

<< Guide of Applying for Change Visa Status (D4→D2) >>

Deadline : spring semester – Feb.28th, fall semester – Aug.30th (after deadline you will be fined)

Document List

- 1. Application form** (specified format, download available from visainkorea.net)
 - The form will be provided if you apply with school. The NAME part should be in English and other blanks can be in either English or Korean.
- 2. Passport copy** (page with personal information)
- 3. ARC or copy of ARC**
- 4. ID photo** (3.5cm * 4.5cm, white background)
 - shot within 6 months, different from what is on the current ARC
 - Both ears and eyebrows should be shown. Do not wear colored contact lenses or exaggerated accessories
- 5. Certificate of admission**
- 6. Certificate of tuition fee payment** (payment certificate issued by the school, NOT notification of tuition fee)
- 7. Certificate of deposit (over 26,000,000 won)** (MUST be issued by the bank in Korea)
- 8. Certificate of final degree**
- 9. Certificate of enrollment or completion of language school** (issued within 20 days of submission)
- 10. Certificate of attendance of language school full semester** (issued within 5 days of submission)
- 11. Statement of reasons (if relative)**
 - Students whose attendance rate is less than 70% in the last semester or the current semester should submit this material (if the attendance rate is less than 60%, you cannot apply for change of visa status by agency)
 - Statement of reasons: the reason why the attendance rate is low (form download available on visainkorea.net, in Korean or English)
- 12. Housing Contract (You must apply for a change of residence within 14 days of moving, or you will be fined)**

Type of Housing	Document
Rent (Under your own name)	Copy of rent contract
Rent (Under other's name)	①Copy of rent contract + ②Copy of renter's ID copy + ③Residence Confirmation Form (거주숙소제공확인서)
Dormitory	Dormitory confirmation from dorm office (기숙사 거주확인서)
Goshiwon	①Goshiwon contract + ②Goshiwon business registration (사업자등록증) + ③Rent payment receipt of this month
Airbnb	①Airbnb contract + ②Document that can prove the landlord owns that room (rent contract or business registration)
* If you continue to stay after the contract expires, you can submit a screenshot of the monthly rent transfer record or let your landlord mark the extension on the original contract	
* In the case of Airbnb, the contract needs to be longer than three months	
* You can download the Residence Confirmation Form from visainkorea.net	

- 13. Power of attorney** (specified format, download available from visainkorea.net)
 - The form will be provided if you apply with school. The NAME part should be in English and other blanks can be in either English or Korean.
- 14. 150,000 won in cash**

Caution

- ✓ If there is less than 3 working days left from the end of the stay period (Feb. 28th or Aug. 30th), visa extension cannot be applied by agency, you need to personally go to the Immigration Office.
- ✓ The address on the back of ARC should be the same as the one on the housing contract submitted. In case you apply for a change of residence online after moving but the address is not shown on the ARC, it will not affect your visa extension application. If you have not applied for a change of residence after moving, you can visit a nearby residence center to do so before applying for visa extension.
- ✓ The permission will be given within 2-3 weeks, but it will also take 4 or more weeks to make a new ARC, so it will take 7-8 weeks totally. Also the speed will have a slight impact depending on the amount of work available for immigration officers. If you submit your application document before the end of the stay period, even though you do not receive an extension permission before the end of the stay period, you will not be regarded as illegal stay.
- ✓ After submitting documents, you will receive a text message from 1345 saying, '[Hi Korea] Sehyeon Administration Agency's application for change of visa status on X month X day has been approved.' 3 weeks after receiving this message, you can visit a nearby Immigration Office (the office in charge of your residence at the time of application) without making an appointment, return your existing ARC and receive a new one.
- ✓ If you need to leave Korea after submitting the application documents, you can visit the resident center near your address and apply for a 'Certificate of Alien Registration' after receiving a text message of approval from 1345. If you do not go to the resident center to issue a 'Certificate of Alien Registration' before you leave Korea, your visa will be cancelled, and you must re-apply for a visa when re-entering.