/> ☎ 033-250-4905

### Designation as honorary interpreters and support for related activities

- Supports international events, interpretation, guidance at festival venues

International Cooperation Office, Chuncheon City Hall  
<https://www.chuncheon.go.kr/cityhall/>  
 ☎ 033-250-4905

### Sending Newsletters

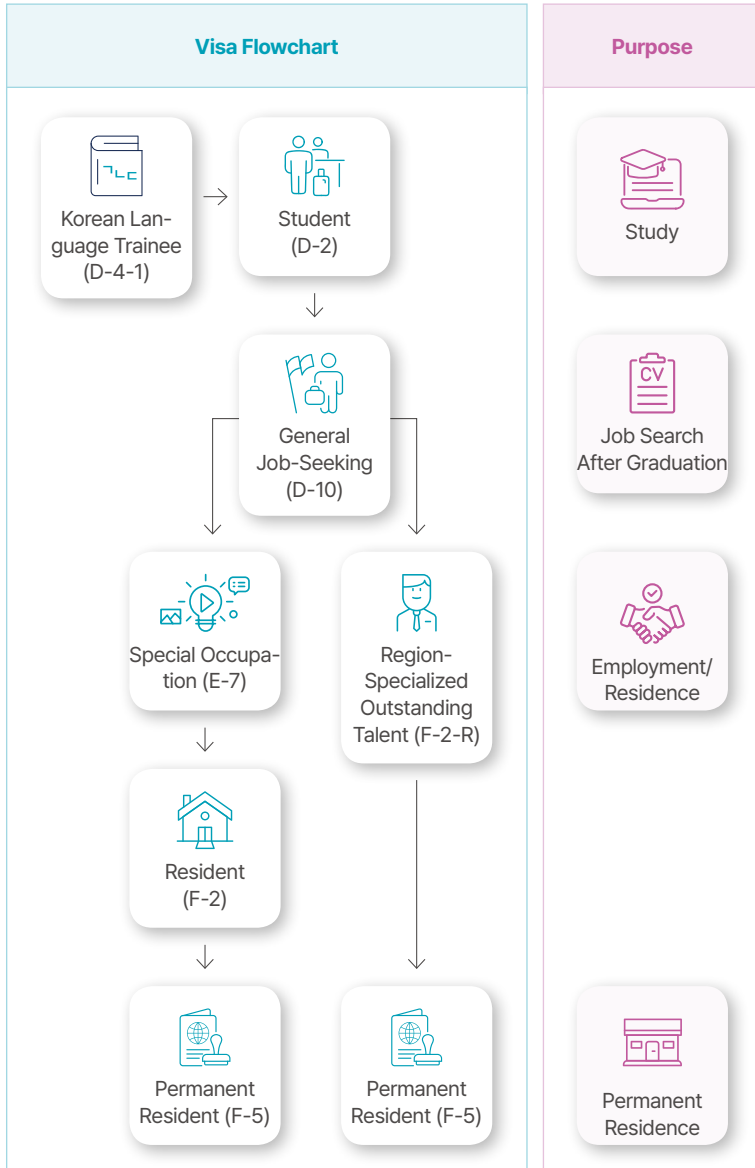
- Providing news updates about local government programs to foreign residents

Gangneung Foreign Worker Support Center : Provides multilingual services (Russian, English)  
 ☎ 033-655-8956 ✉ [gnscfw@naver.com](mailto:gnscfw@naver.com)

## Appendix 2.

### Visa Flowchart (Academe ~ Settlement)

\* Refer to the visa flowchart below to enhance your understanding. The chart is subject to change depending on updates to the visa system and individual circumstances.



## Appendix 3.

### Top 10 Most Frequently Asked Questions from International Students

<\* Source: Seoul Immigration Office>

\* As of September 2025. The translation is for reference only. Visa-related information is taken from the original Korean text. The contents of this document are subject to change according to the latest guidelines. For accurate information, please contact the Immigration Contact Center (1345).



Can I return to my home country during a leave of absence from school?

For changes in academic status such as leave of absence or graduation, your school is required to report the change to the competent immigration office.

Once the immigration office receives the report, the student is regarded as not attending the school and will be provided with departure guidance. If the student has already left the country, the Student visa will be terminated regardless of any remaining period of stay. Therefore, the student must obtain a new visa to reenter the country.



I graduated in February. Can I leave the country for a short period and return before the period of stay expires, since it is valid until March?

The immigration office gets notified of the graduation by the school and reviews the student's residence status. If the student has already left the country, the Student visa will be considered terminated regardless of any remaining period of stay. Therefore, the visa will be terminated.

If you plan to pursue a higher degree or find employment in Korea after graduating from university, we recommend extending your period of stay or obtaining approval for a change of visa status before leaving the country.





I left the country after submitting a civil petition to the immigration office. Can the office review the matter while I'm overseas or handle it after I reenter the country?



If an applicant is confirmed to have left the country during the review process, the review will be suspended or may be terminated at the discretion of the immigration officer.

This is because the inquiry cannot remain unresolved for an extended period when it is uncertain whether the applicant will return to the country, and it is difficult to obtain additional information when further confirmation is needed during the review. Therefore, please make your inquiry with your departure schedule in mind. In unavoidable circumstances, you should submit the inquiry again after reentering the country.



I plan to return to my home country after graduation, and this will terminate my visa. Is there a way to get employed after I return to Korea?



We recommend obtaining approval for a visa change before leaving the country if you plan to look for a job after graduation or if your employment has already been confirmed.

If you do not have enough time, you may apply for a Job Seeker (D-10) visa after leaving the country. If this is your first Job Seeker (D-10) visa after graduation and it is within one year of your graduation date, you will be exempted from the point-based system.



I have stayed in Korea for up to six years—which is the maximum permitted period of stay—while completing my bachelor's degree program at a university. However, I still need to have my thesis reviewed. Can I extend my period of stay?



International students have a maximum allowable period of stay for each degree program, so it is not possible to extend beyond that limit. If you have taken a leave of absence from school for two semesters (one year) or more and have left and reentered the country, the period spent abroad may be excluded from the calculation of your total period of stay.

Please refer to the table below for the maximum period of stay when planning your academic schedule.

Category	Maximum Stay Period
Associate Degree	Up to 3 years (up to 4 years for 4-year programs)
Bachelor's Degree	Up to 6 years (up to 7 years for 5-year programs)
Master's Degree	Up to 5 years (up to 6 years for 3-year programs)
Doctoral Degree	Up to 8 years (up to 7 years for 2-year programs)



I'd like to transfer to another school. I've already been admitted to a new school. Can I apply for a school transfer?



In principle, you are not allowed to transfer between schools in Korea. You must leave the country, obtain a new visa, and then return.

However, you may apply for a school transfer if the reason for changing schools is deemed unavoidable. Note that the total period of stay must not exceed each duration of studies at the current school and the new school. If you are dismissed from your current school and subject to departure, you will not be permitted to transfer.



I am currently a language trainee but plan to study at a university. I'd like to apply for an interim visa and I want to know the requirements.



You can apply for a visa called an interim visa if the period between the end of your current stay and the start of the new semester is three months or less. To be eligible, you must meet all three of the following requirements:

- ① A student in a language training program who meets the visa extension requirements, including attendance rate;
- ② A student who has successfully completed the language training program and who has been admitted to a degree program equivalent to an associate degree or higher at the same university. If the student is admitted to a different university, the new school must be a general university or higher;
- ③ A student with TOPIK score of Level 3 or higher, or a student who has stayed in Korea for 18 months or longer with a Language Student visa and with proven Korean language proficiency.



I have applied for foreign resident registration, but I moved to my friend's home and my home address has changed. What should I do?



If your home address has changed, you must report the change of residence within 15 days. If you did not sign the residence contract yourself and you are staying at a provided residence instead, you must submit (1) the lease agreement, (2) a confirmation letter stating that the residence is being provided, and (3) a copy of the residence provider's (friend's) ID card.

If your foreign resident registration has not yet been completed, however, you can only report the change in person at the competent immigration office. Please present your (foreigner registration) civil application receipt so that the immigration officer can refer to it during the review.



My school is under the jurisdiction of Seoul and my home is in Incheon. I'd like to extend my period of stay, but I am not sure which Immigration Office I should visit.



When the jurisdictions of your home and school differ, the competent Immigration Office is determined based on the results of the Accreditation Committee's evaluation. For example, if the school you are attending is an accredited university, you can apply for a civil petition at any immigration office. If it is a general university or lower, however, you can handle visa changes only at the office having jurisdiction over your school. Please refer to the competent office table below to avoid any misunderstanding when identifying the correct office.

Category	Office You May Visit		
	Accredited University or Higher	General University	Lower-level University
Foreigner registration	Competent immigration office for residence and school		
Visa change	Competent immigration office for residence and school	Competent immigration office for school	
Extension of period of stay	Competent immigration office for residence and school	Competent immigration office for school	
Report of change of residence	Competent immigration office for residence		
Permission for part-time employment	Competent immigration office for home and school		
Report of school transfer	Competent immigration office for school		



I want to work part-time. The boss wants me to start working right away. Can I begin work?



Student visa holders are not allowed to work in Korea without permission. If you receive confirmation from your university and approval from the competent immigration office, however, part-time employment is allowed for work that is commonly performed by college students.

Therefore, if you wish to work part-time, you must apply for permission for part-time employment at the competent immigration office and begin working only after the permission is granted.

## Appendix 4.

### Essential Terms for Korean University Life

Category	Term	Definition
Lectures and Classes	수강신청	Selecting the lectures you want to take and registering for classes before the new semester begins.
	개강	The start of a new semester, the day lectures officially begin.
	종강	The end of a new semester, the day when all lectures conclude.
	공강	Free time between classes.
	휴강	Classes canceled due to the professor's circumstances.
	전필	An abbreviation for 전공 필수 과목, subjects required for graduation.
	전선	An abbreviation for 전공 선택 과목, optional subjects related to your major field.
	교필	An abbreviation for 교양 필수 과목, liberal arts classes required for graduation.
	교선	An abbreviation for 전공 선택 과목, optional subjects related to your major field.
	강의평가	Evaluation of professors' lectures at the end of each semester.
영어전용강좌	Lectures and tests conducted entirely in English.	
Major	부전공	A major completed in addition to the primary major, recognized when a student earns the required number of credits. A separate degree is not awarded.
	복수전공	A system that allows a student to obtain a degree in an additional major on top of the existing one, requiring the completion of specific credits.
Grades	재수강	Retaking a course if a student fails to achieve the desired grade.
	성적정정	Filing a grade appeal and requesting a correction.

Category	Term	Definition
Academic Affairs	휴학	Taking a leave of absence from school for a certain period of time with the school's approval. (* For international students, they must leave the country within 15 days of receiving permission for the leave of absence from school.)
	복학	Returning to school after a leave of absence to resume studies.
	학교	An abbreviation for 학사 경고 (academic probation). It is a warning issued when grades fall below the standards set by the school. A student may be dismissed according to school regulations if placed on probation for a certain number of times. For international students, this may also result in disadvantages when extending their visa.
	전과	Changing one's major with the school's approval.
	자퇴	Voluntarily withdrawing from one's studies.
	제적	Deleting a student's academic record due to various circumstances.
	학점	A curriculum unit. Generally, 15 or more hours of lectures in a semester are equivalent to one curriculum unit.
	학적	Academic information maintained by a university for each student. (e.g., name, student number, grades, admission, leave of absence, reinstatement, graduation)

## Appendix 5.

### Emergency Contact Information

Reporting Crimes and Emergency Phone Numbers	
Reporting crimes (Korean National Police Agency)	112
School bullying reporting center (Korean National Police Agency)	117
Reporting fires, emergency patients, and rescue situations (National Fire Agency)	119
Reporting hacking incidents, spam emails, and privacy breaches (Korea Internet & Security Agency)	118
Emergency phone counseling services for women (Ministry of Gender Equality and Family)	1366
Danuri Call Center (Ministry of Gender Equality and Family)	1577-1366

Other Daily Inquiries	
Korea Immigration Contact Center (KICC, Ministry of Justice)	1345
Government Inquiry Call Center (Ministry of Interior and Safety)	110
Tourism information for foreign visitors (Korea Tourism Organization)	1330
Filing complaints and seeking consultations on human rights violations (National Human Rights Commission of Korea)	1331
Legal consultation services (Korea Legal Aid Corporation)	132
Health and Welfare Counseling (Ministry of Health and Welfare)	129
Phone counseling services for young adults (Ministry of Gender Equality and Family)	1388

## Appendix 6.

### Contact Information for Foreign Embassies in Korea

Country	Phone number	Email
Ghana	02-3785-1427 02-749-8982/3	seoul@mfa.gov.gh ghanaembassy.seoul.kr@gmail.com
Gabon	02-793-9575/6	ambagabonseoul@gmail.com
Guatemala	02-771-7582/3	embcorea@minex.gob.gt
Greece	02-729-1400/1	gremb.sel@mfa.gr greekemb@naver.com
Nigeria	02-797-2370/3280	chancery@nigerianembassy.or.kr
South Africa	02-2077-5900	political.seoul@dirco.gov.za
Netherlands	02-311-8600	seo@minbuza.nl
Nepal	02-3789-9770/1	nepembseoul2015@gmail.com
Norway	02-727-7100	emb.seoul@mfa.no
New Zealand	02-3701-7700	nzembasel@mfat.net
Denmark	02-6363-4800	selamb@um.dk
Dominican Republic	02-756-3513	embadomcorea@mirex.gob.do
Germany	02-748-4114	info@seoul.diplo.de
East Timor	02-797-6151	tlembassy.seoul@gmail.com
Laos	02-796-1713/4	laoembassy.seoul@gmail.com
Latvia	02-2022-3800	embassy.seoul@mfa.gov.lv
Russia	02-318-2116/8	rembskorea@mid.ru protokol.rembskorea@mid.ru
Lebanon	02-794-6482-3	seoul.leb@gmail.com
Romania	02-797-4924 02-790-3718	seoul@mae.ro
Luxembourg	02-777-2552	seoul.amb@mae.etat.lu
Rwanda	02-798-1052/3	infoseoul@embassy.gov.rw
Libya	02-797-6001/2	libya.o.home@gmail.com
Lithuania	02-2031-3500	amb.kr@urm.lt
Marshall Islands	02-6951-3181	info@rmiembassykr.com
Malaysia	02-2077-8600	mwseoul@kln.gov.my
Mexico	02-6111-1600	embcorea@sre.gob.mx contactocoreas@sre.gob.mx

Country	Phone number	Email
Morocco	02-793-6249 02-794-1479	info@moroccoembassy.kr
Mongolia	02-798-3464	seoul@mfa.gov.mn
United States	02-397-4114	
Myanmar	02-790-3814-6	me-seoul@naver.com
Bahrain	02-3273-7077	seoul.mission@mofa.gov.bh
Bangladesh	02-796-4056/7	mission.seoul@mofa.gov.bd
Venezuela	02-732-1546/7	embavenezcorea@gmail.com
Vietnam	02-720-5124/8994	vietnamembassyseoul@gmail.com
Belgium	02-749-0381~4	seoul@diplobel.fed.be
Belarus	02-2237-8171	korea@mfa.gov.by
Bolivia	02-318-1767	embolseul@gmail.com
Bulgaria	02-794-8625/6	embassy.seoul@mfa.bg
Brazil	02-738-4970 02-720-4428	ambassador.seul@itamaraty.gov.br
Brunei	02-790-1078/9	seoul.korea@mfa.gov.bn brunei.korea@gmail.com
Saudi Arabia	02-2022-7400	krebb@mofa.gov.sa
Senegal	02-745-5554	senegalembassyseoul@gmail.com
Serbia	02-797-5109	embserbseul@yahoo.com srb.emb.repukorea@mfa.rs
Sudan	02-793-8692 02-749-1090	embsudankr@gmail.com
Sri Lanka	02-735-2966/7 02-794-2968	mission@slembkr.org slemb.seoul@mfa.gov.lk
Sweden	02-3703-3700	ambassaden.seoul@gov.se
Switzerland	02-739-9511	seoul@eda.admin.ch
Spain	02-794-3581/2	emb.seul@maec.es
Slovakia	02-794-3981	emb.seoul@mzv.sk
Slovenia	02-797-9971	sloembassy.seoul@gov.si
Sierra Leone	02-792-8911/2	info@sierra-leone.or.kr
Singapore	02-774-2464	singemb_seo@mfa.sg
UAE	02-790-3235/7	seoulEMB@mofa.gov.ae
Argentina	02-796-8144	ecoresec@mrccic.gov.ar
Ireland	02-721-7200	seoulembassy@dfa.ie
Azerbaijan	02-797-1765/6	seoul@mission.mfa.gov.az

Country	Phone number	Email
Afghanistan	02-793-3535	seoul@afghanembassy.kr
Algeria	02-794-5034~6	dzemb@algerianemb.or.kr
Angola	02-792-8463	secretariado@angolaembassy.or.kr
Estonia	02-6077-3700	embassy.seoul@mfa.ee
Ecuador	02-739-2401/2	eeucorea@cancilleria.gob.ec
Ethiopia	02-744-8558	seoul.embassy@mfa.gov.et
El Salvador	02-753-3432/3	embajadacorea@rree.gob.sv
United Kingdom	02-3210-5500	enquiry.seoul@fcdo.gov.uk
Oman	02-790-2431/2	seoul@fm.gov.om / oman.kr@gmail.com
Austria	02-721-1700	seoul-ob@bmeia.gv.at
Honduras	02-738-8402 / 730-8403	embassy@hondurasembassykr.com
Jordan	02-318-2897/8	seoul@fm.gov.jo
Uruguay	02-6245-3179/80	urucoreadelsur@mrrree.gub.uy
Uzbekistan	02-574-6554	uz.embassy.seoul@gmail.com
Ukraine	02-790-5696	emb_kr@mfa.gov.ua
Iraq	02-790-4202~4	seoemb@mofa.gov.iq iraqconsul.seoul@gmail.com
Iran	02-793-7751~3	iranemb.sel@mfa.gov.ir iranemb@naver.com
Israel	02-3210-8500	info@seoul.mfa.gov.il
Egypt	02-749-0787/9	egyptian.embassy.seoul@gmail.com
Italy	02-750-0200/1	embassy.seoul@esteri.it
India	02-798-4257 02-798-4268	amb.seoul@mea.gov.in hoc.seoul@mae.gov.in
Indonesia	02-2224-9000 02-783-5675/7	seoul.kbri@kemlu.go.id
Japan	02-2170-5200	info@so.mofa.go.jp
Zambia	02-793-1961	zamembseoul@gmail.com
Georgia	02-792-7118/7171	seoul.emb@mfa.gov.ge
China	02-771-9020	
Czech Republic	02-725-6765	seoul@embassy.mzv.cz
Chile	02-779-2610	corea@minrel.gob.cl
Kazakhstan	02-379-9714/9716	seoul@mfa.kz
Qatar	02-798-2444~6	qatarembassy@koreamail.com

Country	Phone number	Email
Cambodia	02-3785-1041	camemb.kor@mfaic.gov.kh
Canada	02-3783-6000	seoul@international.gc.ca
Kenya	02-3785-2903/4	info@kenya-embassy.or.kr
Costa Rica	02-753-9300/9400	embcr-kr@ree.go.cr
Côte d'Ivoire	02-3785-0561/2	info.seoul@diplomatie.gouv.ci
Colombia	02-720-1361/9	ecoreadelsur@cancilleria.gov.co
DR Congo	02-722-7958	congokoreaembassy@gmail.com
Cuba	02-6366-9905	embacuba.kr@gmail.com embacuba.kr.secretaria@gmail.com
Kuwait	02-3270-8714/5	info@kuwaitembassy.kr
Croatia	02-310-9660	croemb.seoul@mvep.hr
Kyrgyzstan	02-379-0951/2	kgembassy.kr@mfa.gov.kg
Tajikistan	02-792-2535	tjkoreaemb@mfa.tj
Tanzania	02-793-7007	info@tanzaniaembassy.kr
Thailand	02-795-0095 02-795-3098/3253	thaiembassy.sel@mfa.go.th consular.sel@mfa.go.th
Turkmenistan	02-796-9975	tmembassy.skr@gmail.com
Tunisia	02-790-4334/5	at.seoul@diplomatie.gov.tn
Türkiye	02-3780-1600	embassy.seoul@mfa.gov.tr
Panama	02-734-8610/1	panama@embaseoul.kr
Paraguay	02-792-8335/1174	coreaembaparsc@mre.gov.py pyemc3@gmail.com
Pakistan	02-796-8252/0312	protocol@pkembassy.or.kr
Papua New Guinea	02-2198-5771-4	pngemb.seoul@dfa.gov.pg
Peru	02-757-1736/7	embaperu@peruembassy.kr
Portugal	02-3675-2251-3	seul@mne.pt
Poland	02-723-9681	seul.amb.sekretariat@msz.gov.pl
France	02-3149-4300	info.seoul-amba@diplomatie.gouv.fr
Finland	02-3701-0300	sanomat.seo@gov.fi
Philippines	02-788-2100/1	seoulpe@philembassy-seoul.com
Hungary	02-792-2105	mission.sel@mfa.gov.hu
Australia	02-2003-0100	seoul-inform@dfat.gov.au

<\*Source: Directory of Foreign Diplomatic Missions in Korea, Ministry of Foreign Affairs>

## Appendix 7.

### Public Holidays in Korea

Date	Holiday Name
January 1	New Year's Day
(Lunar calendar) January 1	Lunar New Year's Day
January 3	Independence Movement Day
(Lunar calendar) March 1	Buddha's Birthday
May 5	Children's Day
June 6	Memorial Day
August 15	National Liberation Day
(Lunar calendar) August 15	Chuseok
October 3	National Foundation Day
October 9	Hangeul Day
October 25	Christmas

\* Substitute Holidays: When public holidays fall on a Saturday or a Sunday, or coincide with another public holiday, an additional day may be designated and observed as a substitute holiday in accordance with the Act on Public Holidays.

## Appendix 8.

### Korean Education System

The Korean education system consists of early childhood education, elementary education, secondary education, and higher education.

The formal education system follows a 6-3-3-4 structure: six years of elementary school, three years of middle school, three years of high school, and four years of college.

Education is systematically provided at each stage, and both elementary (six years) education and middle school (three years) education are offered free of charge as part of compulsory education.



Phase	School	Student's Age	Education Period	Compulsory Status
Early childhood education	Kindergarten	3-5	3 years	Optional
Elementary education	Elementary school	6-11	6 years	Compulsory
Secondary education	Middle school	12-14	3 years	Compulsory
	High school	15-17	3 years	Optional
Higher education	Junior college	Ages 18 and over	2-3 years	Optional
	University	Ages 18 and over	4-6 years	Optional
	Graduate school	College graduates or older	2-3 years	Optional

## Appendix 9.

### Introduction to National Institute for International Education (NIIED)



**국립국제교육원**  
National Institute for  
International Education

**NIIED**

An executive agency affiliated with the Ministry of Education plays a leading role in nurturing global talent and fostering international education exchange and cooperation.

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 **Key Programs**

**① Study in Korea**

Hosts the Study in Korea Education Fair and operates the Study in Korea website to attract international students to Korea.

- Study in Korea Education Fair: Hosting on-site fairs customized to different countries and online themed fairs. (e.g., fair with local governments, specialized fair for junior colleges, Korean language programs, etc.)
- Study in Korea website ([www.studyinkorea.go.kr](http://www.studyinkorea.go.kr)): Providing one-stop services for online admission applications and useful information on studying in Korea.



**StudyinKorea**  
run by Korean Government

## ② GKS (Global Korea Scholarship)



Awards scholarships to outstanding international students studying at higher education institutions in Korea to foster global talent with a strong connection to Korea.

- Degree programs: Undergraduate Degrees (Associate · Bachelor's)  
Graduate Degrees (Master's · Doctoral)

- Non-degree program: Outstanding Exchange Students

\* Application Guidelines: <https://www.studyinkorea.go.kr> → Plan Your Studies → Scholarships → GKS Notice

## ③ Test of Proficiency in Korean (TOPIK)



Conducts TOPIK tests to evaluate the Korean language proficiency of overseas Koreans and foreigners.

\* Official website: <https://www.topik.go.kr>

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English



## Guidebook for International Students in Korea



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