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# **VISA INSTRUCTION GUIDE**

(ELIGIBILITY, REQUIRED DOCUMENTS AND  
OTHER PREREQUISITES FOR ALL VISA TYPES)

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**2015. 02. 16.**

**Ministry of Justice  
Korea Immigration Service**

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## **NOTICE**

1. If the expiry dates of your submitting documents such as a copy of resident registration are not specified, the documents are **presumed to have three months of validity from the date of issuance**. (for domestically-issued documents only)
2. The Chief of mission and the head of a local immigration (branch) office can request additional documents if it is deemed necessary.
3. You may be restricted from appointing or hiring an immigration representative if the in-person interview with you is deemed necessary.
4. Please extract important parts or pages from the rest of your documents so that you can avoid submitting irrelevant ones.
5. Even if your personal reference letter is valid for more than 4 years, we only acknowledge the validity period of your reference up to 4 years. This also means that the validity period of any permit may NOT exceed the acknowledged validity period of your personal reference letter.
6. Administrative information that can be verified by common electronic access, such as a copy of resident registration, certificate of family relations, certificate of business registration, tax return form, fishery license and others, in accordance with Article 36(1) of the Electronic Government Act do not have to be submitted. However, if you disagree to give a consent to this access, you must enclose documents mentioned above to your application.

# Review Criteria and Required Documents for All Visa Types

## Diplomat (A-1)

<p>ACTIVITIES ALLOWED</p>	<ul style="list-style-type: none"> <li>● Diplomacy</li> </ul>
<p>ELIGIBLE APPLICANTS</p>	<p><b><u>You are eligible to apply for an A-1 Diplomat visa if you</u></b></p> <ul style="list-style-type: none"> <li>● Are a member of a foreign government’s diplomatic corps or consulate general. For example, you are             <ol style="list-style-type: none"> <li>1) a member of the diplomatic corps, such as the ambassador, minister, counselor, secretary and others accredited by the government of the Republic of Korea</li> <li>2) a staff member of the consulate general, such as the consul-general, consul, consul-agents and others accredited by the government of the Republic of Korea</li> </ol> </li> <li>● Have diplomatic immunity and privileges equivalent to the diplomatic corps, in accordance with international agreements or customs. For example, you are             <ol style="list-style-type: none"> <li>1) the secretary-general and the deputy secretary-general of the United Nations (UN), the heads of the UN-affiliated organizations and agencies, and others.</li> <li>2) the head of state, cabinet member, the head of legislature (including both upper and lower houses in bicameral system), a member of foreign delegation to a meeting hosted by the government of the Republic of Korea</li> </ol> </li> <li>● Are an immediate family member of the listed people above. For example, you are a             <ol style="list-style-type: none"> <li>1) spouse, child, or a parent of your family member who is a diplomat stationing in the Republic of Korea.</li> </ol> </li> </ul>
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> <li>● You are allowed to stay in the ROK until your term of office or diplomatic status is over</li> </ul>
<p>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</p> <p>◆ CONTENTS</p>	<p><b><u>1. Following visa types are issued at the discretion of the Chief of Mission.</u></b></p> <ul style="list-style-type: none"> <li>● A single-entry or multiple-entry visa will be issued to an eligible applicant for an A-1 Diplomat visa.</li> <li>● A multiple-entry visa will be issued to a citizen of countries which have signed the ‘Multiple-Entry Visa Agreement’ with the Republic of Korea (i.e., the United States, Japan, China, Russia, Uzbekistan)</li> <li>● A single-entry visa valid for 3 months will be issued to a government official that is travelling on temporary official duty (<b>However</b>, if the diplomat’s country provides a multiple-entry visa for a Korean diplomat, a multiple-entry visa will be issued based on the principle of reciprocity)</li> </ul>

**VISAS ISSUED AT  
THE DISCRETION  
OF THE CHIEF OF  
MISSION**

- A single-entry visa valid for 30 days or less will be issued to a Cuban citizen (including his/her immediate family members and attendants) who is travelling on an official duty of a foreign government or of an international organization. Moreover, a single-entry visa, which is valid for 91 days or more, will be issued to an employee (including immediate family members) of a branch office of the UN or UN-affiliated organizations and agencies in the Republic of Korea.

**2. A-1 Diplomat Visa Issuance Standard for Employees and Conference Participants of International Organizations of Which the Republic of Korea is a Party**

**A. Eligible Applicants**

- You are eligible to apply if you have diplomatic immunity and privileges equivalent to diplomatic delegations or a family member of such people in accordance with international conventions.

**B. Visa Issuance Details**

- A-1 Diplomat visa is issued to only those who have relevant works of international organizations, and have diplomatic privileges as set forth in an international agreement agreed or accepted by the government of the Republic of Korea

- If an international organization employee encloses his/her dispatch order or proof of employment when applying for a multiple entry visa to be stationed in the Republic of Korea, he/she will receive the multiple entry visa valid for 3 years.

- Accompanied family members of the international organization employee indicated above will receive the same type of multiple entry visa valid for 3 years \*\*

\* However, in principle, A-1 visas for family members are only issued to those that satisfy qualifications prescribed in a respective international agreement.

\*\* Even if the family members are nationals of countries different from their primary visa applicant or are regular passport holders, a visa will be issued if they submit an official letter of cooperation from the respective international organization.

- A person who lives with an international organization employee but is not part of his/her family will receive a single entry F-1-3 Cohabitee of Diplomat visa which allows him/her to stay for 1 year or less.

- A multiple entry C-3 Short-Term General visa valid for one year will be issued to an unaccompanied family member. The visa permits 90 days of stay or less.

- **If you are coming to Korea temporarily, for example to participate in a meeting or to carry out an official mission rather than being stationed in Korea for work, you will receive a single entry visa valid for 3 months.\***

\* However, a multiple entry visa may be issued on a reciprocal basis to a diplomat and an official of a country which issues a multiple entry visa to Korean diplomats and officials.

<p><b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b></p>	<p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa Application Form (form no. 17), Passport, One Standard-Size Photograph, Fee</p> <p>② A document demonstrating your current employment status and overseas assignment, or an official letter written by the Minister of Foreign Affairs of your country asking for cooperation (*If you are able to verify your identity by presenting a valid ID, this requirement can be substituted by an oral statement)</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p><b>1. A 'confirmation of visa issuance' will be issued to employees and conference participants of international organizations whose headquarters are located in the Republic of Korea.</b></p> <p>● (To issue a Confirmation of Visa Issuance) A confirmation of a visa issuance may be issued at a jurisdictional immigration office for the convenience of employees or those who have relevant works of international organizations secretariats located in the Republic of Korea</p> <p>● (Eligible Applicants) You are eligible to apply if you are one of those whom the international organizations want to invite regardless of your status of stay, such as those who want to visit Korea temporarily as international organizations' employees, household helpers, adult children and others.</p>
<p><b>REMARKS</b></p> <p><b>▶ CONTENTS</b></p>	<p>● You shall possess a diplomatic passport, and the purpose of your stay shall be concerned with diplomatic activities.</p> <p>※ If the purpose of your stay is not concerned with diplomatic activities, then you must apply for a visa appropriate for your intent.</p>

# Foreign Government Official (A-2)

<p><b>ACTIVITIES ALLOWED</b></p>	<p><input type="radio"/> Official Business/Mission</p>
<p><b>ELIGIBLE APPLICANTS</b></p>	<p><b><u>You are eligible to apply for an A-2 Foreign Government Official visa if you are</u></b></p> <p><input type="radio"/> A civil/public servant employed by a foreign government or an international organization in a non-diplomatic capacity travelling on an official mission. For example, you are</p> <ol style="list-style-type: none"> <li>1) An attaché of the diplomatic corps of a foreign government accredited by the government of the Republic of Korea.</li> <li>2) An attaché of the consulate general of a foreign government accredited by the government of the Republic of Korea.</li> <li>3) An employee of an international organization whose headquarter is located in the Republic of Korea</li> <li>4) An international organization employee or a foreign government employee stationing at your Korean branch office for an official mission with the government of the Republic of Korea (Eligible applicants for 1) to 3) are NOT included.)</li> <li>5) Sent by a foreign government or an international organization for an official mission with the government of the Republic of Korea (Eligible applicants for 1) to 4) are NOT included.)</li> <li>6) An attendee of meetings hosted by international organizations</li> </ol> <p><input type="radio"/> An immediate family member of the people listed above</p> <p>※ Please note that immediate family members refer to those who are living with people listed above.</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p><input type="radio"/> You are allowed to stay in the ROK until your official duty is over.</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b></p> <p><a href="#">▶ CONTENTS</a></p>	<p><b>1. Following visa types are issued at the discretion of the Chief of Mission.</b></p> <p><input type="radio"/> A single-entry visa or multiple-entry visa will be issued to an eligible applicant for an A-2 Foreign Government Official visa.</p> <p><input type="radio"/> An A-1 or A-2 single-entry visa valid for 30 days or less, will be issued to a foreign government attaché or an international organization attaché (including his/her immediate family members and attendants)</p> <p><input type="radio"/> A long-stay visa, which is valid for 91 days or more, may be issued to employees of the UN or UN-affiliated organizations and agencies (including their immediate family members) <b>IF</b> they choose to station in the Republic of Korea.</p>

**REQUIRED DOCUMENTATION**

- ① Visa Application Form (form no. 17), Passport, One Standard-Size Photograph, Fee
  - ② A document demonstrating your current employment status and overseas assignment, or an official letter written by the Minister of Foreign Affairs of your country or the head of your organization requesting cooperation (the letter shall indicate that you are on official mission)
  - ※ Please note that we will check whether or not you have a valid ID (i.e. official passport) in order to verify your identity. A regular passport is accepted only if you are an attaché, or employee (or immediate family member) of a foreign government or an international organization.
- ※ The Chief of Mission may request additional documents in order to examine the purpose of your stay, genuineness of the invitation, and qualifications of inviter and invitee.

**2. A-2 Foreign Government Official Visa Issuance Standard for Employees and Conference Participants of International Organizations of Which the Republic of Korea is a Member**

**A. Eligible Applicants**

- You are eligible to apply if you are NOT eligible to apply for A-1 Diplomat visa while currently carrying out an official mission of an international organization, or if you are a family member of such person.\*

\* refers to those who live with an international organization employee and satisfy any of the conditions below (Management Regulations and I.D. Issuance of Foreign Diplomats, the Ministry of Foreign Affairs, 2013.3.23)

**【 Range of Eligible Accompanying Family Members for A-2 status 】**

1. Spouse in a legally-recognized marriage (Nevertheless, if the spouse has violated Korean laws before or is considered a someone against social order or good traditions of Korea, the spouse status may not be recognized in Korea.)
2. Underage child in accordance with Article 4 of the Korean Civil Act, who is unmarried and living with his/her parents
3. Unmarried child living with his/her parents at age 26 or under, who has completed post-secondary education at a university-level academic institution (or higher), or who wants to conduct the research at such an institution.
4. Parents of the primary visa applicant or his/her spouse who is coming to Korea at age 60 or older, on condition that he/she will not engage in any activities that may produce financial gains or profits.
5. Disabled child living with his/her parents, who is financially incapable of maintaining livelihoods without parental helps even though he/she is considered an unmarried adult in accordance with the Korean Civil Act.

	<p><b>B. Visa Issuance Details</b></p> <ul style="list-style-type: none"> <li>● If an international organization employee encloses his/her dispatch order or proof of employment when applying for a multiple entry visa to be stationed in the Republic of Korea, he/she will receive the multiple entry visa valid for 3 years.</li> <li>- Accompanied family members of the international organization employee indicated above will receive the same type of multiple entry visa* valid for 3 years** <ul style="list-style-type: none"> <li>* However, in principle, A-1 visas for family members are only issued to those that satisfy qualifications prescribed in a respective international agreement.</li> <li>** Even if the family members are nationals of countries different from their primary visa applicant or are regular passport holders, a visa will be issued if they submit an official letter of cooperation from the respective international organization.</li> </ul> </li> <li>- A person who lives with an international organization employee but is not part of his/her family will receive a single entry F-1-3 Cohabitee of Foreign Government Official visa which allows him/her to stay for 1 year or less. <ul style="list-style-type: none"> <li>* refers to those who are not included in the definitions of 'Accompanied Family Members' as set forth in Article 2(2) of the 『Management Regulations and I.D. Issuance of Foreign Diplomats』</li> </ul> </li> <li>- A multiple entry C-3 Short-Term General visa valid for one year will be issued to an unaccompanied family member. The visa permits 90 days of stay or less.</li> <li>● <b>If you are coming to Korea temporarily, for example to participate in a meeting or to carry out an official mission rather than being stationed in Korea for work, you will receive a single entry visa valid for 3 months.*</b> <ul style="list-style-type: none"> <li>* However, a multiple entry visa may be issued on a reciprocal basis to a diplomat and an official of a country which issues a multiple entry visa to Korean diplomats and officials</li> </ul> </li> </ul>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p><b>1. A confirmation of visa issuance will be issued to employees and conference participants of international organizations whose headquarters are located in the Republic of Korea.</b></p> <ul style="list-style-type: none"> <li>● (To issue a Confirmation of Visa Issuance) A confirmation of a visa issuance may be issued at a jurisdictional immigration office for the convenience of employees or those who have relevant works of international organizations secretariats located in the Republic of Korea</li> <li>● (Eligible Applicants) You are eligible to apply if you are one of those whom the international organizations want to invite regardless of your stay status, such as those who want to visit Korea temporarily as international organizations' employees, household helpers, adult children and others.</li> </ul>
<p><b>REMARKS</b></p> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>● In order to qualify for the A-2 visa, (1) you must possess an official passport and (2) the purpose of your trip to the Republic of Korea shall be concerned with official businesses/duties.</li> <li>● The criteria for the A-2 visa issuance and application are similar to the A-1 visa.</li> </ul>

# International Agreement (A-3)

<b>ACTIVITIES ALLOWED</b>	<ul style="list-style-type: none"> <li>● Activities as set forth in conventions/agreements/treaties</li> </ul>
<b>ELIGIBLE APPLICANTS</b>	<p><b><u>You are eligible to apply for an A-3 International Agreement visa if you are</u></b></p> <ul style="list-style-type: none"> <li>● Recognized as 'a person in need of alien registration exemption' or 'someone exempted from alien registration' in accordance with bilateral or multilateral international agreements</li> <li>● An immediate family member of the person defined above.</li> </ul>
<b>MAXIMUM LENGTH OF STAY</b>	<ul style="list-style-type: none"> <li>● You are allowed to stay until your status or period of stay specified in the agreement expires.</li> </ul>
<b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b>	<p><b><u>Following visa types are issued at the discretion of the Chief of Mission</u></b></p> <ul style="list-style-type: none"> <li>● A single-entry visa or multiple-entry visa will be issued to an eligible applicant for an A-2 Foreign Government Official visa</li> <li>● A single-entry visa will be issued to an eligible applicant for an A-3 International Agreement visa.</li> </ul> <p>※ Please note that an A-1 Diplomat visa, which allows multiple entries to the Republic of Korea for 3 years, will be issued to diplomatic officials and consuls, and their spouses, children, and parents.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Required Documentation</b></p> <ul style="list-style-type: none"> <li>① Visa Application Form (form no. 17), Passport, One Standard-Size Photograph, Fee</li> <li>② A document demonstrating your current employment status and overseas assignment, or an official letter written by the Minister of Foreign Affairs of your country or the head of your organization requesting for cooperation (the letter shall indicate that you are on official mission)</li> </ul> </div>
<b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b>	<p>You are <b><u>NOT</u></b> eligible to obtain a 'Confirmation of Visa Issuance'.</p>
<b>REMARKS</b>	<ul style="list-style-type: none"> <li>● Different types of visas may be issued if there exists a separate agreement or Memorandum of Understanding between the government of your country and the government of the Republic of Korea <b>OR</b> if the Minister of Justice thinks it appropriate based on the principle of reciprocity (Article 13(1) of the Enforcement Rules of the Immigration Act)</li> <li>● Even if eligible applicants are citizens of countries which have signed the multiple-entry visa agreements with the government of the Republic of Korea, single-entry visas can be issued to those we believe necessary &lt;Article 13(2) of the Enforcement Rules of the Immigration Act&gt;</li> </ul>

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## Visa Exempted (B-1)

● In principle, B-1 status holders can only engage in permissible activities on C-3 Short-Term General visa and by the visa waiver agreement of their country with Korea. If applicants want to engage in activities other than those allowed by the agreement, they must get a visa appropriate to their intents.

\* For example, if a Malaysian national wants to come to Korea in order to watch a friendly sporting match, he/she is required to obtain a visa.

### {Activities Allowed by Each Country}

Allowed Activities	Countries
All permissible activities on C-3 visa (hereinafter referred to as 'C-3 activities') except academic and employment activities	Russia, Lithuania
All C-3 activities except academic and profit-making activities	Dominican Republic
All C-3 activities except entertainment activities including sports and employment activities	Malaysia
All C-3 activities except employment activities	Liberia, Bangladesh, Singapore, Thailand, Turkey, Pakistan, Barbados, Chile, Columbia, Peru, Norway, Denmark, Sweden, Iceland, England, Portugal, Lesotho
All C-3 activities except employment activities	Greece, Germany, Liechtenstein, Switzerland, Spain, France, Hungary, Tunisia
All C-3 activities except profit-making, employment and medical activities	New Zealand
All C-3 activities except profit-making and employment activities	Israel, Grenada, Nicaragua, Commonwealth of Dominica, Bahamas, Venezuela, St. Vincent and the Grenadines, Saints Kitts and Nevis, St. Lucia, Haiti, Antigua Barbuda, El Salvador, Uruguay, Jamaica, Costa Rica, Trinidad and Tobago, Panama, Latvia, Rumania, Malta, Bulgaria, Slovakia, Ireland, Czech, Poland, Morocco
C-3-4 Business Visit only	Brazil
All C-3 activities	Mexico, Surinam, Netherlands, Luxembourg, Belgium, Estonia, Austria, Italy, Finland

### ACTIVITIES ALLOWED

### ELIGIBLE APPLICANTS

**You are eligible to apply for a B-1 Visa Exempted visa if you are**

● A citizen of a country that has signed and ratified a visa waiver agreement with the government of the Republic of Korea. However, please note that once you enter the ROK on the B-1 visa, you are only allowed to engage in activities that are defined in the agreement.

	<p><input type="radio"/> <b>Article 7, the Immigration Act (Entry of a Foreigner)</b></p> <p>① When a foreigner intends to enter the Republic of Korea, he/she shall hold both a valid passport and a visa issued by the Minister of Justice.</p> <p>② Notwithstanding the provision of Paragraph ①, a foreigner falling under any of the following subparagraphs may enter the Republic of Korea without a visa:</p> <ol style="list-style-type: none"> <li>1. A person who has or is exempt from permission for reentry and who enters the Republic of Korea before the validity period of the permission or exemption expires;</li> <li>2. A person who is a national of a country that has signed a Visa Waiver Agreement with the Republic of Korea and thus becomes a subject of visa exemption.</li> <li>3. A person who enters the Republic of Korea for international friendship, tourism, or national interest, etc. of the Republic of Korea and has obtained a permission for entry other than a visa as prescribed by Presidential Decree; and</li> <li>4. A person who departed from the Republic of Korea with a refugee travel document, and returns before the date of expiry.</li> </ol>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p><input type="radio"/> You are allowed to stay until the period of sojourn, specified in the visa waiver agreement, expires.</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b></p>	<p><input type="radio"/> Not Applicable</p>
<p><b>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION</b></p>	<p><input type="radio"/> B-1 Visa Exempted and B-2 Tourist/Transit visa holders are <b>NOT</b> eligible to obtain a 'Confirmation of Visa Issuance'.</p>
<p><b>REMARKS</b></p>	<p style="text-align: center;"><b>Your visa status and period of sojourn are determined at the port of entry</b></p> <p>1. Visa Status</p> <p><b>A. Diplomatic · Official Passport Holder : A-1 Diplomat visa · A-2 Foreign Government Official visa</b></p> <p><input type="radio"/> If you enter the Republic of Korea on a diplomatic/official mission with a diplomatic passport, an A-1 Diplomat visa will be issued.</p> <p><input type="radio"/> If you enter the Republic of Korea on an official mission with an official passport, an A-2 Foreign Government Official visa will be issued.</p> <p> <b>CONTENTS</b></p>

- If you are a public/civil servant stationing in the Republic of Korea with either a diplomatic passport or an official passport, an A-1 Diplomat visa or an A-2 Foreign Government Official visa will be issued
- If you visit the Republic of Korea for a vacation purpose with a diplomatic passport or an official passport, a B-1 Visa Exempted visa will be issued.

**B. Regular Passport Holder : B-1 Visa Exempted**

2. Even if you are a citizen of a country which has signed the visa waiver agreement with the government of the Republic of Korea, you must obtain a visa that most closely matches the purpose of your stay if (A) the length of your stay is going to exceed the period of sojourn specified in the waiver agreement (which is usually 3-months-long) **OR** (B) you plan to engage in short-term employment or activities which will pay you.

**Table 1. List of Parties to the Visa Waiver Agreement (As of December, 2014)**

☞ Please see the table below

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◆ **Table 1. List of Parties to the Visa Waiver Agreement (signed and ratified by 100 countries as of December 25, 2014)** ◆

Diplomatic Passport (D)	Government Official Passport (GO)	Regular Passport (R)	Seaman's Pocket Ledger (S)
100	98	67	21

CONTINENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	REMARKS	
ASIA	LACS	D, GO	90 DAYS	'09.06.26.	○ Diplomatic Officials : until the term of the office is over	
	MALAYSIA	D, GO, R	90 DAYS	'83.09.09.		
	MONGOL	D, GO	90 DAYS	'12.12.26.	○ Diplomatic Officials : until the term of the office is over ○ Visa Fee Exemption (for diplomatic passport holders only)	
	MYANMAR	D, GO	90 DAYS	'11.04.01.	The passport must have at least 6 months of validity period left until its expiration date	
	BANGLADESH	D, GO, R	90 DAYS	15 DAYS	'83.03.17.	○ Since July 15th, 2008, visa exemption has been temporarily suspended for regular passport holders
		CREW NOTE				
	VIETNAM	D, GO	90 DAYS	'99.01.13.	○ Diplomatic Officials : until the term of the office is over	
	SINGAPORE	D, GO, R	90 DAYS	'82.11.01.		
ARMENIA	D, GO	90 DAYS	'12.05.22.			

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CONTI-NENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	R E M A R K S
ASIA	UZBEKISTAN	D	60 DAYS	'09.06.10.	o Diplomatic Officials : until the term of the office is over
	IRAN	D, GO	90 DAYS	'76.12.21.	o Diplomatic Officials : until the term of the office is over
	ISRAEL	D, GO, R	90 DAYS	'95.05.24.	o Diplomatic Officials : until the term of the office ※ For those staying for 91 days or more, visa fee exemption will be applied.
	INDIA	D, GO	90 DAYS	'05.10.03.	
	JAPAN	D, GO	90 DAYS	'98.12.07.	o Diplomatic Officials : until the term of the office is over
	GEORGIA	D, GO	90 DAYS	'13.04.01	
	CHINA	D	30 DAYS	13.08.18	
	KAZAKHSTAN	D, GO	90 DAYS	'07.12.05.	
		R	30 DAYS	'14.11.29	Cannot exceed 30 days on each visit (total stay of up to 60 days in a 180-days period)
	KYRGYZSTAN	D, GO	30 DAYS	'11.05.19.	
	CAMBODIA	D, GO	60 DAYS	'06.12.20.	o Diplomatic Officials : until the term of the office is over
	TAJIKISTAN	D, GO	90 DAYS	'13.01.08.	
	THAILAND	D, GO	NO LIMIT	'67.10.10.	o Visa Fee Exemption
		R	90 DAYS	'81.12.09.	
		CREW NOTE	15 DAYS		
	TURKEY	D, GO, R	90 DAYS	'72.05.03.	o revised a MOU on March 1st, 1987
TURK - MENISTAN	D	30 DAYS	'08.12.06.	o Diplomatic Officials : until the term of the office is over	
PAKISTAN	D, GO, R	90 DAYS	'85.06.08.	※ Since October 1st, 2001, visa exemption has been suspended temporarily for regular passport holders	
PHILIPPINE	D, GO	NO LIMIT	'70.09.01.	o C-3-4 visa, valid for 59 days or less will be issued For C-3 visa holders : Visa Fee Exemption	
America	GUATEMALA	D, GO	90 DAYS	'03.12.17.	o Diplomatic Officials : until the term of the office is over ※ Visa Fee Exemption will be applied to those staying for 91 days or more.
	GRENADA	D, GO, R	90 DAYS	'91.01.27.	
		CREW NOTE			
	NICARAGUA	D, GO, R	90 DAYS	'95.04.08.	o Diplomatic Officials : until the term of the office is over
		CREW NOTE	15 DAYS		
DOMINICAN REPUBLIC	D, GO, R	90 DAYS	'82.03.04.	o Visa Fee Exemption	
CONTENTS	DOMINICA	D, GO, R	90 DAYS	'90.03.30	

CONTINENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	REMARKS	
America		CREW NOTE	15 DAYS			
	MEXICO	R	90 DAYS	'79.04.06.		
		D, GO	90 DAYS	'97.08.01.	o Visa Fee and Application Fee for Visa Extension are exempted.	
	BARBADOS	D, GO, R	90 DAYS	'84.03.11.	o Visa Fee Exemption	
		CREW NOTE	15 DAYS			
	THE BAHAMAS	D, GO, R	90 DAYS	'88.09.04.		
		CREW NOTE	15 DAYS	'94.11.03.		
	VENEZUELA	D, GO	30 DAYS		o Diplomatic Officials : until the term of the office is over o Visa Fee Exemption (for diplomatic/official passport holders only)	
		R	90 DAYS	'07.12.22.		
	BELIZE	D, GO	90 DAYS	'07.02.08.	* You can extend the period of stay depending on diplomatic letters from the consulate general from Belize	
	BOLIVIA	D, GO	90 DAYS	'11.04.18.		
	BRAZIL	D, GO	90 DAYS	'92.02.10.	o Diplomatic Officials : until the term of the office is over o Visa Fee Exemption (for diplomatic/official passport holders only)	
		R	90 DAYS			
	SAINT LUCIA	D, GO, R	90 DAYS	'90.03.30.		
		CREW NOTE	15 DAYS			
	SAINT VINCENT AND THE GRENADINES	D, GO, R	90 DAYS	'90.07.06.		
		CREW NOTE	15 DAYS			
	SAINT KITTS -NEVIS	D, GO, R	90 DAYS	'90.03.30.		
		CREW NOTE	15 DAYS			
	SURINAM	D, GO, R	90 DAYS	'76.08.03.	o Re-entry permit exempted	
	HEITI	D, GO, R	90 DAYS	'90.03.21.		
		CREW NOTE	15 DAYS			
	ARGENTINA	D, GO	90 DAYS	'04.07.31.		
	ANTIGUA AND BARBUDA	D, GO, R	90 DAYS	'94.12.29.		
		CREW NOTE	15 DAYS			
	<a href="#">Contents</a>	ECUADOR	D	NO LIMIT	'86.05.29.	

CONTINENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	REMARKS
		GO	90 DAYS		
	EL SALVADOR	D, GO, R	90 DAYS	'97.02.14.	◦ Diplomatic Officials : until the term of the office is over
		CREW NOTE	15 DAYS		
	URUGUAY	D, GO	90 DAYS	'94.01.19.	◦ Diplomatic Officials : until the term of the office is over
		R	90 DAYS	'13.01.10	◦ Visa Fee Exemption (for diplomatic/official passport holders only)
	JAMAICA	D, GO, R	90 DAYS	'93.11.27.	
		CREW NOTE	15 DAYS		
	CHILE	D, GO	90 DAYS	'00.07.18.	◦ re-entry permit exempted (For C-2, D-7, D-8, D-9 visa holders only)
		R	90 DAYS	'04.10.20.	
	COSTA RICA	D, GO, R	90 DAYS	'81.10.22.	
		CREW NOTE	15 DAYS		
	COLUMBIA	D, GO, R	90 DAYS	'81.12.25.	◦ Visa Fee Exemption
	TRINIDAD TOBAGO	D, GO, R	90 DAYS	'94.10.15.	
		CREW NOTE	15 DAYS		
	PANAMA	D, GO, R	90 DAYS	'01.08.09.	
	PARAGUAY	D, GO	90 DAYS	'83.01.01.	◦ Visa Fee Exemption (for diplomatic/official passport holders only)
	PERU	D, GO, R	90 DAYS	'82.06.12.	◦ Visa Fee Exemption
		CREW NOTE	15 DAYS		
Europe	GREECE	D, GO	NO LIMIT	'74.05.15.	
		R	90 DAYS	'79.02.25.	
	NETHERLANDS	D, GO, R	90 DAYS	'70.06.01.	◦ re-entry permit exempted
	NORWAY	D, GO, R	90 DAYS	'69.10.01.	◦ re-entry permit exempted
	DENMARK	D, GO, R	90 DAYS	'69.10.01.	◦ re-entry permit exempted
	GERMANY	D, GO	NO LIMIT	'62.01.01.	◦ Diplomatic Officials : until the term of the office is over
		R	90 DAYS	'74.01.24.	◦ re-entry permit exempted : '97. 4. 14
	LATVIA	D, GO, R	90 DAYS	'03.06.27.	◦ Diplomatic Officials : until the term of the office is over
	RUSSIA	D, GO	90 DAYS	'04.11.20.	※ An additional agreement was signed for official passport holders on Dec.31st, 2006.
	ROMANIA	D, GO, R	90 DAYS	'96.06.06.	◦ Diplomatic Officials : until the term of the office is over
	LUXEMBOURG	D, GO, R	90 DAYS	'70.06.01.	◦ Re-entry permit exempted

CONTINENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	REMARKS
Europe	LITHUANIA	D, GO, R	90 DAYS	'02.05.09.	o Diplomatic Officials : until the term of the office is over
	LICHTENSTEIN	D, GO, R	90 DAYS	'79.06.28.	o Re-entry permit exempted
	MOLDOVA	D, GO	90 DAYS	'12.07.03.	
	MALTA	D, GO, R	90 DAYS	'93.10.23.	
	BELGIUM	D, GO, R	90 DAYS	'70.06.01.	o Re-entry permit exempted
	BELARUS	D, GO	90 DAYS	'08.07.24.	※ Agreement no. 1902
	BULGARIA	D, GO, R	90 DAYS	'94.08.13.	o Diplomatic Officials : until the term of the office is over
	CYPRUS	D, GO	90 DAYS	'00.12.16.	o Visa Fee Exemption
	SWEDEN	D, GO, R	90 DAYS	'69.10.01.	o Re-entry permit exempted
	SWISS	D, GO, R	90 DAYS	'79.06.28.	o Re-entry permit exempted
	SPAIN	D, GO, R	90 DAYS	'72.04.08.	o Visa Fee Exemption
		CREW NOTE	15 DAYS	'75.04.18.	
	SLOVAKIA	D, GO, R	90 DAYS	'95.07.15.	o Diplomatic Officials : until the term of the office is over
	ICELAND	D, GO, R	90 DAYS	'70.04.01.	
	IRELAND	D, GO, R	90 DAYS	'89.07.12.	
	AZERBAIJAN	D, GO	30 DAYS	'08.11.21.	
	ESTONIA	D, GO, R	90 DAYS	'01.08.18.	
	THE UNITED KINGDOM	D, GO, R	90 DAYS	'69.12.19.	o Delete passports in which the nationality code is GBR
	AUSTRIA	D, GO	180 DAYS	'79.06.25.	o Diplomatic Officials : until the term of the office is over
		R	90 DAYS		
	UKRAINE	D, GO	90 DAYS	'14.09.17.	o Diplomatic Officials : until the term of the office is over
	ITALY	D, GO, R	90 DAYS	'75.05.05.	o Visa Fee Exemption ※ 90 days will be given on a reciprocal basis (2003. 6. 15.)
	THE CZECH REPUBLIC	D, GO, R	90 DAYS	'94.11.05.	o Diplomatic Officials : until the term of the office is over
	CROATIA	D, GO	90 DAYS	'01.06.16.	
	PORTUGAL	D, GO, R	60 DAYS	'79.09.19.	o Excluding Macau
		CREW NOTE	15 DAYS		
POLAND	D, GO, R	90 DAYS	'93.12.24.	o Diplomatic Officials : until the term of the office is over	
FRANCE	D, GO, R	90 DAYS	'67.04.12. (89.10.01.)	o Re-entry permit exempted	

[Contents](#)

CONTI-NENTS	COUNTRY	Applicable Passport	Period of Sojourn	Effective Date (yy.mm.dd)	R E M A R K S
Europe	FINLAND	D, GO, R	90 DAYS	'74.03.01.	o Re-entry permit exempted
	HUNGARY	D, GO, R	90 DAYS	'91.04.25.	
Africa	GABON	D, GO	90 DAYS	13.08.14	
	LIBERIA	D, GO, R	90 DAYS	'82.09.23.	o Visa Fee Exemption
		CREW NOTE	15 DAYS		
	LESOTHO	D, GO, R	60 DAYS	'71.09.05.	
	MOROCCO	D, GO, R	90 DAYS	'93.09.01.	o Diplomatic Officials : until the term of the office is over (an additional agreement was signed on August 3rd, 2000)
		CREW NOTE	15 DAYS		
	BENIN	D, GO	90 DAYS	'92.07.01.	o Diplomatic Officials : until the term of the office is over o Visa Fee Exemption(for diplomatic passport holders only)
	ALGERIA	D, GO	90 DAYS	'06.08.30.	o Diplomatic Officials : until the term of the office is over o Visa Fee Exemption
	ANGOLA	D, GO	30 DAYS	'12.05.25.	
	EGYPT	D, GO	90 DAYS	'98.06.24.	o Diplomatic Officials : until the term of the office is over
TUNISIA	D, GO, R	30 DAYS	'69.08.17.	o Diplomatic Officials : until the term of the office is over o re-entry permit application fee exempted o if you stay for 30 days or more, extension fee will be exempted (but, you cannot exceed 6 months)	
<a href="#">Contents</a>					
Oceania	NEW ZELAND	D, GO, R	90 DAYS	'94.09.30.	o Diplomatic Officials : until the term of the office is over o Not including islands, Niue, Tokelau of New Zealand

# TOURIST/TRANSIT(B-2)

<b>ACTIVITIES ALLOWED</b>	<input type="radio"/> Tourism · Transit/Transfer
<b>ELIGIBLE APPLICANTS</b>	<p><u>You are eligible to apply for a B-2 Tourist/Transit visa if you</u></p> <input type="radio"/> Wish to come to the Republic of Korea for tours or to get on a connecting flight without a visa
<b>MAXIMUM LENGTH OF STAY</b>	<input type="radio"/> You are allowed to stay for the time specified by the Minister of Justice.
<b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b>	<input type="radio"/> Not Applicable
<b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b>	<input type="radio"/> Visa Exempted(B-1) and Tourist/Transit(B-2) visa holders are <b>NOT</b> eligible to obtain the 'Confirmation of Visa Issuance'.
<b>REMARKS</b>   <b>CONTENTS</b>	<input type="radio"/> The Minister of Justice allows citizens of particular countries to enter the Republic of Korea regardless of having visas, in order to promote Korea's national interests, such as deepening friendly relations with specific countries or boosting Korean tourism industry.  <input type="radio"/> A person entering the Republic of Korea on the basis of the visa waiver agreement or transit is prohibited from extending his/her period of sojourn or changing his/her status of sojourn. Therefore, if you believe that your stay is going to exceed the period of sojourn that the agreement or the Minister of Justice specifies, you should obtain a visa appropriate to your intent & period of stay before you arrive in the ROK.

◆ **TABLE 2. A List of Countries Qualifying for No-Visa Entry** ◆  
**(signed and ratified by 50 countries or regions as of July, 2014)**

CONTI -NENT	COUNTRY	PERIOD OF SOJOURN	REMARKS
Asia	Lebanon	30 Days	※ for diplomatic · official passport holders only
	Macau (Macao)	90 Days	※ effective date : 2003. 1. 1.
	Bahrain	30 Days	※ effective date : 2009. 10. 1.
	Brunei	30 Days	
	Saudi-Arabia	30 Days	
	United Arab Emirates	30 Days	
	Oman	30 Days	
	Indonesia	30 Days	※ for diplomatic · official passport holders only
	Japan	90 Days	▶ range of permissible activities : tour/transit, commercial business, attending meetings/conferences, visiting relatives (C-1, C-3 applicants, but, not including employment or profit-making activities) ※for journalists visiting the Republic of Korea on short-term assignments/temporary missions (ex. reporting on delegation and key figures of a country or a public organization visiting the republic of Korea, reporting on athletes visiting the Republic of Korea)
	Qatar	30 Days	
	Kuwait	30 Days	
	Taiwan	90 Days	※ effective date : July 1st, 2012 (extended the period of sojourn from 30 days to 90 days)
Content	Hong Kong	90 Days	※ effective date : February 1st, 2002
North America	The United States	90 Days	▶ Range of Activities allowed : Tourist/Transit, Commercial Business ※ Those wanting to enter the ROK for Reporting, studying, and employment must receive visas appropriate to their intents.

CONTI -NENT	COUNTRY	PERIOD OF SOJOURN	REMARKS
	Canada	6 Months	※ exempted from the obligation of alien registration
<b>South America</b>	Guyana	30 Days	
	Argentina	30 Days	
	Ecuador	30 Days	
	Honduras	30 Days	
	Uruguay	30 Days	
	Paraguay	30 Days	
<b>Europe</b>	Monaco	30 Days	
	Montenegro	30 Days	
	Vatican	30 Days	
	Bosnia and Herzegovina	30 Days	
	Cyprus	30 Days	
	San Marino	30 Days	
	Serbia	30 Days	
	Slovenia	90 Days	※ effective date : 2002.3.15
	Andora	30 Days	
	Albania	30 Days	
	Croatia	30 Days	※ effective date : 1999.3.1
<b>Oceania</b>	Guam	30 Days	
	Nauru	30 Days	
	New Caledonia	30 Days	
	Marshall Islands	30 Days	
	Micronesia	30 Days	
<a href="#">Contents</a>	Samoa	30 Days	

CONTINENT	COUNTRY	PERIOD OF SOJOURN	REMARKS
	Solomon Islands	30 Days	
	Kiribati	30 Days	
	Tonga	30 Days	
	Tuvalu	30 Days	
	Palau	30 Days	
	Fiji	30 Days	
	Australia	90 Days	※ effective date : 1999.3.1
Africa	Republic of South Africa	30 Days	
	Mauritius	30 Days	
	Seychelles	30 Days	
	Swaziland	30 Days	
	Egypt	30 Days	

# Short-Term News Coverage (C-1)

<p><b>ACTIVITIES ALLOWED</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Short-Term News Coverage · Report</li> <li><input type="radio"/> A Foreign Media Outlet Establishing a Korean Branch Office</li> </ul>
<p><b>ELIGIBLE APPLICANTS</b></p>	<p>You are eligible to apply for a C-3 Short-Term News Coverage visa if you are</p> <ul style="list-style-type: none"> <li><input type="radio"/> A representative of the foreign media travelling to the Republic of Korea for temporary news coverage · report</li> <li><input type="radio"/> A journalist seeking for temporary news coverage · report on the basis of a contract with the foreign media</li> <li><input type="radio"/> A representative preparing to establish a Korean branch office of the foreign media outlet</li> </ul> <p>※ If you continue to stay in the ROK after you have successfully established the Korean branch office, you are allowed to change your status of stay to the D-5 Long-term News Coverage visa</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> You are allowed to stay for up to 90 Days</li> </ul>
<p><b>VISA ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b></p>	<p>Following types of visas will be issued at the discretion of the Chief of Mission</p> <ul style="list-style-type: none"> <li><input type="radio"/> A single-entry visa valid for 90 days or less will be issued to a C-1 visa holder (including Chinese citizens).</li> <li><input type="radio"/> A multiple-entry visa valid for up to 90 days will be issued to the C-1 visa holder.</li> </ul> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa Application Form (enclosed form no. 17), passport, one standard-size photograph, fee</p> <p>② International press card or a document demonstrating your current employment status · overseas assignment</p> <p>※ The Chief of Mission may request additional documents to examine the purpose of your stay, genuineness of the invitation and the qualifications of the inviter and the invitee.</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION (FOR CUBAN CITIZENS ONLY)</b></p> <p><a href="#">▶ CONTENTS</a></p>	<p>If you are a citizen of Cuba, you are eligible to obtain the confirmation of visa issuance. Please see the followings for more information.</p> <p>1. A confirmation of C-1 Short-Term News Coverage visa shall be issued to a citizen of Cuba</p> <ul style="list-style-type: none"> <li><input type="radio"/> The C-1 visa will be issued in accordance with the confirmation of visa issuance written by the Minister of Justice or the head of an immigration (branch) office.</li> </ul> <p>- Even if you fail to submit the confirmation of visa issuance, you still may be eligible to receive the C-1 visa if the Chief of Mission requests for the C-1 visa to the Minister of Justice and if it becomes approved.</p> <p>※ A stateless person living in Cuba will be treated as the Cuban citizen.</p>

<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION (FOR CUBAN CITIZENS ONLY)</b></p>	<p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa Application Form (enclosed form no. 17), passport, one standard-size photograph, fee</p> <p>② International press card or a document demonstrating your current employment status · overseas assignment</p> <p>➡ If you hire an immigration representative, you must submit a power of Attorney, the proof of current employment status of your representative, and a photocopy of your representative IDs.</p> <p>※ The head of immigration (branch) office may request additional documents to examine genuineness of the invitation and the qualification of the inviter and the invitee.</p>
<p><b>REMARKS</b></p> <p><b>➡ CONTENTS</b></p>	<p><input type="radio"/> Not Applicable</p>

## Short-Term General (C-3)

<p><b>ACTIVITIES ALLOWED &amp; ELIGIBLE APPLICANTS</b></p>	<p>You are eligible to apply for a C-3 Short-Term General visa if you are</p> <ul style="list-style-type: none"> <li>● involved with daily business activities including market research, business communication, consulting, contract and others</li> <li>● Going to stay in the ROK for 90 days or less, for tourism, transit, recuperation, visiting relatives, participating in a friendly sporting match, attending events or meetings, cultural art, general training, taking lessons, attending religious ceremony, academic research and others.</li> </ul> <p>※ A C-3 visa cannot be issued to those coming to the ROK for profit-making. For instance, if you are compensated for your works and skills, you are not considered an eligible candidate for the C-3 visa.</p>																							
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay in the ROK for up to 90 days</li> </ul>																							
<p>Visa Code</p>	<table border="1"> <thead> <tr> <th data-bbox="384 1041 517 1111">Specific Code</th> <th data-bbox="521 1041 746 1111">Category</th> <th data-bbox="751 1041 1457 1111">Qualification</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1117 517 1256">C-3-1</td> <td data-bbox="521 1117 746 1256">Short-Term General</td> <td data-bbox="751 1117 1457 1256">A person engaging in any of activities covered by the C-3 visa, except those who are eligible to apply for the C-3-2 or C-3-6 visa.</td> </tr> <tr> <td data-bbox="384 1263 517 1447">C-3-2</td> <td data-bbox="521 1263 746 1447">Group Tourist</td> <td data-bbox="751 1263 1457 1447">A tourist or transit traveller among group tourists or individual tourists (including those who have paid the deposits to travel agents designated by the government of the Republic of Korea)</td> </tr> <tr> <td data-bbox="384 1453 517 1592">C-3-3</td> <td data-bbox="521 1453 746 1592">Medical Tourist</td> <td data-bbox="751 1453 1457 1592">A short-term visitor among foreign patients who are also eligible for the medical-patient visa or the Confirmation of Visa Issuance</td> </tr> <tr> <td data-bbox="384 1599 517 1738">C-3-4</td> <td data-bbox="521 1599 746 1738">Business Visitor (General)</td> <td data-bbox="751 1599 1457 1738">A person with the APEC business travel card entering the ROK for market research, business communication, consulting, contract and other business activities</td> </tr> <tr> <td data-bbox="384 1744 517 1883">C-3-5</td> <td data-bbox="521 1744 746 1883">Business Visitor (Agreement)</td> <td data-bbox="751 1744 1457 1883">A person entering the ROK for short-term business in accordance with an agreement ※ for <b>CEFA, FTA</b> (India · Chile) only</td> </tr> <tr> <td data-bbox="384 1890 517 2029">C-3-6</td> <td data-bbox="521 1890 746 2029">Business Visitor (Sponsored)</td> <td data-bbox="751 1890 1457 2029">An invitee of selected VIP corporations or associations</td> </tr> </tbody> </table>			Specific Code	Category	Qualification	C-3-1	Short-Term General	A person engaging in any of activities covered by the C-3 visa, except those who are eligible to apply for the C-3-2 or C-3-6 visa.	C-3-2	Group Tourist	A tourist or transit traveller among group tourists or individual tourists (including those who have paid the deposits to travel agents designated by the government of the Republic of Korea)	C-3-3	Medical Tourist	A short-term visitor among foreign patients who are also eligible for the medical-patient visa or the Confirmation of Visa Issuance	C-3-4	Business Visitor (General)	A person with the APEC business travel card entering the ROK for market research, business communication, consulting, contract and other business activities	C-3-5	Business Visitor (Agreement)	A person entering the ROK for short-term business in accordance with an agreement ※ for <b>CEFA, FTA</b> (India · Chile) only	C-3-6	Business Visitor (Sponsored)	An invitee of selected VIP corporations or associations
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C-3-1	Short-Term General	A person engaging in any of activities covered by the C-3 visa, except those who are eligible to apply for the C-3-2 or C-3-6 visa.																						
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C-3-3	Medical Tourist	A short-term visitor among foreign patients who are also eligible for the medical-patient visa or the Confirmation of Visa Issuance																						
C-3-4	Business Visitor (General)	A person with the APEC business travel card entering the ROK for market research, business communication, consulting, contract and other business activities																						
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C-3-6	Business Visitor (Sponsored)	An invitee of selected VIP corporations or associations																						

## e-Visa

e-Visa policy refers to a simplified visa procedure for excellent foreign talents and foreign tourists, such as professors, researchers, to bring them to Korea. The policy allows these people to obtain visas via online without having to visit a diplomatic mission.

### 1. Foreign Patient

- **(Eligible Applicants)** You are eligible to apply if you are a foreign patient or an accompanied care-giver invited by an 'outstanding medical travel facilitator' designated as "e-visa agency" by the Minister of Justice
  - \* You are registered as a 'medical travel facilitator' to the Minister of Health and Welfare in accordance with the Medicine Act.
- **(e-Visa Agency Designation) 13 organizations that have applied for a confirmation of visa issuance via online, and have satisfied conditions below** ([Please see the enclosed list #4](#))

#### < e-Visa Agency Designation Standard >

- ❖ You have requested a confirmation of visa issuance for the Medical Tourist visa (C-3-3, G-1-10) on behalf of 50 people or more, at least 5 times in the latest 2 years ('12.1.1. ~ '13.5.31.)
  - ❖ The refusal rate of applicants, including refusals of confirmation of visa issuance, newly illegal immigrants, entry to Korea, and visa applications submitted to a Korean Mission abroad, is less than 20% percent.
- **(e-Visa agency re-designation)** The Ministry of Justice re-assesses qualifications of all e-Visa agencies every year, and it re-designates e-Visa agencies every July (The Ministry of Justice looks at the performance records of the past 2 years at the end of June every year.)
    - ※ Since re-designation in 2014, It will include e-Visa performance records.
  - **(e-Visa agency notification)** Once an organization is designated as the e-Visa agency, the Ministry of Justice will notify the organization through an email and announce the details at the HiKorea website ([www.hikorea.go.kr](http://www.hikorea.go.kr)) as well as the Ministry of Justice's website. (name of the organization, name of the CEO, address of business place)

<p><a href="#">e-Visa</a></p>	<ul style="list-style-type: none"> <li>- <b>(Required Documents and Issuance Details)</b> Required documents and visa issuance vary in accordance with the 「Medical Tourist Visa (C-3-3, G-1-10) Issuance and Residence Management Guideline」</li> </ul> <p><b>2. Frequent Business Travellers Coming to the RoK for Commercial Purposes</b></p> <ul style="list-style-type: none"> <li>- <b>(Eligible Applicants)</b> You have been invited by a Korean company (inviter) for commercial purposes and have never violated Korean laws nor have you stayed in Korea illegally. You also have entered Korea on a C-3 visa at least three times after the foreigner fingerprints confirmation system was introduced on January 1st, 2012.</li> <li>- <b>(Issuance Details)</b> Business Visitor visa (C-3-4), period of stay: within 90 days, single-entry visa valid for 3 months</li> <li>- <b>(Required Documentats)</b> ① Visa application form, passport, photograph, fee ② invitation letter (which include reasons for invitation and a memo guaranteeing the return of invitee to the original country) ③ photocopy of identification card of the inviter</li> </ul>
<p>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</p> <p> CONTENTS</p>	<p> <b>ELIGIBLE APPLICANTS FOR A SINGLE-ENTRY VISA</b></p> <p><b>1. Short-Term General (C-3-1)</b></p> <p><b>A. Eligible Candidates</b></p> <ul style="list-style-type: none"> <li>● You are eligible to apply if you are participating in TV and Radio shows, friendly sporting matches, events or conferences in the ROK, including sports competitions (golf, soccer, etc.) with set cash prizes for finalists.</li> <li>* Even if the host party provides you with flight tickets and living expenses for your trip, you are still considered eligible applicants for C-3-1 visas. Nevertheless, if you receive monetary compensation separate from the cash prizes, exceeding the flight and living expenses, you will not be eligible to apply for the C-3-1 visa.</li> <li>※ For friendly matches, KIS will look at a contract and review whether the contract exceeds the average living expenses.</li> <li>● You are a Korean citizen whose living base is located abroad and need to enter Korea, being accompanied by a locally hired domestic worker (household helper) for humanitarian causes* for short duration (less than 90 days)</li> </ul>

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※ Humanitarian causes include domestic workers giving hands to parenting, nursing, funeral procedure and other activities of a Korean national who recently gave a birth.

- In accordance with Article 37 of the Refugee Act, a visa with a maximum period of stay for 90 days will be issued to spouses and children of those with refugees status for the purpose of family unification. (KIS will confirm whether the applicant has been recognized as refugees, documents that were submitted to prove their family relations, their desire to be reunited as a family, and etc.)
- You are entering Korea for the purpose of engaging in all C-3 activities except permissible activities on C-3-2 Group Tourist visa and Ordinary Tourist (C-3-9) visa.

**B. Visa Issuance Details**

- Short-Term General (C-3-1), Maximum 90 Days, Single-Entry Visa

**C. Required Documentation**

- ① Visa Issuance Application Form (Form #17), Passport, One Standard Size Photograph, Visa Fee
- ② A document verifying your participation in such events (i.e. invitation card)

- Different forms of documentation may be asked for, depending on circumstances of diplomatic missions.

- A document explaining the purpose of your entry (i.e. invitation card)

**2. Group Tourists (C-3-2)**

**A. Eligible Applicants**

- You want to enter Korea to engage in small coastal trade activities, travel or others.

Please note that if a group tourist visa/guaranteed-individual visa holder overstays in Korea, his/her agent (travel agency) will be liable for his/her actions.

**<Extension on the period of stay and restrictions on the change of status of stay (Visa & Residence Division-4496, 2011.9.2.)>**

- The head of an Immigration Office or Branch Office must allow an extension of the period of stay or a change of status of stay requested by a C-3-2 Group Tourist Visa or C-3-2 Guaranteed-Individual Visa holder in accordance with the current visa & residence manuals. The holder, however, must have valid reasons\* for such requests, for example, he/she has applied for naturalization or there is ship available for his/her immediate departure.

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\* 'Valid Reasons' refer to a case where a person is deemed necessary to stay longer in Korea on a humanitarian ground or due to a cancellation of flight. (For example, any incident, disease and others which were not predicted when they first came to Korea are considered 'valid reasons'.)

**B. Visa Issuance Details**

- Period of Stay; 90 days or less, Expiration Period; 3 months

**C. Required Documents**

- Visa Application Form, Passport, Standard Size Photograph, Service Fee, Reference Letter
- ※ Considering current needs and circumstances of each diplomatic mission, the head of the mission may ask for additional documents if deemed necessary.

**3. Business Visitor (C-3-4)**

**A. Eligible Candidates**

- You are eligible to apply if you are seeking for short-term stay in the ROK for the purposes of market research, official business, consulting, contract, or installing, fixing, and running imported/exported machinery or other similar reasons
- ※ Those who will get paid less than the amount of living expenses during his/her stay in the ROK are eligible to apply for C-3 visa. However, those coming to the ROK for mainly profit-making must apply for a C-4 Short-Term Employee visa.

**B. Visa Issuance Details**

- Business Visitor (C-3-4), Maximum 90 days, Single-Entry visa
- ※ An APEC business card holder is able to enter/exit the ROK multiple times if his/her purpose of stay is concerned with official business.

**< APEC Business Travel Card, ABTC >**

- Outline : A businessman/woman of APEC members that signed up for ABTC will be given an APEC Business Travel Card instead of an entry visa in order to promote the growth of Korean domestic economy.
- Members (18 countries): the ROK, Japan, New Zealand, Hong Kong, Phillipine, Taiwan, Thailand, Malaysia, Brunei, Peru, Chile, China, Indonesia, Papua New Guinea, Singapore, Vietnam, Mexico, Russia
- Visa exemption is monitored in an exclusive aisle, and period of sojourn differs depending on each member. In the ROK, C-3, 90days, and multiple-entry visa all have the same effects.

**C. Required Documents**

- ① Visa Application Form (form #17), Passport, One Standard-Size Photograph, Visa Fee

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- ② A document proving the purpose of your business such as a certificate of business registration, a photocopy of register certificate or a business invitation card
- ※ Required documents may differ country by country according to current political, economic, social situations of each country.

#### **4. Short-Term Business Visitor Under Bilateral/Multilateral Agreements**

##### **A. Eligible Applicants**

- ① **(Eligible Applicants under the CEPA between Korean and India)** You are an employee of an Indian company and want to visit Korea for preparing an establishment of an investment company, negotiating for sales of products&services or others.
- ② **(Eligible Applicants under the Rok-Chille FTA)** Those who want to work in research and construction, manufacturing and production, marketing, sales, distribution, after-services, general services and others

##### **B. Visa Issuance Details**

- **(If you are case ①)** Period of Stay; 90 days, Expiration Period; 3 months
- **(If you are case ②)** Period of Stay; 6 months, Expiration Period; 3 months

##### **C. Required Documents**

- ① **(Common Documents)** Visa Application Form, Passport, Standard Size Photograph, Service Fee
- ② **(If you are case ①)**
- Any document related to the establishment of your Indian company
  - Proof of employment or dispatch order which indicates the period of your employment/overseas assignment
  - Any documents proving that you are coming to Korea to prepare for the establishment of the investment company, to negotiate product/service sales and others.
- ③ **(If you are case ②)**
- Any documents proving the purpose of your visit; an invitation letter (the letter also must include a photocopy of a business registration card or real estate register of the inviting company)

#### **5. Ordinary Tourist (C-3-9)**

##### **A. Eligible Applicants**

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● You are an ordinary traveller who cannot be categorized under the eligible applicant for the C-3-2 visa.

※ In order to attract more foreign tourists, KIS would increase the number of visas to nationals of South East Asian countries if the rates of illegal staying by these people are low.

**B. Visa Issuance Details**

● Period of Stay; 90 days, Expiration Period : 3 months

**C. Required Documents**

● Visa Application Form, Passport, Standard Size photograph, Service Fee, Documents proving your financial ability to pay for your living expenses during your stay in Korea\* or documents proving your identity\*\*

\* Up to 3 financial proof documents will be designated by the head of a mission, however, you may be asked to submit additional documents according to unique needs and situations of each mission.

\*\* If you are considered an eligible applicant for a multiple-entry visa, only one document will be needed to prove.

- If you have visited an OECD country before, or if you have a valid visa of the OECD country, you do not have to submit a document proving your financial ability.

- If you are a student of a South East Asian country, a visa will be issued based on documents which you have submitted to prove your student status (ex. proof of enrollment or student ID card) and your parents' financial abilities.

- (For incentive tourists only) You do not have to submit a financial document if you have already submitted a reference letter from a management company.

※ The head of a mission may ask for additional documents, considering the management company's size, credit rating, past performances and others.



**Procedure for Multiple-Entry Visa (Double-Entry Visa) Valid for Two Times**

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**A. Eligible Candidates**

- An eligible candidate for single-entry visa who would like to enter the ROK twice in 6 months.

**B. Visa Issuance Details**

- Short-Term General (C-3-1~C-3-6), Maximum 30 days, valid for 6 months

**C. Required Documents**

- ① A document proving the purpose of your entry (same as the Single-entry visa)
- ② The standard service fee is US\$60.

※ However, nationals of the following countries must pay different rates of services:  
Ghana - US\$90 / Russia - US\$90 / Senegal - US\$120 / Azerbaidzhan - US\$120,  
U.K.- US\$220, Austria - US\$70, Iran - US\$90, TadzhiKistan - US\$70,  
Kirgizstan - US\$80, Australia -US\$130, Uzbekistan - US\$80



**Procedures for Multiple-Entry Visa Issuance**

**1. Chinese Citizen (C-3-1, C-3-2, C-3-9)**

**A. Eligible Candidates**

- 1) A professional that requires a national license in order to execute his/her duties such as doctor, lawyer, accountant and others
- 2) An assistant professor (or higher) at university (including vocational college), teacher or a member of teaching staff at elementary, middle, or high school
- 3) An artist, celebrity, and athlete recognized by the Chief of Mission
- 4) A person who has entered the ROK as a tour guide of travel agencies which serve Chinese group tourists only, with no criminal records (illegal sojourn, etc.).  
\* This refers to a tour guide of travel agencies that specialize in serving a certain group of tourists only and that is designated by the government of the Republic of Korea (A tour guide of group-tourists travel agencies in general is excluded from this definition).
- 5) A person who has visited the ROK or OECD member countries more than two times and who has no criminal or illegal immigration records. (\*Entry based on visa exemption and as a group tourist to Jeju is NOT counted towards the total visits you have made to the RoK)

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- 6) A person who has visited the ROK on a medical tourism visa and who has no criminal and illegal immigration records.
  - 7) A person who has proved his/her real estate, financial, or business assets worth more than 5,000,000 yuan
  - 8) A public/civil servant or an employee of government-owned companies
  - 9) A corporate executive who has invested more than \$1,000,000 (approximately 1,000,000,000 KRW) in the Republic of Korea
  - 10) An executive or employee of an airline or shipline making providing regular service to the ROK
  - 11) A VIP customer of an internationally accepted credit card above the Gold-Card level
  - 12) A person whose monthly income is more than 5000 yuans (60,000 yuans for annual income)
  - 13) A retiree at the age of 55 or older collecting his/her pension
  - 14) A graduate from listed universities on the 211 project
- \* Please see <http://www.moe.edu.cn/edoas/website18/51/info1207097171157851.htm>
- 15) A manager (or higher level) or an employee (six months of work or longer), who is working at a listed company from the 500 major corporations selected by Chinese Company Association
- \* Please check '<http://www.cec-ceda.org.cn>' for your reference
- 16) A person who has purchased a membership card (worth 30,000,000 KRW or above) of a condominium located in Korea\*
- \* verified through a certificate of acquisition tax payment
- 17) Parents, Parents-In-Law, Unmarried Child\*, Spouse of a valid multiple-entry C-3 visa holder
- \* A person with multiple nationalities must follow the 'Guidelines of People with Multiple Nationalities' except a multiple-entry C-3-8 visa holder
- 18) Residents of Beijing, Shanghai, Guangzhou, and Shenzhen (must be registered with their local authorities)
  - 19) an executive of a private enterprise which has an annual trade turnover amount of US\$30,000 or above with Korea or a person who has worked for such company as a permanent employee for 2 years or more.

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**B. Visa Issuance Details**

- If this is your first time to request a multiple-entry visa
  - Short-Term General (C-3-1, C-3-2, **C-3-9**), 30 days of period of sojourn, Valid for 3 years
  - However, if you have visited the ROK or any OECD member country once as an individual tourist and you have no criminal and illegal immigration records, a multiple-entry visa valid for one year (30 day sojourn period) shall be issued to you. If you have visited the ROK or any OECD member country twice as an individual tourist and you have no criminal and illegal immigration records, a multiple-entry visa valid for 3 years (30 day sojourn period) shall be issued to you.
  - ※ Notwithstanding a multiple-entry visa valid for 3 years, the immigration office may request your proof of employment in order to check for possibilities of illegal sojourn.
- If you have previously received a multiple-entry visa valid for 3 years
  - Short-Term General (C-3-1, C-3-2, **C-3-9**), 30 days of period of sojourn, **Valid for 5 years**

**C Required Documents**

- Visa Application Form (Form #17), passport, one standard-size photograph, fee
- **Two different documents proving your identity and financial ability to support yourself during your stay in the ROK**

**< Examples of Documents Proving Your Identity  
and Financial Ability >**

Proof of employment, credit card statement for the past 6 months, Certificate of Social Insurance Registration, Tax Clearance Certificate, University Degree, Permanent Residence Certificate, Invitation Card from a specific institution, a document proving that you have collected your pension, proof of employment which verifies that you have worked at a company as an executive or a permanent employee, statistics on trade deals with Korea and others.

※ **Additional documents may be asked for closer examination if deemed necessary.**

**2. Eligible Candidates Outlined in the Agreement Between the Government of the Republic of Korea and the Government of Mongolia on the Facilitation of the Issuance of Visas (C-3-1, C-3-2, C-3-9)**

**A. Eligible Candidates**

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- A permanent resident of any OECD country (excluding Korea) or a person who has visited any OECD country at least twice in the past two years
- A public/civil servant or an employee/executive(manager or higher) working at government-owned companies
- An executive (manager of higher) of an airline or shipline making providing regular service to the ROK
- A VIP of an internationally-accepted credit card company (Gold or Platinum Card Holder)
- A person who has visited the ROK at least four times in the past two years, or five times in total.
- A person invited by government-owned companies in order to do consulting or contract works, or a person that wants to establish a company in the ROK for energy development and sales of resources
- Parents or children of a person who acquired Korean nationality, A spouse of a Korean national that resides in Mongolia, children/parents-in-law of a Korean national that maintains his/her marriage with a Mongolian spouse for more than a year after the marriage registration in both countries
- A spouse or underage children of a C-3 Short-Term General multiple-entry visa holder

**B. Required Documents**

- Visa Application Form (form #17), passport, one standard-size photograph, fee
- Each mission designates different types of required documents after reviewing the list of required documents outlined in the special table 3, in accordance with their needs and circumstances.

**C. Visa Issuance Details**

- Short-Term General (C-3-1, C-3-2, C-3-9), 90 days of period of sojourn, valid for one year
  - ※ Period of sojourn is extended from 30 days to 90 days in accordance with the Exchange of Notes on the Simplification of Entry/Exit Procedures Between the Government of the Republic of Korea and the Government of Mongolia in 2009.

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- A person with a multiple-entry visa valid for one year, whose previous status of stay is in good standing and who has visited the ROK twice in the past : 90 days of period of stay, valid for 3 year
- A person with a multiple-entry visa valid for three years, whose previous status of stay is in good standing : 90 days of period of stay, valid for 5 years

**D. Visa Issuance Fee Exemption**

- A Mongolian citizen is exempt from visa issuance fee based on the principle of reciprocity in accordance with the Agreement between the Government of the Republic of Korea and the Government of Mongolia on the Facilitation of Issuance of Visas
- For a visitor without a visa, he/she will be exempt from visa issuance fee if he/she extends period of stay within 90 days from the date of entry.
- However, entry-permit fee will be separately charged if you receive the permit at the airport.

**3. Multiple-Entry Visa Issuance for A Citizen of South-East Asian Countries (C-3-1, C-3-2, C-3-9)**

**A. Eligible Countries for the Issuance**

- A citizen of Myanmar, Cambodia, Sri Lanka, Indonesia, Laos, Nepal, Pakistan, Philippine, Vietnam, India, and Bangladesh seeking short-term stay in the Republic of Korea for travel

**B. Eligible Candidates**

- A permanent resident of any OECD country (excluding the ROK) or a person who has visited the ROK at least twice (or more) in the past four years or visited at least four times (or more) in the past two years.
  - ※ If you are a group tour guide, visiting the ROK once (or more) in the past two years is accepted.
- A public/civil servant, employee of government-owned company, employee of an airline or shipline providing regular service to the ROK
- A VIP of an internationally accepted credit card (Gold or Platinum Card Holder) or a person whose annual income is higher than \$8000)
- A person planning to do consulting and contract works on the basis of the invitation from a Korea's government-owned company, or a person entering for sales and

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developments of resources and energy with the ROK.

- Important figures or interest parties attending international events · conferences upon the invitations of the Government of the ROK and public institutions.
- An executive member of a corporation or the CEO of a company (have been employed for at least one year)
- Media staff such as journalist, producer, editor and others (have been employed for at least one year)
- Professionals (i.e. doctor, lawyer, accountant, assistant professor or higher); important figures, famous artist, athlete, writer, celebrity and others acknowledged by the head of diplomatic mission
- A person at the age of 55 or older collecting his/her pension
- An international student who graduated from a vocational college or higher in the Republic of Korea
- A spouse, children, or parents (including the parents who acquired Korean nationality) of a person with a foreign nationality
  - ※ A spouse of a Korean national will be excluded from the eligible candidate list if he/she is requesting the visa for his/her marriage.
- A spouse or underage children of a Short-Term General (C-3) visa holder\*
  - \* This includes previous qualifications for a Short-Term Business (C-2) or a Short-Term General (C-3) visa

**C. Visa Issuance Details**

- If this is your first time to apply for a multiple-entry short-term visit visa
  - Short-Term General (C-3-1, C-3-2, C-3-9), less than 90 days of period of sojourn, valid for 3 years
  - However, if you have visited Korea once before and have no criminal records such as illegal stay, you will be given a visa valid for 1 year with the period of stay for 30 days. If you have visited Korea twice or more in the past, you will be given a visa valid for 3 years with the period of stay for 30 days.
- If you have enough experiences for a multiple-entry visa which is valid for 3 years
  - Short-Term General (C-3-1, C-3-2, C-3-9), 30 days of period of stay, valid for 5 years

**D. Required Documents**

- Each mission designates different types of required documents after reviewing the list of required documents outlined in the special table in accordance with their needs and circumstances.

#### **4. Multiple-Entry Visa Issuance for a [Citizen of Countries for Resource Diplomacy \(C-3-1 or C-3-4\)](#)**

##### **A. Eligible Countries**

- Russia, Jordan, Turkmenistan, Uzbekistan, Kazakhstan, Algeria, Azerbaijan, Mongolia, Bolivia, Ecuador, Venezuela, Angola, Nigeria, Congo, Libya

##### **B. Eligible Candidates for Visa Issuance**

- A permanent resident of any OECD member country (excluding the ROK), or a person who has visited any OECD member country at least twice in the past two years
- A public/civil servant or an employee/executive of government-owned companies
- An executive or employee of an airline or shipline providing regular service to the ROK
- A VIP of an internationally-accepted credit card (Gold or Platinum Card holder)
- A person who has visited the ROK at least four times in the past two years, or five times in total

※ A citizen of Russia is eligible to apply for a multiple-entry visa even if he/she has visited the ROK only once in the past year in accordance with the “Agreement between the Government of the Republic of Korea and the Government of the Russian Federation on the Facilitation of the Issuance of Visas for Short-Term Visits by Their Respective Nationals”

- A person invited by government-owned companies in order to do consulting or contract works, or a person who wants to establish a company in the ROK for energy development and sales of resources
- Children or a spouse of a national with foreign nationality
- A spouse of underage children of a short-term general (C-3-1 or [C-3-9](#)) multiple-entry visa holder

※ This includes a person owning dual visas such as Short-Term Business (C-2) and Short-Term General (C-3) visas

##### **C. Visa Issuance Details**

- Short-Term General (C-3-1 or [C-3-9](#)), Valid for 1 year, 30 Days of Period of Sojourn

##### **D. Required Documents**

- ① Visa Application Form (enclosed form #17), passport, one standard-size photograph, fee
- ② Each mission designates different types of required documents after reviewing the list of required documents outlined in the special table, in accordance with their needs and

circumstances.

## **5. Multiple-Entry Visa Issuance for family members of a person who acquired Korean nationality**

### **A. Eligible Candidates**

- Children or parents of a person who acquired Korean nationality (including marriage immigrants)
- Underage children or parents of a person maintaining a normal marital relationship with a Korean citizens national after the marriage registrations in both countries.

### **B. Visa Issuance Details**

- Short-Term General(C-3-1), 90 days of period of sojourn, valid for 1 year, Multiple-Entry Visa

### **C. Required Documents**

- ① Visa Application Form (Form #17), photocopy of passport
- ② A document proving your family relations

## **6. Multiple-Entry visa for Korean Chinese (C-3-8)**

### **A. Eligible Applicants**

- You are overseas Korean defined in Article 2(2) of the 「Act on Immigration and Legal Status of Overseas Korean」 , and aged below 60.

### **B. Visa Issuance Details**

- Valid for 3 years (C-3-8, 090), Multiple-entry visa
  - ※ Irrespective of jurisdictional areas of each mission, a visa can be issued with no problem.

### **C. Required Documents**

- Visa Application Form, a photocopy of passport
- Official government documents of your country which proves you are overseas Korean (ex. Resident Card, Population Registry, etc)

## **7. The Agreement on Simplifying Visa Procedures between the Government of the Republic of Korea and the Government of the Republic of India in regards to Visa Issuance**

### **A. Business-Related Visa**

VISA THAT CAN  
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● **Eligible Candidates : Business visitor**

- A person working in international trade, preparing for the establishment of business venture and visiting for a business feasibility study
- A person planning for purchase and sales of industrial products
- A person travelling to the ROK to carry out business and investment related activities

● **Visa Issuance Details**

- Short-Term Visit(C-3-4), 90 days of period of sojourn

**B. Other Short-Term Visas**

● **Eligible Candidates**

- A tourist and his/her family
  - A citizen of India and his/her family traveling to the ROK for the purpose of pure tourism (spouse, children, parents)
- Other short-term visitor and his/her family
  - A person attending a conference, negotiation, meeting, exchange program or an event hosted by international organizations, international athletic competition
  - Family members, relatives, assistants of the person defined above
    - \* **Family members and relatives : spouse, children, parents, siblings, grand-parents and grand-children who have the same nationality as the applicant**
  - Family members and relatives of an Indian citizen staying in the ROK for long-term

● **Visa Issuance Details**

- Eligible Candidates
  - A tourist and his/her family members : Short-Term Visit (C-3-2)
  - Other visitors : Short-Term General (C-3-1)

● **Required documents for different types of candidates**

- Tourist and Family Member
  - All Applicants: a document proving your financial ability to afford the trip (Certificate of Income Tax Payment for the past 2 years or bank account balance for the past 6 months)
  - If you are a student who is under the age of 30 : this can be substituted by your parents' financial statement
- If you are attending, a conference, meeting, negotiation, exchange program or an event hosted by international organizations : an official invitation card issued by the host

<p>VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</p>	<p>country is needed.</p> <ul style="list-style-type: none"> <li>- If you are participating in an international athletic competition or if you are one of the staff hired for the competition : an official invitation card issued by the host institution is needed.</li> <li>- If you are a family member or a relative of the person who is living in the ROK for a long term : a document issued by your government, which proves you are a family member or a relative of that person, is needed.</li> </ul> <p style="padding-left: 40px;">* A document issued by government : this refers to a document issued by the Government of the Republic of India, such as a passport that indicates the family record or a document that proves you are a family member or a relative of the person living in the ROK</p> <ul style="list-style-type: none"> <li>· A copy of alien registration card or a visa of the person living in the ROK for a long term</li> </ul>
<p><u>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION LETTER</u></p> <p><a href="#">CONTENTS</a></p>	<p><b>1. A Multiple-Entry visa issuance regarding a <a href="#">real-estate foreign investor</a></b></p> <p><b>A. Eligible Candidates</b></p> <ul style="list-style-type: none"> <li>● A person who has met all conditions listed by the Minister of Justice to be considered as a real-estate foreign investor and who wishes to frequently travel to the ROK without alien registration</li> <li>● Accompanied family members (parents, spouse, children, parents-in-law) of the person defined above</li> </ul> <p><b>B. Permit Conditions</b></p> <ul style="list-style-type: none"> <li>● An applicant must prove him/herself that he/she has invested foreign capitals more than the standard amount of investment* into his/her respective construction project</li> </ul> <p style="padding-left: 40px;">* Jeju Island, Gyung island in Yeosu : 5 billion won / Alpensia in Pyeongchang : 10 billion won / Yeongjong Area in Incheon : 15 billion won</p> <p><b>C. Grounds for Disqualifications</b></p> <ul style="list-style-type: none"> <li>● If you have violated the Immigration Act three times in the past two years from the date of your application submitted (not including the fines and penalties), you will be disqualified for the visa issuance</li> <li>● If you committed a crime and was sentence to imprisonment or heavier penalty</li> <li>● If you have been involved with any illegitimate activities considered as grounds for prohibition on entry or If you are thought to harm the national security, social order, public welfare and other national interests of the Republic of Korea</li> <li>● You have rented or gotten a mortgage for a place for a long term (6 months or more)</li> </ul>

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within the standard amount of investment

- If you have submitted a fake document

**D. Details on a Certification of Confirmation of Visa Issuance**

- Short-Term General (C-3-1), 90 days of period of sojourn, Multiple-Entry visa valid for 3 years

**E. Required Documents**

- ① Application for Visa Issuance, a copy of passport,
- ② Certified copy of real estate register, a real-estate contract
- ③ Membership certificate confirmed and issued by the Korea Leisure Condominium Management Association, membership certificate and deposit receipt issued by the selling company (for members only)
- ④ Certificate of foreign exchange purchase (Receipt of Wire Transfer, proof of money transfer and other documents indicating that you have brought foreign capitals to the Republic of Korea)
- ⑤ Certificate for Vacancy of Unsold New House (only for persons who invested in an unsold new house, **Appendix 4**)
- ⑥ Residence Record of the House (only for persons who invested in an unsold new house, issued by the head of Eup, Myeon and Dong, effective only for five days from the issue date)

A certificate of family relations (only when you apply for a dependent family visa)

- ⑥ Official letter from the respective company, which indicates that you are a member of their current executive body or oligopolistic stockholder. You also need the entire list of their executives and stockholders (for executives or stockholders of the company only)

**2. Foreign Investors under the Immigrant Investor Scheme for Public Business and their accompanying family members (C-3-1)**

**A. Eligible Applicants**

- If you are a foreign investor, foreign company executive, stockholder or immediate family member of such a person (parents, spouse, children, parents-in-law\*) who would like to visit Korea any time without alien registration, you are eligible to apply.

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\* C-3 Short-Term General visas are given to those who would like to visit Korea for a short period of time, therefore the range of accompanying family members are different from those of F-2 Resident and F-5 Permanent Resident visas.

**B. Permission Requirements**

- **You must prove that you have invested at least the minimum investment amount of money through foreign currency, and shall not fall under any of the following conditions below.**
  - You have violated the Korea Immigration Act at least 3 times within the past 3 years (**not including the fines**)
  - You have been sentenced to imprisonment or worse
  - You are considered to be a harm to national interests, such as security, public well being, and others
  - You have submitted forged documents

**C. Application Center**

- If you have invested in the Korea Finance Corporation, you must apply at the Sejongno Immigration Branch Office
- If you have invested in a community development project, you must apply at a local immigration office where the project operator is registered with.

**D. Visa Issuance Details**

- a confirmation of visa issuance for a multiple entry visa valid for 3 years will be given : D-3-1 Business General, Period of Stay **90 days**
- In order to change your status to F-5 Permanent Resident, you must apply for a change of F-2 Resident status as well as alien registration.

**E. Required Documents**

- ① Application form, photocopy of passport, fee
- ② Any documents proving that you have paid your investment money (investment confirmation stamped by the head of a relevant investment recruiting agency, wire transfer receipt, and etc.)
- ③ Any documents proving the inflow of the foreign money (Certificate of Purchased Foreign Currency)
- ④ Family Relations Certificate (limited to a case where spouse of investor or minor children, parents apply for the visa)
- ⑤ For retired immigrant investors, documents demonstrating their financial assets worth at least 300 million KRW (i.e. deposits, assets such as real estate)
- ⑥ Official letter from the respective company, which indicates that you are a member of their current executive body or oligopolistic stockholder. You also need the entire list of their executives and

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stockholders (for executives or stockholders of the company only)

**3. You are invited by a foreign patient recruiting medical institution or foreign patient recruiting agency**

**A. Eligible Candidates**

● A foreign patient who desires to enter the ROK for treatment or recuperation, being invited by government-designated medical institutes\* for foreigners

● Spouse or family member entering for the foreign patient's care

\* A party registering him/herself as an agent or a medical institute to attract foreign patients, recognized by the Minister of Health, Welfare and Family Affairs in accordance with the Korean Medical Laws

**B. Eligible Inviters**

● A party registering him/herself as an agent or a medical institute to attract foreign patients in accordance with the Korean Medical Laws

● Permission shall be given only if a recognized inviter requests for Confirmation of Visa Issuance via online (HuNet)

**C. Certificate of Confirmation of Visa Issuance Details**

● If your treatment or duration of trip is 90 days or less : Visa type C-3-3, 90 days of period of sojourn

● Those who have references from the foreign patient recruiting medical institution or foreign patient recruiting agency OR those who have visited the RoK on a medical visa before and who presents no risk for illegal stay will be given multiple entry visas. (References are needed)

● If your treatment or duration of trip is 91 days or longer : Visa type G-1-10, multiple-entry visa for one year

**D. Others**

● A spouse or immediate family members of the patient will be given a same type of visa or a certificate of Confirmation of Visa Issuance as the patient

**E. Required Documents**

① Application for a confirmation of visa issuance (Form 21), a copy of passport, a photograph in standardized format

② A document proving the purpose of treatment issued by a medical institute

③ A document proving your financial ability to afford the treatment and living expenses while you are here

※ If the inviter vouches for the patient, the patient does not have to submit the finance-related documents

④ A copy of business registration and a registration certificate of the inviter (medical

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<p style="text-align: center;"><a href="#">ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION LETTER</a></p>	<p>institute)</p> <p>※ If the institute is registered at HuNet, you do not have to submit documents mentioned above</p> <p>⑤ A document proving family relations (Marriage Certificate, Certificate of Family Relation Records, Birth Certificate and others)</p> <p>* Limited to a patient in need of a spouse and immediate family members to be accompanied</p> <p><b>4. An invitee of VIP corporations of 'Invitation Procedure for Foreigners'</b></p> <p><b>A. Eligible Candidates</b></p> <ul style="list-style-type: none"> <li>● An invitee of VIP corporations · associations selected by HuNet Korea(<a href="http://www.visa.go.kr">www.visa.go.kr</a>)</li> <li>※ In order to be selected as VIP corporations, the companies and associations shall be recommended by the Administrator of Small-and-Medium Business Association, the Chairman of Korea Federation of Small and Medium Business, the CEO of the Korea International Trade Association (<a href="#">Please see the list of VIP corporations</a>)</li> </ul> <p><b>B. Visa Issuance Confirmation Details</b></p> <ul style="list-style-type: none"> <li>● A C-3-6 Business Visitor (sponsored) visa for an invitee of VIP corporations, 90 days of period of sojourn, a multiple-entry visa valid for one year</li> </ul> <p><b>C. Required Documents</b></p> <ul style="list-style-type: none"> <li>① An Application for Visa Issuance (form 21), passport, a photograph in standardized format</li> <li>② Proof of Employment    ③ An invitation card issued by VIP corporations</li> </ul>
<p><b>Remarks</b></p> <p><a href="#">▶ CONTENTS</a></p>	<p>1. Restrictions on a diplomatic mission abroad for visa issuance</p> <ul style="list-style-type: none"> <li>● Nationals of countries that cause a large number of illegal immigrants (21 states) or that sponsor terrorists , by principle, must apply for a visa at a Korean diplomatic mission in their respective countries. Nonetheless, if the nationals have obtained permanent residence, re-entry permits · permissions for reentry from a third country, then they are allowed to apply at a Korean diplomatic mission in the respective third countries.</li> </ul>

# Short-Term Employee (C-4)

<p><b>RANGE OF ACTIVITIES AND ELIGIBILITIES FOR THE VISA ISSUANCE</b></p> <p>(A person who would like to work temporarily for <a href="#">profit-making</a>)</p>	<ul style="list-style-type: none"> <li>● Temporary Performance Activities <ul style="list-style-type: none"> <li>- Please refer to eligibilities for E-6 Artist/Athlete visa</li> </ul> </li> <li>● Advertisement · Fashion Activities <ul style="list-style-type: none"> <li>- Please refer to eligibilities for E-6 Artist / Athlete visa</li> </ul> </li> <li>● Lecture · Speeches <ul style="list-style-type: none"> <li>- A person invited by a government-owned company or a private corporation to give out lectures or public speeches for a short period of time on the basis of a contract</li> <li>- The contract guarantees that the invited lecturer or speaker is compensated for his/her activity <ul style="list-style-type: none"> <li>※ If the lecturer or speaker is not compensated, he/she is eligible for a C-3 Short-Term General visa.</li> </ul> </li> </ul> </li> <li>● Research · Technical Transfer <ul style="list-style-type: none"> <li>- Please refer to eligibilities for E-3 Research and E-4 Technical Instructor/Technician visas</li> </ul> </li> <li>● Any employment activity on the basis of a contract with government-owned companies · private corporations <ul style="list-style-type: none"> <li>- Please refer to eligibilities for E-7 Foreign National of Special Ability visa</li> </ul> </li> <li>● Providing the Service <ul style="list-style-type: none"> <li>- A person dispatched to the Republic of Korea, working and receiving wages including relocation allowances from government-owned companies or private corporations on the basis of service contracts</li> </ul> </li> <li>● Advanced Technology such as Information Technology <ul style="list-style-type: none"> <li>- Persons intending to work in Information Technology by domestic companies (IT), E-Business such as e-commerce, Biotechnology(BT), Nanotechnology (NT), Advanced Materials Industry (metallurgy, ceramics, chemistry), Transportation Machinery, Digital Electronics and Environment · Energy, or technology management</li> </ul> </li> </ul> <p>➡ Simple labor does not qualify for a C-4 Short-Term Employee visa</p>
<p><b>LIMIT ON PERIOD OF SOJOURN</b></p>	<ul style="list-style-type: none"> <li>● 90 Days</li> </ul>
<p><a href="#">VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</a></p> <p><a href="#">▶ CONTENTS</a></p>	<p><b>1. Following candidates will be given less than 90 days of period of sojourn and a multiple-entry visa</b></p> <ul style="list-style-type: none"> <li>● Eligible Candidates</li> </ul>

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A person who would like to work in the information technology sector by domestic companies, e-business such as e-commerce, biotechnology, nanotechnology, advanced materials industry (metallurgy, ceramics, chemistry), transportation machinery, digital electronics, environment · energy, or technology management and who received an employment recommendation by the minister of respective department.

**Required Documents**

- ① Visa Application Form (Form no.17), passport, one standard-size photograph, fee
- ② Employment Contract    ③ Employment Recommendation Letter from the respective department (affiliated groups)
- ④ Relevant documents on institution establishment (A certificate of business registration, a certified copy of corporate registration)
- ※ The head of diplomatic mission may request additional documents in order to examine the purpose of your entry, the genuineness of the invitation, qualifications of the inviter and invitee

**2. You will be dispatched to a Korean public/private company in accordance with a service provider contract, and the respective Korean company will compensate you, including staying expenses.**

**Required Documents**

- ① Visa Application Form (Form no.17), passport, one standard-size photograph, fee
- ② A copy of your service contract
- ③ Dispatch order or a proof of overseas assignment
- ※ The head of diplomatic mission may request additional documents in order to examine the purpose of your entry, the genuineness of the invitation, qualifications of the inviter and invitee

**3. Language Instructor at an English Camp for less than 90 days**

**Required Documents**

- ① Visa Application Form (Form no.17), passport, one standard-size photograph, fee
- ② A document verifying your degree (Choose one below)
  - A copy of your diploma (confirmed by the Apostille Convention or the consul of Korea's diplomatic missions abroad)
  - A degree conferred by the respective university (confirmed by the Apostille

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Convention or the consul of Korea's diplomatic missions abroad)

- A document indicating that you have earned a degree at a respective university (confirmed by the Apostille Convention or the consul of diplomatic missions)
  - ※ If the document is issued from a country that is not a signatory to the Apostille Convention, the document can be confirmed by the consul of the respective country's diplomatic mission located in the Republic of Korea.
- ③ Criminal Records (confirmed by the Apostille Convention or the consul of Korean diplomatic missions abroad)
- ④ Employment Contract
- ⑤ A certificate of business registration, a copy of a certificate of private corporations or a document explaining the relation of the establishment of educational institutes
- ⑥ A certificate of continuing education registration or a document related to the fix/repair · designation of the continuing education institute
- ⑦ English camp schedule and lesson schedules (indicate the teaching hours of the respective foreign teacher)

**If the host institute invites a foreigner as an Instructor in order to run a camp outside of the registered(reported) location, a visa shall not be issued.**

\* If the continuing education institute offers classes outside of a registered (reported) location, it is a violation of Article 14 (Report, etc. of Establishment and Operation of Lesson Schools) of the Act on the Establishment and Operation of Private Teaching Institute and Extracurricular Activities. Furthermore, if a private teaching institute offers classes to elementary, middle, high school students in accordance with Article 2(2) of the Establishment and Operation of Private Teaching Institute and Extracurricular Activities amended on July 25th, 2011, without registering the classes, this is also a violation of Article 6 of the aforementioned Act (authoritative legislation of the Ministry of Government Legislation).

- ※ The head of diplomatic mission may request additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee.

**4. A person staying in the Republic of Korea for less than 90 days, who works for a short-run show, advertisement, fashion modelling or others for the purpose of making profits or who participates in an athletic competition, Badook match, singing competition or others, receiving wages or incentives (not including the cash prize) which are higher than his/her travelling allowance.**

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\* Not only people engaged in the employment activities or athletic matches defined above but also others, including an artist who participates in an exhibition to sell his/her works, thereby, making profits, are all considered as eligible candidates for the C-4 visa.

**Required Documents**

① Visa Application Form (form no.17), passport, one standard-size photograph, fee

If you plan to perform in accordance with the Public Performance Act

② A recommendation letter from the Korea Media Rating Board (Some performances are exempt from submitting the letter if they are chosen as 'recommendation-letter-exempt-performances' in accordance with the Presidential Decree of the Entertainment Law

③ Performance Outline

If you plan to perform or engage in entertainment activities in hotel facilities or adult entertainment establishments, under the Tourism Promotion Act

② A performance recommendation letter by the Korea Media Rating Board\*

\* The Korea Media Rating Board does NOT recommend performances shown at a tourist spot, including 'a magic show, circus, singing, and band' at tourist places except for the club located in the Eighth United States Army in the Republic of Korea, three-star-hotels, cruise, holiday condominium, restaurant for foreigners, subsidiary facilities of international conference centers (please refer to the appendix 1)

- Nevertheless, performances involved with singing and dancing such as parades, shows, musicals and others shall be recommended by the KMRB if they are showed at tourist business places which own registered venues under the Public Performance Act (i.e. Walker Hill Hotel, Busan Lotte Hotel). We also recommend such performances at amusement parks (i.e. Everland, Lotte World, Seoul Land and etc) and subsidiary facilities of the international conference centre (i.e. international trade exhibition venues such as COEX, BEXCO and five-star hotels such as Lotte hotel, Hyatte hotel and etc.)

③ Entertainment activities outline

④ A certificate proving your qualification or experiences

⑤ Personal references

If you plan to participate in athletic competitions, badook matches, singing competitions and others in exchange of having received or receiving wages or incentives (excluding the cash prize) that are higher than your travelling allowance

② Invitation card or attendance confirmation issued by the host institution

③ A contract that indicates the wages/incentives for participating events (If such details are written on the invitation card as well, you do not have to submit the contract)

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Other Cases

② An employment recommendation letter by the Minister of respective department or a document proving the necessity of hiring\*\*

\* An employment recommendation letter from the Minister of Culture, Sports and Tourism for advertisement, fashion models and a recommendation letter from the Ministry of Science, ICT, and Future Planning

\*\* An employment recommendation letter from respective athletic clubs (associations) for athletes, coaches, judges OR an official document requesting for a visa cooperation from the Minister of respective departments OR a document explaining the purposes and outlines of invitations/businesses OR a confirmation issuance from the host institution for participants in athletic, badook, and singing competitions which gives out cash prizes

※ The head of diplomatic mission may ask additional documents in order to examine the purposes of the entry, genuineness of the invitation and the qualifications of the inviter and the invitee.

**5. An eligible candidate for an E-1 Professor visa or E-7 Foreign National of Special Ability visa, who lectures/gives public speeches/researches for less than 90 days on the basis of a contract for profits (An expert in a particular area or a university instructor)**

**a. Eligible Candidates and Standard Qualifications**

- An invited professor who lectures and/or researches at an academic institution (community college or higher) for less than 90 days on the bases of a contract of remuneration that exceeds the amount of your living expenses

**Required Documents**

- ① Visa Application Form (form no.17), passport, one standard-size photograph, fee
- ② An employment contract (lecture · public speeches) or an invitation card that indicates lecture fees and others (a document requesting for visa issuance cooperation)
- ③ A copy of the applicant's university degree/diploma or a proof of employment
- ④ A document related to the establishment of the inviting academic institution (a copy of certificate of business registration or a certificate of registration of incorporation and others)

※ The head of diplomatic mission may request additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee.

<p><a href="#">VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</a></p>	<p><b>6. A single-entry visa valid for less than 90 days, which is issued to an eligible candidate for a short-term employment beyond the ones mentioned above</b></p> <p><b>Required Documents</b></p> <p>① Visa Application Form (form no.17), passport, one standard-size photograph, fee</p> <p>② An employment contract</p> <p>③ An employment recommendation letter by the Minister of respective department or a document proving the necessity of hiring**</p> <p>※ The head of diplomatic mission may request additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee.</p>
<p><a href="#">ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION LETTER</a></p> <p><a href="#">CONTENTS</a></p>	<p><b>1. A confirmation letter of C-3 Short-Term Employee visa issuance for a citizen of the designated country (Cuba)</b></p> <p>● A citizen of Cuba is eligible to receive a visa based on the Confirmation for Visa Issuance issued by the Minister of Justice, head of immigration office, or branch office</p> <p>- Even if you fail to submit the confirmation of visa issuance, you still may be eligible to receive the C-1 visa if the Chief of Mission requests for the C-1 visa to the Minister of Justice and if it becomes approved.</p> <p>※ If you are a stateless person living in Cuba, then your eligibility for visa issuance is determined by the same standard applied to Cuban citizens.</p>
<p><b>REMARKS</b></p> <p><a href="#">CONTENTS</a></p>	<p>● In order to receive a single-entry visa, an employment recommendation letter or an official document requesting for a visa cooperation or a document explaining the necessity of hiring, issued by the Minister of a respective department is needed (if you are a celebrity, a performance recommendation letter is required from the Korea Media Rating Board)</p> <p><b>EXAMPLE</b></p> <p>Q. What type of visa will be issued if I plan to give a public speech about "The Direction of Foreign Immigration Policy" in English at a Korean university?</p> <p>A. If you receive any kind of income for giving a lecture or a speech upon the invitation of the government-owned/private company in accordance with a contract, then you shall be issued with a C-4 Short-Term Employee visa.</p>

# Korean Arts and Culture (D-1)

<p><b>RANGE OF ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>● Academic or artistic activities without any intention to make profits             <ul style="list-style-type: none"> <li>- Writing a research paper, engaging in creative works</li> <li>- A person involved with academic and purely artistic activities upon the invitation from non-profit academic or artistic association</li> <li>- A person who wants to study about traditional Korean culture and arts or learn from a Korean expert (i.e. Traditional Martial Arts such as Taekwondo, Korean Ballet, Calligraphy, Court Music, Zen, Nongak and etc)</li> </ul> </li> <li>➡ However, if you stay here for less than 90 days, you are eligible for a C-3-1 Short-Term General visa</li> </ul>
<p><b>LIMIT ON PERIOD OF SOJOURN</b></p>	<ul style="list-style-type: none"> <li>● 2 years</li> </ul>
<p><u>VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</u></p> <p><b>➡ CONTENTS</b></p>	<p><b>1. A single-entry visa valid for 1 year will be issued to a person who is invited by the Korea Foundation and the Arts Council Korea in order to engage in cultural artistic activities</b></p> <p><b>REQUIRED DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>① Visa Application Form (Form no.17), passport, one standard-size photograph, fee</li> <li>② An invitation letter</li> <li>③ A document proving your institution is cultural-arts-oriented             <ul style="list-style-type: none"> <li>- If you plan to learn from a particular specialist, then a certificate of experiences/qualifications of your specialist is needed</li> </ul> </li> <li>④ Resume or curriculum vitae</li> <li>⑤ A document proving your financial ability to afford yourself during your stay in the Republic of Korea</li> </ul> <p>※ The head of diplomatic mission may request additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee.</p> <p>➡ Visas will be issued in accordance with visa issuance confirmation letter except for those mentioned above</p>
<p><u>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION LETTER</u></p>	<p><b>1. A visa will be issued in accordance with issuance confirmation letter except for those whose visas can be issued at the discretion of the head of diplomatic mission</b></p>

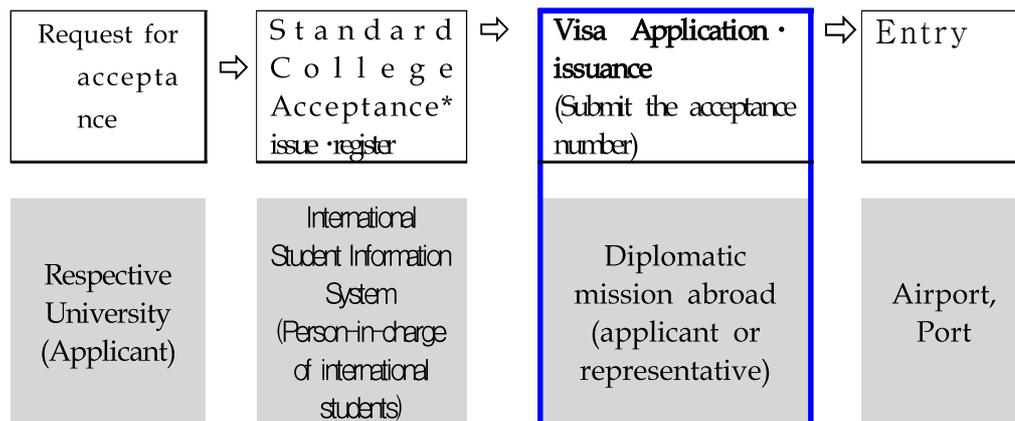
	<h3 style="text-align: center; background-color: #e1eef6; padding: 5px;">Required Documents</h3>
	<p>① Application for Visa Issuance (Form no.21), passport, one standard-size photograph</p> <p>② An invitation letter</p> <p>③ A document proving your institution is cultural-arts-oriented</p> <p style="padding-left: 20px;">- If you plan to learn from a particular specialist, then a certificate of experiences/qualifications of your specialist is needed</p> <p>④ Resume or a curriculum vitae</p> <p>⑤ A document proving your financial ability to afford yourself during your stay in the Republic of Korea</p> <p>※ The head of diplomatic mission may request additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee.</p>
<p>REMARKS</p> <p><a href="#">▶ CONTENTS</a></p>	<p>● <b>‘Expert,’ refers to a person who is designated as an intangible cultural asset(property) by the Government of the Republic of Korea, and ‘Nationally Certified Technician’ includes those who are currently learning from the experts. However, this does not include the trainees studying at profit-oriented private educational academies.</b></p> <p>● If you are going to stay in the ROK for 90 days or less, than you should apply for a C-3 Short-Term General visa.</p>

# Student (D-2)

<p><b>Range of Activities and Eligible Applicants</b></p>	<ul style="list-style-type: none"> <li>● Study and research at educational · academic institutions (college or above)</li> <li>- A person who wants to study, research or enroll in a full-time program (i.e. Bachelor's, Master, Ph.D) at academic institutions (college or higher) established under either the Higher Education Act or the Special Act.</li> </ul>
<p><b>Maximum Length of Stay</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 2 years</li> </ul>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b></p>	<div style="border: 1px dashed black; padding: 5px; margin-bottom: 10px;"> <p><b>A D-2 visa will be issued to a national of China</b> (except for students of accredited Korean universities, students on the government scholarship program and exchange students), <b>Cuba, Syria, Macedonia, Kosovo through a confirmation of visa issuance</b></p> </div> <p><b>1. Eligible Institutions</b></p> <ul style="list-style-type: none"> <li>● Community college or others established under Article 2* of the Higher Education Act <b>and clauses of the Special Act (including a night program of graduate school) and academic institutions registered at our international student information system (FIMS)</b></li> </ul> <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <p>However, Night University, <b>Distance Learning University (Broadcasting University, Communication University, Korea National Open University, Cyber University)</b> and Korea Polytechnics University Vocational Training Program are all excluded from D-2 Study Abroad <b>visa issuances regardless of the Higher Education Act and FIMS registration</b> except their multi-techniques degree programs. (Border Control Division - 11245, '09.4.27)</p> </div> <p>* Article 2 (School Types) Following schools will be established in order to carry out higher education. 1.University 2. Industrial College 3. Education College 4. Community College 5.Broadcasting college·Communication college· Korean National Open University and Cyber University (hereinafter referred to as "distance learning university") 6. Technical College 7. Others</p>

**VISAS  
ISSUED AT  
THE  
DISCRETION  
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**2. Visa Issuance Procedure**



\* Once a student is accepted, a standard acceptance letter will be issued while he/she will be registered at our Foreign Student Information Management System (FIMS) (A standard acceptance number will be indicated at the upper left corner of the acceptance letter). Then, the letter will be stamped by the President/Dean of the university and sent to the student.

**\*\* Eligible Applicants**

Confirmation of Visa Issuance	<ul style="list-style-type: none"> <li>• (Chinese nationals) <u>All Chinese nationals except for newly admitted students of accredited Korean universities, students on the government scholarship program and exchange students</u></li> <li>• (Other nationals) Nationals of Cuba, Syria, Macedonia and Kosovo               <ul style="list-style-type: none"> <li>* However, visas for exchange students are issued by the head of overseas diplomatic missions.</li> </ul> </li> </ul>
Visas Issued by the Head of Overseas Diplomatic Missions	<ul style="list-style-type: none"> <li>• (Chinese nationals) Newly admitted students of accredited Korean universities, students on the government scholarship program and exchange students</li> <li>• (Other nationals) <u>Nationals of all countries except for Cuba, Syria, Macedonia and Kosovo</u></li> </ul>

**3. Application Centre**

- By principle, you must apply at a Korean diplomatic mission in your country or in country where your last school is located.

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#### **4. Required Documents**

##### **Common Documents**

- ① Visa application form (form #34), photocopy of passport, one standard size photograph, fee
- ② Photocopy of Business Registration Certificate (or distinct number certificate) of a respective education institute
- ③ Standard Acceptance Letter (issued by the dean/president of the university)
- ④ **Documents proving your family relations** (Please enclose the original copy as well as the translated version. Also, this document is required from nationals of 21 countries listed below, and the document must indicate English spelling of your parents' names.)

##### **< 21 States >**

China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru (Total: 21 states)

\* Please indicate English spelling of your name in Korean version and enclose the photocopy of your passport.

##### **<Examples of Family Relations Certificates >**

**China** : Family Relations Registry or notarized document proving family relations, **Philippine** : Family Census, **Indonesia** : Certificate of family relations (KARTU KELUARGA), **Bangladesh** : 점머 까꺼즈 or 점마 싸이드티켓, **Vietnam** : 호적부 (So Ho Khau) or Birth Certificate (Giay khai sinh ), **Mongolia** : Certificate of Family Relations, **Pakistan** : Family Certificate, **Sri Lanka**: 빠올러 Certificate, **Myanmar** : Family Relations Certificate (잉타웅수사엔), **Nepal** : 전마달다, **Kirgizstan/Kazakhstan/Uzbekistan/Ukraine/Thailand** : Birth Certificate

##### **Documents for Each Program**

Associate degree · Bachelor's degree · Master's degree · Ph.D	<ol style="list-style-type: none"> <li>⑤ Documents proving the final level of education</li> <li>⑥ Documents proving your financial ability to support yourself (tuition fee and finance for stay for a year)</li> </ol>
Specific Research Program	<ol style="list-style-type: none"> <li>⑤ Documents proving your final level of education (The minimum education requirement is master's degree)</li> <li>⑥ Documents proving funds for stay (Bank account balance statement, Research Allowance Confirmation, etc.)</li> </ol>
Exchange Students	<ol style="list-style-type: none"> <li>⑤ Documents proving personal finance for stay (considering the tuition is paid in the country of origin)</li> </ol>

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- ⑥ Recommendation letter issued by the head of your university in your country
- ⑦ Documents proving that you are an exchange student (official document, student exchange agreement between universities)
- ⑧ Documents proving that you have completed at least one semester (proof of enrollment issued by your university in your country)

※ The Chief of mission may ask additional documents in order to examine the purpose of stay, genuineness of invitation, and qualifications of the inviter and invitee if deemed necessary.

**5-1. Required Documents for D-2 visa applicants who are international military trainees invited by the Ministry of National Defense**

**Required Documents**

- ① Visa Application Form (Enclosed Form #17), Photocopy of Passport, One Standard Size Photograph, Fee
- ② Invitation Letter issued by the Ministry of National Defense

※ The Chief of mission may ask additional documents in order to examine the purpose of stay, genuineness of the invitation, and the qualifications of the inviter and invitee if deemed necessary.

**6. D-2 Student visa issuance in accordance with the Agreement on simplifying visa procedures between the government of Korea and the government of the Republic of India**

**A. Eligible Applicants**

- Study Abroad visitor : Indian national coming to Korea to study

**B. Visa Details**

- Status of Stay : Student (D-2)\*

\* D-2 Student : the visa is issued at a Korean diplomatic mission in India

- Validity period of visa : 5 years or if it is a less-than-5-year-program, a multiple entry visa will be issued over the course of the study

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- Period of Stay : within 2 years
- \* Period of stay will be given in accordance with a regular guideline since there is no specific article in an agreement

**C. Notes**

- There is no limit on a student taking various education programs. (Article 4(2) of the agreement)
- A visa is still valid even if the student changes a course of study or participates in a different program during his/her stay. (Article 4(2) of the Agreement)

**Required Documents**

- ① Visa Application Form (form #17), Photocopy of Passport, One Standard Size Photograph, Fee
- ② Standard Acceptance Letter
- ③ Tuition, Certificate of Personal Finance including travel expenses and others
- ※ The Chief of mission may ask additional documents in order to examine the purpose of stay, genuineness of the invitation, qualifications of the inviter and invitee if deemed necessary.

**Eligible Applicants for a Confirmation of Visa Issuance**

 **Eligible Applicants : Nationals of China** (except for students of accredited Korean universities, students on the government scholarship program and exchange students), **Cuba, Syria, Macedonia, and Kosovo**

**1. Eligible Institutions**

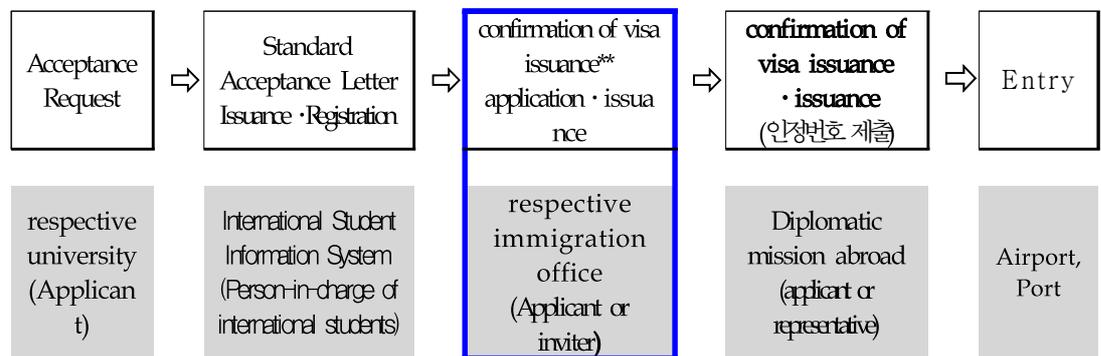
- Community college or above established in accordance with Article 2 of the Higher Education Act and regulation of special laws, being registered at our International Student Information System (FIMS)

However, Night University, Distance Learning University (Broadcasting University, Communication University, Korea National Open University, Cyber University) and Korea Polytechnics University Vocational Training Program are all excluded from D-2 Study Abroad **visa issuances regardless of the Higher Education Act and FIMS registration** except their multi-techniques degree programs. (Border Control Division - 11245, '09.4.27)

**Eligible Applicants for a Confirmation of Visa Issuance**

\* Article 2 (School Types) Following schools will be established in order to carry out higher education. 1. University 2. Industrial University 3. Education University 4. Community College 5. Broadcasting University·Communication University· Korea National Open University and Cyber University (hereinafter referred to as "Distance Learning University") 6. Technical University 7. Others

**2. Visa Procedure**



**\* Eligible Applicants**

Confirmation of Visa Issuance	<ul style="list-style-type: none"> <li>• (Chinese nationals) <u>All Chinese nationals except for newly admitted students of accredited Korean universities, students on the government scholarship program and exchange students</u></li> <li>• (Other nationals) Nationals of Cuba, Syria, Macedonia and Kosovo               <ul style="list-style-type: none"> <li>* However, visas for exchange students are issued by the head of overseas diplomatic missions.</li> </ul> </li> </ul>
Visas Issued by the Head of Overseas Diplomatic Missions	<ul style="list-style-type: none"> <li>• (Chinese nationals) Newly admitted students of accredited Korean universities, students on the government scholarship program and exchange students</li> <li>• (Other nationals) <u>Nationals of all countries except for Cuba, Syria, Macedonia and Kosovo</u></li> </ul>

**3. Application Centre**

● An immigration (branch) office in the area where the school you are attending is located

\* If you are entering a branch school, you must visit an immigration (branch) office in areas where your branch school is located (the address indicated on business registration certificate is irrelevant in this case.)

Eligible Applicants for a Confirmation of Visa Issuance

- Apply online at the HuNet KOREA website ([www.visa.go.kr](http://www.visa.go.kr)) (limited to person-in-charge of international students only)

**4. Required Documents**

**Required Documents**

- ① Confirmation of visa issuance application form (form #21), Photocopy of passport, one standard size photograph (the photo must be taken within the latest 6 months - Size: 3cm X 4cm)
- ② Photocopy of Education Institution business registration certificate (or distinct number)
- ③ Standard Acceptance Letter\* (issued by the dean/president of the university)
- ④ **Documents proving your family relations** (In principle, you must submit both of original copy and translated copy. Please attach a document that can verify the english spelling of your parents' names)

\* You must indicate english spelling of your parents' names in the translated version, and enclose a photocopy of their passports

**<Applicable Documents Proving Family Relations >**

**China** : Family Relations Registry or notarized document proving family relations, **Philippine** : Family Census, **Indonesia** : Certificate of family relations (KARTU KELUARGA), Bangladesh : 점머 까꺼즈 or 점마 싸이드티켓, Vietnam : 호적부 (So Ho Khau) or Birth Certificate (Giay khai sinh ), **Mongolia** : Certificate of Family Relations, **Pakistan** : Family Certificate, **Sri Lanka**: 빠올러 Certificate, **Myanmar** : Family Relations Certificate (잉타웅수사엔), **Nepal** : 전마달다, **Kirgizstan/Kazakhstan/Uzbekistan/Ukraine/Thailand** : Birth Certificate

**Required Documents for Each Type**

- |   |  |
|---|--|
| Associate Degree · Bachelor's degree · Master's degree · Ph.D | ⑤ Documents proving the final level of your education<br>- In principle, when we review the documents proving your final level of education, we only accept their original copies. Nonetheless, we accept photocopies of a degree or degree certified report if they are stamped by a respective authority of the university. We accept a proof of education that is issued within its validity period upon your request. You are able to extend your period of stay if it has been 30 days from |
|---|--|



**Eligible Applicants for a Confirmation of Visa Issuance**

the issuance date.

- Nationals of the 21 countries listed below or those who have acquired degrees in the countries below must choose one among A, B, and C

**< 21 States >**

China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru (Total 21 countries)

**A. Documents proving degrees that are confirmed by the Apostille convention**

**B. Documents (or degrees) confirmed by a Korean consul or a diplomat in a country where your school is located**

**C. Degree verification report issued by the degree verification center which is run by China's Ministry of Education (for those who have obtained degrees in China)**

**※ However, if you have received a degree from a domestic university, you are allowed to submit a degree certificate that is without notarization.**

- The head of an immigration (branch) office may ask documents of A or C at his/her discretion if he/she believes a person, who is not a citizen of the 21 countries mentioned above, is a suspected of submitting forged documents such as a fake degree certificate and etc.

**<Application Examples>**

A. If a Chinese national has acquired a degree in the US : Apostille confirmation, or a consul confirmation from the Korean consul stationed in the US or the American consul stationed in Korea

B. If an American citizen has acquired a degree in China : education/degree verification center report run by the Ministry of China in China or a consul confirmation of a Korean diplomatic mission in China

C. If the final level of your education is high school : you must prove that you have graduated (i.e. high school diploma, proof of graduation)

D. If the final level of your education is university : you must prove that you have graduated (i.e. high school diploma, proof of graduation which indicates the level of your degree)

E. Transfer : the final level of your education (bachelor's degree or higher) and proof of enrollment at your current university (only if you are currently enrolled)

**Eligible Applicants for a Confirmation of Visa Issuance**

	<p>⑥ Documents proving your financial ability</p> <p>- Minimum amount required: annual tuition + expenses for staying</p>
Specific Research Program	<p>⑤ Documents proving the final level of education (master degree or above)</p> <p>- For chinese national, degree verification for 「Associate degree · Bachelor's degree · Master's degree · Ph.D degree」 is all the same</p> <p>⑥ Documents proving the expenses for stay (bank account balance statement, research allowance payment confirmation, and others)</p>
Exchange Student	<p>⑤ Documents proving your financial ability to support yourself (*Please note that we are aware that the tuition cost is mainly paid from your country of origin)</p> <p>⑥ Recommendation letter issued by the head of your university</p> <p>⑦ Documents proving that you are an exchange student (official documents of the host university, exchange student agreement between universities)</p> <p>⑧ Documents proving that you have completed at least one semester (Proof of enrollment from a university)</p> <p>* Exchange students who have come to Korea in accordance with a bilateral industry-school research agreement between universities will be treated as eligible applicants for general trainee visa (D-4-2)s or as normal exchange students.</p>
<p>※ The Chief of mission may ask additional documents in order to examine genuineness of the invitation, the purpose of stay and qualifications of the inviter and invitee if deemed necessary.</p>	

**5-1. Documents required when a foreign army cadet invited by the Ministry of Justice applies for a D-2 confirmation of visa issuance**

**Required Documents**

- ① A confirmation of visa issuance application form (enclosed form #21), photocopy of passport, one standard size photograph
  - ② The invitation letter issued by the Ministry of National Defense
- ※ The head of a mission may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and invitee if deemed necessary.

## REMARKS

**Q. Can a student, who is attending a vocational training school, obtain a Student visa?**

A. In accordance with the 「Workers Vocational Skills Development Act」, any vocational skills development training center that uses 'vocational school' in their names is a non-profit enterprise which has obtained a permission of establishment from the Minister of Labor to play public roles such as educating aged・disabled people, and others found in the 「National Basic Living Guarantee Act」 fundamental vocational techniques and improving these skills. Thus, a foreigner applying for a D-2 Student visa to participate in a vocational skills development training program is not suitable for the purpose of the establishment of the vocation skills development training center.

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## Industrial Trainee (D-3)

<p><b>RANGE OF ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>● A person who meets all the prerequisites set by the Minister of Justice to receive on-the-job training at Korean corporations</li> <li>- A person who would like to receive on-the-job training at corporations (D-3-1) in accordance with the Foreign Exchange Transactions Act</li> <li>- A person who would like to receive on-the-job training at corporations that export technology to foreign countries and that are deemed to require industrial training by the Minister of Justice</li> <li>- A person who would like to receive on-the-job training at corporations which export their industrial facilities to foreign countries in accordance with the International Trade Act</li> </ul>
<p><b>LIMIT ON PERIOD OF SOJOURN</b></p>	<ul style="list-style-type: none"> <li>● 2 years</li> </ul>
<p><u>VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</u></p>	<ul style="list-style-type: none"> <li>● An industrial trainee visa will be issued only if you have received a certificate of confirmation of visa issuance written by the head of a local immigration office or a branch office. Moreover, the visa will be issued in accordance with the details mentioned on the confirmation of visa issuance.</li> </ul>
<p><u>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION LETTER</u></p>	<p><b>1. In regards to industrial training, a visa will be issued in accordance with a certificate of confirmation of visa issuance written by the head of a local immigration office or a branch office</b></p> <p><b>A. Eligible Candidates</b></p> <div style="border: 1px dashed black; padding: 5px;"> <p>① A foreigner must meet any one of the requirements below in order to receive on-the-job training at an industrial training institute. Also, he/she must satisfy the requirements as set forth in Article 3 (Trainee Requirements) of the Immigration Control Act and shall not fall under any of the categories of Paragraph 3, Article 24(4) (Management of Trainees and Recruiters) of the Enforcement Decrees of the Immigration Control Act.</p> <ol style="list-style-type: none"> <li>1. A production employee who is unable to acquire required skills in his/her respective country and who is working for a cooperative investment company that is established in accordance with its country's laws and has been running for at least 3 months</li> <li>2. A production employee at a foreign branch office of Korean companies, who is unable to acquire required skills in his/her respective country, therefore, whose necessity to train in Korea is thought to be legitimate.</li> </ol> </div>

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\* A cooperative investment company or overseas affiliates of Korean companies refer to a domestic business that has made foreign direct investment in another country in accordance with subparagraph 18 of Article 3(1) of the 「Foreign Exchange Transactions Act」 and Article 8 of the same act.

\*\* “A case where it is impossible or extremely difficult to acquire a set of skills/technology” means that the respective foreign company has no/a lack of experts or veteran technicians that can train others OR that the respective foreign company has no/a lack of machinery or plants that can teach a specific set of skills to employees.

\*\*\* If one training corporation has invested into multiple foreign companies, the corporation shall decide a number of employees that need to be trained for each foreign company, but the total number of trainees cannot exceed the total number of trainees allowed as set forth in Article 4 regardless of how many foreign companies the corporation has invested in.

2. You are an employee of an assembly line of a foreign company that has signed a technology introduction contract or a technology-sharing contract worth of US\$100,000\* or more with a Korean company. Either the company has imported technology through these deals or the company has imported plants worth of US\$500,000\*\*\* or more, and your need for the on-the-job training to manage the plant or skills is acknowledged and recognized by the head of a diplomatic mission abroad and a local immigration office.

\* Technology exports should be worth of US\$100,000 or more/per one trainee during the contract period. Also, regardless that the training facility exports various skills in which each is worth of US\$100,000, the facility cannot accept trainees more than the total number of trainees allowed in Article 4.

\*\* Technical Partnership refers to a co-operative relationship between two countries who entered a license agreement in which one party offers specific technology or a set of skills to another party in return of a patent fee.

\*\*\* In accordance with Article 32 (1) of the 「International Trade Acts」 and Article 70 of the Regulation on Foreign Trade Management, the amount of plant export should be US\$500,000 or more while the concept of 'plant' is limited by the definitions as set forth in Article 32(1) of the 「International Trade Acts」 and Article 51 of its Presidential Decree. Also, the plant should be worth of US\$500,000 per one facility, and it is permitted to export various facilities in which the combined total is worth of US\$500,000. (However, notwithstanding the fact that one industrial training facility exports various types of plants that are worth of US\$500,000 or more, the permitted number of trainees cannot exceed the total number of trainees a facility can accept as set forth in Article 4.)

## REQUIRED DOCUMENTS

1. Application for a confirmation of visa issuance (form 21), a copy of passport, one standard-size photograph
2. Documents proving that the invitee meets all conditions and qualifications to be considered an industrial trainee
  - ① A copy of business registration of the branch office in a foreign country (or charter application)
  - ② Invitee's proof of employment and copy of passport of invitee issued by the head of the branch office.
  - ③ Documents proving sufficiency in your Korean language
    - ※ In regards with ① and ②, a consul confirmation is needed if there is a diplomatic mission abroad in your country.
3. Training plan that can confirm the details of training schedule. (Appendix 3)
4. Inviter reference
  - ※ If there are two principle debtors or more, you can submit one reference letter with an enclosed "Invitee List" on the confirmation of visa issuance.
5. Documents proving that the host company is a permitted corporation for training
  - ① Foreign Direct Investment Business
    - Foreign Direct Investment Declaration (a duplicate copy needs to be stamped by an public official)
    - (Cash Investment) Receipt for wire transfer or confirmation of wire transfer (original copy or a duplicate needs to be stamped by a bank)
    - (Investment in Kind) a confirmation "export permit" issued by the customs (check the investment approval number in the approval number)
    - ※ If the company has outstanding balance yet to be invested, an investment plan on this outstanding balance needs to be submitted.
  - ② Technology Export Business
    - A copy of technology export contract (Korean)
    - A written approval if you have obtained an approval from the Minister of Trade, Industry and Energy in accordance with the 「International Trade Act」 or the 「Act on Industrial Technology Drain Protection and Prevention」.
  - ③ Plant export business
    - Approval in plant export (including an approval in change)
6. Documents proving the number of full time employees of the host company in order

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to determine the permitted number of accepting trainees

- You need to submit statements of insurable qualification printed and confirmed by the Ministry of Employment and Labor Website (employment insurance website)

7. Documents proving the on-the-job training environment, including internal training (process) and housing(dormitory) facilities (ex. photographs of the dorms' interiors, and etc.)

## General Trainee (D-4)

<b>RANGE OF ACTIVITIES</b>	<ul style="list-style-type: none"> <li>● You are eligible to apply if you research, study or receive a training at an educational organization, academic research centre, private enterprise and other groups. For example, you are             <ul style="list-style-type: none"> <li>- A person learning Korean at a particular university-affiliated language centre</li> <li>- A person studying at an educational organization or an academic research centre</li> <li>- A person practicing skills/techniques at a public/private research institute or training center</li> <li>- A person who is on-the-job training, researching, or is an intern at a foreign investment company or foreigner-invested company.</li> </ul> </li> </ul>
<b>LIMIT ON PERIOD OF SOJOURN</b>	<ul style="list-style-type: none"> <li>● 2 Years</li> </ul>
<a href="#"><u>VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE CHIEF OF DIPLOMATIC MISSION</u></a>	<p><b>1. Language Trainee Status (Korean-Language Trainee: D-4-1, Foreign-Language Trainee: D-4-7)</b></p> <ul style="list-style-type: none"> <li>☞ For Nationals of China*, Cuba, Syria, Macedonia and Kosovo only, a visa will be issued through a confirmation of visa issuance.             <ul style="list-style-type: none"> <li>* For Chinese nationals, visas for students of accredited Korean universities, students on the government scholarship program and exchange students will be issued by the head of diplomatic missions.</li> </ul> </li> <li><b>A. Eligible Organizations</b> <ul style="list-style-type: none"> <li>● a language center* of an educational organization (university) where a D-2 Study Abroad visa holder can also attend</li> <li>- A language center of a post-secondary educational institution and foreign educational institution** (ex. community college or higher)</li> </ul> </li> <li>* The language center must be under the authority and responsibility of its university president or dean's of student, and by principle, the center must be located in the university campus. (Immigration officials may ask the university's constitution if necessary)</li> <li>** In accordance with Article 2 of the Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju Free International City, the institution must be located in the Free Economic Zones and Jeju Free International City and approved by the Minister of Education.</li> </ul>
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※ Continuing Education Facility (including a university continuing education facility) and Private Language Academy are not D-4 General Training institutions.

## B. Eligible Applicants

- You are a student at a secondary educational institution such as high school or below, or you are a high school graduate who would like to study a language abovementioned-level schools.

- D-4 General Trainee visa issuance\* (Korean-language trainee: D-4-1, Foreign-language trainee: D-4-7)

\* If you plan to stay in Korea for 90 days or less, you must apply for [a C-3-1 Short-Term General visa](#) instead of D-4 visa

## C. Language Training Class

- Class must be offered at least for four days during weekdays (Mon-Fri), for minimum 15 hours per week (minimum 300 class hours must be offered per semester)

## D. Details

- D-4-1 Korean-Language trainee
  - A D-4 General Trainee visa which allows a holder to stay in Korea for 6 months or less will be issued. (However, **China · Cuba · Syria · Macedonia · Kosovo** nationals are subject to the confirmation of visa issuance)

## E. Where to Apply

- You must apply at a Korean embassy in your resident country or in a place where your last school falls into its jurisdiction

### Required Documents

- ① Visa Application Form (form #17), Passport, One Standard Size Photograph, Fee
- ② A copy of business registration of an educational institution or a copy of unique number card
- ③ Standard Acceptance Letter\* (issued by the President/Dear's of Student)
- ⑤ Proof of Enrollment or any documents proving your final level of education
  - By principle, original copies must be reviewed, but if necessary, a duplicate copy can be attached after an official-in-charge compares the original copy and

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duplicate copy to confirm authenticity

⑥ Documents proving your financial statement\* (approximately worth \$5,000)

\* In principle, documents proving your financial abilities must be reviewed through original copies (ex, balance statement, bankbook, scholarship receipt, deposit/withdrawal statement), and when necessary, a duplicate copy can be attached after an official-in-charge compares the original copy and duplicate copy to confirm authenticity (Balance Statement is only accepted when it is issued within the past 30 days)

※ If you submit your parents' balance statement, you must submit a family relation certificate as well.

▶ In principle, you must prove your financial ability (tuition + living expenses) for one year (6 months for language trainee)

⑥ Training Plan (Lecture Schedule, Lecturers' Profiles, Training Facility and etc.)

※ The head of diplomatic missions may ask additional requirements in order to examine the purpose of invitation, genuineness of the invitation and the qualifications of the inviter and invitee.

**1. A person who would like to receive Korean language training at a language institute affiliated with a Korean university and a person who would like to receive Korean language training invited by the Korea Foundation(D-4-1) or an exchange student who has come to Korea for industrial and academic training via an academic exchange agreement(D-4-2)**

● A single-entry visa in which the period of stay lasts 1 one year or less will be issued.

➔ For Chinese and Cuban citizens, a visa will be issued through a certificate of confirmation of visa issuance

**REQUIRED DOCUMENTS**

① Visa Application Form (form no. 17), passport, one standard-size photograph, fee

② Copy of the certificate of business registration of the education institute (Designated number)

③ A document proving the acceptance or the enrollment of the student (Standardized Acceptance Letter)

④ Training Outline (Including the schedule)

⑤ An original copy and a duplicate copy of graduation diploma for your final level of education

⑥ A document proving your financial ability to support yourself during your stay (More than \$3000 worth of saving, wire transfer to the ROK or currency exchange)

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- ⑦ A copy of the academic exchange agreement between universities (if you are an exchange student.)
  - ⑧ A personal reference letter (The letter shall be submitted only when the applicant cannot prove his/her financial ability to support him/herself during his/her stay or only when the Minister of Justice deems necessary)
- ※ The head of diplomatic missions may ask additional requirements in order to examine the purpose of invitation, genuineness of the invitation and the qualifications of the inviter and invitee.

**2. D-4-3 General Trainee visas will be issued to international students at the high school level or below**

- **(Eligible Applicants)** You are eligible to apply if you are a national of 21 countries or others, who are invited to study in Korea on a full scholarship offered by an organization (i.e. government organization, public organization, general groups and etc.)
  - \* <21 Countries>: China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru
  - ※ Among nationals of the 21 countries mentioned above, international students who are paying for their own tuition shall obtain a visa through a confirmation of visa issuance.
- **(Visa Application)** In principle, you must apply at the Korean embassy/consulate general in a country where you are currently residing or where your last school is located.
- **(Visa Issuance Details) Period of Stay: Within 1 year, Single-Entry**
  - ☞ If you want to know what basic principle and review criteria are for this visa, please see the "Eligible Applicants" section of the "Confirmation of Visa Issuance".

**3. A visa issuance for a 「government-invited scholar」 invited by the National Institute for International Education**

- If you have an invitation card from the National Institute for International Education, you do not have to submit the standardized acceptance letter
- ◆ Government-invited scholarship program invited by the National Institute for International Education ◆

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[VISA THAT CAN BE ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION](#)

Invitation Purpose	Visa Status	Remarks
Korean language	D-4	A bachelor's scholarship recipient must complete the Korean language requirement.
Master's · Ph.D after Korean language	D-4	A master's · Ph.d scholarship recipient is exempt from the Korean language requirement if his/her Korean is excellent (scoring grade 5 or higher on the Test of Proficiency in Korean)
Master's	D-2	
Ph. D	D-2	
Research process	D-2	Recipients in research process is exempt from the Korean language requirement.

**4. Confirmation of Visa Issuance for general trainee (D-4) for a foreign-national student enrolled in elementary, middle, and high school**

**REQUIRED DOCUMENTS**

- ① An application for a visa issuance confirmation (form no.21), a copy of passport, one standard-size photograph
  - ② Admissions acceptance letter
  - ③ A proof of enrollment or a diploma
  - ④ A document proving your financial ability (Please choose 1 from any of the followings)
    - A reference from your sponsor
    - A certificate of living expenses reimbursements under the name of the president of your school if the school is paying for your tuition and other expenses during your stay
    - Bank Statement: more than \$3000 worth of saving, wire transfer to the ROK or currency exchange
  - ⑤ A copy of your family registration and a resident registraion (chinese only)
- ※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and the qualifications of the inviter and invitee

[ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION](#)

**1. Language Trainee (D-4-1) Status**

**A. Eligible Organizations**

- a language center\* of an educational organization (university) where a D-2 Student visa holder can also attend
- A language center of a post-secondary educational institution and foreign educational institution\*\* (ex. community college or higher)

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\* The language center must be under the authority and responsibility of its university president or dean's of student, and by principle, the center must be located in the university campus. (Immigration officials may ask the university's constitution if necessary)

\*\* In accordance with Article 2 of the Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju Free International City, the institution must be located in the Free Economic Zones and Jeju Free International City and approved by the Minister of Education.

※ Continuing Education Facility (including a university continuing education facility) and Private Language Academy are not D-4 General Training institutions.

### **B. Eligible Applicants**

- Korean-language trainees who are nationals of China, Cuba, Syria, Macedonia, and Kosovo (D-4-1)

\* For Chinese nationals, visas for students of accredited Korean universities, students on the government scholarship program and exchange students will be issued by the head of the overseas diplomatic missions.

- Foreign language trainee(D-4-7)

### **C. Application Location**

- Immigration (Branch) Office in areas of your school\* you are planning to attend to
- You can apply online at HuNet KOREA([www.visa.go.kr](http://www.visa.go.kr)) (for a person-in-charge of internal student program only)

### **D. Confirmation of Visa Issuance Details**

- D-4 single-entry confirmation of visa issuance which allows to stay in Korea for 6 months or less

### **Required Documents**

- ① An application for a visa issuance confirmation (form no.21), a copy of passport, one standard-size photograph
- ② A copy of business registration of the education institute or a photocopy

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of designated number card

③ Standardized acceptance letter\* (issued by the President/Dear's of Student)

\* You can replace this document with FIMS information confirmation, or if you are a scholarship student invited by the Korean government, the you can replace the document with the 'invitation' letter issued by the head of the NIIED.

④ Enrollment letter or duplicate copy of your graduation diploma of your final level of education\*

\* a duplicate copy can be attached after an official-in-charge compares the original copy and duplicate copy to confirm authenticity

⑤ A document proving your financial ability to support yourself during your stay\*

\* In principle, documents proving your financial abilities must be reviewed through original copies (ex, balance statement, bankbook, scholarship receipt, deposit/withdrawal statement), and when necessary, a duplicate copy can be attached after an official-in-charge compares the original copy and duplicate copy to confirm authenticity (Balance Statement is only accepted when it is issued within the past 30 days)

※ If you submit your parents' balance statement, you must submit a family relation certificate as well.

▶ In principle, you must prove your financial ability (tuition + living expenses) for one year (6 months for language trainee)

⑥ Training Plan (including Lecture Schedule, Lecturer's requirements, Training Facility and etc. )

※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and the qualifications of the inviter and invitee

**2. Confirmations of visa issuance for the D-4-3 General Trainee visa will be issued to international students at the high school level or below**

**A. Eligible Applicants**

**International Students Who Are Solely Paying For**

▪ You have been accepted to an educational organization defined above, and are planning to enroll or is already enrolled in the school as an international student. Moreover, you not only

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**Their Fees**

- meet all financial requirements, such as the minimum amount of living expenses, but also have a designated sponsor.
- Staying expenses (tuition fee + living expenses for one year)
    - Tuition (including tuition fee, residence fee, admission fee for studying)
    - Annual living expenses : 6 million KRW per one person (If your parent is accompanying you as a sponsor, then about 12 million KRW will be separately charged as your parent's living expenses)\*
      - \* The living expenses of an international student (annually 6 million KRW) is similar to the 'minimum cost of living 2013' announced by the Ministry of Health (572,168 KRW per 1 person).
  - Sponsor
    - Korean National or Foreigner living in Korea
    - A sponsor of an international student who is a national of countries where many illegal immigrants come from (21 countries)\* must have annual income of at least 26 million KRW or at least 140 million KRW's worth of financial assets (You can opt one among the two financial requirements)
      - \* Countries where many illegal immigrants come from (**21 countries**): China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Peru
      - \*\* A sponsor can combine his/her annual income or assets with his/her partner's. '2012 Gross National Income Per Capita = 25.5 million KRW, and '2012 Average Net Worth of Middle Class = 138 million KRW have been taken into consideration to set the standards for annual incomes and financial assets of the sponsor.
    - If you are a foreign sponsor, you must complete alien registration and be able to stay in the RoK for a long term stay
    - Sponsorship is limited to two international students per one sponsor

**B. Educational Institution**

- Elementary school, middle school, high school in accordance with Article 2(1) to (3) of the 「Elementary and Secondary Education Act」 (not including air school, higher civic school, broadcasting and correspondence middle school·high school, and high technical school), Foreigner school\*

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among all types of schools (not including alternative school) in accordance with Article 2(5) of the aforementioned act, Foreign educational institution in accordance with Article 2(2) of the 「Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju International City」.

- \* Article 60(2) of the 「Elementary and Secondary Education Act」 (Foreigner School) defines 'Foreigner School' as ① a school established to educate children of foreigners who are staying in Korea, or of Korean nationals who have come back to Korea after living abroad for a while and who been designated by the presidential decree : in accordance with the Elementary and Secondary Education Act, the foreigner eligibility to apply for foreigner school is limited to those whose parents are living in Korea (The Education Development Cooperation Team, The Ministry of Education)

**C. Delegation of Authority and Jurisdiction**

- You must apply at a jurisdictional immigration (branch) office in areas where the school you are planning to enroll in is located.

**D. Eligible Applicants for a Confirmation of Visa Issuance**

- You are eligible to apply for a confirmation of visa issuance if you are a national of the 21 countries below and paying for your own tuition as an international student

\* <21 states>: China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, kazakhstan, Kirgizstan, Ukraine, Nigeria, Ghana, Egypt, Perus

※ Among nationals of the 21-states and others, if you are coming to Korea on a full scholarship offered by an organization (i.e. Government Organization, Public Organization, Regular Group and etc.), you must apply for a visa (issued by the Chief of Mission abroad), not a confirmation of visa issuances.

**E. Visa Issuance Details**

- Period of Stay: within 1 year, Single Entry

Required Documents	
<b>Common Application</b>	① Confirmation of Visa Issuance (form 21), Photocopy of Passport, One Standard Size Photograph
	② Photocopy of Educational Institution's Business Registration Card (or Distinct Number Card)
	③ Acceptance Letter (issued by the President of School, Enclosed Form #1)
	④ Documents demonstrating the final level of your education (Graduation Certificate or Proof of Enrollment and etc.)
<b>International Student Paying for</b>	⑤ Any documents that can confirm your tuition payments (official documents or admission letters of the school)

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**His/Her own  
Tuition**

Additional  
Documents

confirming course fees, admission fees, and residence fees)

⑥ Documents proving living expenses (Tuition Fee + 1 year living expenses)

- Tuition Fee (**including course fee, housing fee, admission fee for studying**)

- Annual living expenses (money that has been deposited for a month or more and that is more than the standard amount, bank account balance statement or bank statement and etc.)

⑦ Sponsor Guarantee\* (Form 2)

\* Even if a parent (2 chon or closer) is the sponsor of a student, he/she must write the sponsor guarantee as well.

⑧ Documents demonstrating sponsor's financial ability for nationals of countries where many illegal immigrants come from only)

- invoice withholding receipt issued (certified or notarized) by domestic/international government organizations/banks, real estate ownership certificate, real estate contract, account balance statement and etc.

⑨ Documents demonstrating family relations (for nationals of countries where many illegal immigrants come from only)

- You must submit an original copy (in principle, please attach the translated version\*), and attach photocopy of passports in which we can find the english spelling of your parents' names\*\*

\* The original copy, if it is written in a foreign language, must be submitted with a translated copy, and when the translated copy is submitted, the confirmation of the respective translator (enclosed document #3) must be additionally submitted.

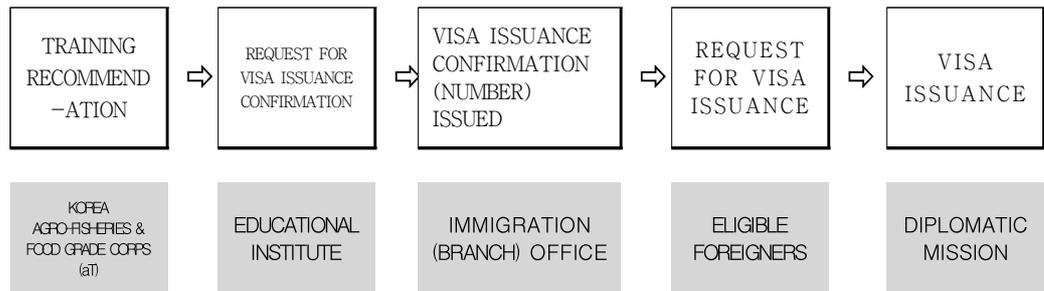
\*\* <Acceptable family relations documents> China : Family Relations Registry or notarized document proving family relations, Philippine : Family Census, Indonesia : Certificate of family relations (KARTU KELUARGA), Bangladesh : **점머 까꺼즈** or **점마 싸이드티켓**, Vietnam : **호적부** (So Ho Khau) or Birth Certificate (Giay khai sinh ), Mongolia : Certificate of Family Relations, Pakistan : Family Certificate, Sri Lanka: **빠올러 Certificate**, Myanmar : Family Relations Certificate (**잉타웅수사옌**), Nepal : **전마달다**, Kirgizstan/Kazakhstan/Uzbekistan/Ukraine/Thailand : Birth Certificate

※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee.

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**3. A certificate of confirmation of visa issuance for Korean Trainee Chef (D-4-5)**

**A. Procedure for the visa issuance**



**B. Eligible Candidates** : a person satisfying ALL of the three conditions\_

- ① A person satisfying any one or more of the following conditions
  - A graduate of high school (or higher) who has 3 years of experiences as a chef/cook
  - A licensed foreign chef/cook who has at least one year of experience
  - A person holding a degree in hospitality/cooking (including a community college diploma)
  - A person studying hospitality/cooking for at least one year at a community college or higher
- ② A person with basic Korean skills (satisfying any one of the conditions below)
  - Score of Grade 1 on TOPIK or Score of 120 on B-KLAT\*\*
    - \* TOPIK is a Korean language proficiency test administered by the National Institute for International Education (NIIED). The test is held at 178 locations in 53 countries twice a year, and you can find the registration information and test location at the NIIED website ([www.topik.go.kr](http://www.topik.go.kr))
    - \*\* B-KLAT is a Korean language proficiency test administered by the Korea Educational Testing Service (KETS). The test is held at 25 locations in 15 countries for four to six times a year, and you can find the registration information and test location at the KETS website ([www.kets.or.kr](http://www.kets.or.kr)).
  - A person who has received an associate degree or higher
  - A person who scored 21 or higher on the preliminary test for the Social Integration Program or a person who has completed the level 1 (100 hours) of the Social Integration Program
  - A person who has received the Korean language training for at least one quarter at a language institute affiliated with a Korean university (150 hours)

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- A person who has submitted a request for the exemption from the Korean language requirement (limited to those from the same linguistic zone participating in training programs that are taught in the respective languages of the trainees)

\* An institution that has invited a trainee while submitting a request for exemption from the Korean language requirement must arrange an interpreter for the Korean cooking trainee and teach him/her Korean for at least 12 hours per month in order to receive the training without difficulties after he/she arrives in the ROK. (Please see the enclosed document no. 5)

- An interpreter must be able to speak the mother language of the trainee and Korean at the same time, and the Korean language instructor must satisfy all the requirements on the enclosed list no.6

③ A person with healthy mind and body

- Considering this is a chef training, you must be free from tuberculosis and other diseases

**C. Recommended training institutes**

● Recommender: Korea Agro-Fisheries & Food Trade Corporations (aT)

● Recommendation Requirements : **Recommendation is given after the education level, professional certificates, experiences, and proficiency in Korean language of the applicant are examined**

\* ① Proof of graduation (Chef license, a diploma or a degree in hospitality/cooking related fields, a proof of enrollment) ② Curriculum Vitae. (if relevant) ③ Proof of Korean proficiency [TCPIK, B-KLAT, an associate degree or higher from Korean educational institute, a certificate of Social Integration Program completion, a proof of your score of 21 or higher on the social integration preliminary test, a certificate of a completion at a language institute affiliated university (quarter of the full-time program or 150 hours or more), or a 'request for the exemption from the Korean Language Requirements']

● **Procedure for Recommendation** : a recommendation form is sent to an inviter. Scanned images of required documents must be sent to the immigration (branch) office as official notices.

**D. Inviter : the CEO of the educational institute for (prospective) training**

**REQUIRED DOCUMENTS**

① An application for a confirmation of visa issuance (form no.21), a copy of passport, one standard-size photograph

② A document relevant to the establishment of the training institute (business registration or a copy of designated number, copy of corporate registration, etc.)

③ A document proving your financial ability to support yourself during the stay (A full-tuition receipt for the training)

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※ If the training institute is paying for the trainee expenses, then the confirmation of the expenses paid by the host shall be submitted.

- ④ A reference letter (only when the Minister of Justice deems it necessary)
  - ⑤ Training Outline (including training schedule)
    - \* In order to prevent the institute running the weekend programs only, training must be taken during the weekdays primarily from the minimum 4 hours per day to the maximum 20 hours per week OR from 8 hours per day to 40 hours per week.
  - ⑥ A recommendation letter from the Korea Agriculture and Fisheries & Food Trade Corporation(aT)
    - \* Judgment is made on the basis of documents sent by the aT (i.e. aT will scan your documents such as a university degree and send it to us via email) However, if there is suspected possibilities of forged documents, original copies of documents for closer examination will be requested
    - ☞ If an employee instead of the CEO of the inviting company is applying on behalf, power of attorney, proof of employment, photocopy of ID need to be additionally submitted
- ※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and qualifications of the inviter and invitee.

**4. A general trainee(D-4) visa issuance confirmation for those intending to be trained in other areas**

**REQUIRED DOCUMENTS**

- ① An application for a confirmation of visa issuance (form no.21), a copy of passport, one standard-size photograph
- ② A document confirming your training (research activities) (i.e. a research outline which includes your research schedule and others)
- ③ A document related to the establishment of the training institute
- ④ A document proving your financial ability to support yourself during the trip
  - A cost-payment confirmation if a training facility is paying for your staying expenses
  - Bank statements: more than \$3000 worth of savings on your account, wire transfer to the ROK or currency exchange)
- ⑤ A reference letter (only when the Minister of Justice deems it necessary or if you have not proved your ability to pay for tuition and other living expenses)
- ⑥ A copy of your family registration and resident registration (Chinese only)
  - ※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and the qualifications of the inviter/invitee.

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- Learning Korean language is not allowed at places such as continuing education or private academy (Hagwon)
- The purposes of establishments and management of continuing education are not suitable for the Korean language training because learning Korean is not just about mastering a new language but acquiring comprehensive knowledges in our customs and traditions. Therefore, the language training must be taken at a legitimate educational institute which teaches Korean systemically and professionally.

**[Purposes of Establishments and Types of Continuing Studies]**

- ▶ School Type of Continuing Education refers to a place that is equipped with similar facilities as middle schools and high schools. Its programs are offered to currently-employed teenagers · adults who were unable to attend middle schools or high schools due to personal reasons (financial difficulties, etc.).
- ▶ Work Type of Continuing Education refers to a place where employers pay for all educational expenses of their employees. The programs are offered to among those who were unable to attend universities due to time and financial constraints. This type of continuing education does not have to register itself as a school, yet if the employees complete certain amount of periods of training, they will receive degrees which will be also recognized as their final level of education.
- ▶ Long-distance Type of Continuing Education refers to a place that provides a specific group of people or the public with the diverse range of information and online education through various media.

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# Long-Term News Coverage (D-5)

<p><b>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</b></p>	<p><u>You are eligible to apply for a D-5 Long-Term News Coverage visa if you</u></p> <ul style="list-style-type: none"> <li>● Are a journalist representing a foreign media outlet (newspapers, broadcasting corporations, magazines or other foreign information media) while staying in the Republic of Korea for news reporting and coverage.</li> <li>● Are staying in the ROK for news reporting and coverage on the basis of a contract with the foreign media outlet.</li> <li>● Are dispatched for news reporting and coverage by a foreign media outlet (newspapers, broadcasting corporations, magazines, or other foreign information media) that has a branch office in the ROK</li> </ul> <p>※ If you are staying in the ROK for 90 days or less, you are eligible to apply for a C-1 Short-Term News Coverage visa.</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for 2 years</li> </ul>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEADS OF DIPLOMATIC MISSIONS</b></p>	<p><u>The following type of visa is issued at the discretion of the heads of diplomatic missions</u></p> <p>1. A single-entry visa, which is valid for one year or less, will be issued to you and your accompanying family (visa status: F-3) if your organization has established a branch office in the Republic of Korea.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>① Visa Application Form (form #17), passport, one standard-size photograph, visa fee</li> <li>② A proof of overseas assignment or a proof of current employment status</li> <li>③ A permission for operating the Korean branch office or a document demonstrating the induction of foreign capitals to the Korean branch office</li> </ul> <p>※ The head of diplomatic missions may ask additional documents in order to examine the purposes of entry, genuineness of invitation, and the qualifications of the inviter and invitee.</p> </div>
<p><b>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION</b></p> <p>▣ CONTENTS</p>	<p><u>You are eligible to obtain a 'Visa Issuance Confirmation' if you are</u></p> <p>1. A journalist representing a foreign media outlet (newspapers, broadcasting corporations, magazines or other foreign information media) while staying in the Republic of Korea for news reporting and coverage.</p>

<p><b>ELIGIBILITY FOR VISA ISSUANCE CONFIRMATION</b></p>	<p>2. Staying in the ROK for news reporting and coverage on the basis of a contract with the foreign media outlet</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① An application for the visa issuance confirmation (form no. 21), a copy of passport, one photograph in standardized format</p> <p>② A dispatch order/proof of overseas assignment or a proof of current employment status</p> <p>③ A permission for operating the Korean branch office or a document demonstrating the induction of foreign capitals to the Korean branch office.</p> <p>▶ If you request to hire a representative, you need to submit additional documents such as the power of attorney, a proof of current employment status of your attorney, and valid IDs of your representative</p> <p>※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and the qualifications of the inviter and invitee</p>
<p><b>REMARKS</b></p>	<p>● Those working at the Korean branch office of the foreign media outlet, but irrelevant to news reporting · coverage are <b>NOT ELIGIBLE</b> to apply for the long-term news coverage visas (i.e.: interpreter, administration clerk, driver, coordinator and others)</p> <p>▶ The <b>Foreign Media Outlet</b> refers to the press, broadcasting corporation, or foreign information media whose home office is based in a foreign country and whose primary purpose of the establishment is news reporting. This includes journalists dispatched from the foreign media outlets which already have found Korean branch offices.</p> <p>- 「Article 28, The Act on Newspapers Promotion」 : If you want to establish a branch office of a foreign newspapers in the Republic of Korea, you must register it under the Minister of Culture, Sports and Tourism in accordance with the presidential decree of the Act on Newspapers Promotion.</p> <p>- 「Article 29, The Act on Magazine and Periodicals Promotion」 : If you want to establish a branch office of a foreign magazine or periodicals, you must register it under the Minister of Culture, Sports and Tourism in accordance with the presidential decree of the Act on Magazine and Periodicals Promotion.</p> <p>- 「Article 8, The Act on News Broadcasting Business」 : If you want to run a news</p>

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broadcasting business, you must receive a permission from the wireless station in accordance with the Radio Regulation Law OR you must equip your facility with communication technology required by the presidential decree. Also, you must sign a contract with a foreign broadcasting company for international news broadcasting and register it under the Minister of Culture, Sports, and Tourism in accordance with the presidential decree of the Act on News Broadcasting Business.

- ▶ Even if you are engaged in news reporting · coverage, you are not eligible to apply for the journalism visa (D-5) if your works are on the basis of a contract with a **Korean** media outlet. Under this circumstance, you must apply for a visa appropriate to your activities.

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## Religious Worker (D-6)

<p><b>ACTIVITIES ALLOWED</b></p>	<p><input type="radio"/> Religious Activities / Social Service</p>
<p><b>ELIGIBLE APPLICANTS</b></p>	<p><u>You are eligible to apply for a D-6 Religious Worker visa if you</u></p> <ul style="list-style-type: none"> <li>- Are a dispatched worker at a branch office of a registered foreign religious organization or social service agency in the Republic of Korea.</li> <li>- Are engaged in religious activities at Korean religious organizations while being dispatched from a foreign religious organization or social service agency.</li> <li>- Are engaged in missionary or social service activities upon the invitation of medical, educational, relief organizations run by your religious organizations.</li> <li>- Are practicing asceticism, training of your mind, or researching upon the recommendations of Korean religious organizations.</li> <li>- Are engaged in social service activities upon the invitation of Korean religious organizations or social service agencies.</li> </ul> <p><u>However, you are not eligible to apply for the D-6 Religion Worker visa if you receive salary or income from your religious organization.</u></p> <p>※ If you are going to stay for 90 days or less, you must apply for a C-3 Short-Term General visa. However, in this case, you are only allowed to engage in activities as set forth in the Enforcement Decree.</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p><input type="radio"/> You are allowed to stay for 2 years.</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEADS OF DIPLOMATIC MISSIONS</b></p> <p><b>CONTENTS</b></p>	<p><u>The following type of visa will be issued at the discretion of the heads of diplomatic missions.</u></p> <p><b>1. A single-entry visa, which is valid for one year or less, will be issued to a person who only wants to engage in social service activities upon the invitations of domestic religious-social service agencies.</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa Application Form (form no. 17), passport, one photograph in the standardized format, fee</p> <p>② A dispatch order</p>

	<p>③ A copy of religious charter or social service charter</p> <p>④ Documents demonstrating the financial support for your trip from your religious organization</p> <p>※ The head of the diplomatic mission may ask additional documents in order to examine the purpose of your entry, genuineness of invitations and qualifications of inviter and invitee</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p><b><u>You are eligible to apply for the visa issuance confirmation if you</u></b></p> <ol style="list-style-type: none"> <li>1. Work at a Korean branch office of a registered foreign religious organization or social service agency in the Republic of Korea</li> <li>2. Are engaged in religious activities at a domestic religious organization while being dispatched from a foreign religious organization or social service agency.</li> <li>3. Are engaged in missionary or social service activities upon the invitations of medical, educational or relief organizations run by your religious organization.</li> </ol> <p>☛ <b><u>However, you are not eligible to apply for the visa issuance confirmation if you receive salary or income from your religious organization.</u></b></p> <ol style="list-style-type: none"> <li>4. Are practicing asceticism, training of your mind, or researching upon the recommendations of Korean religious organizations.</li> </ol> <p><b>REQUIRED DOCUMENTATION</b></p> <ol style="list-style-type: none"> <li>① Application for the visa issuance confirmation (form no. 21), a copy of your passport, one photograph in the standardized format</li> <li>② Statement of Invitation</li> <li>③ A document demonstrating the overseas assignment</li> <li>④ A copy of a religious charter or social service charter</li> <li>⑤ Photocopy of designated number <ul style="list-style-type: none"> <li>- If you are invited by a religious group, religious denomination and unit are required</li> </ul> </li> <li>⑥ Documents supporting the staying expenses of the respective association <ul style="list-style-type: none"> <li>☛ If a representative is applying on behalf of you: power of attorney, representative's proof of employment, photocopy of a representative ID need to be submitted</li> </ul> </li> </ol> <p>※ The head of the immigration (branch) office may ask additional documents in order to examine the genuineness of invitation and qualifications of the inviter and the invitee</p>
<p><b>EXAMINATION CRITERIA</b></p> <p>☛ <b>CONTENTS</b></p>	<ul style="list-style-type: none"> <li>● Religious activities refer to missionary works and others done by religious representatives on behalf of their foreign religious orders. 「Religious order」 refers to a group whose main purposes are 1) to spread its religious doctrine 2) carry out religious ceremonies and 3) enlighten and educate religious followers. (i.e. : Priest, missionary, evangelist, pastor, monk)</li> <li>● The inviter must be the representative of the whole religious order or religious body. A priest of a single church or the head of a single religious institution cannot be the inviter.</li> </ul>

<p><b>EXAMINATION CRITERIA</b></p> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>● If a foreign religious person becomes employed by a Korean religious order, he is not eligible to apply for the D-6 visa as the activities are limited to those practiced by the religious representative sent from a foreign religious order.</li> <li>● If you are a mere religious follower or playing a supporter's role for the religious leader, you are not eligible to apply for the D-6 visa.</li> <li>● In case that you become a priest at a single Korean church, it is important to note you will not be eligible to apply for the Religion visa if your activities come in conflict with the social norms, public order and customs of the Republic of Korea.</li> </ul>
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## Intra-Company Transferee (D-7)

<p><b>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</b></p>	<p><u>Following applicants are allowed to carry out following activities.</u></p> <p>1. You are a worker at a Korean branch office, sent from the foreign company. For example,</p> <ul style="list-style-type: none"> <li>- You had worked at a foreign public institution, associations, or corporations headquarters, branch office or other local services for at least 1 year, and then you were sent to an affiliated company, subsidiary company, branch, or office of your company in the Republic of Korea as an 'indispensable professional specialist'.</li> </ul> <p style="padding-left: 40px;">[However, you are excluded from this category if you are considered as an eligible applicant for a D-8 Corporate/Foreign Investor visa, and</p> <ol style="list-style-type: none"> <li>1) If you are going to work in the ROK's key industries or in national projects</li> <li>2) Moreover, you do not require a 1-year-of work experience if your company has inducted more than \$500,000 into its Korean office as business operation fund</li> </ol> <p>2. You are a foreign workforce at the domestic headquarters office of a Korean company venturing overseas</p> <ul style="list-style-type: none"> <li>- You have worked an overseas branch office of a Korean listed enterprise (including listed enterprises in KOSDAQ) or Korean public company for at least one year, and you are dispatched to the Korean headquarters or main office to provide or receive on-the-job training of a professional set of skills/techniques/knowledge.</li> </ul> <p>(However, if the Korean company has invested less than \$500,000 into its overseas branch/local office, then you are excluded from this category, thus, is not eligible to apply for the D-7 visa)</p>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p>● You are allowed to stay for up to 2 years.</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEADS OF DIPLOMATIC MISSIONS</b></p>	<p><u>Following types of visas are issued at the discretion of the heads of diplomatic missions</u></p> <p><b>1. A multiple-entry visa, which is valid for 2 years, will be issued to a Chinese worker stationed in the Republic of Korea (employed by a private/public company for at least one year) and his/her accompanying family (F-3 visa)</b></p> <div style="border: 1px dashed black; padding: 5px;"> <p style="background-color: #d9e1f2; padding: 2px;"><b>REQUIRED DOCUMENTATION</b> : if you are working at the Korean branch office of a foreign company</p> <ol style="list-style-type: none"> <li>① Visa Application Form (form no.17), passport, one standard-size photograph, fee</li> <li>② A proof of your current employment status from the foreign company</li> <li>③ A document demonstrating your overseas assignment (i.e. dispatch order)</li> </ol> </div>
<p><b>CONTENTS</b></p>	

**VISAS ISSUED  
AT THE  
DISCRETION OF  
THE HEADS OF  
DIPLOMATIC  
MISSIONS**

- ④ A document demonstrating the establishment of the branch office in the ROK
    - A copy of permission for the establishment of the Korean branch/contact office
  - ⑤ A document demonstrating the branch/contact office is running properly (i.e. an induction of management capitals, business outline if it is a newly established company, tax-payment receipt\*)
- \* If you work for a non-profit organization that does not bear the responsibility of taxation, you can submit a document demonstrating the induction of management capitals in the Korean office instead
- ⑥ A document demonstrating that you are an indispensable professional specialist (i.e. Resume, CV, and etc.)
- ※ The head of the diplomatic mission may ask additional documents if it is deemed necessary to examine the purpose of your entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

**2. A single/multiple-entry visa, which is valid for less than 1 year, will be issued to a person working at the headquarter office in the Republic of Korea and who was initially employed by the overseas office of the Korean company.**

**REQUIRED DOCUMENTATION**

- ① Visa Application Form (form no.17), a copy of passport, one standard-size photograph, fee
  - ② A document demonstrating that you are an indispensable professional specialist (i.e. resume, C.V. and others)
  - ③ Comprehensive business registration of the headquarter (if it is a public company, you can skip this document)
  - ④ Foreign Direct Investment Declaration or Overseas Branch Office Establishment Declaration
  - ⑤ A document proving the wire transfer to a foreign country
  - ⑥ A certificate of business registration or a certificate of the registration of incorporations of the overseas branch office
  - ⑦ A proof of your current employment status at the foreign company or a tax payment receipt
  - ⑧ A document demonstrating your overseas assignment (dispatch order) : it should indicate the period of the overseas assignment
- ※ The head of the diplomatic mission may ask additional documents if it is deemed necessary to examine the purpose of your entry, genuineness of the invitation, and qualifications of the inviter and the invitee.

	<p><b>3. A single-entry visa, which is valid for one year, will be issued to a citizen of Chile in accordance with the Free Trade Agreement between the Government of the Republic of Korea and the Government of the Republic of Chile</b></p> <p>● Eligible Applicant(s)</p> <ul style="list-style-type: none"> <li>- A business man/woman employed by a Chilean company to provide managerial, executive, or expert-level service to the company, its affiliated company or subsidiary company.</li> </ul>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p> <p><b>▣ CONTENTS</b></p>	<p><u>You are eligible to apply for the visa issuance confirmation if you are</u></p> <p><b>1. A foreigner working at a Korean branch office of a foreign company</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① An application for the visa issuance confirmation (form no.21), passport, one standard-size photograph</p> <p>② Statement of Invitation</p> <p>③ A document demonstrating you are an indispensable professional specialist (i.e. Resume, CV, and others)</p> <p>④ A proof of your current employment status from your foreign company</p> <p>⑤ A dispatch order (a document demonstrating your overseas assignment)</p> <p>⑥ A document proving the establishment of the branch office in the Republic of Korea</p> <ul style="list-style-type: none"> <li>- A copy of a permission for the establishment of the branch office or a copy of an acceptance of the declaration</li> </ul> <p>⑦ A document proving that the branch office or the contact office is running properly</p> <ul style="list-style-type: none"> <li>- A record of induction of management/sales capitals to the branch/contact offices</li> <li>- (If it is a newly-established company) a business management outline and tax payment receipt</li> </ul> <p>* If you work for a non-profit organization that does not bear the responsibility of taxation, you can instead submit a document demonstrating the induction of management capitals into the Korean office.</p> <p>➡ If you hire a representative, you should submit the power of attorney, a proof of the employment status of your representative, and your representative IDs</p> <p>※ The head of the immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee</p>

## 2. A foreigner working at the headquarter office of the Korean company that has expanded its business abroad

### REQUIRED DOCUMENTATION

- ① An application for the visa issuance confirmation (form no.21), a copy of passport, one standard-size photograph
- ② Statement of Invitation
- ③ A document proving you are a indispensable professional specialist (i.e. resume, C.V.and others)
- ④ A certificate of registration of incorporation
- ⑤ A declaration form of the direct investment to a foreign country, or a declaration form of the establishment of the branch/local office
- ⑥ A document proving the wire transfer to the foreign country
- ⑦ A certificate of registration of incorporation of the foreign branch office or a certificate of business registration
- ⑧ Tax payment receipt of the headquarters
- ⑨ A document demonstrating the overseas assignment (dispatch order) : it should indicate the duration of the overseas assignment
  - ➡ If you hire a representative, you should submit the power of attorney, a proof of the current employment status of your representative, and your representative IDs
  - ※ The head of immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

## 3. An eligible candidate as set forth in the Agreement between the Government of the Republic of Korea and the Government of the Russian Federation on Temporary Labor Activities of Citizens of One State in the Territory of the Other State.

### A. Eligible Applicants

- High Commissioner Contact Office employee, Corporate Group Employee (Article 2(A)(B-1) of the Agreement)

▶ High Commissioner Contact Office **employee** : a Russian citizen temporarily working in a high commissioner contact office of a company or an individual enterprise located in the Republic of Korea (a company that has business registration without a corporate registration)

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

▶ Corporate Group **employee** : workers employed at a foreign branch office of a collection of companies (branch/local office, contact office, subsidiary company, affiliated company), which function as a single economic entity, controlled directly or indirectly by the parent company via a document proving the establishment.

※ If you are hired domestically, you are eligible for the E-7 Special Occupation visa

**REQUIRED DOCUMENTATION**

- ① An application form for confirmation of visa issuance (form no.21), passport, one standard-size photograph
  - ② A document demonstrating your assignment to the headquarters
  - ③ A document proving the wire transfer and the induction of sales capitals
  - ④ A proof of tax payment (receipt)
  - ⑤ A document demonstrating the establishment of the Korean branch office
    - A copy of the establishment of the branch office/contact office or the copy of declaration form of business incorporation
  - ⑥ A certificate of business registration in accordance with the Value-Added Tax Act
    - ▶ If you hire a representative, you should submit the power of attorney, a proof of the current employment status of your representative, and your representative IDs
- ※ The head of immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

**4. An eligible candidate as set forth in the Agreement between the Government of the Republic of Korea and the Government of the Republic of Uzbekistan on Temporary Labor Activities of Nationals of One State in the Territory of the Other State.**

A. Eligible Applicants

- "Nationals of one State who signed labor contracts with a group of companies or a company of such group located in the territory of that State and who work at a company of the same group of companies located in the territory of the other State (one group of companies means a group comprised of the parent company and companies directly or indirectly controlled by such parent company under equity participation in statutory fund or in accordance with the statutory documents)" (Section 3 of Article 3)

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE**

**REQUIRED DOCUMENTATION**

- ① An application form for confirmation of visa issuance (form no. 21), passport, one standard-size photograph
  - ② A document demonstrating the assignment to the headquarter
  - ③ A document demonstrating the currency exchange and the induction record of sales capitals
  - ④ A proof of the tax payment (receipt)
  - ⑤ A document demonstrating the establishment of the Korean branch office
    - A copy of permission for the establishment of the branch or contact office or a copy of the declaration form for the establishment of the office
  - ⑥ A business registration in accordance with the Value-Added tax act
    - ➡ If you hire a representative, you should submit the power of attorney, a proof of the current employment status of your representative, and the representative IDs.
- ※ The head of the immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation, the qualifications of the inviter and the invitee.

**5. An eligible candidate as set forth in the Agreement on Simplifying Visa Procedure between the Government of the Republic of Korea and the Government of the Republic of India**

A. Eligible Applicants are as follows : Employment visitor

- A person working in a position which requires highly advanced skills; technology expert, executive, or administrator at a legitimate company or organization as he/she is hired permanently or on a contract by those companies (i.e.) A transferred employee who relocates within the company, the service provider or a person working for the service provider, the freelance expert and others
- \* The Service Provider refers to an employee of an Indian company (corporation) working at a Korean company (corporation) in the Republic of Korea in accordance with a contract between the Indian company and the Korean company
- \* The freelance expert refers to a freelancer who provides services such as technology transfer to a company without being associated with any particular company(enterprise).

B. Types of Visas and Visa Issuance

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE**

- Types of Visas : depending on the type of contracts and employments, you will be given a D-7 Intra-Company Transferee, D-8 Corporate/Foreign Investor, D-9 International Trade, E-3 Researcher, E-4 Technical Instructor/Technician, or E-7 Foreign National of Special Ability visa.
- Visa Issuance: the visa will be issued at the immigration (branch) office in accordance with the visa issuance confirmation
  - ※ Because an employment visa is a multiple-entry visa, it will be issued only in accordance with the confirmation of visa issuance.

**REQUIRED DOCUMENTATION**

<b>COMMON APPLICATION</b>	① An application form for confirmation of visa issuance (form no. 21), passport, one standard-size photograph
<b>TRANSFERRED EMPLOYEE</b>	② A document demonstrating the overseas assignment or the proof of employment ③ A copy of the establishment of the branch/contact office
<b>CONTRACTUAL SERVICES PROVIDER OR SOMEONE SUPPORTING THIS</b>	② A proof of employment issued by an employer, documents related to the establishment of the company(agency) - business registration certificate issued by the government of India ③ Documents proving that a Korean company/association has signed a service provider contract with your company
<b>FREELANCE EXPERT</b>	② Any document proving the contract such as employment contract or service contract ③ Degree, any type of relevant certificates in your field, a document demonstrating your relevant experience

☛ If you hire a representative, you shall submit the power of attorney, a proof of the current employment status, and the representative IDs.

※ The heads of immigration (branch) office may ask additional documents if it is deemed to necessary to examine the genuineness of the invitation and the qualification of the inviter and the invitee.

**6. A visa will be issued to a foreign legal consultant in accordance with the 「Foreign Legal Consultant Act」**

**A. A member sent to a foreign law firm\* or to a consulting firm specializing in foreign laws\*\***

\* It refers to an executive level such as the CEO of the foreign law firm

\*\* It refers to a person whose qualifications are approved by the Minister of Justice in accordance with

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE**

Article 6 of the Foreign Legal Consultant Act after acquiring his/her lawyer license outside of the Republic of Korea and who is registered at the Korean Bar Association in accordance with Article 10(1) of the Foreign Legal Consultant Act (Article 2(3) of the Foreign Legal Consultant Act)

**REQUIRED DOCUMENTATION**

- ① An application form for confirmation of visa issuance (form no. 21), passport, one standard-size photograph
  - ② A registry of the Foreign Law Firm (issued by the Korean Bar Association, Article 18 of the Foreign Legal Consultant Act)
  - ③ A declaration form of the establishment of the branch office (issued by the foreign exchange bank) and the certificate of business registration
  - ④ A document proving the induction of sales capitals or a wire transfer or the currency exchange
  - ⑤ A document demonstrating the overseas assignment (it should be issued by the headquarters office, and it should indicate the duration of the overseas assignment)
  - ⑥ Certificate of Foreign Law Consultants (Article 10, issued by the Korean Bar Association)
    - ※ You do not need to submit a career certificate as you are exempt from the requirement in which you must work at headquarters for at least one year
      - ➡ If you hire a representative, you shall submit the power of attorney, a proof of employment of your representative, and your representative IDs.
- ※ The head of immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of inviter and invitee.

**B. Office employee dispatched to a foreign laws consulting firm**

**REQUIRED DOCUMENTATION**

- ① An application for the visa issuance confirmation (form no.21), passport, one standard-size photograph
  - ② Registration Certificate of Foreign Laws Consulting Firm (issued by the Korean Bar Association, Article 18 of the Foreign Legal Consultant Act)
  - ③ Korean Branch Office Establishment Report (issued by the Foreign Exchange Bank) and business license
  - ④ Documents proving foreign capital exchange or sales capitals transfer
  - ⑤ Dispatch order (issued by the headquarter, the document shall indicate the duration of the overseas assignment)
  - ⑥ CV (in order to verify whether or not you meet the employment requirement in which you are supposed to work at the headquarter office for at least one year)
    - ➡ If you hire a representative, you shall submit the power of attorney, a proof of employment of the representative, and the representative IDs
- ※ The head of immigration (branch) office may ask additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

**REMARKS**

1. If you are working at the Korean branch office of the foreign company

- A local · branch office of a foreign bank
  - Foreign bank : refers to a bank established in a foreign country in accordance with the foreign laws.
  - If a foreign bank intends to open or close a branch · agent office in order to operate its banking business in the Republic of Korea, then the bank must obtain permission from the Financial Services Commission (Article 58 of the Banking Act, amended on May 17th, 2010)
- Other sales offices of foreign finance investor
  - Foreign financial investor : refers to a person who works in the field of financial investment in accordance with foreign laws.
  - If the foreign financial investor wants to work in the same in the field in the Republic of Korea, he/she must obtain a permission from the Financial Services Commission to establish a branch office and other operation offices around the country. (Article 12 of the Financial Investment Services and Capital Market Act)
- The Establishment of the Korean Branch Office of a Foreign Insurance Company
  - An eligible applicant who can obtain a permission from the Financial Services Commission for working in the insurance industry is limited to an enterprise, mutual insurance company, and foreign insurance company (the Korean branch office of the foreign insurance company)
  - "A foreign insurer, a person engaged in the business of insurance agency business or insurance broker overseas, and any other person engaged in an insurance-related business overseas (hereinafter referred to as "foreign insurer, etc.") may open its or his/her office in the Republic of Korea (hereinafter referred to as "local office") in order to investigate the insurance market, to collect information thereon, or to perform any other work similar thereto." (Article 12 of the Insurance Business Act, amended on February 29th, 2008)
  - The local office shall use the term 'office' in order to operate. Moreover, it is prohibited from selling insurance products, mediating a contract and representing the client to sign the contract.
- A local or domestic office of non-residents
  - If a non-resident wants to establish a local office or domestic office (hereinafter referred to as 'domestic office'), he/she shall notify the establishment to the head of the designated Foreign Exchange bank (Article 9-32 and 9-33 of the Foreign Exchange Transactions Act)
    - Non-resident's local office : he/she can sell insurance products to make profits in the Republic of Korea
    - Non-resident's domestic office : he/she shall not engage in activities that produce profits. However, he/she is allowed to maintain non-transactional activities such as business communication, market research, and R&D.

**REMARKS**

※ The non-resident shall notify to the Minister of Finance and Strategy if he/she is going to establish the domestic office in order to engage not only in banking activities such as financial loan, brokage/agency of foreign finance, card business, installment financing but also in finance, stock and insurance-related industries. In addition, he/she is prohibited from engaging in activities that are NOT allowed by the Promotion of the Foreign Investment Act.

● To confirm that you are an indispensable professional specialist

※ Definitions of the indispensable professional specialist

T Y P E S	D E F I N I T I O N
<b>EXECUTIVE</b>	Executive is defined as someone who has authorities to make key decisions, to manage the entire company at the top of the hierarchy, and who is monitored by shareholders or board of directors. (the executive cannot directly provide the services of the company to clients.)
<b>SENIOR MANAGER</b>	You have a right to recommend and hire an employee, a right to plan, lead, and supervise establishments and implementations of goals and policies for your organization or your department, carrying responsibilities. Also, you decide, supervise, and regulate professionals · management employees OR you can use discretionary power/authority on their daily tasks (Does not include supervisors who are not categorized to provide professional-level service and those who provide direct service to clients)
<b>SPECIALIST</b>	Specialist is defined as someone who has expertise and exclusive experiences in research, construction, technology, administration and others.

● Range of Affiliated Companies (which is designated by the Minister of Justice)

- If a parent company (C) owns a subsidiary company in a foreign company (A) and another subsidiary company in the Republic of Korea(B), Company A and B are affiliated.
- **OR** if employees of the company C, which is based in a foreign country, has more than 50% of the total amount of stocks or the total amount of investments for the company A and the company B respectively, the company A and the company B are affiliated.

2. Foreign workers of a Korean company venturing overseas, working in the headquarters in Korea

● The Headquarters

- Listed Enterprises · listed enterprises in the KOSDAQ or public companies
- ※ check the listed enterprises on the Korea Exchange (<http://www.krx.co.kr/>)

● The Overseas Office

- If the headquarters is listed enterprises or listed enterprises in the KOSDAQ
- Foreign branch office is classified into either a local subsidiary or overseas branch

## REMARKS

※ Local subsidiary refers to a corporate body in which headquarters directly has invested, whereas overseas branch refers to a branch which headquarters has found, by the principle of self-supporting accounting system, through means other than the establishment of a corporate body, in order to maintain international sales activities. Nonetheless, overseas offices that carry out non-profit functions such as business contact, market research, and research development activities, are not included in this definition.

· The size of local subsidiary or overseas branch must be at a certain level or higher.

※ Local subsidiary : the headquarter office has invested US\$500,000 or more

※ Overseas branch : the headquarter has paid US\$500,000 as operation fund (equipment fund, maintenance fee, working fund and etc)

- If the headquarter office is a public company

· Public companies are exempt from the required amount of investment

### ● Visa Applicants

- You must satisfy all of the requirements listed below

· You have worked at the local subsidiary or overseas branch for at least one year

· You possess professional knowledge · skills or expertise

· You are a manager or senior researcher or higher

· You are planning to work as a professional employee at the headquarter and you should have at least one year working experience in the foreign branch office as a professional employee.

- You are dispatched to the headquarter for the designated period of time.

Q. What is being dispatched as an indispensable professional worker to an affiliated corporation designated by the Minister of Justice?

A. When an overseas company (A) and another domestic company (B) have a same parent company (C), company A and company B become affiliated companies. This means that an employee who has transferred from company A to company B can be issued with a D-7 Intra-Company Transferee visa. We believe that, by issuing a D-7 visa to a transferred employee, we can attract more affiliated companies of a multinational corporation to Korea.

## Corporate/Foreign Investor (D-8)

<p style="text-align: center;"><b>RANGE OF ACTIVITIES AND ELIGIBLE APPLICANTS</b></p>	<ol style="list-style-type: none"> <li>1. Working at a Foreign Investment company <ul style="list-style-type: none"> <li>● You are an indispensable skilled worker** planning to engage in management, administration or production, technology of a foreign investment Korean corporation* in accordance with regulations of the 「Foreign Investment Promotion Act」</li> <li>* including a corporation that is in the process of establishment</li> <li>** NOT including a person hired domestically</li> </ul> </li> <li>2. You have established a business venture in accordance with the Act on Special Measures for the Promotion of Business Ventures <ul style="list-style-type: none"> <li>● You have established (or are planning to establish) a business venture in accordance with paragraph 1(c) of Article 2(2) of the 「Act on Special Measures for the Promotion of Business Ventures」, and you have obtained a confirmation of business venture (including a confirmation of prospective business venture)</li> </ul> </li> <li>3. You have invested into a company run by a Korean citizen <ul style="list-style-type: none"> <li>● You have invested into a corporation run by a Korean citizen in accordance with the 「Foreign Investment Promotion Act」 and you want to engage in management, administration or production, technology of a corporation. [hereinafter referred to as 'Unincorporated Enterprise (D-8-3)']</li> </ul> </li> <li>4. You have a bachelor's degree or higher and a founder of a corporation, who has either an intellectual property right or equivalent skills [hereinafter referred to as 'Technology and Business Starup' (D-8-4)]</li> </ol>
<p style="text-align: center;"><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● Supervisory activities of foreign investment corporations : 5 years</li> <li>● If you have established a business venture in accordance with the Act on Special Measures for the Promotion of Business Ventures : 2 years (However, a prospective venture business will get 6 months)</li> <li>● You have a bachelor's degree or higher and a founder of a corporation, who has either an intellectual property right or equivalent skills: 2 years</li> </ul>
<p><a href="#">VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION ABROAD</a></p> <p><a href="#">CONTENTS</a></p>	<p><b>D-8-1 Incorporated Enterprise visa issuance to eligible applicants for being stationed at foreign invested company in accordance with the Foreign Investment Promotion Act. (Not including Cuba)</b></p> <p><b>A. Basic Requirements</b></p> <ul style="list-style-type: none"> <li>● The investment target must be a Korean enterprise (including the ones that are in the midst of establishment process).</li> <li>● The investment amount is 100 million KRW or more, The amount of investment must</li> </ul>

be at least 100 million KRW, and you must either have at least 10 percent of the total capital stocks of the company in addition to the voting right (Paragraph 1, Article 2(2) of the Foreign Investment Promotion Act) or sign a contract of dispatching and appointing executives by having some stock shares (Paragraph 2, Article 2(2) of the Foreign Investment Promotion Act)

#### **B. Application Center**

- In principle, you must apply at a Korean Embassy/Consulate General in your country.
- ※ Nevertheless, if you are running a company in other countries (including the long term stay people who have permanent residency), he/she can apply at a Korean Embassy/Consulate General at the country you are currently residing in.

#### **Required Documents**

- ① Visa Application form (form #17), passport, one standard size photograph, fee
- ② Dispatch order (must indicate the dispatch period) and proof of employment of overseas assignment
- ③ Foreign investment report form or a copy of investment company registration certificate
- ④ Photocopy of business registration certificate, complete business registration certificate, original copy of circumstantial statement of change of shareholder
- ⑤ Documents demonstrating the transfer of investment capitals
  - Case A. Payment in Cash
    - Permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country
    - Investment funds introduction statement (confirmation of foreign currency transfer, certificate of purchased foreign currency, customs declaration form and others)
  - Case B. Investment in Kind
    - Photocopy of Investment in Kind Completion Confirmation Letter (issued by the head of Korea Customs Service)
    - Photocopy of Customs Import Declaration Certificate
- ⑥ Additional documents for private investors whose investment money is less than 300 million KRW
  - Documents demonstrating the start-up capitals (receipt for purchased goods, office interior fee, domestic bank account deposit/withdrawal statement)
  - Documents demonstrating existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office signs and other materials)

- documents proving the work experiences or entrepreneurial experiences from the applicant's origin of nationality. (required when necessary)

※ The Chief of Mission may ask additional documents or omit them in order to examine the purpose of entry, genuineness of the invitation, qualifications of the inviter and the invitee

## **2. D-8-2 Business Venture visa issuance to those who have found business ventures in accordance with the Special Act on the Growth of Business Ventures (Not including China and Cuba)**

### **A. Basic Requirements**

- You are among those who have established a business venture\* with excellent technical capability, for example, by possessing an industrial property right or intellectual property right, in accordance with Subparagraph 2(c), Paragraph 1, Article 2(2) of the Act on Special Measures for the Promotion of Business Venture. Also, you have obtained a confirmation of business venture\*\* as the CEO of a particular company or the CEO of a company that is considered to have excellent skills\*\*\* in accordance with the aforementioned act. [hereinafter referred to as 'D-8-2 Business Venture']

\* includes a Technology Assessment Guaranteed Corporation and a prospective business venture (i.e. business venture that is in the midst of establishing process or of business registration, or business venture newly established within the past 6 months range)

\*\* The Korea Technology Finance Corporation (Korea Technology Finance Corporation Act), the Small and Medium Business Corporations (Small and Medium Business Promotion Laws) or the Korean Venture Capital Association (Special Act on Promotion of Business Venture Firms) will confirm whether a company is a business venture or a prospective venture.

\*\*\* Assessment is given by the Korea Technology Finance Corporation (Korea Technology Finance Corporation Act ) or the Small and Medium Business Corporations (Small and Medium Business Promotion Laws)

### **B. Application Centre**

- In principle, you must apply at a Korean Embassy/Consulate General in your country
  - ※ However, if you are running a company in other countries (including the long term stay people who have permanent residency), he/she can apply at a Korean Embassy/Consulate General at the country you are currently residing in.

### **Required Documents**

- ① Visa application form (form #17), photocopy of passport, one standard size photograph, fee
- ② Photocopy of Business Registration Certificate, complete business registration certificate

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- ③ Business Venture Confirmation or Prospective Business Venture Confirmation
  - ④ Documents demonstrating that you have either the intellectual property right or equivalent skills
    - Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others
    - Korea Technology Finance Corporation or Small and Medium Business Corporation Assessment Test Result
- ※ The Chief of Mission may ask additional documents or omit them in order to examine the purpose of entry, genuineness of the invitation, qualifications of the inviter and the invitee

### **3. D-8-3 Unincorporated Enterprise visa issuance to foreigners who have invested in a company run by a Korean national**

#### **A. Basic Requirements**

- The investment must be made to a company run by a Korean national (individual)
- You have invested at least 100 million KRW, which is ten or more percentage of the total investment start-up capitals of the company (Paragraph 1, Article 2(2) of the Presidential decree of the Foreign Investment Promotion Act) Furthermore, you are registered as the co-founder with the other Korean CEO on the business registration certificate.
- A co-founder who is a Korean national must invest at least 100 million KRW as the start-up capitals.

#### **B. Application Centre**

- In principle, you must apply at a Korean Embassy/Consulate General in your country
  - ※ Nevertheless, if you are running a company in other countries (including the long term stay people who have permanent residency), he/she can apply at a Korean Embassy/Consulate General at the country you are currently residing in.

#### **Required Documents**

- ① Visa Application Form (form #17), Passport, One Standard Size Photograph, Fee
- ② Foreign investment report form or a copy of investment company registration certificate
- ③ Documents demonstrating the usage of start up capitals by a Korean national who is the

co founder

④ Original copy of Business Partnership Agreement and a photocopy of Business Registration Certificate on which the name of c-founder is written

⑤ Documents demonstrating the transfer of investment capitals

Case A. Payment in Cash

- Permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country
- Investment funds introduction statement (confirmation of foreign currency transfer, certificate of purchased foreign currency, customs declaration form and others)

Case B. Investment in Kind

- Photocopy of Investment in Kind Completion Confirmation Letter (issued by the head of Korea Customs Service)
- Photocopy of Customs Import Declaration Certificate

⑥ **Additional Documents for individual investor who has invested less than 300 million KRW**

- documents demonstrating the details of usage of the investment funds (product purchase receipt, office interior fee, deposit/withdrawal records of a domestic bank account and others)a
- Documents demonstrating existence of the place of business (office lease contract, photographs of the front view of the office, inside of the office· signs and other materials)
- documents proving the work experiences or entrepreneurial experiences from the applicant's origin of nationality. (required when necessary)

※ Private investors who have invested less than 300 million KRW and have no entrepreneurial experiences will be closely reviewed.

※ The Chief of Mission may ask additional documents or omit them in order to examine the purpose of entry, genuineness of the invitation, qualifications of the inviter and the invitee

#### **4. D-8-4 Technology and Business Startup visa issuance for founders of a corporation regarding technology and business startup immigration, who have bachelor's degree or intellectual property rights or equivalent skills.**

##### **A. Basic Requirements**

● You have a bachelor's degree or higher

\* Degrees acquired in Korea or abroad are both acceptable. However, only the degrees that are already conferred are recognized, which means prospective graduates are NOT eligible to apply for this category.

● You have an intellectual property right\* or equivalent skills\*\*

\* refers to recognizable Intellectual Property Rights by Korean Laws such as the Patent Right

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(Patent Right Law), Utility Model Right (The Utility Model Law), Design Right (Design Protection Law), Trade Mark Right (Trade Mark Right), Copy Right (Copy Right Law) and others.

\*\* refers to entrepreneurial items selected as the winner of government funds based on the Support for Small and Medium Enterprise Establishment Act, however, the item must be the foreign investor's idea.

- You must have completed the business registration and corporate registration after establishing a company in Korea.

**B. Application Centre**

- In principle, you must apply at a Korean Embassy/Consulate General in your country
  - ※ Nevertheless, if you are running a company in other countries (including the long term stay people who have permanent residency), he/she can apply at a Korean Embassy/Consulate General at the country you are currently residing in.

**Required Documents**

- ① Application form (form #34), passport, alien registration card (respective candidate), one standard size photograph
  - ② Complete business registration certificate and a copy of business registration card
  - ③ Documents demonstrating that you have either intellectual property right or equivalent skills
  - ④ Any documents proving points earned through the Points-Based System
    - Copies of Patent Card , Utility Model Registration Card, Design Registration Card for Intellectual Property Right Holders (Candidates) only
      - ☞ You can use the 'Patent Information Net Kipris' website [www.kipris.or.kr/khome/main.jsp](http://www.kipris.or.kr/khome/main.jsp)) of the Korea Intellectual Property Office to browse whether one has an intellectual property right or not.
    - Patent Candidates must submit application certificate issued by the head of Korea Intellectual Property Office
    - A certificate for completion or graduation of the OASIS program issued by the head of Global Investment Center designated by the Minister of Justice, award winner confirmation letter, official statement of selection, and etc.
    - Other documents that can prove points earned through the Points-Based System
- ※ The Chief of Mission may ask additional documents or omit them in order to examine the purpose of entry, genuineness of the invitation, qualifications of the inviter and the invitee

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## **1. A single-entry visa valid for one year or less will be issued to eligible applicants for those with dispatch orders in accordance with regulations of the Foreign Investment Promotion Act**

- ☛ A visa in which the sojourn period lasts for 2 years will be issued at the discretion of the head of a diplomatic mission to an investor who has invested into an economic free zone designated by the Article 4 (Designation etc. of Free Economic Zones) of the 「Special Act on Designation and Management of Free Economic Zone」 (Article 9(1) of the Presidential Decree)
- ☛ A multiple entry visa valid for 2 years will be issued at the discretion of the head of a diplomatic mission abroad to a Chinese corporate investor and his/her accompanied family member (However, the visa will be issued after agreement with a National Intelligence Service Officer residing in the respective country)

### **REQUIRED DOCUMENTATION**

- ① Visa Application Form (Form no. 17), passport, one standard-size photograph, fee
- ② Dispatch Order (indicates a period of overseas assignment) and a proof of employment
- ③ Foreigner Investment Declaration or copy of invested corporation certificate
- ④ A certified copy of the register and a copy of business registration

※ The head of a diplomatic mission abroad may ask additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

## **2. A following visa will be issued to a person who established a venture business in accordance with the Act on Special Measures for the Promotion of Venture Business**

- A founder of a business venture and his/her accompanying family member (F-3) : a single entry visa valid for one year or less
- A person who received a confirmation of a prospective business venture and his/her accompanying family member (F-3) : a single entry visa valid for six months or less

### **SUPPLEMENTARY DOCUMENTATION**

- ① Visa Application Form (form no. 17), a copy of passport, one standard size

photograph, fee

- ② A confirmation of venture business or a confirmation of prospective venture business
- ③ Industrial property right, a document proving your skills equivalent thereto and your right to use these skills.

※ The head of a diplomatic mission abroad may ask additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

### **3. The D-8 Corporate/Foreign Investor visa will be issued to a foreigner who invests into a company run by a Korean national**

#### A. Fundamental Principles

- A foreigner who would like to invest approximately 100,000,000 won (carried from a foreign country) into a corporation run by a Korean national
  - For those who want to engage in foreign investment activities that are limited by Article 4 of the 「Foreign Investment Promotion Act」 as well as by the Minister of Justice due to visa/residence policies, issuance of D-8 Corporate Investor visa will be restricted.
- ※ Currently, foreigners owning individual business under D-8 Corporate Investor visas and who wish to maintain the visa must change his/her business into a corporate body

#### B. Eligible Applicants

- You have invested into a company run by a Korean national in accordance with the 「Foreign Investment Promotion Act」 while planning to engage in management, administration or production, technology of that company

#### C. Application Centers and Visa Issuance

- Application Centers
  - By principle, a Korean diplomatic mission abroad in your country
  - ※ However, if an applicant runs a business in a foreign country (long term residents including permanent resident visa holders), he/she is allowed to apply at a diplomatic mission abroad in the respective country.
- Visa Issuance
  - Considering the amount of investment, job fields, a single entry visa valid for one year or less will be issued at the discretion of the head of a diplomatic mission.

**SUPPLEMENTARY DOCUMENTATION**

- ① Visa Application Form (Form no. 17), passport, one standard size photograph, fee
  - ② Foreign Investment Declaration or a copy of Foreign Investment Registration, documents proving business capitals of a Korean national who is the co-owner
  - ③ Documents related to the inflow of investment gross capitals
    - Permission(report) to take out foreign currency, which is issued by the Customs and bank (financial institution) of the respective country (Eligible candidates only)
    - Detailed statement of investment funds transfer (Receipt for wire transfer, Certificate of purchase foreign currency, customs declaration)
    - (If an invested company is a corporation) a copy of business registration, a certified original copy of register, an original copy of circumstantial statement on a change of shares, etc.
    - (If an invested company is an individual enterprise of a Korean national) a copy of business registration indicating co-businessmen, an original copy of joint venture contract
  - ④ Additional documents in regards with an applicant who has invested less than 300,000,000 won
    - Documents proving the usage of gross capitals (purchase receipts, cost of office interior, domestic bank statement)
    - Documents proving that the business actually exists (office rental contract/agreement, photographs of a place of business, office, and the signs)
    - Documents related to your experiences in business or the respective industry from country of nationality (if it is deemed necessary)
      - ※ If you are an investor whose investment amount is less than 300 million KRW and you have no experiences in running your own businesses before, an extensive and complete review will take place.
- ※ The head of a diplomatic mission abroad may ask additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

**4. A single-entry visa in which the sojourn period lasts for one year at least will be issued to Chileans in accordance with the Free Trade Agreement between the Government of the Republic of Korea and the Government of the Republic of Chile**

- Even if you fail to submit required documents for a D-8 Corporate Investment visa, you will be given a C-3-4 Business Visitor (General) visa if falling under the respective visa requirements

## **5. Agreement between the Government of the Republic of Korea and the Government of the Russian Federation on Temporary Labor Activities of Nationals of One State in the Territory of the Other State.**

### A. Eligible Applicants

- The CEO (Article 2(c))

- You control or manage a company located in Korea in accordance with Russian laws or charters on corporation, documents of individual business establishments

### B. Visa centers: A Korean diplomatic mission abroad in your country

#### **SUPPLEMENTARY DOCUMENTATION**

- ① Application for a confirmation of visa issuance (form no. 21) a copy of passport, one standard size photograph
  - ② Dispatch order (indicates the period of overseas assignment) or a proof of employment
  - ③ Foreign investment declaration or a copy of foreign investment registration
  - ④ A certified copy of register and a copy of business registration
- ➡ If you are hiring a representative : power of attorney, representative's proof of employment, identification card of the representative
- ※ The head of an immigration (branch) office may ask additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and the invitee

## **6. Agreement between the Government of the Republic of Korea and the Government of the Republic of Uzbekistan on Temporary Labor Activities of Nationals of One State in the Territory of the Other State.**

### A. Eligible Applicants

- the CEO or a specialized employee of a company where foreign companies have participated in investment (Article 3(a) of the Agreement)

- CEO of Uzbekistan national company or the CEO or a specialized employee of a foreign investment company engaged in commercial activities in territories of the Republic of Korea (Article 2(c) of the Agreement)

### B. Visa Centers : Diplomatic Mission Abroad

	<p style="text-align: center;"><b>SUPPLEMENTARY DOCUMENTATION</b></p> <p>① Application for visa issuance (form no. 21), a copy of passport , one standard size photograph</p> <p>② Dispatch order (dispatch duration should be indicated) or a proof of employment</p> <p>③ Foreign Investment Declaration or a copy of invested corporation registration</p> <p>④ Certificate of register and a copy of business registration</p> <p>➡ <b>If you hire a representative : power of attorney, representative's proof of employment, identification card of the representative</b></p> <p>※ The head of an immigration (branch) office may ask additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and the invitee.</p>
<p><a href="#">ELIGIBILITY FOR THE VISA ISSUANCE</a></p> <p><a href="#">CONTENTS</a></p>	<p><b>1. Eligible Applicants who are stationed at a foreign invested company (for only those dispatched to South Korea only)</b></p> <p><b>A. Basic Requirements</b></p> <ul style="list-style-type: none"> <li>● The investment must be made to a Korean corporation (including a corporation that is in the midst of establishing process in Korea.)</li> <li>● The amount of investment must be at least 100 million KRW, and you must either have at least 10 percent of the total capital stocks of the company in addition to the voting right (Paragraph 1, Article 2(2) of the Foreign Investment Promotion Act) or sign a contract of dispatching and appointing executives by having some stock shares (Paragraph 2, Article 2(2) of the Foreign Investment Promotion Act)</li> </ul> <p><b>B. Application Center</b></p> <ul style="list-style-type: none"> <li>● Jurisdictional immigration (branch) office</li> </ul> <p style="text-align: center;"><b>SUPPLEMENTARY DOCUMENTATION</b></p> <p>① Application for a confirmation of visa issuance (form no. 21), passport, one standard size photograph</p> <p>② Dispatch order (indicates the period of overseas assignment) and a proof of employment</p> <p>③ Foreign Investment Declaration or a copy of investment company registration</p> <p>④ Photocopy of Certificate of Businessman, Corporate Registration Certificate, original Copy of Change of Stockholder Statement</p> <p>⑤ Documents demonstrating the transfer of investment capitals Case A. Payment in Cash - Permission (declaration) of foreign currency transfer or confirmation of remittance issued by the Customs or a bank (financial institution) of the respective country</p>

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

- Investment funds introduction statement (confirmation of foreign currency transfer, certificate of purchased foreign currency, customs declaration form and others) Case B. Investment in Kind
  - Photocopy of Investment in Kind Completion Confirmation Letter (issued by the head of Korea Customs Service)
  - Photocopy of Customs Import Declaration Certificate
- ⑥ Additional documents for individual investors who have invested less than 300 million KRW
- Any documents proving the usage of startup capitals (goods purchase receipt, office interior expenses, deposit/withdrawal account history of a Korean bank, etc.)
  - Documents proving that your place of business exists (Office Lease Contract, photos of the office interior, space, signs and etc.)
  - Any documents from your country to prove your work experiences in the relevant field and areas (you will need to submit these documents if deemed necessary)
- ▶ If you hire a representative, the power of attorney, the representative's proof of employment and ID Card must be additionally submitted.
- ※ The head of an immigration (branch) office may ask additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and invitee.

**2. You have created a business venture in accordance with the Act on Special Measures for the Promotion of Business Ventures or your business has been confirmed as a prospective business venture.**

**A. Basic Requirements**

- You are among those who have established a business venture\* with excellent technical capability, for example, by possessing an industrial property right or intellectual property right, in accordance with Subparagraph 2(c), Paragraph 1, Article 2(2) of the Act on Special Measures for the Promotion of Business Venture. Also, you have obtained a confirmation of business venture\*\* as the CEO of a particular company or the CEO of a company that is considered to have excellent skills\*\*\* in accordance with the aforementioned act. [hereinafter referred to as 'D-8-2 Business Venture']

\* includes a Technology Assessment Guaranteed Corporation and a prospective business venture (i.e. business venture that is in the midst of establishing process or of business registration, or business venture newly established within the past 6 months range)

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

\*\* The Korea Technology Finance Corporation (Korea Technology Finance Corporation Act), the Small and Medium Business Corporations (Small and Medium Business Promotion Laws) or the Korean Venture Capital Association (Special Act on Promotion of Business Venture Firms) will confirm whether a company is a business venture or a prospective venture.

\*\*\* Assessment is given by the Korea Technology Finance Corporation (Korea Technology Finance Corporation Act ) or the Small and Medium Business Corporations (Small and Medium Business Promotion Laws)

**B. Application center**

- Jurisdictional immigration (branch) office

**SUPPLEMENTARY DOCUMENTATION**

- ① Application for a confirmation of visa issuance (Form no. 21), a copy of passport, one standard size photograph
  - ② Invitation Statement
  - ③ A copy of business registration, corporate certificate registration
  - ④ Industrial property right, any documents demonstrating that you have equivalent skills and rights to use them
- ➡ If you hire a representative : you need to submit a power of attorney, your representative's proof of employment and identification card.
- ※ The head of an immigration (branch) office may ask additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and the invitee.

**3. D-8-4 Technology and Business Startup visa issuance to those who have bachelor's degrees and intellectual property rights or equivalent skills and who would like to find a technology/business start-up.**

**A. Basic Requirements**

- You have a bachelor's degree or higher
  - \* Degrees acquired in Korea or abroad are both acceptable. However, only the degrees that are already conferred are recognized, which means prospective graduates are NOT eligible to apply for this category.
- You have an intellectual property right\* or equivalent skills\*\*
  - \* refers to recognizable Intellectual Property Rights by Korean Laws such as the Patent Right (Patent Right Law), Utility Model Right (The Utility Model Law), Design Right (Design Protection Law), Trade Mark Right (Trade Mark Right), Copy Right (Copy Right Law) and others.

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

\*\* refers to entrepreneurial items selected as the winner of government funds based on the Support for Small and Medium Enterprise Establishment Act, however, the item must be the foreign investor's idea.

- You must have completed the business registration and corporate registration after establishing a company in Korea.

**B. Application center**

- Jurisdictional immigration (branch) office

**Required Documents**

- ① Confirmation of visa issuance application form (form #21), passport, one standard size photograph
- ② Complete business registration certificate and a copy of business registration card
- ③ Degree certificate or documents demonstrating that you have equivalent skills
- ④ Copies of Patent Card , Utility Model Registration Card, Design Registration Card for Intellectual Property Right Holders (Candidates) only
  - ☞ You can use the 'Patent Information Net Kipris' website [www.kipris.or.kr/khome/main.jsp](http://www.kipris.or.kr/khome/main.jsp)) of the Korea Intellectual Property Office to browse whether one has an intellectual property right
  - Patent candidates must submit their application verification certificates issued by the head of Korea Intellectual Property Office
  - A certificate for completion or graduation of the OASIS program issued by the head of Global Investment Center designated by the Minister of Justice, award winner confirmation letter, official statement of selection, and etc.
  - Other documents that can prove points earned through the Points-Based System
  - Documents demonstrating that you have either the intellectual property right or equivalent skills
  - Patent right card (Korean Intellectual Property Office), Utility Model Right registration card (Korean Intellectual Property Office), design registration card (Korean Intellectual Property Office), Trade mark registration card(Korean Intellectual Property office), copy of right registration card (Korea Copyright Commission) and others
  - Official letter from the respective government department, demonstrating that your business venture item was selected as the recipient of government funds (must indicate the english names of the foreign investor) and others

※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee.

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

**4. Eligible Applicants for the Agreement on Simplifying Visa Procedure between the Government of the Republic of Korea and the Government of the Republic of India**

A. Eligible Applicants : Employment visitors

- You are a professional technician, executive, manager hired or appointed by a registered company or organization or on the basis of a contract

(Ex.) intra-corporate transfers, contractual service suppliers\* or those working for the contractual service suppliers, freelance expert (independent professional\*) and others

\* Contractual Service Provider: refers to an employee of Indian company, who has signed a deal with a Korean company, and who is dispatched to Korea to work

\* Freelance Expert (Independent Professional): refers to someone who is not affiliated with any company and who is independently hired or providing services to a company or an individual.

B. Visa types and issuance

- Sojourn Status : Depending on details on contract and types of employment you will be given a D-7 Intra-Company Transferee, D-8 Corporate/Foreign Investor, D-9 International Trade, E-3 Researcher, E-4 Technological Instructor/Technician, or E-7 Foreign National of Special Ability visa

- Visa issuance : a visa will be given in accordance with a confirmation of visa issuance issued by an immigration (branch) office.

※ Since employment related visas are multiple-entry visas, they will be issued in accordance with a confirmation of visa issuance

**SUPPLEMENTARY DOCUMENTATION**

<b>Common</b>	① Application for a confirmation of visa issuance (form no. 21), passport, one standard size photograph
<b>Intra-Corporate Transferee</b>	② Dispatch order and a proof of employment which indicates that you have worked there for at least one year. ③ A copy of permission of branch office or contact office establishment
<b>Contractual services suppliers or those supporting the suppliers</b>	② Proof of employment issued by an employer, documents related to company establishments such as business registration issued by the Government of the Republic of India ③ Any documents proving a service contract with a Korean company or Korean organization
<b>Freelance Expert (an independent professionals)</b>	② Employment contract or other documents proving a service contract ③ Degree, relevant licenses, documents proving that you have at least one year experience in the related field



## International Trade (D-9)

<p><b>RANGE OF ACTIVITIES AND ELIGIBLE APPLICANTS</b></p>	<ol style="list-style-type: none"> <li>1. Corporate management, international trade, profit-oriented business <ul style="list-style-type: none"> <li>- You are eligible to apply for a D-9 visa if you are a trader who has received a specific code number for international trade from the head of the Korea International Trade Association in accordance with International Trade Laws and Regulations.</li> </ul> </li> <li>2. Installment, management, and maintenance of exporting machinery <ul style="list-style-type: none"> <li>- You are eligible to apply for a D-9 visa if you are invited or dispatched to an industrial equipment company for the first time, and you are providing the company with a necessary set of skills for installment · management · maintenance of the equipment.</li> </ul> </li> <li>3. Ship building, Supervision over industrial facilities <ul style="list-style-type: none"> <li>- You have been dispatched for ship building or to supervise industrial facilities (a person who was dispatched by a service company designated by a contractor)</li> </ul> </li> <li>4. Corporate management, Business-for-profits <ul style="list-style-type: none"> <li>- You have established and managed the company or engaged in activities for profits.</li> </ul> </li> </ol>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p>● 2 years</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION ABROAD</b></p>	<p><b>1. A single entry visa valid for one-year or less will be issued to a person who provides installment, management, and maintenance of industrial equipments (machinery) to a company that is about to induce the equipments.</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa application (form no. 17), passport, one standard size photograph, fee</p> <p>② Equipment Introduction Contract or any documents proving industrial equipment introduction contract</p> <p>③ Dispatch order</p> <p>④ a copy of business registration of the host country or a copy of corporate registration</p> <p>⑤ Certificate of annual tax payment</p> <p>※ The head of a diplomatic mission abroad may request additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation and qualifications of the inviter and the invitee.</p>

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**2. A single-entry visa valid for one year or less will be issued to a person supervising ship building and industrial equipment constructions.**

**REQUIRED DOCUMENTATION**

- ① Visa application (form no. 17), a copy of passport, one standard size photograph, fee
  - ② A copy of trade contract
  - ③ Dispatch order
  - ④ A copy of business registration of the host company or copy of corporate register
  - ⑤ Certificate of annual tax payment
- ※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

**3. A single entry visa(D-8) valid for one year will be issued to a chilean in accordance with the FTA between the government of the Republic of Korea and the government of the Republic of Chile**

- A C-3-4 Business Visitor (General) visa will be issued to a person who has failed to submit documents to prove his/her eligibility for the D-8 Corporate Investor visa but who is qualified for the C-3-4 Short-Term Business Visitor status.
- Same type of required documentation will be asked to submit as number 1,2 above.

**4. A single-entry visa (D-9) valid for one year or less will be issued to an individual foreign business man (taken effect on October 29th, 20 '12)**

A. Eligible Applicants

- After invested foreign capitals worth 3 billion won in accordance with Foreign Exchange Transaction Act and Foreign Exchange Transaction Regulation, a person who has completed a business registration under Value Added Tax Laws and plans to manage a company or a profit-oriented business in Korea
- A sole proprietor, under the Foreign Investment Promotion Act, who has invested more than 300 million KRW after a declaration of foreign investment, are granted a corporate investor registration card

B. Visa Center

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<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION</b></p>	<ul style="list-style-type: none"> <li>● In principle, an application should be submitted to a Korean diplomatic mission located in the applicant's country.</li> <li>※ However, if an applicant is running a company in a different country other than his/her native, he/she should submit his/her application to a Korean diplomatic mission abroad in the country he/she is currently residing (including long-term residents such as a permanent visa holder)</li> </ul> <p>C. Visa Applications</p> <ul style="list-style-type: none"> <li>● After considering the amount of investment made by applicant and the target industry, a head of diplomatic mission abroad may issue a single-entry visa valid for one year or less to an applicant at his/her discretion.</li> </ul> <p><b>REQUIRED DOCUMENTATION</b></p> <ol style="list-style-type: none"> <li>① Visa Application form (form no. 17), a copy of passport, one standard size photograph, fee</li> <li>② A copy of business registration, a copy of business licence (not required by all), certificate of investment corporation (holders only)</li> <li>③ Documents (both original and photocopy) of joint venture contract (not required by all) <ul style="list-style-type: none"> <li>※ the documents above should include details on the gross capital, equity, profit sharing allocation method.</li> </ul> </li> <li>④ Documents on business fund <ul style="list-style-type: none"> <li>- A certificate of wire transfer, certificate of foreign currency purchase, customs declaration,</li> </ul> </li> <li>⑤ Detailed statement of business fund expenditure <ul style="list-style-type: none"> <li>- receipt of purchased goods, office interior's costs, domestic bank statement</li> </ul> </li> <li>⑥ Any documents proving the sales record <ul style="list-style-type: none"> <li>- Trade(import&amp;export) permit, value-added tax or final tax return, etc.</li> <li>※ limited to those who already possess a single entry C-3-4 visa and who had engaged in sales before submitting the D-9 visa application</li> </ul> </li> <li>⑦ Documents confirming the existence of your company <ul style="list-style-type: none"> <li>- Office rental contract, photographic documents of workplace, offices, and signs</li> </ul> </li> </ol> <p>※ The head of a diplomatic mission abroad may request required documents if it is deemed necessary to examine genuineness of the invitation, purpose of entry, and qualifications of the inviter and the invitee.</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p> <p>▣ CONTENTS</p>	<p><b>1. A a trade dealer who manages a company or engages in trade or profit-oriented businesses received a registered identification number issued by the Minister of Korea International Trade Association under international trade laws and regulations.</b></p> <ul style="list-style-type: none"> <li>● Categorical eligibility is limited to those trade dealers who recorded more than USD 500,000 in performance over the last year.</li> </ul>

**ELIGIBLE  
APPLICANTS FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

**REQUIRED DOCUMENTATION**

- ① Application for a visa issuance (form no. 21), passport, one standard size photograph
  - ② Invitation Statement
  - ③ A copy of business registration or a certificate of corporate registration
  - ④ A copy of international trade registration or a copy of International Trade Agent Registration
  - ⑤ A copy of business plan or documents proving the record of introduction of business funds
  - ⑥ Any documents recording trade performance and results
    - Statement of trade performance
  - ⑦ A certificate of annual tax payment
    - ➡ (If you hire a representative) you will need to submit a power of attorney, your representative's proof of employment and identification card.
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation, and the qualifications of the inviter and invitee.

**2. A single-entry visa valid for one year or less will be issued to a person installing, managing, and repairing an industrial equipment(machinery) of a company. Please note that the company is using this equipment for the first time and inviting the person for the purposes indicated above.**

**REQUIRED DOCUMENTATION**

- ① Visa application (form no. 21), a copy of passport, one standard size photograph
  - ② Invitation Statement
  - ③ Equipment Installation Contract or any documents proving industrial equipment installation
  - ④ Dispatch Order
  - ⑤ A copy of business registration or a copy of corporate register of the host company
  - ⑥ Certificate of annual tax payment
    - ➡ (If you hire a representative) a power of attorney, your representative's proof of employment and identification card
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation, and the qualifications of the inviter and the invitee.

### 3. A person dispatched for ship building and supervising industrial equipment constructions (an employer or a person dispatched to a company that provides contractual services designated by the employer)

#### REQUIRED DOCUMENTATION

- ① Application for a confirmation of visa issuance (form no. 21), a copy of passport, one standard size photograph
  - ② Invitation statement
  - ③ A copy of contract
  - ④ Dispatch order (overseas assignment order)
  - ⑤ A copy of business registration of the host company or a copy of corporate registration
  - ⑥ certificate of annual tax payment
    - ➔ (If you hire a representative) a power of attorney, your representative's proof of employment and identification card.
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation, and qualifications of the inviter and the invitee.

### 4. Eligible Applicants for the Agreement on Simplifying Visa Procedure between the government of the Republic of Korea and the government of the Republic of India.

#### A. Eligible Applicants : Employment visitors

- You are a technical professional, corporate executive, manager and others hired or appointed by a registered company or organization on a contract basis  
(Ex.) intra-corporate transfer, contractual service supplier\* or those working for contractual service suppliers, independent professional (freelance expert) and etc.\*\*

\* Contractual Service Provider refers to an employee of Indian company who has signed a deal with a Korean company and dispatched to Korea to work

\*\* Freelance Expert (Independent Professional) refers to someone who is not affiliated with any company and who is independently hired or providing services(e.g, technology transfer) to a company or an individual.

#### B. Visa types and visa issuance

- Visa Status: Depending on contractual details and overseas assignment(employment) types, D-7, D-8, D-9, E-3, E-4, or E-7 status will be given.
- Visa application: a visa will be given in accordance with a confirmation of visa issuance issued by the Immigration (branch) office.

※ All employment related visas will be issued through a confirmation of visa issuances since they are all multiple-entry visas.

<b>ELIGIBLE APPLICANTS FOR THE VISA ISSUANCE CONFIRMATION</b>	<b>REQUIRED DOCUMENTATION</b>	
	Common	① Application for a confirmation of visa issuance (form no. 21), passport, one standard size photograph
	Intra-Corporate Transfer	② Proof of employment demonstrating that you have worked at a current company for at least one year and a dispatch order (overseas assignment) ③ A copy of branch office or local contact office establishment
	Contractual Services Suppliers or Those supporting these suppliers	② Proof of employment issued by an employer, documents proving the establishments of companies such as a business registration issued by the government of the India Republic ③ Documents demonstrating that you have signed a service contract with a Korean company or organization
	Freelance Expert (an independent professionals)	② Documents proving contract such as an employment contract or a service contract ③ Degree, relevant licenses, or documents confirming at least one year of your work experiences
<b>CONTENTS</b>	➡ (If you hire a representative) power of attorney, your representative's proof of employment and identification card.	
	※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation, and the qualifications of the inviter and the invitee.	
<b>REFERENCE</b>	1. Corporate management, international trade, profit-oriented business ● limited to trade dealers who have performance records worth of US\$500,000 or more for the past one year. - We will confirm through a certificate of Trade Performance Record and Trade Designation Code issued by the head of a Foreign Exchange Bank· the head of the Korea International Trade Association ·heads of other organizations designated by the Minister of Trade, Industry, Energy	
<b>CONTENTS</b>		

# Job Seeker (D-10)

<p><b>ACTIVITIES ALLOWED</b></p>	<p>1. Range of Activities Allowed</p> <ul style="list-style-type: none"> <li>● (Job Seeking Activities) You are engaged in job seeking activities or on-the-job paid training (including short-term paid internship) at a Korean company or group</li> <li>● (Technology / Business Startup Activities) You participate in the OASIS programs, preparing for intellectual property right application and business establishment (job seeking activities)</li> </ul> <p>2. Eligible Applicants</p> <ul style="list-style-type: none"> <li>● You want to engage in researching and job seeking activities in a relevant field of E-1 Professor, E-2 Foreign Language Instructor, E-3 Researcher, E-4 Technological Instructor/Technician, E-5 Professional, E-6 Artist &amp; Athlete, and E-7 Foreign National of Special Ability status.</li> </ul> <p>* However, among E-6 status holders, E-6-2 holders working at an adult entertainment establishment are not included. Only pure artists and athletes will be permitted.</p> <ul style="list-style-type: none"> <li>● You are qualified for the item C of D-8 Corporate Investor status, preparing for a business startup.</li> </ul> <p>* You have a bachelor's degree or above, or intellectual property right or equivalent skills. You are also recognized as a founder of a corporation by the Minister of Justice. (Technology and Business Startup Immigration)</p>								
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 6 months</li> </ul>								
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION ABROAD</b></p>	<p><b>1. All types of employment visas</b></p> <ul style="list-style-type: none"> <li>● A single entry visa, which is valid for 6 months, will be issued at the discretion of the head of the diplomatic mission abroad.</li> <li>- A multiple-entry visa, which is valid for 2 years and which allows you to stay for 6 months, will be issued to a national whose country has signed an agreement on the Multiple Entry Visa Issuance for employment seekers with the Republic of Korea.</li> </ul> <p><b>REQUIRED DOCUMENTATION</b></p> <table border="1" data-bbox="368 1644 1453 2054"> <tr> <td data-bbox="368 1644 552 1738">COMMON APPLICATION</td> <td colspan="2" data-bbox="552 1644 1453 1738">① An application for the visa (form no. 17, passport, one standard size photograph, fee</td> </tr> <tr> <td data-bbox="368 1738 552 1966" rowspan="2">Supplementary Documents</td> <td data-bbox="552 1738 799 1966">A previous employee of a listed company on the Fortune's Global 500 companies</td> <td data-bbox="799 1738 1453 1966">② C.V. (Proof of Employment), Employment Seeking Outline</td> </tr> <tr> <td data-bbox="552 1966 799 2054">A graduate of a university listed</td> <td data-bbox="799 1966 1453 2054">② Proof of Education*, Employment Activities outline</td> </tr> </table>	COMMON APPLICATION	① An application for the visa (form no. 17, passport, one standard size photograph, fee		Supplementary Documents	A previous employee of a listed company on the Fortune's Global 500 companies	② C.V. (Proof of Employment), Employment Seeking Outline	A graduate of a university listed	② Proof of Education*, Employment Activities outline
COMMON APPLICATION	① An application for the visa (form no. 17, passport, one standard size photograph, fee								
Supplementary Documents	A previous employee of a listed company on the Fortune's Global 500 companies	② C.V. (Proof of Employment), Employment Seeking Outline							
	A graduate of a university listed	② Proof of Education*, Employment Activities outline							

<b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION ABROAD</b>	on the Times' Higher World University Rankings	* Degree (or a document confirming that you will receive a degree in the future), Certificate of Education, Certificate of your degree (Please choose one)
	A graduate of a Korean community college or higher	<b>② Proof of education and Transcript, Outline of seeking employment</b> * If your identity can be verified via our immigration information system (study abroad information system), you are exempt from submitting these documents.
	A person who completed a research program at a Korean university	<b>② Education Certificate, Completion Certificate*, Employment Activity Plan</b> * A certificate indicating research topic, research period, completion results, which is issued by the head of research institution
	Others who are admitted by the head of a diplomatic mission abroad	<b>② Documents proving that you are a talent*, Employment Activity Plan</b> * Proof of Education, career certificate, recommendation from the respective group or any other proving documents (if you have been awarded or covered by the media for winning a respected international or domestic competition)
	Those preparing for Technology and Business Startup	<b>② Education Certificate, Technology/Business Startup Plan</b> <b>③ Application Certificate such as a Letter of Patent · Utility Model Registration Card · Design Registration Card Copy or Intellectual Property Right Permission (for respective candidate only)</b> <b>④ OASIS program completion certificate or participation confirmation letter (for a respective candidate only)</b>
* The head of diplomatic mission may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation and the qualifications of the inviter and the invitee		
<b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b>	☞ <b>You are not eligible to apply for the visa issuance confirmation.</b>	
<b>REFERENCE</b>	● To check out the complete lists of Fortune's global 500 companies for the past 3 years, click the link below ☞ <a href="http://money.cnn.com/magazines/fortune/global500/2008/">http://money.cnn.com/magazines/fortune/global500/2008/</a> )	
<b>CONTENTS</b>	● To check out the complete lists of Times Higher Education World University Rankings for the past 3 years, click the link below ☞ <a href="http://www.paked.net/higher_education/rankings/rankings.htm">http://www.paked.net/higher_education/rankings/rankings.htm</a>	

# PROFESSOR (E-1)

<p style="text-align: center;"><b>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</b></p>	<p><b><u>You are allowed to apply for an E-1 Professor visa if you are:</u></b></p> <ul style="list-style-type: none"> <li>● A qualified foreigner who can teach or research at a community college or higher, as well as an institution at an equivalent level in accordance with the Higher Education Act. For example,             <ul style="list-style-type: none"> <li>- a professor at an educational institute such as the KAIST</li> <li>- a full-time lecturer at an education institute such as a community college or higher</li> <li>- a research professor in special fields at a university or a university research lab</li> </ul> </li> <li>● A technical expert in advanced science             <ul style="list-style-type: none"> <li>- a person planning to engage in fields such as education, science, and technology by teaching or researching at a community college or higher, and who is recommended by the Minister of Education, Science and Technology for employment</li> </ul> </li> </ul>
<p><b>e-Visa</b></p>	<div style="border: 1px dashed gray; padding: 5px;"> <p>e-Visa policy is a policy which issues an online visa to those who do not need to visit a Korean embassy/consulate general for a consul interview to obtain a visa, such as professors and researchers. The policy is geared towards attracting foreign talents, providing them with a simple visa procedure.</p> </div> <p><b>1. Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>● Professional workers (E-1, E-3, E-4, E-5 and E-7 with Gold Cards) and their Dependent Family members (F-3), Medical Tourists (F-3) and their accompanying family members and caregivers (C-3-3, G-1-10), Frequent Business Visitor (C-3-4), Group Tourists (C-3-2)* and Prospective Investors through the Immigrant Investor Scheme for Public Business (C-3-1)** are eligible to apply for e-visas.</li> <li>- If you have any of the visas mentioned above, you are eligible to apply for both a 'visa issued at the discretion of the Chief of Mission' and a 'confirmation of visa issuance'. All applicants for the above visas are requested to submit the same required documents.             <ul style="list-style-type: none"> <li>* Group Tourists refer to those whose visa applications are submitted by a domestic travel agency designated by the head of Korean diplomatic mission abroad (approved by the Minister of Justice)</li> <li>** Prospective Investors for Public Business refer to those whose visa applications are submitted by a promotion agency designated by the Minister of Justice</li> </ul> </li> </ul>

## 2. Issuing Authority

- Minister of Justice

## 3. Who Can Apply?

- Eligible foreigner
- Inviter (applying on behalf of a visa applicant: foreigner)

## 4. Application Methods

### A. If you are a foreigner who is applying for your e-visa for yourself

- **(Membership Subscription)** You can subscribe to the membership at the HuNet Korea Portal ([www.visa.go.kr](http://www.visa.go.kr)) website
    - ※ The head of the Seoul Immigration Office will approve the Membership subscription.
  - Entering Application Details and others.
    - You go on the HuNet Korea website and fill out the online application form and submit required documents on the Online Individual Member E-Visa Application webpage.
    - **(Input Criteria)** Entry Purposes, Stay Status, Inviter Information, Personal Information, Passport Information, Employment Relationship Information, Visa Types and others.
      - ※ The inviter information will be automatically called upon via the business registration number (It is mandatory that the inviter must register as a corporate member)
    - **(Required Documents)** Documents checklist of the respective type of visa will be automatically shown on the application page.
  - Fee Payment
  - **Visa Application Confirmation from an Inviter Company**
    - **(Confirmation Purposes)** By the inviter company directly confirming the e-visa application details of a foreigner, it will prevent a broker stealing an inviter company's name.
    - Once an applicant pays his/her service fee, application details will be automatically sent to the inviter company. Then the inviter company checks the invitation facts, confirms the details, and sends the confirmation to the Ministry of Justice.
- ### B. Inviter Company applying on behalf of a foreigner
- **(To subscribe for membership)** Membership Subscription at the HuNet Korea Portal ([www.visa.go.kr](http://www.visa.go.kr))
    - ※ The membership subscription is approved by the head of a jurisdictional immigration (branch) office
  - Entering application details and etc.

## e-Visa

- You go on the HuNet Korea website, and fill out the application form and submit required documents at the corporate membership subscription page.
- **(Input Criteria)** Entry Purposes, Stay Status, Inviter Information, Personal Information, Passport Information, Employment Relationship Information, Visa Types and etc.
- **(Additional Documents) Required documents checklist for the respective visa is automatically shown on the application page.**
- The inviter company applies for the e-visa on behalf of the visa applicant(invitee).

### 5. Fee Payment Details

#### A. Payment Candidates

- Foreigner or inviter company (immigration representative)

#### B. Payment Amount

- The fee will be charged in accordance with Article 71 of enforcement decree (Examination fee for visas and issuance requests) of the 「Immigration Control Act」 (The service fee for a respective type of visa will be automatically calculated.)
- Administration Service Fee (online payment service fee) will be separately charged
- Online Payment Service Fee (3.3%) will be charged in addition to a regular service fee in accordance with regulations set forth in Article 9(5) of the 「Electronic Government Act」 (Management of civil petitions, without direct visits)

#### C. Payment and Refund Procedure

- **(Payment)** You are allowed to pay a respective fee (US\$) for each visa type (single/multiple) + country fee (the fees are different for each country) in US dollars electronically through an internationally accepted credit card.
- **(Refund)** A service fee will be refundable if you cancel your application before your application is forwarded to the Korea Immigration Service headquarters. However, once the application is submitted to the KIS headquarters, the service fee will be NON-refundable.

### 6. Application Status Updates and Results Notification

#### A. Notification Details

- The updates and results of e-visa issuance will be notified to an applicant (including an e-visa representative).

#### B. Notification Methods

- You can check your application status at the HuNet Korea Portal

## [e-visa](#)

([www.visa.go.kr](http://www.visa.go.kr)) website.

- Submission and issuance completion will be notified through a text message (SMS) or an email

### **7. Print out e-Visa issuance confirmation**

Please note that an “e-Visa issuance confirmation” is merely a document that confirms the fact that the Minister of Justice has issued the e-visa. This means that the document is NOT the ‘visa’.

#### **A. e-Visa issuance confirmation**

- In principle, the foreigner who has an confirmation of e-Visa issuance must show his/her confirmation to an immigration officer at the port of entry.
- Especially, if a foreigner is a national of a country that restricts international travelling of its own citizens, he/she may use the document to prove that he/she has been issued with an e-visa of Korea, to his/her immigration officer of his/her country.

#### **B. Printing methods and etc.**

- **(When?) Once your e-visa issuance is approved, you** are allowed to print the confirmation.
- You can print the confirmation directly from the HuNet Korea Portal ([www.visa.go.kr](http://www.visa.go.kr))

- If a foreigner has applied for the e-visa, then he/she must print it out directly from his/her computer, but if the inviter company has applied for the e-visa on behalf of the foreigner, than either the company or the foreigner can print the confirmation.

※ If the inviter company applies for a visa on behalf of the visa applicant and the applicant wants to print the confirmation by himself/herself, please see below.

- ① Go on the HuNet Korea website ([www.visa.go.kr](http://www.visa.go.kr)) (Membership subscription is not required.)
- ② Click the “e-Visa Issuance Confirmation Print Menu” on the HuNet Main Screen
- ③ Type your e-Visa number which you received from your inviter, inviter’s business registration number, passport number, your date of birth, and click ‘print’.

- **There is a limit on a number of times you can print**

- You can print an e-visa issuance confirmation only once, and once you enter the Republic of Korea with your e-visa, you are prohibited from printing it again.

<p style="text-align: center;"><b>e-Visa</b></p>	<p>- If re-printing is required due to the loss of the confirmation document, the inviter or the foreigner must request to remove the print limit at the HuNet Korea website.</p> <p>※ The person-in-charge at the KIS headquarters shall remove the print limit only after he/she enters 'reasons for the request for the removal of the print limit' on the system</p> <p><b>8. e-Visa issuance confirmation system</b></p> <p style="border: 1px dashed black; padding: 5px;">“e-Visa issuance confirmation system” is a system established in the HuNet Korea Portal website (<a href="http://www.visa.go.kr">www.visa.go.kr</a>) in order to enable a transportation business operator (carrier), who has a responsibility to prevent an entry of a foreigner without a visa, to confirm whether or not a foreigner has a visa.</p> <p><b>A. Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>● Airlines and other transportation business operators</li> </ul> <p><b>B. Confirmation Methods</b></p> <ul style="list-style-type: none"> <li>● <b>(Granting a user account)</b> The KIS headquarters will grant a qualified transportation business operator a user account. <ul style="list-style-type: none"> <li>※ The transportation business operator must request a user account to a local immigration (branch) office through the Airlines Operators Committee or other organizations.</li> </ul> </li> <li>● <b>(e-Visa issuance confirmation)</b> The issuance can be checked at the HuNet Korea Portal (<a href="http://www.visa.go.kr">www.visa.go.kr</a>) website. <ul style="list-style-type: none"> <li>- Transportation Business Operator logs in to the HuNet Korea website using the user account that has been granted (<a href="http://www.visa.go.kr">www.visa.go.kr</a>) &gt; Click e-visa issuance confirmation <b>menu</b> &gt; Enter the visa number, passport number, date of birth of a foreigner</li> <li>- Confirmation details: the confirmation will verify whether or not an e-visa has been issued, visa types, and visa expiry date of a respective foreigner.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 5 years.</li> </ul>
<p style="text-align: center;"><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION</b></p> <p style="text-align: center;"><a href="#">▶ CONTENTS</a></p>	<p><b>1. A single-entry visa, which gives a year of duration of stay, will be issued to a person employed by the KAIST</b></p> <p><b>A. Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>● If you are hired as a professor · associate professor · assistant professor · visiting professor in accordance with the KAIST law</li> </ul>

**VISAS ISSUED AT THE DISCRETION OF THE HEAD OF DIPLOMATIC MISSION**

**REQUIRED DOCUMENTATION**

- ① An application for the visa issuance confirmation (form no. 17), passport, one standard-size photograph, fee
  - ② C.V. or Degree
  - ③ Employment Contract or Confirmation on the appointment as a professor
- ※ The head of diplomatic mission may ask additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter or the invitee

**ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION**

Following people are eligible to apply for the visa issuance confirmation

1. You are the head of the university (i.e. president · dean), professor · associate professor · assistant professor, lecturer · honorary professor · visiting professor · exchange professor who has taught or researched at an educational institution such as a community college or higher for 91 days or more.

A. Eligible applicants and Examination Criteria

- The president and the dean are hired in accordance with an employment procedure of the respective university, and they "shall oversee school affairs, supervise faculties and guide students." (Article 15(1) of the Higher Education Act)
- Professor · associate professor · assistant professor : in the **【table】** below or an instructor whose qualification is acknowledged by the Human Resources Committee of the respective university or Teacher's Personnel Committee (Article 15(2), 16(2), article 2 of Qualifications of Instructors and Assistants)

**【Table】 Qualifications of Instructors and Teaching Assistants**

R · E P T	LOE	Bachelor's Degree or Equivalent			Associate Degree or Equivalent		
	CT*	Research Records Years	Teaching Experience Years	Total	Research Records Year	Teaching Experience Years	Total
Professor		4	6	10	5	8	13
Associate Professor		3	4	7	4	6	10
Assistant Professor		2	2	4	3	4	7
Teaching Assistant	A person who graduated from the school that offers a program equivalent to the school he/she graduated.						

LOE = Level of Education, R · E = Research · Education, CT = Career Training, PT = Position Title

\* Even though the person does not satisfy either of research records or teaching experiences requirement, he/she is considered as qualified if the years of combined satisfy the requirement for total years.

- Instructor refers to someone who meets the requirements set forth as Article 16 of the Higher Education Act and who has expertise in the relevant field. (Article 7(1) of the

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presidential decree of the Higher Education Act)

- Honorary Professor refers to someone a who has built extraordinary achievements in education and academia and who is designated in accordance with the enforcement decree of the Ministry of Education, Science and Technology (Article 7(2), Article 3 of the enforcement decree of the Higher Education Act: honorary professor regulation)
- Visiting Scholars (professor) refers to someone who meets the requirements set forth as Article 16 of the Higher Education Act (However, if the school is hiring someone who teaches a special subject, he/she does not have to meet the requirements as an exception. Article 7(4) of the enforcement decree of the Higher Education Act)
- An exchange professor from a foreign university, who is sent to a Korean university in accordance with the exchange professor agreement between universitiéis

**REQUIRED DOCUMENTS**

- ① An application for the visa issuance confirmation (form no.21), passport, one standard size photograph
  - ② A certificate of your experiences and your degree
  - ③ An employment contract or a confirmation of the professor appointment
  - ④ Host university registration form
    - A copy of business registration or a certificate of incorporation
- ➡ **If you are hiring a representative, you must submit the power of attorney, proof of employment of your representative and your representative IDs.**
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the purpose of the invitation, the qualifications of the inviter and the invitee and others.

2. You are an advanced science and technology expert recommended by the Minister of Education, Science and Technology, who wants to teach or research at an educational institution such as a community college or higher.

A. Eligible Applicants and Examination Criteria

- A professor who has a Ph.d degree in engineering or a master degree in engineering and engaged in R&D for more than 3 years in the aforementioned field, or who is invited as an expert in the new growth power industries, especially for the Ministry of Education, Science and Technology WOU project (the promotion of world-class research oriented universities)
- Under the Industrial Technology Promotion Act and other relevant ones, if you are a scientific technician in areas of natural science or advanced industrial technology at a

**ELIGIBILITY FOR  
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college or higher institution, or a researcher in a new growth engine industry who were on a WCU project, you are entitled to acquire an E-3 visa.

- A visa will be issued to Chinese and Cuban nationals if they have the visa issuance confirmations issued by the head of immigration (branch) office or approved by the Minister of Justice

**REQUIRED DOCUMENTATION**

- ① An application for the visa issuance confirmation (form no.21), passport, one standard size photograph
- ② An employment contract or a confirmation on the professor appointment from your school\*
  - \* If you can present this document, you are exempt from submitting a degree and a certificate of your experiences (It is assumed that your qualifications have been verified already by the Ministry of Education, Science and Technology during the employment process.)
- ③ An employment recommendation letter for 'advanced science and technology worker' (However, if you are going to work in the special economic zone, then you must submit an employment recommendation letter from the head of your special economic zone or a relevant document demonstrating the necessity of your employment.)
- ④ A document demonstrating the establishment of the host institution (business registration or a certificate of incorporation)
- ⑤ A copy of an official document in regards to BK21 or a copy of an official document in regards to the 'WCU Project'(Promotion of the growth of world class research-oriented universities) (for eligible applicants only)
  - ➡ If you are hire a representative, you must submit the power of attorney, a proof of employment of your representative, and your representative IDs.
  - ※ The head of immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

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# Foreign Language Instructor(E-2)

<p><b>ACTIVITIES ALLOWED</b></p>	<ul style="list-style-type: none"> <li>● A foreigner that meets the qualifications designated by the Minister of Justice and that wants to teach at a foreign language academy, educational institution or its affiliated language centers (elementary school or higher), broadcasting corporation and other corporate language centers</li> </ul> <p>A. Concept of Foreign Language Instruction</p> <ul style="list-style-type: none"> <li>▶ If you are teaching how to make a conversation in foreign language, at a foreign language academy · educational institution · corporation · associations and others, you are eligible to apply for the foreign language instructor (E-2) visa.</li> <li>▶ If you are just teaching how to interpret and translate a particular foreign language or literature, you are not eligible to apply for the foreign language instructor visa.</li> </ul> <p>B. Allowed Locations</p> <ul style="list-style-type: none"> <li>▶ A foreign language academy*, educational institution or its affiliated language centers (elementary school or higher), broadcasting corporation and other corporate language centers</li> </ul> <p>* Including Private educational institute that offers online education programs based on ICT (Amended act on the establishment and operation of private teaching institutes and extracurricular lessons)</p> <p style="text-align: center;"><b>【 Other equivalent institutions 】</b></p> <ul style="list-style-type: none"> <li>▶ A continuing education facility established under the Lifelong Education Act, that meets the requirements designated by the Minister of Justice.</li> <li>▶ Other continuing education facility that is run by a local governmental body or the state in accordance with laws(including ordinances) other than the Lifelong Education Act.</li> <li>▶ A vocational development center or a corporation that is established in accordance with the Workers Vocational Skills Development Act.</li> <li>▶ An education center for construction technology personnel, that was designated under the Construction Technology Management Act (e.g. an English conversation instructor at Construction Industry Education Center)</li> <li>▶ A public facility or a corporation with a language center/classrooms for its employees</li> </ul>
<p><b>ELIGIBLE APPLICANTS</b></p>	<ul style="list-style-type: none"> <li>① A foreign language instructor at a foreign language academy</li> <li>▶ If you are a citizen and have graduated from a university and received a bachelor's degree (or higher) in a country which speaks the language you are going to teach, you are eligible to apply.</li> <li>▶ A special privilege given to a graduate of a Korean university</li> <li>- If you have graduated from a high school or a community college in a country that speaks the language that you are planning to teach, and have received a bachelor's degree (or higher) from a Korean university, you are qualified to apply.</li> </ul>

<p style="text-align: center;"><b>ELIGIBLE APPLICANTS</b></p>	<p>② If you are recruited and selected as an (elementary, middle, high) school teacher by the head of a local district school board or the Minister of the Education, Science and Technology, you are qualified to apply.</p> <p><b>Native English Teacher (EPIK)</b></p> <p>▶ A citizen of an English-speaking country who graduated from university and received a bachelor's degree or higher. *English Speaking Countries (7 countries) : the U.S., the U.K., Canada, South Africa, New Zealand, Australia, Ireland</p> <p><b>An English Teaching Assistant in accordance with the Korea-India CEPA Agreement</b></p> <p>▶ An Indian citizen who graduated from university and received a bachelor's degree (or higher) and teacher license (english major)</p> <p><b>Volunteer English teacher under a program called Teach and Learn in Korea(TaLK)</b></p> <p>▶ A citizen of an English-speaking country</p> <ul style="list-style-type: none"> <li>- A person who has completed at least 2 years of university (but, you are a U.K. citizen, 1-year-of-university is good enough) <u>or who has graduated from a community college</u></li> <li>- A person who has been educated in a given language for more than 10 years and who has completed at least 2 years of a Korean university or graduated from a community college</li> </ul> <p><b>Native Chinese Teaching Assistant under Chinese Program in Korea(CPIK)</b></p> <p>▶ A chinese citizen who graduated from a Chinese Universeity and received a bachelor's degree and Chinese-as-a-second language teacher license issued by China's HSK</p>
<p style="text-align: center;"><b>MAXIMUM LENGTH OF STAY</b></p>	<p>● You are allowed to stay for up to 2 years.</p>
<p style="text-align: center;"><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</b></p> <p><b>▶ CONTENTS</b></p>	<p><b>1. If you have signed a contract with the Minister of Education, Science and Technology or the head of a district school board and want to teach at an elementary, middle, and high school as a foreign language teaching assistant, a single-entry visa valid for 2 years will be issued to you.</b></p> <p>● Eligible Applicants</p> <ul style="list-style-type: none"> <li>- If you are a native speaker of the given language and have signed a contract with the head of a district school board to teach English or Chinese at an elementary · middle · high school as an English teaching assistant (EPIK)* or a Chinese teaching assistant (CPIK)**, you are eligible to apply.</li> </ul>

**VISAS ISSUED AT  
THE DISCRETION  
OF THE  
DIPLOMATIC  
MISSION**

\* EPIK(English Program In Korea) is introduced by the Ministry of Education, Science, and Technology in 1996 and run from 1997 in order to meet the demands of globalization.

\*\* CPIK(Chinese Program In Korea) is a new project run by the Minister of Education, Science and Technology, which invites a native chinese speaker as a teaching assistant since March, 2012.

- If you are a foreign English scholar who is invited by the government and who has signed a contract with the head of a district school board to teach English at an elementary school during after school hours. (TaLK)\*

\* The TaLK(Teach and Learn in Korea) program invites overseas Koreans and foreign university students as volunteer teachers and team them up with Korean university scholars since August and September, 2012. They teach at elementary schools in rural areas during the after-school hours [If you are overseas Koreans or permanent residents in English-Speaking countries, you are eligible to apply even if you are freshmen and sophomore at a community college or a university]

● Application for visa issuance and application review (same for the confirmation of visa issuance holder)

- You can apply for the visa at any diplomatic mission abroad\* (However, if you are Chinese teaching assistant, you can only apply at the Korean diplomatic mission in China)

● Visa Issuance

- A single entry visa will be issued, which is valid for the contract period plus 1 month with a maximum validity of 2 years, and a specific code for Teaching Assistant (E-2-2)

\* However, a FTA English teaching assistant will be given E-2-91, and American citizens will be given the multiple-entry visa

**REQUIRED DOCUMENTATION**

① Application for the visa issuance (form no.17), passport, one standard-size photograph, fee

② An acceptance letter for an english teaching assistant or a Chinese teaching assistant who is a native speaker of the respective language or an invitation letter for Talk scholars (issued by the chairman of the National Institute for International Education or the head of a district school board)

\* The National Institute for International Education or the head of a district school board issues an invitation letter or an acceptance letter after he/she has reviewed all education information and background check, therefore, the eligible applicant for the visa is exempt from submitting required documentation like other visa applications

③ Employment contract with the head of a school district school board

※ The head of the diplomatic mission may request additional documents if it is deemed necessary to examine the purpose of the invitation, genuineness of the invitation and the qualifications of the inviter and the invitee.

[ELIGIBILITY FOR  
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You are eligible to receive an E-2 visa through the visa issuance confirmation.

1. A foreign Language Instructor (E-2) visa will be issued if you have the visa issuance confirmation

A. Eligible Applicants

● A teacher at an English Academy

- A person who wants to teach a foreign language in accordance with Article 3(3) of the presidential decree of the Act on the Establishment and Operation of Private Teaching Institutes and Extracurricular Lessons

\* As Article 2(1) of the Act on the Establishment and Operation of Private Teaching Institutes and Extra Curricular Lesson was revised on October 25th, 2011, a private distance learning center that uses communication and information technology is included as a valid eligibility requirement.

● A teacher at an educational institute such as elementary school (or higher) or recruited · selected by an affiliated language center

\* A visa will be issued at the discretion of the head of a diplomatic mission abroad for those recruited and hired by the head of a district school board, including the English teaching assistant (EPIK), scholar (TaLK), or a Chinese teaching assistant (CPIK).

● A foreign language instructor at corporate language centers for employee on-the-job-training

- A person teaching a foreign language at an institution · association established in accordance with the Act on the Management of Public Organization or other relevant laws.

\* We do allow any facility that is registered as the lifelong education institute affiliated with business in accordance with the Lifelong Education Act

● A foreign language instructor at a continuing education institute in accordance with the Lifelong Education Act

\* School affiliated continuing education facilities, school · company's internal college · cyber university, business places · civil society groups · media affiliated continuing education facilities, continuing education related to knowledge · human resource development

● A foreign language instructor teaching at a continuing education facility that is established and run by the state or other local governments in accordance with other laws (including regulations)

● A foreign language instructor teaching at a vocational skills development facility or vocational training corporation established in accordance with the Workers Vocational Skills Development Act

● A corporation or a public institute\* which has set up a language center that has all the necessary equipments and facilities to study a foreign language for its employees

**ELIGIBILITY FOR  
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\* Government-owned companies, semi-government-owned companies, or other public institutes established in accordance with the Act on the Management of Public Organization are considered this case, and you can check that out at [www.alio.go.kr](http://www.alio.go.kr)

**B. Visa Issuance Confirmation and Visa Issuance**

- A confirmation of visa issuance for E-2-1, which includes maximum 2 years of contract duration + 1 month as the period of sojourn, will be issued.
- Visa application, review and issuance are possible only at diplomatic missions abroad

**REQUIRED DOCUMENTATION**

- ① An application for the visa issuance confirmation (form no. 21), passport, one standard size photograph
- ② A proof of your education confirmed by a public authority\* (i.e. either a copy of a degree, a proof of degree, or a proof of university graduation which indicates being conferred a degree)
  - \* The document needs to be confirmed by the Apostille Agreement (for participants countries), by the consul of the diplomatic mission abroad (for non-apostille-participants countries), by the official public institute (i.e. Korean Council for University Education) or by the government agency (for Japanese only)
  - If you have received a degree from a local university in Korea, you are allowed to submit an unofficial copy of a degree.
  - If you have submitted a document confirmed by the institutes listed above in the past, then you are exempt from this requirement.
- ③ Criminal Records issued and confirmed by a public authority\* in your country (it should include all criminal records across the country)
  - \* Check with the Apostille agreement (participants) or get your documents confirmed by the consul at a diplomatic mission abroad (for citizens of non-apostille agreement signatories)
  - The criminal records must have been issued within 6 months from the application date.
  - If you have submitted a criminal record that was confirmed by a public authority before and have left the country and now are in the middle of process of reapplying within 3 months of your last departure, you are exempt from submitting the criminal records. However, it has been more than 3 months that you have left the country, then, you need to submit a renewed one with application form for foreigner registration.

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**【 Respective Institutions Issuing Criminal Records in Key Countries 】**

- ▶ The United States : Criminal records issued by the FBI(Federal Bureau of Investigation) or the State (the documents should indicate all criminal records across the U.S.)
- ▶ Canada : RCMP National Repository of Criminal Records issued by the Royal Canadian Mounted Police
- ▶ The United Kingdom : Basic Disclosure, Request for Information, ACPO Criminal Records Office Authentic Document issued by the Home Office, Police (Criminal Records Bureau, Disclosure Scotland, Access Northern Ireland, ACPO Criminal Records Office)
- ▶ Australia : Standard Disclosure, National Police Certificate issued by the AFP(Australian Federal Police)
- ▶ The Republic of South Africa : Clearance Certificate issued by the South African Police Service
- ▶ Ireland : Police Certificate issued by the national police of the Republic of Ireland
- ▶ New Zealand : Criminal Record issued by the Ministry of Justice

- ④ Self Health Assessment Report (please see the form no. 4 which was newly updated on 19 Jan. 2012)
- ⑤ Employment Contract, a relevant document for establishing a private academy or group
- ⑥ Other necessary documents for consideration
  - outline for how to use the teachers, number of students and teachers
- ▶ If you hire a representative, you need to submit the power of attorney, a proof of current employment of your representative, and your representative IDs.
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee.

**REFERENCE**

Places where you can teach how to make a conversation in a foreign language

- ▶ Educational institutes (elementary school or higher) or their affiliated language research center
- ▶ On-the-job-training center of firms and associations designed to train employees
- ▶ A foreign language private academy that is established in accordance with Article 3(2) of Enforcement Decree of the Act on the establishment and operation of private teaching institutes and extracurricular lessons.
  - It is possible to register multiple-courses and lessons and run them accordingly
  - Any private academy equivalent to a foreign language academy in accordance with Article 12 of the presidential decree of the Immigration Act
- ▶ Any continuing education facility that meets the standard and conditions designated by the Minister of Justice in accordance with the Lifelong Education Act
- ▶ Other continuing education facility that is established and run by either the state or a local government in accordance with other laws (including regulations)

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**REMARKS**

- ▶ A vocational skills development center or vocational training center that is established in accordance with the Workers Vocational Skills Development Act
  - An employment recommendation letter issued by the Minister of Labor is needed
- ▶ Any government agency\* or other corporations that have set up facilities for language training for their employees
  - \* Public Institutes such as government owned companies, semi-government-owned companies, and other public organizations that are established in accordance with the Act on the Management of Public Organization (you can check that out at [www.alio.go.kr](http://www.alio.go.kr))

Q. What is the Apostille Agreement?

A. **The Apostille treaty is an international agreement** which specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states. The treaty has become effective in the Republic of Korea since July 14th, 2007.

- ▶ Documents issued from Apostille signatory states have the same effects and powers as the documents confirmed by a consul at a diplomatic mission abroad.
- ▶ Any required documents for the visa issuance confirmation application are accepted if they are confirmed by a consul (non-signatory states) or by apostille agreement
- ▶ **Signatory States (103 states as of July 10th, 2012)**

Regions	Total	Signatory States
Asia	13	The Republic of Korea, The Republic of Mongolia, Brunei, Hong Kong, Macau, Japan, India, Israel, Turkey, Kyrgyzstan, Kazakhstan, Uzbekistan, Oman
Europe	46	The UK, France, Germany, the Netherlands, Norway, Italy, Albania, Austria, Belarus, Belgium, Bulgaria, Denmark, Bosnia and Herzegovina, Croatia, Cyprus, Czech, Finland, Estonia, Georgia, Greece, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Monaco, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Macedonia, Ukraine, Andorra, Moldova, Armenia, Azerbaijan, Lichtenstein, San Marino
America	24	The US, Mexico, Peru, Dominican Republic, Argentina, Panama, Surinam, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Honduras, Columbia, Dominica, Ecuador, El Salvador, Granada, Saint Vincent, Trinidad and Tobago, Saint

**REMARKS**

		Lucia, Saint Kitts Nevis, Uruguay, Costa Rica
Africa	10	South Africa, Mauritius, Cape Verde, Sao Tome e Principe, Boswana, Lesotho, Liberia, Namibia, Swaziland, Malawi
Oceania	10	New Zealand, Australia, Fiji, Maury Islands, Marshall Islands, Samoa, Cook islands, Tonga, Seychelles Islands, Niue

《Reference Case (Constitutional Court of Korea, 2003.9.25 2002Hun-Ma519) : Constitutional》

Q) Isn't it unconstitutional and violating the freedom in one's choice of employment, which is set forth in the Act on the establishment and operation of private teaching institutes and extra-curricular lessons if the eligibilities for a private academy teacher is limited to university graduates only?

A) To determine whether or not it violates the freedom in one's choice of employment : the reason for limiting the applications based on the university graduation requirement only is because lawmakers want to prevent a private academy from hiring unqualified teachers in order to make more profits. The lawmakers want to protect the quality of education service as well as education service users by ensuring that private education executes a minimum level of public function, and to realize successful continuing education by recognizing legitimacy of limitation purposes.

- To determine whether or not it violates the principle of equality and equity: It may be possible that a current university student has the capacity and the talent to teach like university graduates. However, in order to ensure the similar quality of education across the country, it is legitimate for lawmakers to discriminate and limit applications based on the standard education requirement instead of individual merits. This act of discrimination is considered 'legitimate' and does not violate the principle of equality and equity.

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## Researcher (E-3)

<p><b>ACTIVITIES ALLOWED</b></p>	<ol style="list-style-type: none"> <li>1. Researching in the fields of natural science and industrial technology</li> <li>2. Advanced Science Skilled Workers</li> </ol>
<p><b>ELIGIBLE APPLICANTS</b></p>	<p><b><u>You are eligible to apply for the visa if you are</u></b></p> <ol style="list-style-type: none"> <li>1. A natural science researcher and an industrial technology researcher at research institutes established in accordance with the Support for Specific Research Institute Act and the Establishment · Management and Promotion of Government-funded Research Institutes Act</li> <li>2. A scientist who is researching at a research institute in accordance with the Defense Acquisition Program Act.</li> <li>3. A scientist who is researching at a following research group or a center to develop highly advanced industrial technology in accordance with the Industrial Technology Innovation Promotion Act <ul style="list-style-type: none"> <li>- Corporate affiliated research center</li> <li>- Industry technological research union in accordance with the Industrial Technology Innovation Promotion Act</li> <li>- University or Community College in accordance with the Higher Education Act</li> <li>- National research institute</li> <li>- Public institutions for technical assistance in accordance with the Industrial Technology Innovation Promotion Act</li> <li>- A non-profit research institute for science and technology established in accordance with the civil law or other laws</li> <li>- Other science and technology research institutes or profit-oriented corporations affiliated research institutes</li> </ul> </li> <li>4. A person recommended by the Minister of Education, Science and Technology who wants to work in the fields of natural science and highly advanced industrial technology at a government funded research center, national research institute, corporate research institute and others. <ul style="list-style-type: none"> <li>- A holder of a master degree in engineering who has R&amp;D experiences in the respective field for at least 3 years</li> <li>- A holder of a doctoral degree in engineering</li> <li>- A professor (visa type: E-1) and researcher (visa type: E-3) invited for the Ministry of Education, Science and Technology's new growth power areas of the WCU project (A promotion to foster research-oriented universities at global level)</li> </ul> </li> </ol>
<p><b>MAXIMUM LENGTH OF STAY</b></p> <p><b>CONTENTS</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 5 years</li> </ul>

<p><a href="#">VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</a></p>	<p>1. A single-entry visa valid for 1 year or less will be issued to a natural scientist or advanced industrial technology scientist who works at a research institute receiving research funds from the government (excluding China and Cuba)</p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Relevant documents for the host institution</p> <p>③ Degree or documents proving your professional experiences</p> <p>④ Employment contract</p> <p>※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee</p> <p>2. Research activities at research institutes designated by the Defense Acquisition Program Act (excluding China and Cuba)</p> <p>● Eligible Applicants : a single entry visa valid for one year or less will be issued to a scientist who works at a research institute that is commissioned by the Minister of Defense in accordance with the Special Act on Defense Industry.</p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Any relevant documents concerning the establishment of the host institutions</p> <p>③ Degree or documents proving your professional experiences</p> <p>④ Employment Contract</p> <p>※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee</p>
<p><b>e-Visa</b></p> <p><a href="#">CONTENTS</a></p>	<p>e-Visa policy is a policy which issues an online visa to those who do not need to visit a Korean embassy/consulate general for a consul interview to obtain a visa, such as professors and researchers. The policy is geared towards attracting foreign talents, providing them with a simple visa procedure.</p> <p><b>1. Eligible Applicants</b></p> <p>● E-1 Professor, E-3 Researcher, E-4 Technical Instructor/Technician, E-5 Professional visa holders</p> <p>- If you have any of the visas mentioned above, you are eligible to apply for both a 'visa issued at the discretion of the Chief of Mission' and a 'confirmation of visa issuance'. All applicants for the above visas are requested to submit same required documents.</p>

<p style="text-align: center;"><b>e-Visa</b></p>	<p style="text-align: center;">※ Spouse and underage child(ren) of E-1, E-3, E-4 and E-5 visa holders, who are applying with their primary visa applicant, are eligible to apply for e-visas.</p> <p><b>2. Issuing Authority</b></p> <ul style="list-style-type: none"> <li>● Minister of Justice</li> </ul> <p><b>3. Who Can Apply?</b></p> <ul style="list-style-type: none"> <li>● Eligible foreigner</li> <li>● Inviter (applying on behalf of a visa applicant: foreigner)</li> </ul> <p>☞ Please see "E-1 Professorship e-Visa" for application methods, fee payment and e-visa issuance confirmation print-out</p>
<p><a href="#">ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</a></p>	<p><b>1. Natural Science Research, Research and Development for Industrial Science and Technology</b></p> <ul style="list-style-type: none"> <li>● Eligible Applicants</li> <li>- A scientist for natural science research or highly advanced industrial technology research and development working at a research institute that is established in accordance with the Support for Specific Research Institutes Act and the Act on the Establishment · Management and Promotion of Government-Funded Research Institutes Act</li> </ul> <p><b>2. Researching at research institutes designated by the Defense Acquisition Program Act</b></p> <ul style="list-style-type: none"> <li>● Eligible Applicants</li> <li>- A scientist researching at a research institute established in accordance with the Defense Acquisition Program Act</li> </ul> <p><b>3. Natural Science Research or Highly Advanced Science Research and Development</b></p> <ul style="list-style-type: none"> <li>● Eligible Applicants</li> <li>- A scientist working at following organizations or associations in order to research and develop natural science or industrial technology in accordance with the Industrial Technology Innovation Promotion Act</li> </ul> <div style="border: 1px dotted black; padding: 5px;"> <p>Corporate research institutes, Industrial Technology Research Association in accordance with the Industrial Technology Research Association Act, University or Community College in accordance with the Education Act, National Research Institutes, Public Institutes supporting technology in accordance with the Industrial Technology Research Association Act, Non-Profit Research Center established in accordance with the civil law and other laws, Profit-oriented corporation, association, and other science and technology research centers</p> </div>
<p><a href="#">CONTENTS</a></p>	<p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b>    common #1, 2, 3</p>

**ELIGIBILITY FOR  
THE VISA  
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- ① Application for the visa issuance confirmation (form no.21), passport, one standard size photograph
- ② A relevant document for the establishment of the host institution
  - A certificate of business registration or business incorporation
- ③ A degree or a document proving your professional experiences
- ④ Employment contract
  - ➡ If you hire a representative, you need to submit a power of attorney, a proof of employment and your representative IDs
  - ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

**4. Technicians of Advanced Science**

● Eligible Applicants

A person recommended by the Minister of the Education, Science and Technology and who wants to work at government-funded research institutes, national research center, corporate research institutes and other research institutes for engineering

- A visa will be issued if you have the visa issuance confirmation issued by the head of an immigration (branch) office or the head of a diplomatic mission abroad after the Minister of Justice's approval. (including Chinese and Cuban citizens)

**REQUIRED DOCUMENTATION**

- ① The application for the visa issuance confirmation (enclosed form no.21), passport, one standard size photograph
- ② A document relevant to the establishment of the host institution
  - Business registration or Certificate of all matters of corporate register
- ③ An employment contract or confirmation for the prospective hiring
- ④ An employment recommendation from the Minister of Education, Science and Technology
  - However, an employment recommendation letter and a document proving the necessity of employment issued by the respective mayor or provincial governor if you want to work in a special economic zone
  - ※ You are exempt from submitting a degree and a document proving your professional experiences
  - ➡ If you hire a representative, you need to submit the power of attorney, proof of employment and your representative IDs
  - ※ The head of a immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

**5. Eligible applicants for the visa in regards with the Agreement on simplifying visa**

**ELIGIBILITY FOR  
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CONFIRMATION**

**procedure between the government of the Republic of Korea and the government of the Republic of India**

**A. Eligible Applicants : Employment visitor**

- Any person working as an executive, technical expert, and manager which require many experiences, at a company or an organization that is legally registered.

(i.e.) an employee relocated within the company, contractual service provider\*, a person working for the contractual service provider, and freelance expert and others

\* Contractual Service Provider : refers to someone who works for an Indian company but sent to the Republic of Korea in accordance with the company's contract with another Korean company

\* Freelance expert : provides services and technology transfers while not being tied to any corporations or individuals

**B. Visa Types and Visa Issuances**

- Visa types : depending on the details and status of your employment, you will be given the D-7, D-8, D-9, E-3, E-4, and E-7 visa.

- Visa Issuance : a visa will be issued by the visa issuance confirmation which is also issued by a local immigration office

※ Employment visas are multiple-entry visas, therefore, they will be issued by the visa issuance confirmations

**REQUIRED DOCUMENTATION**

Common Application	① Application for the visa issuance confirmation (form no. 21), passport, one standard size photograph
Relocated employees within the company	② Dispatch order or a proof of employment which indicates that you have worked there for at least one year ③ A copy of permission to establish a branch office or a contact office
Contractual Services Provider or those who support the provider	② A proof of employment issued by the employer, any documents relevant to the establishment of the company(organization) such as a business registration issued by the government of India ③ Any documents proving the service contract with Korean company or organizations
Independent professionals (Freelance Expert)	② Any documents proving your deal such as an employment contract or a service contract

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③ Degree, Licenses in relevant fields, any documents proving at least one year of your professional experience

► If you hire a representative, you need to submit the power of attorney, a proof of employment of your representative and your representative IDs.

※ The head of the immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

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# Technical Instructor / Technician (E-4)

<p>ACTIVITIES ALLOWED</p>	<p>1. Providing skills and expert knowledge in natural science or industrial engineering for public · private companies</p>
<p>ELIGIBLE APPLICANTS</p>	<p>You are eligible to apply for the visa if you are</p> <ol style="list-style-type: none"> <li>1. Providing a set of skills to Korean citizens or companies in accordance with the technology transfer contract as set forth in the 『Foreign Investment Promotion Act』</li> <li>2. Providing a set of skills that is otherwise unattainable in the Republic of Korea to public · private companies <ul style="list-style-type: none"> <li>- A person who is dispatched from a foreign contractual service provider to provide a set of skills for special areas of industrial engineering</li> <li>- A person providing a special set of skills introduced by Korean companies</li> </ul> </li> </ol>
<p>MAXIMUM LENGTH OF STAY</p>	<p><input checked="" type="radio"/> You are allowed to stay for up to 5 years</p>
<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</p>	<p><b>1. A single entry visa valid for one year or less will be issued to a person who is providing a set of skills to Korean citizens or Korean companies in accordance with the technology transfer as set forth in the 『Foreign Investment Promotion Act』</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Relevant documents in regards to the establishment of the public · private companies - Business Registration, A certificate of registration of a foreign-invested enterprises, a copy of branch office installation permit</p> <p>③ Acceptance report on technology inducement contract</p> <p>④ Dispatch order and a proof of employment</p> <p>※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation and the qualifications of the inviter and the invitee</p>
<p>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</p> <p> CONTENTS</p>	<p><b>1. A person providing skills for Korean citizens in accordance with the Foreign Investment Promotion Act</b></p> <p><input checked="" type="radio"/> Eligible Applicants</p> <p>You are eligible to apply if you are going to provide a set of skill to Korean citizens or Korean companies for the technology transfer as set forth in the 『Foreign Investment Promotion Act』</p>

#### REQUIRED DOCUMENTS

- ① An application form for confirmation of visa issuance (form no.21), passport, one standard size photograph
- ② Relevant documents of the establishment of a public institute
  - Business Registration, A certificate of registration of a foreign-invested enterprises, a copy of branch office installation permit
- ③ Acceptance report on technology inducement contract
- ④ Overseas assignment or dispatch order (or a proof of employment)
  - ➡ **If you hire a representative, you need to submit the power of attorney, a proof of employment of your representative and your representative IDs**
  - ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

## 2. Providing highly advanced industrial technology

- Eligible Applicants

You are providing highly advanced technology, which cannot be found in Korea except paragraph "1" , to a Korean public/private company.

- You are providing a special industrial technology, being dispatched from an overseas service order business provider
- You are providing special technology adopted by a Korean industrial company

#### REQUIRED DOCUMENTATION

- ① An application form for confirmation of visa issuance (form no.21), passport, one standard size photographs
- ② Relevant documents for the establishment of a public institute
  - Business Registration, A certificate of registration of a foreign-invested enterprises, a copy of branch office installation permit
- ③ Acceptance report on technology inducement contract, a copy of technology introduction contract (or service transaction contract) or a copy of the designated military enterprise
  - ※ A contractual service refers to a contract between residents and foreign speciality staff in regards with Corporate Management, Financial Consulting, payment guarantee, systemic support and technology support and other contracts that are considered as 'necessary' (Article 6(2) of the Act for the Coordination of International Tax Affairs)
- ④ A dispatch order (or a proof of employment)

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➡ If you hire a representative, you need to submit the power of attorney, a proof of employment of your representative, and your representative IDs.

※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee

**3. Eligible applicants for the Agreement on Simplifying Visa Procedure Between the Government of the Republic of Korea and the government of the Republic of India**

A. Eligible Applicants : Employment visitor

● You are eligible to apply if you are a technical expert, executive and manager working at a company and organization that is registered legitimately.

(i.e.) person relocated within the company, contractual service provider or those supporting for the contractual service provider, Independent Expert (freelancer)

\* Contractual Service Providers: refer to people who were dispatched to Korea and work for an indian company under the contract made by a Korean and Indian companies.

\* Independent Expert (freelancer) : a person who works on a contract base for an individual or a company, providing them with service including technology transfer

B. Visa types and issuances

● Visa types : depending on terms and conditions of contract and the employment type, Business Supervisor(D-7), Corporate Investment(D-8), International Trade and Management(D-9), Researcher(E-3), Technology Transfer (E-4), Specially Designated Activities (E-7) status will be granted.

● Visa Issuance : visa will be issued in accordance with the visa issuance confirmation from the Immigration (branch) office

※ Employment visas are issued through the visa issuance confirmation since they are multiple entry visas.

**REQUIRED DOCUMENTATION**

COMMON APPLICATION	① An application form for confirmation of visa issuance (form no.21), passport, one standard size photograph
AN EMPLOYEE RELOCATED WITHIN COMPANIES	② Dispatch order and a proof of at least a year of employment, a proof of employment ③ A copy of a permission to establish a branch office or a contact office
CONTRACTUAL SERVICES SUPPLIERS	② Relevant documents for the establishment of the company such as a proof of employment issued by the employer, a

 <b>CONTENTS</b>	AND THOSE SUPPORTING FOR THE SUPPLIERS	business registration issued by the government of the Republic of Korea ③ Documents proving the service contracts between a Korean company or an organization
	INDEPENDENT PROFESSIONALS	② A copy of employment contract or a document proving the contract such as a temporary service contract ③ Degree, licenses in relevant fields, or documents proving at least one year of your professional experiences
	<b>➡ If you hire a representative, you need to submit the power of attorney, a proof of employment and the representative IDs</b>	
	※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, the qualifications of the inviter and the invitee.	

# PROFESSIONAL (E-5)

<p><b>ACTIVITIES ALLOWED</b></p>	<ul style="list-style-type: none"> <li>● Any professional activities that are allowed by the Korean Laws</li> </ul>
<p><b>ELIGIBLE APPLICANTS</b></p>	<p>You are allowed to apply if you</p> <ul style="list-style-type: none"> <li>● have a license which the Korean Laws acknowledges and allows you to practice. For example, <ul style="list-style-type: none"> <li>- You are a pilot recommended by the Minister of Land, Infrastructure and Transport.</li> <li>- You are a doctor recommended by the Minister of Health and Welfare, who also has updated knowledge in the latest medical technology and medical break-through and who wants to work at the following organizations. <ul style="list-style-type: none"> <li>▸ Government funded or local government funded Hospitals</li> <li>▸ Medical corporation</li> <li>▸ Non-profit or government-invested medical facility</li> </ul> </li> <li>- You are an intern or a resident doctor working at a university-affiliated hospital or a hospital that is designated by the Minister of Health and Welfare, after graduating from a medical or dental school in Korea</li> <li>- You are an indispensable professional consultant for tourist ship sailing for the Kungang Mountain Tourism Development Project, who is also approved by regulations on cooperation between North-South Korea collaborative business</li> </ul> </li> </ul>
<p><b>MAXIMUM LENGTH OF STAY</b></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 5 years</li> </ul>
<p><b>e-Visa</b></p> <p><b>CONTENTS</b></p>	<p>e-Visa policy is a policy which issues an online visa to those who do not need to visit a Korean embassy/consulate general for a consul interview to obtain a visa, such as professors and researchers. The policy is geared towards attracting foreign talents, providing them with a simple visa procedure.</p> <p><b>1. Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>● E-1, E-3, E-4 and E-5 visa holders</li> <li>- If you have any of the visas mentioned above, you are eligible to apply for both a 'visa issued at the discretion of the Chief of Mission' and a 'confirmation of visa issuance'. All applicants for the above visas are requested to submit same required documents. <ul style="list-style-type: none"> <li>※ Spouse and underage child(ren) of E-1, E-3, E-4 and E-5 visa holders, who are applying with their primary visa applicant, are eligible to apply for e-visas.</li> </ul> </li> </ul> <p><b>2. Issuing Authority</b></p> <ul style="list-style-type: none"> <li>● Minister of Justice</li> </ul>

<p><b>e-Visa</b></p>	<p><b>3. Who Can Apply?</b></p> <ul style="list-style-type: none"> <li>● Eligible foreigner</li> <li>● Inviter (applying on behalf of a visa applicant: foreigner)</li> </ul> <p>☞ Please see "E-1 Professorship e-Visa" for application methods, fee payment and e-visa issuance confirmation print-out</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</b></p>	<p><b>1. A single entry visa valid for one year or less will be issued to a pilot who is going to work for Korean airlines</b></p> <p><b>2. A single entry visa valid for one year or less will be issued to a person who would like to work for a Korean transportation company as a captain or an indispensable professional consultant</b></p> <p>* An indispensable professional consultant, here, refers to the captain, engineer, navigator and others on the Mt. Geumgang tourist ship or passenger ship</p> <p><b>REQUIRED DOCUMENTATION</b> Common # 1, 2</p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Degree and a copy of license (driver's license)</p> <p>③ A recommendation letter from the head of a responsible government department (However, if you want to get a job in a special economic zone, then you need documents demonstrating the necessity of employment or employment recommendation letters from the mayor or the provincial governor) or relevant documents proving the necessity of the employment</p> <p>④ Employment Contract</p> <p>※ The head of the diplomatic mission may request/omit additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation and the qualifications of the inviter and the invitee</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p> <p><b>CONTENTS</b></p>	<p><b>1. Except the cases which visas can be issued at the discretion of the head of the diplomatic mission, all applicants will receive E-5 visas in accordance with the visa issuance confirmations.</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① An application form for confirmation of visa issuance (form no.21), passport, one standard size photograph</p> <p>② the reason for invitation</p> <p>③ Degree and a copy of a license</p> <p>④ A recommendation letter from the head of a respective government department or a document proving the necessity of the employment</p> <p>- However, if you are planning to get a job a special economic zone, then you will need</p>

**ELIGIBILITY FOR  
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a recommendation letter or a document proving the necessity of your employment from the mayor or the provincial governor in your respective region.

⑤ Employment Contract

※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and the invitee

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## Artist/Athlete (E-6)

### ACTIVITIES ALLOWED

You are allowed to engage in activities such as

- Any artistic, musical or literature activities that generate incomes/profits
  - You are an artist such as the composer, sculptor, painter, craftsman, writer or a photographer
  - You are a teacher of music, painting, literature, photograph, movie, dance, physical education(gym) or other artistic activities  
(i.e. : Professional or amateur sports coach, orchestra conductor and etc.)
- **Any performing activities such as entertainment, playing musical instruments, theatre, athletic events or fashion modeling which generate incomes/profits**
  - Regardless of the performance types or purposes, if you are an individual or a part of a group that performs entertainment, musical instruments, plays or sports, which generate incomes/profits  
(i.e. : professional or amateur athletes)
  - Not only this includes the engaging parties in entertainment, music, theatre but also makeup artists and managers
    - ※ If you are staying for 90 days or less, you are eligible to apply for the Short-Term Employment(C-4) visa
- Classification codes and range of activities

Classification Codes	Activities Allowed (Examples)
E-6-1 (Artist)	You are a person who is engaging in musical, artistic, literature activities which generate incomes/profits or you are an actress/actor engaging in entertainment activities designated by the Performance Act (composer · painter · photographer and others, artist, a member of orchestra or conductor, advertising · fashion model, badook(go) player, celebrity, theatrical actors/actress, makeup artists)
E-6-2 (Hotel and Adult Entertainment)	You are not eligible to apply for the E-6-1 visa and you are a performer at a hotel or an adult establishment site (popular music · playing instruments, circus · magician and others) - You are going to perform at a stage of tourism sites (i.e. Walker Hill Hotel) registered by paragraph 6 of Article 3(1) of the Tourism Development Act.
E-6-3 (Athlete)	People working in sports industry such as professional soccer · baseball · basketball athletes, their managers and coaches

<p>MAXIMUM LENGTH OF STAY</p>	<p><input type="radio"/> You are allowed to stay for up to 2 years</p>				
<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</p>	<p><input checked="" type="checkbox"/> <b>All E-6 visas are issued in accordance with the visa issuance confirmations</b></p> <p><input type="radio"/> Citizens of illegal immigrants countries (21 states) and terrorist-sponsored countries (4 states) must <b><u>apply for the visas at their respective diplomatic missions.</u></b></p> <p><input type="radio"/> However, if you have a permanent residence or a re-entry permission from a third country, then you are eligible to apply for your visas at the diplomatic mission in third country.</p>				
<p>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATIONS</p>	<p><b>1. Visa issuance confirmation which guarantees 2 years or less of period of sojourn will be issued to eligible applicants for the E-6 visas</b></p> <p><input type="radio"/> The period of sojourn will be set by considering recommended period for performance, recommended period for employment, period of service contract</p> <div style="background-color: #e6f2ff; padding: 5px; text-align: center; border: 1px solid #ccc;"> <p><b>REQUIRED DOCUMENTATION</b></p> </div> <div style="border: 1px dotted #ccc; padding: 10px;"> <p>① An application form for confirmation of visa issuance (form no.21), passport, one standard size photograph</p> <p>② A copy of business registration</p> <p>③ A copy of employment contract</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;"> <p>If you are going to perform in accordance with the Performance Act</p> </td> <td style="padding: 5px;"> <p>④ A performance recommendation letter from the Korea Media Rating Board (If your performance is not recommended, then you will be exempt from submitting this document)</p> <p>⑤ Performance Outline</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>If you are going to perform at a stage at a hotel or an adult establishment registered in accordance with the Tourism Development Act</p> </td> <td style="padding: 5px;"> <p>④ Performance Recommendation letter* written by the Korea Media Rating Board</p> <p>* Performance recommendations for band music, popular music, acrobatic or magic can only happen in cases of <b>'a club within the Eighth United States Army, three stars (or above) tourist hotels</b> in accordance with the tourism promotion act, <b>tour cruise, holiday condominium, tour theatre entertainment, foreigners-only-restaurant, and other subsidiary facility of an international conference facility</b>’.</p> </td> </tr> </table>	<p>If you are going to perform in accordance with the Performance Act</p>	<p>④ A performance recommendation letter from the Korea Media Rating Board (If your performance is not recommended, then you will be exempt from submitting this document)</p> <p>⑤ Performance Outline</p>	<p>If you are going to perform at a stage at a hotel or an adult establishment registered in accordance with the Tourism Development Act</p>	<p>④ Performance Recommendation letter* written by the Korea Media Rating Board</p> <p>* Performance recommendations for band music, popular music, acrobatic or magic can only happen in cases of <b>'a club within the Eighth United States Army, three stars (or above) tourist hotels</b> in accordance with the tourism promotion act, <b>tour cruise, holiday condominium, tour theatre entertainment, foreigners-only-restaurant, and other subsidiary facility of an international conference facility</b>’.</p>
<p>If you are going to perform in accordance with the Performance Act</p>	<p>④ A performance recommendation letter from the Korea Media Rating Board (If your performance is not recommended, then you will be exempt from submitting this document)</p> <p>⑤ Performance Outline</p>				
<p>If you are going to perform at a stage at a hotel or an adult establishment registered in accordance with the Tourism Development Act</p>	<p>④ Performance Recommendation letter* written by the Korea Media Rating Board</p> <p>* Performance recommendations for band music, popular music, acrobatic or magic can only happen in cases of <b>'a club within the Eighth United States Army, three stars (or above) tourist hotels</b> in accordance with the tourism promotion act, <b>tour cruise, holiday condominium, tour theatre entertainment, foreigners-only-restaurant, and other subsidiary facility of an international conference facility</b>’.</p>				

VISA ISSUANCE  
CONFIRMATIONS

- However, parade, show, musical at performance stages of tourist shops registered in accordance with the Performance Act (e.g. Walker Hill Hotel, Busan Lotte Hotel) and singing and dancing at an amusement park (e.g. Everland, Lotte World, Seoul Land) as well as an international conference facility (Trade exhibition centers such as COEX · BEXCO five stars hotels such as Lotte Hotel · Hyatt Hotel) are recommended

⑤ Outline for Entertainment Activities

⑥ A certificate proving your qualifications or professional experiences

⑦ A certificate of good moral character

Other Cases

④ An employment recommendation letter from a respective government department\* or any documents proving the necessity of the employment\*\*

\* An employment recommendation letter for an advertising · fashion model from the Minister of Culture, Sports and Tourism and for a person on-air from the Minister of Science, ICT & Future Planning respectively.

\*\* An employment recommendation letter for a pro-soccer athlete · coach · judge from the club(association), Cooperation agreement forged by the Ministers of respective government departments, invitation statements, business plan or outlines from the host (organization), attendance confirmation issued from the organizer for those who are participating in athletic, badook, and singing competitions with money prizes

☛ If you hire a representative, you need to submit the power of attorney, the proof of employment of the representatives, and the representative IDs

※ The head of the immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, and the qualifications of the inviter and the invitee.

## Foreign National of Special Ability (E-7)

<p style="color: #000080; font-weight: bold; margin: 0;">Range of Activities and Eligible Applicants</p>	<ul style="list-style-type: none"> <li>● Persons who want to engage in activities specially designated by the Minister of Justice after being invited by a public or private organization                     <ul style="list-style-type: none"> <li>* “foreign professional” refers to a foreign worker who has expertise, skills and capacities designated by the 『Act on the Treatment of Foreigners in Korea』</li> </ul> </li> <li>● The foreign professionals entering the Republic of Korea on the basis of this rule must respect the range of activities as set forth herein this guideline.</li> </ul>
<p style="font-weight: bold; margin: 0;">Maximum Length of Stay</p>	<ul style="list-style-type: none"> <li>● 3 years</li> </ul>
<p style="font-weight: bold; margin: 0;">Basic Principles</p>	<ul style="list-style-type: none"> <li>● We separate the workers into three groups: professionals, semi-professionals, skilled-workers depending on the level of expertise required and substitutability of Korean citizens. Also, we are flexible with running management and introduction standards flexibly by differentiating them.</li> <li>● We will provide a simple convenient visa and residence procedures to foreign skilled-workers who can make significant contributions to our national competency since their vocation levels are high, thus, Korean workers are unable to replace them.</li> <li>● We will find a protective measure for our citizens, such as setting the quotas for each company, wage requirements, and higher job qualifications, from foreign skilled-workers who may intrude a job market of Korean citizens with their substitutability.</li> </ul>
<p style="color: #000080; font-weight: bold; margin: 0;">Eligible Applicants and Introduction Criteria</p>	<p><b>1. Eligible Applicants</b> [Special Table 1, Presidential decree of the Immigration Act, 25. E-7 Special Occupation]</p> <ul style="list-style-type: none"> <li>● You want to engage in activities specifically designated by the Minister of Justice on a contract with a private/public companies in Korea.</li> </ul> <p>- ‘Designated activities’ refer to activities that are considered ‘necessary’ by the Minister of Justice in order to strengthen particular industries through introducing foreign workers who have expertise in knowledge, techniques or capacities (hereinafter referred to as ‘Adopting Occupations’)</p> <ul style="list-style-type: none"> <li>* The State and local governing bodies must put their efforts to find necessary policies and guidelines in order to improve the legal status and treatment of foreign workers who have expertise in knowledge, techniques or capacities. (Article 16 of the Act on the Treatment of Foreigners in Korea)</li> </ul>

**ELIGIBLE  
APPLICANTS  
AND  
INTRODUCTION  
CRITERIA**

- **(Adopting occupation types)** We will separate criteria into professionals, semi-professionals, and skilled workers considering the upper class criteria of the ‘Standard Job Classification of Korea’ and occupational level.
- **(professionals)** 67 occupations among jobs from Big Category 1(manager) and 2(professional and others), selected by the Minister of Justice.
  - \* Managers from 15 different occupations such as a high-rank executive of a profit oriented groups and other experts from 52 job fields such as life scientist.
- **(semi-professionals)** 8 occupations (Vocation level 2, 3) from Big Category 3(Office workers), 4(Service workers), and 5(Sales Clerks), selected by the Minister of Justice\*
  - \* 4 office workers such as air transport officer and 4 service workers such as transport officer
- **(Skilled-labor)** 8 occupations (Vocation level 2) among jobs from Big Category 6(Agriculture and Fisheries skilled workers) · 7(skilled-labor and workers with relevant skills) · 8(machinery operation and assembling), selected by the Minister of Justice
  - \* 3 agriculture/fisheries labors such as a sea cucumber farming technician, and 5 skilled labors such as ship building welding technician

**2. Selecting occupations that we are going to introduce and their management**

- **(Selecting occupational categories)** We will investigate the current level of demands on foreign professional workers of new occupational fields among central government ministries regularly, while selecting occupations taking accounts of effects, substitutability of Korean citizens and other general criteria.
  - When we research on demand, we will consider education level, work experiences and employment conditions of each occupational type. Also, since there are worries in residence management therefore it requires early review, we will consult the agreement as results of Working Level Committee of Professional Workforce Recruitment Support under the Immigration Policy Commission \*
    - \* Working Level Committee of Professional Workforce Recruitment Support (Chairman : General Director of the Ministry of Strategy and Finance Economic Policy Bureau, Member: Directors of the Ministry of Education, Ministry of Science, ICT and Future Planning, Ministry of Foreign Affairs, Ministry of Justice · Ministry of Culture, Sports and Tourism · Ministry of Trade, Industry and Energy, Ministry of Health and Welfare, Ministry of Labor and Employment, National Intelligence Service · Small and Medium Business Administration)
  - As of Feb., 2015, there are 83 occupational types (465 specific types) selected. (There were 75 occupational types and 396 specific types on December 20th, 2007)
- **(Management)** Specific code number will be given to a specific occupational type in order to make it possible to analyse, manage, and calculate statistics

**Eligible Applicants and Introduction Standards**

of the current state of affairs, numbers, and types of jobs that are introduced.

- Occupation code number will be given in a form of arabic numerals comprising of small type (three digits) in accordance with 'Korea's standard job classification), detailed type (four digits), and ultra detailed type (5 digits).
- In case of a newly established occupational type derived from the status quo, 'S' will be added in front of the code of the most similar occupational type. (ex. : S -----)

● **(Standard for Permission of Introduction of Similar Occupations)** We will closely examine whether you satisfy requirements for the most similar occupation types, necessity of the job introduction, and substitutability of Korean citizens, and after rigorous review, we will only allow occupations that are most reasonable to introduce.

- Professional occupation types eligible under upper class 1,2 of the big criteria are permitted at the discretion of the head of an immigration (branch) office, Skilled workers who are considered upper class 3 to 8 need a permission from the Minister of Justice.

**3 Eligibility for each occupational type and introduction method.**

**A. Eligibility**

● **(General requirements)** You must satisfy any one of the following conditions

- You have a master's degree or higher in the relevant field.
- you have a bachelor's degree and at least one year of work experience in the relevant field.
- You have at least 5 years of work experiences in the relevant field.

● **(Special Conditions)** You must satisfy specific requirements if you work in a field that has designated specific education and work experiences, taking an account of the fact that special treatments are given to those who are considered excellent talents in order to recruit and use them.

- **(experienced worker who has worked at one of the World's 500 companies for at least one year)** even if you do not satisfy education and work experience requirements, you will be allowed to apply for the visa if the need for employment is considered 'necessary'.

**Eligible Applicants and Introduction Criteria**

- **(World's 200 university (prospective) graduate bachelor's degree holder)**  
Even if you do not satisfy the work experience requirement (at least one year of work experience in the relevant field), you may be hired if the employment need is considered 'necessary'.
- **((Prospective) graduates of domestic community colleges)** If you get a job in one of the introduced fields related to your major study, you will be exempted from the work experience requirement of 1 year or more, and if the employment is considered necessary, you will be hired.
- **((Prospective) graduates of domestic universities with a bachelor's degree or higher)** If you get a job in a field related to your major study and if your employment is considered necessary, you will be hired regardless of your major.
- **(Foreign talents in advanced science and technology, recommended by the relevant ministries)** considering they are given preferential treatments for visa issuance, a more strict standard will be applied to them in terms of employment recommendation.

<Employment Recommendation for Preferential Advanced Science and Technology Workers>

Classifications	Gold Card	Induction of foreign skilled workers project
Employment Recommendation Organization	Ministry of Trade, Industry and Energy (KOTRA)	Small and Medium Enterprises Administration (Small and Medium Business Corporation)
Effective Year	Year 2000	Year 2001
Recommended Applicant Requirements	<ul style="list-style-type: none"> <li>▪ at least 5 years of work experience in the same field.</li> <li>▪ Bachelor's degree + at least 1 year of work experience</li> <li>▪ Master's degree or higher</li> </ul>	<ul style="list-style-type: none"> <li>▪ at least 7 years of work experience in the same field</li> <li>▪ Bachelor's degree + at least 3 years of work experience</li> <li>▪ Master's degree + at least 1 year of work experience</li> </ul>
	* Those who have obtained a degree in Korea do not require work experiences.	
Recommending Occupations	<ul style="list-style-type: none"> <li>* 8 fields, for example, IT, Technology Management, Nano, Digital Electronics, Bio, Transportation and Machinery, New Materials, Environment and Energy (Public · Private Organization)</li> <li>* The Small and Medium Business Administration will recommend all fields except for real estate, adult entertainment, gaming industries, etc.</li> </ul>	

**Eligible Applicants and Introduction Criteria**

- (Particular Japanese software technician) If you are a Japanese software developer and basic information technician license holder recognized by the Center for the Application of Information Technology (CAIT) and Japan Information Technology Engineer Examination Center (JITEC), a confirmation of visa issuance will be issued regardless of the qualification standards. (entry 61501-302, '03.3.11.)
- (Chef, Grassroots Industry skilled-technician, ship building welding technician) Occupational standard will be applied.

**B. Introduction Method**

- (Principles) A company recruits a foreign skilled worker it needs and hires him/her after examining his/her qualifications. Then the company applies for a visa or for the change of visa status to the Ministry of Justice, and the Ministry of Justice will review whether or not the foreigner has all qualifications to be issued with a visa.
- (Grassroots Skilled-Workers) Non-professional applicants, who satisfy the change of visa status requirements, will be allowed to change their visa status, and if they pass the capacity examination for grassroots industries, which is jointly administered by private and public organizations, they will be regrouped into a human resources pool and will be selected based on a quota system. (The status quo of the introduction procedure for ship building welding technician, however, will remain effective)\*

\* However, a new introduction method will be implemented separately after it is being discussed by relevant ministries and agencies about detailed procedures and measures. (Effective date will be announced later)

**VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION**

**1. A visa will be issued to administrative officers (limited to citizens of their countries only) employed by a diplomatic mission in Korea / period of stay: 1 year or less, single-entry visa valid for 3 months :administrative officers of a special organization (S620)**

● Eligible Applicants

- Administrative and functional officers, who are employed by diplomatic missions in Korea, foreign cultural centers in Korea, foreign chambers of commerce in Korea and who are also citizens of a country that they are working for, are eligible to apply.

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**VISAS ISSUED**  
**AT THE**  
**DISCRETION OF**  
**THE CHIEF OF**  
**MISSION**

\* If a citizen of a third country is hired as an administrative or functional officer, then he/she must obtain an approval from the Minister of justice or must submit a confirmation of visa issuance.

※ F-1 Family Visitor Visa, which the period of sojourn is 1 year, will be given to a domestic worker of a diplomat/public official stationing in Korea if he/she is also a citizen of the country of his/her employee at the discretion of a Korean diplomatic official.

● **Visa Issuance**

- **Period of Stay: 1 year or less**, single-entry visa valid for 3 months

\* Even if the period of contract is 2 years, a visa in which the period of sojourn is 1 year will be issued.

**REQUIRED DOCUMENTS**

① Visa Application Form (form #17), passport, one standard size photograph, fee

② official documents from a foreign diplomatic mission in Korea requesting for cooperation

③ employment contract

④ documents proving the level of your education and career

※ The head of an immigration office may ask additional documents in order to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee if deemed necessary.

**2. A single entry visa, which allows you to stay for 1 year or less, will be issued to crew members who are hired by a Korean transport company : [transport service practitioner \(431\)](#)**

● **Eligible Applicants**

- You are a crew member who promotes passenger convenience and ensures passenger comfort and safety on an international cruise which is run domestically such as a Kumkang mountain cruise and others.

\* An airline pilot or a captain of a ship who have national public officials of a foreign country that are recognized in accordance with the Korean Laws are eligible to apply for E-5 Professionals visas

\* Simple Task Practitioner in delivery service · loading/unloading are eligible applicants for E-10 crew member visas, and those who want to perform at a tourist cruises in accordance with the Tourism Promotion Act are eligible applicants for E-6 Entertainment visas.

● **Visa Issuance**

- period of stay: 1 year or less, a single-entry visa valid for 3 months\*

\* Please note that even if your period of contract is 2 years, you will be given a visa that allows you to stay for only a year.

**REQUIRED DOCUMENTS**

- ① Visa application form (form #17), Passport, One standard size photograph, Fee
- ② Documents related to the establishment of a hiring company
- ③ Employment Contract
- ④ Documents proving the level of your education and career
  - degree certificate, career certificate, career resume, license, and others

※ The head of an immigration office may ask additional documents in order to examine the purpose of entry, genuineness of the invitation and the qualifications of the inviter and the invitee if deemed necessary.

**3. You are working for a short-term job allowed by the E-7 Special Occupation visa, for 90 days or less**

- C-4 short term employment visa, which the period of stay is up to 90 days, will be given. (C-4 Short Term employment visa issuance standard will be applied for required document and review criteria)

[Eligible Applicants for a Confirmation of Visa Issuance](#)

**1. A confirmation of visa issuance**

**A. Application Procedure**

- Apply at a local immigration (branch) office that has jurisdiction over the area where the inviting company is located. Also, apply online (Korea Visa Portal) if you are recommended by a central government ministry as a foreign talent.

**B. Giving Preferences to Online Application Foreign Talents**

- If you apply online, either required documents are exempted (if you have been recommended for visa by a visa recommender) or only 'Employment Recommendation Letter' can be submitted (if you are recommended by the KOTRA · Small and Medium Business Corporation) while the rest of required documents shall be submitted at the time of alien registration.

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## 2. Common Required Documents and Application Procedure

### A. Common Required Documents

- ① Confirmation of Visa Issuance (form #21), photocopy of passport, one standard size photograph
- ② Documents regarding establishments of public/private companies
  - Business Registration Certificate, Distinct Number Certificate, Foreign Investment Company Certificate and others.
- ③ Photocopy of Employment Contract
- ④ Documents proving the necessity of foreign employments
  - Invitation Statement, Outline of Foreign Employee Usage\*
    - \* The inviting company submit a letter which states the necessity of employing the respective foreign worker, the plan for usage of the worker, and expected outcomes.
  - Employment recommendation letter from the head of a relevant central government ministry or recommendation letter\* from the relevant group
    - \* Those of occupations that require mandatory employment recommendation from a relevant central administrative ministry must submit a recommendation letter (If the Special Act on designation and management of Economic Free Zones or the Act on Special Cases concerning Special Economic Zone for Specialized Regional Development Regulation are applied to an occupation, a recommendation letter from the Special City Mayor • Metropolitan City Mayor or Provincial Governor is needed), whereas those of occupations that does not require mandatory employment recommendation can submit only when it is needed.

【 Occupations that require employment recommendation from the relevant government organization 】

U-turn corporate production manager (1413), Vessel Management Expert (1512), Travel Agency Manager (1521), tourism leisure business manager (1521), CADONE(2396), Finance and Insurance Expert (272, at least 5 work experiences without a degree), Travel Package Developer(2732), Performance Planner(2735), Technical Management Expert(S2743), Announcer(28331), Hotel Receptionist (3922), Medical Coordinator(S3922), Tour-interpretation guide(43213), Sea Cucumber Farming Technician(63019), Ship Building Welding Technician(7430), Airplane technician(7521) (As of June, 2013, total: 16 states)

- ⑤ Personal Reference Letter

《Occupations that are required to submit personal references》  
 sales clerk(31215), chef and cook(441), designer(285), hotel receptionist(3922), medical coordinator(S3922), sea cucumber farming technician(63019), Ship Building Welding Technician(7430), Skilled labor [Grassroots Industry(740), General Manufacturing and Construction companies(700), Agriculture/Livestock/Fishery Industry(610)]

- ⑥ Documents Proving Your Qualifications.

- Degree Certificate, Career Certificate, Career Resume, License, and others

Eligible Applicants for a Confirmation of Visa Issuance

► When you request to use a representative : **Power of Attorney, Proof of employment of th representative, photocopy of representative ID will be required additionally**

<Simplification of required documents for a company that has contributed to advancements of society and of the rule of law>

Companies that have respected laws and made a significant social contribution will be given a preferential treatment, such as being exempted from submitting documents related to the establishment of the company and employment requirement, in order to increase public conscious towards rule of law.

\* Faithful Corporate Tax-Payers designated by the National Tax Service, Top 100 Excellent Company designated by the Ministry of Employment and Labor, large corporations that have high growth index, designated by the Fair Trade Commission and others

※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee if it is deemed necessary

**B. Detailed Review Criteria for Each Job Type (job description, qualifications, review standards, required documents and additional documents)**

<b>&lt;Professionals&gt;</b>		
<b>1. Manager(15 occupations)</b>		
<u>Economic Interest Group Executives (S110)</u>	<u>Corporate Executives(1120)</u>	<u>Management Support Manager(1202)</u>
<u>Education Manager(1312)</u>	<u>Insurance and Finance Manager (1320)</u>	<u>Culture · Arts · Design and Multimedia Manager(1340)</u>
<u>Information Communication Manager (1350)</u>	<u>Other Professional Service Manager (1390)</u>	<u>Construction and Mining Manager(1411)</u>
<u>Production-related Manager(1413)</u>	<u>Agriculture · Fisheries Manager(14901)</u>	<u>Sales Manager(1511)</u>
<u>Transport-related Manager(1512)</u>	<u>Lodging · Travelling · Entertainment and Sports Related Manager(1521)</u>	<u>Hospitality Service Manager(1522)</u>
<b>2. Experts and practitioners in related fields (51 occupations)</b>		
<u>Life Science Expert(2111)</u>	<u>Life Science Expert(2112)</u>	<u>Physics Experts (21121)</u>
<u>Chemistry Expert (21122)</u>	<u>Astronomy and Meteorology Expert(21123)</u>	<u>Social Science Researcher(2122)</u>
<u>Computer Hardware Technician (221)</u>	<u>Communication Engineering Technician (2212)</u>	<u>Computer System Designer and Analyst (221)</u>
<u>System Software Developer(222)</u>	<u>Applied Software Developer(2223)</u>	<u>Database Developer(2224)</u>
<u>Network Software Developer (225)</u>	<u>Computer Security Expert (2226)</u>	<u>Web and Multimedia Planner(227)</u>
<u>Web Developer (2228)</u>	<u>Architect and Architectural Engineering Technician (2311)</u>	<u>Civil Engineering Expert (2312)</u>
<u>Landscaping Technician (2313)</u>	<u>City and Transportation Planning Expert(2314)</u>	<u>Chemical Engineering Technician(2321)</u>
<u>Metals · Materials Engineering Technician (2331)</u>	<u>Environmental Engineering Technician(2341)</u>	<u>Electricity Engineer Technician(2351)</u>
<u>Electricity Engineering Technician (2352)</u>	<u>Mechanical Engineering Technician(2353)</u>	<u>Plant Engineering Technician (23532)</u>
<u>Cars · Ship · Airplane · Train Engineering Expert (S2353)</u>	<u>Textile Engineering Technician(2392)</u>	<u>Gas · Energy Technician(2393)</u>
<u>CADONE(2396)</u>	<u>University Lecturer(2512)</u>	<u>Other Education-Related Expert(25919)</u>
<u>Foreigner's School · Foreign</u>	<u>Legal Expert(261)</u>	<u>Government Administration</u>

**Eligible Applicants for a Confirmation of Visa Issuance**

<a href="#">Education Institution · International School · School for Gifted Children's teachers(299)</a>		<a href="#">Expert(2620)</a>
<a href="#">Special Institution Administrative Officers(S2620)</a>	<a href="#">Management and Diagnosis Experts(2715)</a>	<a href="#">Finance and Insurance Experts(272)</a>
<a href="#">Merchandiser(2731)</a>	<a href="#">Travel Package Developer (2732)</a>	<a href="#">Advertisement and Promotion Expert(2733)</a>
<a href="#">Research Expert(2734)</a>	<a href="#">Event Planner (2735)</a>	<a href="#">International Sales Clerk(2742)</a>
<a href="#">Technology Sale office(2743)</a>	<a href="#">Technology Management Expert(S2743)</a>	<a href="#">Translator · Interpreter(2812)</a>
<a href="#">Announcer(28331)</a>	<a href="#">Designer(285)</a>	<a href="#">Image Related Designer (S2855)</a>
<b>&lt;Semi-Professionals&gt;</b>		
<b>1. Office Workers (4 occupations)</b>		
<a href="#">Sales Clerk within Duty Free Shops or Jeju English Education City (31215)</a>	<a href="#">Air Transport Office Workers (31264)</a>	
<a href="#">Hotel Receptionist(3922)</a>	<a href="#">Medical Coordinator (S3922)</a>	
<b>2. Service Practitioner(4 occupations)</b>		
<a href="#">Transport Service Practitioner(431)</a>	<a href="#">Tour Guide Interpreter (43213)</a>	
<a href="#">Casino Dealer(43291)</a>	<a href="#">Chef and Cook (441)</a>	
<b>&lt;Skilled Labors&gt;</b>		
<b>1. Agriculture/Livestock/Fishery Skilled workers (3 occupations)</b>		
<a href="#">Agriculture/Livestock/Fishery Skilled Workers(610)</a>	<a href="#">Zookeeper(61395)</a>	<a href="#">Sea Cucumber Farming Technician(63019)</a>
<b>2. Functional Workers and Skilled Practitioner (5 occupations)</b>		
<a href="#">Musical Instrument Manufacturer and Turner(7303)</a>	<a href="#">Grassroots Industry skilled-labor (740)</a>	<a href="#">Skilled Technicians At General Manufacturing and Construction Companies (700)</a>
<a href="#">Shipbuilding Welding Technician (7430)</a>	<a href="#">Airplane Technician(7521)</a>	

**3. A confirmation of visa issuance will be issued to main job categories**

**A. A confirmation of visa issuance for chef and cook (441)**

- You supervise and facilitate cooking assistant in a kitchen with a chef in a hotel, restaurant, and vessel while planning the cooking plan and preparing recipe and cooking food.
- Period of Stay: up to 2 years, Single-entry Visa

**REQUIRED DOCUMENTS**

- ① An application form for confirmation of visa issuance (form no.21), photocopy of passport, one standard size photograph
- ② Invitation statement and detailed plan of usage
- ③ Business registration certificate and photocopy of business report certificate
- ④ Certificate of sightseeing facilities for convenience
- ⑤ Photocopy of Employment Contract

[Eligible applicants for a confirmation of visa issuance](#)

- ⑥ Personal reference letter
- ⑦ Documents proving sales record
  - Value-added Taxation Standard Certificate and a list of employment insurance subscribers
- ⑧ original copy and photocopy of chef/cook license
  - Apostille confirmation by your country's government or consul confirmation by a Korea's diplomatic mission in your country
- ⑨ Proof of employment certificate or career certificate
  - Apostille confirmation from your country's government or a Korean consul stationed in the respective country

⑩ Resume

➡ If you hire a representative : **Power of Attorney, Representative's proof of employment, photocopy of representative ID will be additionally required.**

※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee if it is deemed necessary.

**B. Teachers of [Foreigner's school](#) · [Foreign Educational Institution](#) · [Jeju International School \(2599\)](#)**

- You carry teaching tasks at a Foreigner's school (Foreigner's kindergarten), Foreign Educational Institution, and an International High School
- A single entry visa in which the period of stay is maximum 2 years
  - ※ Nevertheless, for teachers at international school, please see regulations as set forth in article 20(5) of the 『Presidential decree of the Special Act on Designation and Management of Free Economic Zones』
    - Foreign teaching staff : a single entry visa, period of stay: up to 5 years
    - Foreign Teachers : a single entry visa, period of stay: up to 3 years

**Required Documents**

- ① A confirmation of visa issuance application (enclosed form #21), photocopy of passport, one standard size photograph
- ② Documents regarding the establishments of a public/private organization
  - Business Registration Certificate, photocopy of specific code number card
- ③ Employment contract
- ④ Original copy or a photocopy of a degree or a teacher license from your country
  - Those who have teacher licenses are exempt from submitting a degree requirement.

[Eligible Applicants for a Confirmation of Visa Issuance](#)

- ⑤ Career certificate and Resume
- ⑥ Criminal Records Certificate
  - Those who are eligible for autonomous verification recipient\* **are exempt from a criminal record check requirement when they apply for** a confirmation of visa issuance. However, an educational institution which has caused a problem related to criminal records are prohibited from autonomous verification for maximum 2 years.
  - ※ Autonomous verification recipient **refers to those who have** teacher's license holder of their country of origin, who have been hired through a job fair, who have worked as an E-2 foreign Language Instructor for E-7 foreign teacher for at least 3 years in the past 5 years.
  - If you are not eligible for the independent verification, you must submit a criminal record issued by the federal (central) government of your country when you request for a confirmation of visa issuance.
  - ※ criminal record issued by the central(federal) government of the respective country must be submitted
- ⑦ Self Health Check-up Confirmation
  - A confirmation of visa issuance will not be issued, by principle, to those who have experienced drugs or who are infected by an officially designated communicable disease.
  - \* However, the Ministry of Justice ensures that visa rejection does not occur just because the applicant is HIV positive.
  - ➡ If you request for a representative : **power of attorney, proof of employment for representative, photocopy of the representative ID are additionally required.**
  - ※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee if it is deemed necessary.

**4. Review standards for eligible applicants for the application of a labor agreement between countries**

**A. Eligible Applicants for the Agreement on Simplifying Visa Procedures Between the Government of the Republic of Korea and the government of the Republic of India**

- (Eligible Applicants) You are an independent business owner who is not part of an India corporation, and have signed a service provider contract with a Korean company, entering the Republic of Korea to carry out the terms and conditions of this contract.

[Eligible Applicants for a Confirmation of Visa Issuance](#)

- **(Qualifications Standard)** You are an Indian citizen, having a bachelor's degree in 162 fields of Korea-India CEPA experts, and have at least one year of work experience. (However, you must hold a Ph.D degree or equivalent if you are a biologist and chemist.)

**REQUIRED DOCUMENTS**

- ① confirmation of visa issuance (Enclosed form #21), photocopy of passport, one standard size photograph
  - ② Service provider contract between a domestic corporation and yourself OR an individual business owner and yourself
  - ③ Copy of corporate registration of a private enterprise or an individual business owner or photocopy of business registration certificate
  - ④ Tax payment certificate
  - ⑤ Documents proving your education and career
  - ⑥ Documents proving the necessity of service supply
    - Plan of Usage, employment recommendation letter
  - ⑦ Required Documents for other types of occupations.
- ➡ When a representative applies : **Power of Attorney, Representative's proof of employment, photocopy of representative ID**
- ※ The head of an immigration (branch) office may ask additional documents in order to examine genuineness of the invitation, qualifications of the inviter and the invitee if deemed necessary.

**B. You are a professional employed by a company in Korea to which the agreement between republic of Korea and your country of origin is applied for**

- **(Eligible Applicants)** you are an employee hired by an organization (branch office·local office, contact office, subsidiary company, affiliated company) that is directly or indirectly controlled by a parent company in accordance with the establishment agreement(constitution) between the parent company and the organization (the Second Paragraph, Article 2(b) of the Agreement)
- **(Qualifications and Required Documents)** Since there is no separate qualification criteria under this agreement, work experiences, required documents, and educational requirements stated in this guideline will be applied.

	<p>C. Professionals hired in Korea and affected by the Agreement between the Government of the Republic of Korea and the government of the Republic of Uzbekistan on Temporary Labor Activities of Nationals of One State in the Territory of the Other State</p> <ul style="list-style-type: none"> <li>● (Eligibility) You are a Uzbekistan professional who wants to work temporarily at a branch office of a company that is engaged in commercial activities in the Republic of Korea. (Article 3(b) of the Agreement) c /</li> </ul>
<p><b>REMARKS</b></p>	<p><b>1. Criteria to protect National Employment</b></p> <ul style="list-style-type: none"> <li>● (Principles) In regards with skilled workers and semi-professionals, the Ministry of Justice will not only put an upper limit on a number of foreign employees each company can hire, but also designate the qualification requirements and a minimum wage so that foreign employment does not conflict with the interests of Korean citizens. However, in principle, this does not apply to foreign professionals who contribute to the national wealth and job creation of Korea.</li> <li>● (Employment Company Requirements) If there are less than 5 Korean employees, a company that is domestic-consumption oriented is restricted in principle. If the hiring company designates other employment conditions considering the specialty required for the jobs, prospective employees must satisfy given terms and conditions. <ul style="list-style-type: none"> <li>* However, exceptions will be made to companies with special skills or trading companies doing business in special language areas with annual sales of 100,000 dollars or higher and at least 1 Korean employee, and if they are recommended by competent agencies (KOTRA, KITA, etc.).</li> </ul> </li> <li>● (Permission Rate of Foreigner Employment) In principle, among hired employees, approximately 20% of them can be foreigners on E-7 visas. <ul style="list-style-type: none"> <li>- A company that has hired more than 20% of foreign workers will be prohibited from inviting new foreign workers, change of employee status, change/addition of work places in principle.</li> <li>- However, if a company is recommended by relevant agencies (ex. KOTRA, KITA, etc.), the head of an immigration office, etc. may permit the company to hire additional foreign employees up to the level of 50% (companies in the advanced industry) and 70% (competent companies exporting to special language areas) of the total Korean employees.</li> <li>- The respective standard will be applied to those occupations which have a separate criteria for a number of employees that are allowed to be hired. <ul style="list-style-type: none"> <li>* U-turn corporation production manager (1413), Vessel Management Expert 1512), Travel</li> </ul> </li> </ul> </li> </ul>



## <<Review Criteria for E-7 Special Occupation>>

### A. Manager (15 job categories)

#### 1) Executives of Economic Interest Groups (S110)

- **(Job Description)** You represent your company/group/association. Also, you decide · write constitution and regulations of policy of Economic Interest Groups or Employers Organizations. Then you organize, lead, and control each department of these groups/ organizations.
- **(Applicable Job Types)** Corporate executives at economics-related groups
- **(Qualifications, Visa Issuance, Residence and others)** There is no minimum requirements for education or work experiences since we respect the autonomy of corporation. General Standard will be applied.

#### 2) EXECUTIVES OF A CORPORATION (1120)

- **(Job Description)** You represent your company/organization/groups within the range of activities designated by the board of directors or another governing body (not including an interest group), also you plan, lead and mediate management policies in cooperation with at least two other high-rank executives
- **(Applicable Job Types)** President, Vice-President, CEO, Chairman, Vice-Chairman
- **(Qualifications, visa issuance, residence management and others)** There is no education or work experience requirements since we respect autonomy of a company, but in terms of visa issuance, a regular standard will be applied.

#### 3) Management Supporting Administrator (1202)

- **(Job Description)** You plan, lead and facilitate tasks to support corporate production and management after discussing matters with the heads of other departments while being under a comprehensive supervision of the CEO.  
  
\* Managers working in fields except occupational code "1312" or "1522"
- **(Applicable Job Types)** General Affairs and Human Resources Manager, Planning · Advertisement and Marketing Manager, Finance Manager, Materials and Purchasing Manager, and Others
- **(Visa Issuance and Residence Management and others)** General Standard will be applied.

#### 【 Common review criteria for Managers (Occupational Code 1202 or 1522)】

- ▶ We will consider the present conditions of management division of the company, autonomy and a number of regular employees of the company, and wage level of the respective manager (foreigner).
- ▶ In principle, it is limited to a manager of the respective company's management division in headquarters.
- ▶ Employment recommendation requirement is not needed for a "Manager" working for a big corporation (conglomerate). ('07.12.5. decided at a ministerial meeting on regulatory reform)
- ▶ When an employment recommendation agency for a respective occupation is stated, please note that it is for a "manager" of a small-and-medium businesses rather than big corporations.
  - ※ Please refer to Article 3 of the Presidential Decree of the 「Minor Enterprise Act」 and annex 1 for criteria for major companies and minor companies

#### 4) Educational Administrator (1312)

- **(Job Description)** You plan and supervise tasks of educational institutions such as a kindergarten and an elementary, middle school (including foreigner's school, foreign educational institution, international school and etc)
- **(Applicable Job Types)** Principal and vice-principal of an elementary, middle school, director and assistant director of kindergarten (including foreigner's school, foreign educational institution, international school and etc.)
- **(Qualifications)** You have a bachelor's degree or higher meeting all conditions and qualifications to become a teacher as set forth in the relevant laws. Also you were hired after undergoing a certain procedure.
- **(Visa Issuance and Residence Management and others)** General Standard will be applied.

#### 5) Insurance and Investment Administrator (1320)

- **(Job Description)** You plan, organize, lead and administrate insurance & pension companies, banks, stock firms, trust companies or other finance institutions. Also, you plan, organize, lead and administrate an organization that deals with individual/corporate loans, savings, stocks and future trading, investment management, trustee administration, real estates and other activities.
- **(Applicable Job Types)** Insurance Administrator, Finance Administrator ※ Prohibition: Loan Companies
- **(RECOMMENDATION LETTER ISSUANCE)** Financial Services Commission (Banking : Bank division, Insurance: Insurance division, Investment Stocks : Capital Market division)
- **(Eligibility)** A regular standard will be applied.
  - If you have a bachelor degree but you do not have relevant experiences, then based on your qualifications reviewed by the Employment Recommendation Division of the Finance Services Commission, you will be recommended if the review committee thinks that you have expertise in certain areas and you will be able to contribute to strengthening national competency of the Republic of Korea.
- **(Visa Issuance and Residence Management)** A regular standard will be applied.

#### 6) CultureArtsGraphic Design Manager (1340)

- **(Job Description)** You plan, lead and mediate organizations of Newspaper, Broadcasting company, Film Company, Publisher, Design, and Visual Arts.
- **(Applicable Job Types)** Culture and Arts Manager, Administrator related to design, Visual Arts Manager Broadcasting company and film company management division manager (TV Program Director, Radio Broadcasting Manager(PD), Editor-in-Chief of Newspapers)
- **(RECOMMENDATION LETTER ISSUANCE)** Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 7) Information and Communication Manager (1350)

- **(Job Description)** You lead and supervise information, communication or data processing division workers while you shape the nature of a project after examining specific information requests from the management team or technical team. Moreover, you negotiate the computer manage plan and mediate the purchases of data processing equipments in order to test a new program and to introduce an operating system
- **(Applicable Job Types)** Hardware company manager , Hardware development division manager, Software company manager, Software development division manager, Data Processing Company manager, Information management division manager, Telecommunication management division manager, Telecommunication sales division manager
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (Kotra) Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 8) Other Professional Service Managers (1390)

- **(Job Description)** You plan, organize, order and manage a company that provides professional services in headhunting (recruiting foreign talents), market research and poll opinion survey.
- **(Applicable Job Types)** Market and Public Poll Opinion Research Manager, Foreign Talents Headhunting Service Manager
- **(Qualification, Visa Issuance and Residence Management and others)** General Standard will be applied

## 9) Construction and Mining Manager (1411)

- **(Job Description)** You plan, lead and facilitate activities related to ground forming and blasting, prospecting, excavating, suspending of earth work, and building, extending, reconstructing, fixing and repairing, dissolving all types of buildings and structures in construction sites.
- **(Applicable Job Types)** Construction Division Manager, Mining Production Division Manager
- **(RECOMMENDATION LETTER ISSUANCE)** Administrator of Construction Policy Bureau [Minister of Land, Infrastructure, and Transportation - Technology Policy Division]
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 10) Goods Production Manager (1413)

- **(Job Description)** You manage production line and repair products such as food, clothes, chemistry, metals, machinery, electricity and electronics while leading, planning and facilitating a business or department related to technology.

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- **(Applicable Job Types)** Food Plant Manager, Food Production Processing Manager, Food Production Planning Manager, Textile, Fiber Plant Manager, Textile, Fiber Production Processing Manager, Textile, Fiber Production Planning Manager, Chemical Goods Plant Manager, Chemical Goods Production Processing Manager, Chemical Goods Production Planning Manager, Metallic Goods Plant Manager, Metallic Goods Production Processing Manager, Metallic Production Planning Manager, Machinery Goods Plant Manager, Machinery Production Processing Manager, Machinery Production Planning Manager, Electrical Goods Plant Manager, Electrical Goods Production Processing Manager, Electrical Goods Production Planning Manager, U-turn Corporation Production Manager
- **(RECOMMENDATION LETTER ISSUANCE)** Small and Medium Business Administrator (Small and Medium Business Corporation) / Minister of Health and Welfare (Division of Health Industry Policy) / Ministry of Trade, Industry and Energy (KOTRA) : for U-turn corporations only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied. (However, a separate requirements will be applied to a U-turn corporation manager)
- **(U-turn corporate privileges)**
  - **(U-turn corporate requirements)** You have managed a business abroad for at least 2 years, but you have returned to a domestic company by establishing a new business or extending facilities in accordance with the Special Act on National Balance Development announced by the Minister of Trade, Industry and Energy.
  - **(U-turn corporate production requirements)** You have worked at an overseas office of a U-turn corporation for at least 5 years, and if you do not have a degree, you must have a license in the relevant field in order to prove that you are the expert of that area. Other ways to prove your qualifications and award history include media publications or a work experience certificate\* confirmed by a local employee of KBC of KOTRA.
- \* However, you can submit a work experience certificate confirmed by a consul to a mission when there is no local employee of KBC of KOTRA in the mission.
- **(Employment Quota per company)** within 10% of the 3 month-average of the number of Korean employees subscribed to employment insurance
- **(Visa Issuance and Residence Management)** A general standard will be applied.

## 11) Agricultural · Fishery Managers (14901)

- **(Job description)** You facilitate, lead and plan production activities in Crop Production, Animal Husbandry, Landscape Architecture, Management of Forestry, Logging and Forestry and etc.
- **(Applicable Job Types)** Agricultural company manager, Fishery company manager
- **(Recommendation Letter Issuance)** Agricultural Company Manager [Minister for Food, Agriculture, Forestry and Fisheries (Management Talents Division), Fishery Company Manager [Minister of Land, Infrastructure and Transport (Crew Labor Policy Division)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 12) Business and Sales Managers (1511)

- **(Job Description)** You plan and lead management of a sales division of a company and wholesaler/retailer. You are a technical management director who plans and leads activities of technical sales division for electronic communication, data processing, industrial machine, and automobile. You plan, lead and facilitate international trade and management of international trade company.
- **(Applicable Job Types)** Management Manager, Sales Manager, International Trade Manager ※ Not Applicable : the head of a sales branch office and others
- **(RECOMMENDATION LETTER ISSUANCE)** Information Technology : Minister of Trade, Industry and Energy (KOTRA)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 13) Transport Service Related Manager (1512)

- **(Job Description)** You plan, lead and mediate management of international passenger, freight carriers and other transport operation businesses.
- **(Applicable Job Types)** Vessel Company Manager, Vessel Transport Division Manager, Airline Company Manager, Air Transport Division Manager, Vessel Management Company's Vessel Management Expert, Vessel Transport Company's Vessel Management Expert
- **(RECOMMENDATION LETTER ISSUANCE)** Vessel Management Expert of Vessel Management Company or Shipping Transport Service Company (required): Minister of Oceans and Fisheries
- **(Conditions)** A general standard will be applied. (However, separate requirements will be applied to vessel management experts of vessel management company or of vessel transport company)
- **(Privileges Given to Vessel Management Experts)**
  - **(Vessel Management Requirements)** Experienced vessel crew such as **Captain**, Chief Engineer, First Mate · Engineer must have at least one year of vessel management experience / Experienced vessel crews such as the second mate or third mate · engineer must have at least 5 years of vessel management experiences
  - **(Vessel Management Corporation Requirements)** Registered at the **Ministry of Ocean and Fisheries** + an average number of vessels that your company has managed for the past 3 years; 10 vessels + The annual foreign exchange revenue is worth at least \$1,000,000 (not including the wage of the crew on board) or the annual sales revenue is worth 10 billion KRW (not including the wage of crew on board)
  - **(Employee Quota per company)** One person (Maximum 5 people for each company) per basic requirements (10 management ships + foreign exchange earning 1 million USD + Sales Revenue 1 billion KRW) (Maximum 5 people for each company)
- **(Visa Issuance and Residence Management)** A regular standard will be applied.

## 14) Hospitality/Travel/Entertainment and Sports Manager (1521)

- **(Job Description)** You plan, lead and mediate managing divisions or businesses related to hospitality, travelling, entertainment and sports

- **(Applicable Job Types)** Hotel Manager, Hotel General Manager, Casino Manager, Travelling Agency (regular tour business, international tour business) Manager, Tourism&Leisure business Manager (Amusement Parks, Holiday Condominium), Stadium Management Division Manager (Golf Course) ※ <Prohibition> · Inn Manager
- **(RECOMMENDATION LETTER ISSUANCE)** Tourist Agency Administrator/Manager (required) AND Tourism Leisure Administrator/Manager (required) : Minister of Culture, Sports and Tourism (Cultural Industry Policy Division]
- **(Required Documents)** A regular standard will be applied. (for tourist agency managers only, photocopy of tourist business registration certificate must be added)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

### 15) Food Service Manager (1522)

- **(Job Description)** You plan, lead, and supervise food/beverage services at a restaurant.
- **(Applicable Job Types)** Food Service Company Administrator/Manager
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.
- **(Employer Requirement)** You manage at least 10 branch offices or franchise.

## B. Professionals and Relevant Field Professionals (51 job categories)

### 1) Life Scientist (2111)

- **(Job Description)** You research on Life Science theories and applications such as Biology, Medicine, Food, Agriculture, Forestry while working at a life-science related company including food company, pharmaceutical company, cosmetic company, medical device manufacturer
- **(Applicable Job Types)** Biology (Botany, Ecology, Bacteriology, Genetics), Medicine (Anatomy, Biochemistry, Physiology, Biophysics, Pathology), Pharmacology (Toxicology and Poisoning), Agriculture (Agronomy, Crops, Horticultural Science), Forestry (Clinical Engineering, Dendrology, Soil Science), Fisheries Science (Fresh-water Biology, Marine Biology), Sitology, Cosmetic Studies, Biomedical Engineering, Zootechny Science (Zoology) expert
- **(RECOMMENDATION LETTER ISSUANCE)** Biology: Minister of Trade, Industry and Energy (KOIRA)/ Medicine, Pharmacology, Sitology, Cosmetic Studies, Biomedical Engineering [Minister of Health and Welfare(Division of Health Industry Policy)/Agricultural Science, Forestry, Zootechny [Minister of Food, Agriculture, Forestry and Fisheries (Management Talents Division) / Fisheries Science : Minister of Oceans and Fisheries (Aquaculture Industry Division)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 2) Biology Scientist [2112]

- **(Job Description)** You work for a business related to life science, researching on theories and applications of life science
- **(Applicable Job Types)** Mathematics , Applied Mathematic, Geometry, Demography, Applied Statistics, Mathematical Statistics, Research Statistics, Analytical Statistics, Statistics Expert, Sample Expert, Marine Science (Ocean Science), Geodesy, Geomagnetism, Topography, Volcanology, Geophysics, Seismology
- **(RECOMMENDATION LETTER ISSUANCE)** Administrator of Small and Medium Business Administration (the Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 3) Physicist [21121]

- **(Job Description)** You research force between objects, nature and mechanisms of heat, light and sound, nature and properties of electricity, magnetism and electrons, and structure and properties of atoms, molecules and nuclear energy, or apply the knowledge and methodology of physics to diagnose and treat diseases.
- **(Applicable Job Types)** Mechanics, Thermal Physics, Optical Physics, Physics of Sound, Electro-physics, Magnetism Physics (Physics of the Law of Attraction), Electron Physics, Nuclear Physics, Solid State Physics, Theoretical Physics Expert
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 4) Chemist [21122]

- **(Job Description)** You improve and develop chemical concepts, theories, and managing methods. In other words, you test and analyse various natural, artificial or synthetic stuff in order to research on chemical nature and changes of materials(ingredients) and products. In addition, you apply scientific knowledge to improve and develop the manufacturing process, materials(ingredients) and products of pharmaceutical and other industries.
- **(Applicable Job Types)** Analytical chemistry , Inorganic chemistry, Organic chemistry, Detergent chemistry, Dye chemistry, Food chemistry, Coating chemistry, Petrochemistry, Textile chemistry, Glass chemistry, Plastic chemistry, Rubber chemistry
- **(Employment Recommendation Issuance)** Minister of Trade, Industry and Energy (KOTRA)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 5) Astronomy and Meteorology Expert (21123)

- **(Job Description)** You interpret and research on astronomical phenomena through a telescope and other optical instruments such as camera, spectrometer, radiometer and photometer and etc. You research, improve, and develop concepts, theories, and managing methods of aerodynamics while researching on weather phenomena such as wind speed, wind direction, atmospheric pressures, temperature, humidity, cloud formation, rainfall, electrical discharge, or solar heating.
- **(Applicable Job Types)** Astrophysics, Astronomical Physics, Space Physics, Radio Astronomy, Climatology
- **(Recommendation Letter Issuance)** Administrator of the Meteorological Administration (Person-in-charge of the Meteorological Human Resources Development)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 6) Social Science Researcher (2122)

- **(Job Description)** You apply economic knowledge to social science research while improving and developing concepts, theories and management methods on it. Also, you write academic papers and reports, working for a research center and a relevant organization.
- **(Applicable Job Types)** Econometrics Researcher, Taxation Researcher, Labor Economics Researcher, Financial Economics Researcher, Agricultural Economics Researcher, Finance Researcher, Industrial Sociology Researcher
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 7) Computer Hardware Technician (2211)

- **(Job Description)** You research, design and develop equipments for household, industry, military or scientific computers. Moreover, you supervise and test manufacturing, installation of computers and computers-related components/equipments
- **(Applicable Job Types)** Computer Hardware Design Technician, Computer Equipment Technician, Computer Network Developer, Computer Control System Developer, Record Equipment Developer, Recorder Development Institute (i.e. Attraction Magnet-Optical) , Disc Drive Developer, Hard Disc Developer, Computer Main board Developer, Controller Developer, Input · Output Equipment Developer
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy(KOTRA), Administrator of Small and Medium Business Administration (the Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 8) Telecommunication Engineer (2212)

- **(Job Description)** You design the wired/wireless communication network, construction, preservation and voice, data, relevant broadcasting communication method, and protocol. Moreover, you research and construct machinery and facilities while you analyse, test and manage communication system design, production, installation, repair, maintenance and management. You also plan management schedule and provide technical advices and constructions.
- **(Applicable Job Types)** Cell phone Circuit developer, Wireless Telephone developer, Modem Development Design technician, Digital Receiver developer, Interpol and Telephone Developer, DMB phone developer, DMB Receiver developer, ADSL Equipment developer, HFC Network Management technician, VMS Equipment Management officer, SMS Equipment Management officer, Wireless Communication Network Management Technician, wireless communication manager, Internet Communication Network Management technician, circuit management officer, communication construction supervisor, exchange developer, wireless repeater equipment development design technician, Gwangdanguk equipment development design technician, communication application service equipment developer, VMS equipment developer, CDMA Technology and Research developer, RF Communication Research developer, Wireless Data Network developer, Wired communication Network Planner, Communication Intelligent Network Research developer, Communication Line Design Technician, Network Communication Device Development and Design Technician, satellite TV receiver development design technician, wired/wireless communication equipment device development design technician, optical communication design developer, Exchange Development Design technician, Text Service equipment manager, digital broadcasting equipment developer, transmitter developer, Communication Network Design technician
- **(Employment Recommendation Issuance)** The Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Association (Small and Medium Business Corporation) : limited to Small and Medium Businesses
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 9) Computer System Designer and Analyst (2221)

- **(Job Description)** You determine, design and analysis a whole range of elements of a computer system such as input and output formats, data processing procedure/logic, access methods to materials, traits/formats of database.
- **(Applicable Job Types)** Information System Consultant, Network Consultant, Database Consultant, Information Security Consultant, Computer System Supervision Expert, Computer System Designer, Computer System Analyst
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium business administration only.
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

## 10) System Software Developer (2222)

- **(Job Description)** You design, research, and develop a system software for auto performance order system of computer, and you carry missions related to these programs

- **(Applicable Job Types)** EMBEDDED Program Developer, LINUX Developer, MICOM Control Technician, Operating System Software Developer, FIRMWARE Developer
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only.
- **(Qualifications, Visa Issuance and Residence Management)** General Standard Application will be applied.

#### 11) Application Software Developer (2223)

- **(Job Description)** You develop word processing softwares for companies or individuals such as microsoft word, managerial accounting, database, statistics, you change software environments depending on the computer operating system.
- **(Applicable Job Types)** Data Management Application programmer, Financial Management Application programmer, Information Processing Application programmer, Game programmer, Online game programmer, Protocol developer, Network programmer
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (the Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 12) Database Developer (2224)

- **(Job Description)** In order to ensure effectiveness and safety of collected materials, you design and improve database. You grasp works involved with establishing database, and design the physical structure of data and optimization arrangement after measuring the size. You analyse online capacity development or change a software or control its management
- **(Applicable Job Types)** Database Expert, Database Designer, Database Manager, Database Programmer, Database Administrator
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 13) Network System Developer (2225)

- **(Job Description)** You plan, develop, design and test a network by using your knowledge in software, hardware, and network equipments

- **(Applicable Job Types)** Network Engineer, VAN Technician, Network System Analyst, WAN Technician, Intranet Technician, Network Server Construction Management Technician, LAN Technician
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 14) Computer Security Expert (2226)

- **(Job Description)** You develop a security program to protect a computer both online and offline from hackers, and you provide solutions from various angles after checking security status of the computer.
- **(Applicable Job Types)** Internet Security Expert, Information Security Researcher
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** General Standard Application will be applied.

#### 15) Web and Multimedia Planner (2227)

- **(Job Description)** You plan and direct works which are revealed through multimedia softwares and the internet.
- **(Applicable Job Types)** Web Planner, Multimedia Materials Production Expert, Multimedia Editor
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 16) Web Developer (2228)

- **(Job Description)** You acquire, apply and test new web skills, and you are responsible for technical aspects of web server management and construction.
- **(Applicable Job Types)** Web Engineer, Web Programmer, Web Master
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

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### 17) Architecture and Architectural Engineer (2311)

- **(Job Description)** You conceptualize, design and develop establishment for commercial, public and residential building constructions and their repairs.
- **(Applicable Job Types)** Architect, Construction Supervising Technician, Plant Construction Architect
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Land, Infrastructure and Transport (Technology Policy Division)
- **(Qualifications, Visa Issuance and Residence Management)** General Standard Application will be applied.

### 18) Civil Engineer (2312)

- **(Job Description)** You plan, construct and manage various construction projects such as roads, airports, train tracks, highways, bridges, dams, buildings, ports and coastal facilities.
- **(Applicable Job Types)** Building construction engineering work technician, Structure engineering work technician, Road Construction engineering work technician, Airport engineering work technician
- **(Employment Recommendation Letter Issuance)** Minister of Land, Infrastructure and Transport(Technology Policy Division)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

### 19) Landscaping Technician (2313)

- **(Job Description)** You plan landscape designs and examine landscape constructions for commercial projects, office-concentrated areas, parks, golf courses and residential areas.
- **(Applicable Job Types)** Landscaping Designer, Landscape Detailing Designer
- **(Employment Recommendation Letter Issuance)** Minister of Land, Infrastructure and Transport (Technology Policy Division)
- **(Qualifications, Visa Issuance and Residence Management)** General Standard Application will be applied.

### 20) Urban Planning Expert (2314)

- **(Job Description)** You manage land usage and its physical facility while advising relevant policies and establishing a plan on city/country/local services. Furthermore, you apply scientific principles and technology into traffic facility for planning, and management, and you research on the traffic amount, speed, efficiency of traffic signals, propriety of traffic signal system, and other factors that could contribute to traffic conditions.
- **(Applicable Job Types)** City Planner, Transportation Technician, Traffic Safety Facilities Constructor, Traffic Sign Designer and Analyst
- **(Employment Recommendation Letter Issuance)** Minister of Land, Infrastructure and Transport(Technology Policy Division)
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

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### 21) Environmental Engineer [2321]

- **(Job Description)** You research, construct, and develop chemical facilities and equipments. Also, you supervise management and maintenance of plastic, resources, pulp, drugs and industrial chemicals and food processing plants.
- **(Applicable Job Types)** Petrochemical Technician, Gasoline Technician, Natural Gas Chemistry Technician, Natural Gas Production, Distribution Technician, Food Technician, Brewing Technician, Rubber chemistry Technician, Plastic Chemical Technician, Tire Production Technician, Agricultural Pesticides Technician, Fertilizer Technician, Paints Technician, Medicine and Medical Supplies Technician, Cosmetics Technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

### 22) Metal · Materials Engineer [2331]

- **(Job Description)** You research on metals and alloy while developing a new alloy. Also, you plan and lead technical aspects of metal extraction, alloy manufacturing and processing, or you lead and supervise manufacturing process of ceramics, glass, cement while researching on these materials.
- **(Applicable Job Types)** Metal Technician, Metal Physics Technician, Metal Analysis Technician, Metallic Coating Technician, Plating Metal with Gold Technician, Metallic Detecting Technician, Ceramic Engineering Technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy(KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

### 23) Environmental Engineer [2341]

- **(Job Description)** You prevent threats for environmental conservation by applying various engineering principles and you design, plan and carry engineering works to control and improve environmental conservation.
- **(Applicable Job Types)** Atmospheric environment technician, Water Quality environment technician, Soil environment technician, Noise and shaking technician, Waste disposal technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry and Energy(KOTRA) : Environmental Consultant, Pollution Measurement(equipment) Technician, Pollution Reduction Equipment Designer, Ecology Industry Creator, Clean Production Designer/Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 24) Electrical Engineer (2351)

- **(Job Description)** You design, develop, test or supervise installation of equipments of commercial, industrial, military, scientific electrical system
- **(Applicable Job Types)** Electrical Products Development Technician, Developmental Facility Construction Technician, Electricity Supply Facility Technician, Electrical Control Measurement Technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 25) Electronic Engineer (2352)

- **(Job Description)** You research, design, develop and test a commercial, industrial, military or scientific electronic parts or system by applying knowledges in electron theories and the nature of ingredients. Moreover, you design an electronic circuit and parts such as Spacecraft Aviation inducement, propulsion control, measuring instrument, and controller.
- **(Applicable Job Types)** Electronic Equipment Technician, Electronics Engineer, Semiconductor Process Technician, Semiconductor Process Equipment Technician, Semiconductor Element Technician, Factory Automation Construction Engineer, Mechatronics Development Technician, Car Electronics Development Engineer, Product Automation Processing Developer, Automated Buildings Construction Engineer, Electromagnetic Control Programmer, FA Construction Technician, Electromagnetic Control Measurement Technician, Supersonic Medical Supplies Developer, Brain-wave Developer, · Electrocardiography (ECG Recorder) Developer, Anesthesia Developer, Heart Recorder Removal Developer, Catapult Developer, MRI Developer, CT Scan Developer
- **(EMPLOYMENT RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy(KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 26) Mechanical Engineer (2353)

- **(Job Description)** You research, design and develop machinery and its system such as heating, ventilation, air cleaning, electricity generation, transportation and production while carrying out missions such as electronic system's reviews, installation, management and maintenance.
- **(Applicable Job Types)** Press Mold Design Technician, Plastic Mold Design Technician, Metal Mould for Casting Construction Technician, Injection Mold Design Technician, Heating Technician, Air conditioning system Technician, Ventilator Technician , Ventilator Machinery Technician, Refrigerating Machinery Technician, Heat Exchanger Designer, Cleaning room Heating, Ventilation, Air Conditioning Construction Developer, GHP Developer, Heat Exchanger Developer, Air Cleaning Construction Developer, Construction Machinery(Design) Technician, Earthmover

Construction Machinery Construction Development Technician, Road Pavement Machinery Construction Development Technician, Construction Machinery Development Technician (for transport), Construction Development Technician of Crusher, drilling machine, pile driving and pile extractor, Agricultural Machinery (Construction) Engineering Technician, Mining Machinery (Construction) Engineering Technician, Fiber/Textile Machinery (Construction) Engineering Technician, Food Machinery (Construction) Engineering Technicians, Crafts Machinery (Construction) Engineering Technician, Oil Pressure Machinery (Construction) Engineering Technician, Industrial Robot Construction Technician

- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** a regular standard will be applied.

#### **27) Plant Engineer [23532]**

- **(Job Description)** You deal with works such as construction, construction supervision, winning a contract for a factory construction and a large-scale construction.
- **(Applicable Job Types)** Industrial Equipment Plant Construction Technician, Power Plant Construction Technician, Environmental Equipment Plant construction Technician, Automation Equipment Plant Construction Technician, Industrial Equipment Construction Technician, Sewage Disposal Facility Construction Technician, Chemical Plant Construction Technician, Fire Equipment Plant Engineering Technician, Water Treatment System Plant Construction Technician
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Land, Infrastructure, and Transport (Technology Policy Division)/Construction and others : Minister of Trade, Industry and Energy(KOTRA)
- **(Qualifications, Visa Issuance and Residence Management)** a regular standard will be applied.

#### **28) Automobile-Shipbuilding-Airplane-Railroad-cars Engineer[S353]**

- **(Job Description)** You consult, design and research on automobiles' internal combustion engine, car body, brake, control system, and other components. You research, design and consult on the engine, body and superstructure of a ship while planning and supervising developments, construction, maintenance and repair of these parts. You research, design and consult on development, manufacturing, and management of airplanes, satellites, air launch vehicle (i.e. rocket) while leading, controlling, and advising their production and management. You research, construct and consult organizations for engine locomotives and track(including high-speed railroads). You also lead, control and advise manufacturing and management of these organizations.
- **(Applicable Job Types)** Automobile Designer, Automobile Equipment Technician, Car Electronics Technician, Automobile Engine Construction Technician, Marine Engineering Engineer, Vessel Safety System Developer, Vessel Plumbing Construction Technician, Shipbuilding Construction Head Technician, Hull Construction Technician, TRIBON Ship Building Technician, Oceanic Construction Design Technician, Shipbuilding piping Construction

Technician, Shipbuilding Captain Construction Technician, Aircraft Designer, Aircraft Machines Technician, Satellite Technician, Airplane Technician, Diesel Technician, Gas Turbin Technician

- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** a regular standard will be applied.

#### 29) Textile Engineer [2392] (2392)

- **(Job Description)** You analyse, test, develop and research on various manufacturing processes for textiles, and you develop new textiles by using new materials.
- **(Applicable Job Types)** Textile Materials Development Technician, Textile Plan Development Technician, Dyeing Process Development Technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy(KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** a regular standard will be applied.

#### 30) GasEnergy Technician [2393]

- **(Job Description)** You research on construction, development and maintenance of commercial techniques for well lit, oil, gas collection, extraction, alloy, pottery development and others, and you research and consult about technical field of special material, production and processing.
- **(Applicable Job Types)** Energy Technician, Exploration Technician, Petrochemical Technician, Flotation Technician, Drilling Technician
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa Issuance and Residence Management)** A regular standard will be applied.

#### 31) Computer Aided Design Programmer [2396]

- **(Job Description)** You design a system or parts by using knowledge on machinery, electricity · electronic equipment and using CAD/CAM
- **(Applicable Job Types)** Machinery CADONE, Electrical · Electronic CADONE
- **(Employment Recommendation Letter Issuance)** The Minister of Trade, Industry & Energy(KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only ※**Required**
- **(Qualifications, Visa Issuance and Residence Management)** a regular standard will be applied.

### 32) Nurses (2430)

- **(Job description)** You help doctors and give patients treatments according to a doctor's diagnosis and prescribed nursing skills. When doctors are absent, you may take an contingency action, and monitor and write down records of a patient's condition. You also explain the treatments and preventive measures for diseases to the patient's family.
- **(Applicable Job Types)** Professional Nurses, General Nurses
- **(Qualifications)** You have obtained a nurse license from the Minister of Health and Welfare in accordance with Article 7 of the Medicine Act\*
  - \* Not including a nurse's aide
- **(Employer Requirements)** Medical institution in accordance with the Medicine Act
- **(Visa Issuance and residence management, etc)** General standard will be applied.\*
  - \* You can work as a medical coordinator without going through a separate procedure (S3922).

### 33) University Lecturer (2512) (effective from Jan. 1st, 2014\*) \*This category was newly introduced on January 1st, 2013, and it will be effective from January 1st, 2014

- **(Job Description)** You give out lectures to students at a university, attend seminars, research, create exam questions, and grade written tests submitted by the students.
- **(Applicable Job Types)** Lecturer in Arts · Social Science · Education, Life Science, Engineering, Medicine, Fine Art, Physical Education
- **(Qualifications)** You are hired by an educational institute (level; community college or higher) in accordance with Article 14(2) of the Higher Education Act, holding a master's degree in a relevant field that you are going to teach.
- **(Required Documents)** a copy of degree and career certificate, employment contract or appointment schedule confirmation, documents related to the establishment of inviting study(a copy of business registration or specific code numbers)
- **(Review Standard)** We will consider whether you have a master's degree, whether your major is related to the subject you are going to teach, and consider the hiring procedure in accordance with the Higher Education Act.
  - you are hired in accordance with the school's regulation or constitution of the school, even if you have signed a contract which is effective for at least one year, if you do not have a master's degree (or higher) in a relevant field that you are going to teach, then a visa will not be issued\*
  - \* However, if you have a bachelor's degree in that field as a double major and can prove that you have expertise in the respective field, for example, by submitting a professional license or a C.V., a visa issuance confirmation will be issued.
- **(Visa Issuance and Residence Management)** a regular standard will be applied.

### 34) Education Experts (25919)

- **(Job Description)** You research on curriculum, educational methods and other educational practices while advising and planning on the their introductions.
- **(Applicable Job Types)** Visual Arts Education expert, Textbooks expert, Teaching Staff Training and Management expert
- **(Qualifications)** Master degree, Bachelor degree and one year experience
- **(Visa Issuance)** A single entry visa which allows you to stay for maximum 2 years will be issued.
- **(Residence Management)** A regular standard will be applied

### 35) Teachers of Foreigner's School-Foreign Education Institute- Jeju International High School (2599)

- **(Job Description)** You carry out a teaching mission at a Foreigner School (Foreigner Kindergarten), Foreign Educational Institution, International High School, Gifted School
- **(Applicable Job Types)** Foreigner School(kindergarten) Teacher (Article 60(2) of the Elementary and Secondary Education Act, Article 16 of the Early Childhood Education Act), Teacher for a Foreign Educational Center (Article 22 of the Special Act on Designation and Management of Free Economic Zones), International High School Teacher (Article 22 of the Special Act on Designation and Management of Free Economic Zones), Elementary · Middle School Teacher in accordance with the Special Act on Regional Special Development District , Regional City · Provincial Superintendent of Education recommended by provincial superintendent of education International Middle School, Foreign Language High School · International High School, Autonomous Private High School recommended by the Provincial Superintendent of Education, Teachers of a school for gifted children in accordance with the Gifted Children Education Promotion Act (Education for Gifted Children Promotion Act), Teachers of international schools (including contractual teaching staff and headmaster) · Lecturer · Assistant Teacher · Headmaster · Administration Clerk and others of an international school in accordance with the Special Act on the establishment of Jeju Special Self-Governing City and Creation of an International Free City
- **(RECOMMENDATION LETTER ISSUANCE)** a teacher of a Jeju International School (Required) : the provincial governor of the Jeju Special Self-Governing Province / International Middle School, Foreign Language High School · International High School · Autonomous Private High School Teacher (Required) : Superintendent of Education of jurisdictional cities/provinces
- **(Qualifications)** Depending on job types that can be introduced
  - ▶ Teachers at Foreigner School Teacher (Foreigner Kindergarten) or Foreign Educational Institution : Bachelor's Degree or higher and at least 2 years of relevant work experiences (OR teacher license holder of your country)
  - ▶ International High School or International Middle School · Foreign Language High School · International High School · Autonomous Private High School which are recommended by the Superintendent of Education of a city/province
    - Foreigner Teacher : You have a teacher license of Korea or you have a teacher license of your country with at least 3 year experiences
    - Foreigner Teaching Staff : must possess at least a bachelor degree or higher
  - ▶ Teacher working at a School for Gifted Children: Ph.D Degree, Masters' degree and at least 3 years of experiences
  - ▶ International High School or International School established in accordance with the Special Act on the establishment of Jeju Special Self-Governing Province and the creation of Free International Cities
    - Teacher, Contractual Teacher, Head Resident (house master) : Master's degree or Bachelor's degree in a relevant field + at least 3 years of work experiences or a teacher's license issued by his/her country
    - Teaching Assistant, Lecturer, Assisting Head Resident (Assisting House Master), Administrative Clerk : Parents or Family members of International School Students or Teaching Staff, or you are 18 years old or older and have a bachelor's degree at a main campus of a foreign university OR You have 2 years of work experiences in a relevant field and you have a English Teaching license such as TESOL certificate and etc.
- **(Required Documents and Review Criteria)** Considering that your students will be mainly teenagers, you will need to submit a criminal record as an E-2 Foreign Language Instructor visa applicant qualifications (A medical examination report will be submitted at the time of alien registration or application for the change of status of stay).

- However, if you have a teacher's license of your country, have been hired through a job fair, have worked as an E-2 Foreign Language Instructor within the past 5 years or as an E-7 Foreigner Teacher within the past 3 years, educational institutions will assess you autonomously. (criminal records requirement exempted)

- Foreigners who have teacher licenses are exempt from submitting a degree

- **(Privileges of Jeju International School Teaching Assistant)** Parents of international school students or family members of international school teaching staff who would like to work as a Teaching Assistant of the Jeju International School, Lecturer, Head Master Assistant, or an Administrative Clerk are allowed to work via change of visa status.

- You are 18 years old or older and have graduated from the main campus of a foreign university or have at least 2 years of work experiences or have obtained an English Teaching License such as TESOL while entering the RoK without a visa. If you are an eligible applicant for a H-1 visa as a citizen of a country that speaks English as a mother language will be allowed to get a job through a change of visa status permission.

\* Nevertheless, the UK or Ireland citizens are restricted from changing their visa status in accordance with the Working Holiday Agreement.

- **(Visa Issuance)** A regular standard will be applied

- However, a single entry visa which allows you to stay in Korea for maximum 5 years will be issued if you are a teacher working for an international school designated by Article 20(5) of the Presidential Decree of the Special Act on Designation and Management of Free Economic Zones, whereas a foreign lecturer will be given a single-entry visa which the maximum permitted period is 3 years.

- **(Residence Management)** A regular standard will be applied.

### 36) Legal Expert (261)

- **(Job Description)** You consult or translate respective foreign laws, defend a case, carry out legal functions such as prosecution or litigation procedure as a legal expert in accordance with foreign laws.

- **(Applicable Job Types)** Lawyer in accordance with foreign law / Patent Agent in accordance with foreign laws / Foreign Law Consultant in accordance with Foreign Laws

- **(RECOMMENDATION LETTER ISSUANCE)** Patent Agent : The Korean Intellectual Property Office (Human Resource Development Team)

- **(Qualifications)** You have a respective license in accordance with foreign laws, or you have been approved as a foreign law consultant by the Foreign Law Consultant Act, and are registered at the Korean Lawyer Association (in the case of foreign law consultant)

- **(Required Documents)** Respective license in accordance with foreign laws or a foreign law consultant registration card issued by the Korean Lawyer Association (in the case of a foreign law consultant)

- **(Visa issuance and Residence Management)** A regular standard will be applied (However, foreign law consultant is prohibited from adding another place of work.\*)

\* A Foreign Law Consultant is not allowed to work as well as hold 2 positions (or more) simultaneously at different foreign law consulting office, law office, law firm, law firm or lawyer union (Article 25(2) of the Foreign Laws Consulting Act)

### 37) Government Administration Expert (2620)

- **(Job Description)** You are a civil/public servant carrying official missions on research, development education at a national or local government
- **(Qualifications)** Requirements as set forth in Article 26(3) of the National Civil Servant Act (Rules on contractual regional civil servants) and Article 25(2) of the Regional Civil Servant Act (Rules on contractual regional civil servants)
- **(Required Documents)** Official notice requesting cooperation from the head of a local government to the head of a central government ministry
- **(Visa Issuance, Residence Management)** A regular standard will be applied.

### 38) Administrative Assistants for Special Organization (S620)

- **(Job Description)** You are on daily tasks of regular administrative · technical works at a foreign country's embassy/consulate general.
- **(Applicable Job Types)** Administrative · technical officer of a foreign diplomatic mission established in Korea, administrative · technical officers of a foreign cultural center established in Korea, administrative · technical officers of a foreign chamber of commerce in Korea
  - ※ Please note that housekeepers of a diplomatic officials stationing in Korea are F-1 Family Visitation candidates.
- **(Required Documents)** An official letter issued from a foreign state's diplomatic mission in Korea requesting cooperation
- **(Visa Issuance)** A single entry visa which allows you to stay in Korea for maximum 2 years will be issued.\*
  - \* However, the authority to issue a single entry visa which allows an administrative or technical officer to stay for a year or less is delegated to a chief of mission
- **(Residence Management)** A regular standard will be applied

### 39) Management and Problem Solving Expert (2715)

- **(Job Descriptions)** You provide services and consultation such as analysing and re-designing functions of the organization, management methods, and corporate management in order to improve, plan and implement effective management strategies. Also, you provide an accounting firm with consultations and advices on accounting problems as an accounting expert in accordance with foreign laws.

- **(Applicable Job Types) Management Consultant**, Accountant in accordance with foreign laws
- **(Employment Recommendation Issuance)** Management Consultant : Minister of Trade, Industry, and Energy (KOTRA) / Administrator of the Small and Medium Business Association(Small and Medium Business Corporation) ※ limited to a small-and-medium corporation only
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied (However, you must have an accountant license if you are an accountant in accordance with foreign laws)

#### 40) Finance and Insurance Expert (272)

- **(Job Description)** You provide your research analysis on all types of documents related to finance after applying financial theories on banks, stocks, asset management at a finance company while developing related products.
- **(Applicable Job Types)** Investment and Credit Analyst, Asset Management, Insurance and Investment Products Developer, Stocks and Foreign Currency Dealers
  - Not Applicable : Loan Business Company
- **(RECOMMENDATION LETTER ISSUANCE)** Financial Services Commission (Banking/Banking Division, Insurance/Insurance Division, Investment Stocks/Capital Market Division)\*
  - \* However, employment recommendation is a mandatory requirement if you only have work experiences (at least 5 years) without a degree
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 41) Product Planning Expert(2731)

- **(Job Description)** You design marketable products and find effective sales and production strategies after figuring out the purchasing pattern of foreign consumers, demand forecast, and consumption type. Also, you collect and research consumer evaluations and the current sales' level of particular products and services abroad while finding effective sales strategies or offering sales advices after researching and analysing current or future consumer tastes and preferences.
- **(Applicable Job Types)** Overseas Merchandiser (Product Development Manager), Overseas Marketing Expert (Sales Promotion Expert)
- **(RECOMMENDATION LETTER ISSUANCE)** All areas except Health Industry and Medical Field [The Minister of Trade, Industry and Energy (KOTRA)] / Health Industry and Medical Field [Minister of Health and Welfare (Division of Health Industry Policy)]
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 42) Tourist Products Developer (2732)

- **(Job Description)** You plan and develop travel deals appropriate to the demands of customers and to the cooperative working relationship between domestic and international travel agencies. Also, you make travel plans for customers and organize a tour group while you collect information on various transportation methods, fees, and conveniences and provide tips on travel arrangements
- **(Applicable Job Types)** Tourism Planner, Tourist Products Developer
  - Limitation : Tour Guide-Interpreter (43213)
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Culture, Sports and Tourism (International Tourism Division) ※ **Required**
- **(Required Documents)** a photocopy of tourist business registration (regular tourist company), documents demonstrating that the company has recruited foreign tourists
- **(Qualifications)** Master's degree , Bachelor's degree and one year of work experience
- **(Employer Requirements)** A **general travel agency\*\*** which is registered as a tour business operator to a local government in accordance with the Article 4 of the Tourism Promotion Act and has attracted at least 2,000 foreign tourists for the past 2 years (A certificate issued by the Korean Association of Travel Agent must be submitted to confirm your record), or made other equivalent achievements\*
  - \* A travel agency that attracted charter flights or received an appreciation plate from a local government for its contribution to attracting foreign tourists, a superior travel agency (designated by the Ministry of Culture, Sports and Tourism), and a travel agency providing superior travel packages (designated by the Korea Association of Travel Agent, etc.)
  - \*\* A general travel agency that provides services to Korean nationals and foreigners who travel within Korea or overseas countries (except for both Korean and overseas travel agencies offering services to Korean nationals only)
- **(Employee quota per company)** maximum 2 people per each company
  - However, you have recruited at least average 5000 foreign tourists in the past 2 years annually, or you are hiring a foreigner who graduated from a foreign university with a degree in Korean Studies or relevant majors or a foreigner who graduated from a Korean university, one person can be additional hired per one reasons (maximum 3 people)
- **(Visa Issuance and Residence Management)** A regular standard will be applied.

#### 43) Advertisement and Marketing Expert (2733)

- **(Job Description)** You analyse the necessity of advertisement(marketing) and plan and suggest effective advertisement(marketing) strategy and making appropriate Ads (promotion materials). You analyse the effects of the advertisement.
- **(Applicable Job Types)** Advertisement Expert, Marketing Expert
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 44) Research Expert [2734]

- (Job Description) You use knowledge in statistics, economics and sociology to research upon requests of clients who are going abroad. Then you analyse collected data, grasp the current situation, assess future trends and draw conclusion from it.
- (Applicable Job Types) Overseas Market Research Expert
- (Employment Recommendation Letter will be issued.) Minister of Trade, Industry and Technology (KOTRA)\*
  - \* limited to 8 major fields by Gold Card (e-business, NT, BT, Transport Machinery, Digital Electronics, New Materials, Environment · Energy, Technology Management)
- (Qualifications, Visa issuance and Finance Management) A regular standard will be applied

#### 45) Event Planner [2735]

- (Job Description) You plan, organize and mediate conferences, regular general meetings, business meetings, seminars, exhibitions, film screenings, festivals and other entertainment events at Tourism Association, companies in the field and experts association, Convention, Conference, Government and Event Companies.
- (Applicable Job Types) Event Planner, Event Exhibition Coordinator, International Conference Planner
  - \* Range of works for performance planner : Scenario construction and Selecting Artists, Performance Stage Preparation, Performance Production and Marketing, performance progress management (including audience safety) and performance post evaluation
- (RECOMMENDATION LETTER ISSUANCE) Performance Director (Minister of Culture, Sports and Tourism(Performing Arts & Traditional Arts Division)]

#### ※ REQUIRED

- (Visa Requirements) A regular standard will be applied
- (Performance Producer Employer) There is an annual performance sales record worth of at least 1 billion KRW, and after you have hired a foreign performance planner, you have at least performance plans within 1 year.
- (Required Documents) Performance · International Meeting Plan, Performance Revenue Certificate of Financial Statement of Judicial Affairs and Performance Ticket Telecommunication Sellers (Performance Producer)
- (Visa Issuance and Residence Management) A regular standard will be applied.

#### 46) Foreign Salesclerk [2742]

- (Job Description) In regards with going abroad, you are a sales man who engages in sales activities in order to sell/import products to/from foreign buyers.
- (Applicable Job Types) Foreign Salesclerk, Trade Salesclerk, Import/Export Salesclerk ※ < Prohibition: International Trade Salesclerk(3125)>  
(Employment Recommendation Letter Issuance) Minister of Industry, Trade, and Energy (KOTRA, KITA)\*
  - \* The recommendation letter is required for an employer or any employer of preferential treatment for allowed number of foreign employees.
- (Employer Requirements and a Number of Foreign Employees Allowed per Employer) A strict review standard will be applied for the purpose of protection of citizen employment, but a preferential treatment will be applied to a trading company in specific language regions or a foreign invested company.
- (Status requirements, visa issuance and sojourn management) a general standard will be applied

#### 47) Technical Salesclerk [2743]

- **(Job Description)** You sell machinery and equipments by using professional knowledge regarding repair work, guidelines of the equipments, parts, products, industrial equipments, information and communication equipment while teaching customers about technical stuff.
- **(Applicable Job Types)** Medical Salesclerk, Network · Computer Hard disc · Multimedia system · Computer Software · Communication Device · Computation Equipment · Semiconductor Equipment · Web Development · Measuring Equipment · Mobile Solution · Communication Device Parts · Data Recovery · Electronic Parts · Security Solution · PCB · Internet Solution · CCTV system · ERP program · GPS · IT solution · ITS · KMS · Switchboard · Ultrasonic Waves · Network Equipment · MRI · Imaging Device · Respirator · Cell phone Components · ECG Recorder · SMPS · Medical Equipment · Agricultural Tractor · imported medical equipment · Engine · Pump · Automobile Parts · Machine Tool · Automation equipment · Motor · Hydraulics · Machinery Parts · Environmental Facility · Automation Equipment · Cutting Tool · Food Packing Machine · Shipbuilding Materials Industry · Plant Construction · Metallic machinery · Steel Products · Industrial Boiler · Industrial Pump · Construction Equipment Technology Salesman
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Trade, Industry & Energy (KOTRA), Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 48) Technical Management Expert (S2743)

- **(Job Description)** You carry out missions in technological revolution and effective technology management by grafting engineering knowledge and management knowledge
- **(Applicable Job Types)** Research & Development (R&D) Strategy Expert, Technological Infrastructure Expert, Products and Production Technology Expert, Technology Commercialization Expert, IT Consulting Expert
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Trade, Industry and Energy (KOTRA) ※ Required
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 49) Translator · Interpreter [2812]

- **(Job Description)** You translate one language to another language, and interpret/express different languages to different people for smooth communication.
- **(Applicable Job Types)** Translator, Interpreter
- **(Qualifications)** Master's degree , Bachelor's degree and at least one year experience in interpretation/translation, also, you must speak foreign languages or Korean in addition to your native language\*
- \* You must have knowledge in your working area
- **(Employer Requirements)** A review standard for protection of citizen will be applied.
- **(Visa Issuance and Residence Management)** A regular standard will be applied

#### 50) News Anchor (28331)

- **(Job Description)** You deliver news and important information through broadcasting programs such as news, advertisements, special announcements by reading scripts or anchoring a show.
- **(Applicable Job Types)** News anchor, announcer
- **(Employment Recommendation Letter Issuance)** Korea Communications Commission ※ **REQUIRED**
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

#### 51) Designer (285)

- **(Job Description)** You use artistic techniques in fashion design (including household item, furnitures, stuffed toys, clothing, shoes and etc), interior design, and automobile design.
- **(Applicable Job Types)** Product Designer (Automobiles, Furnitures Designer), Fashion Designer (Materials, Clothes, Accessories, Bags and Shoes Designer), Interior Designer (Interior Designer, Displayer), Graphic Designer (Advertisement, Packaging, Book Designer, Illustrator)
- **(RECOMMENDATION LETTER ISSUANCE)** Administrator of the Small and Medium Business Administration (Small and Medium Business Corporation) : for small and medium businesses only
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied
- **(Employee quota per company)** Maximum 3 people per each company in accordance with the number of insured
  - 50 people or less : 1 person, 50 people ~ 99 people : 2 people, 100 people or more : 3 people

#### 52) Images Related Designer (S855)

- **(Job Description)** You design and locate stage props and set decorations for films and TV dramas. You design pictures and subtitles needed for broadcasting TV shows, films and games through computer graphic softwares
- **(Applicable Job Types)** Stage and Set Designer, Web Designer(Multimedia and others), Graphic Designer for Games, Character Designer, CG Designer for Films
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Culture, Sports and Tourism (Film and Video Industry Division)
  - Eligible Applicants : Films and TV Programs manufacturing company
- **(Qualifications, Visa issuance and Finance Management)** A regular standard will be applied

### III. Detailed Standards for Skilled Labor

#### 1. Types of Eligible Applicants

- **(Officer workers)** 4 occupations, selected by the Minister of Justice, under big class item 3 (office workers) of the 'Korea Standard Job Classifications'(Statistics Korea Announcement #2007-3, effective since October 1st, 2007)
- **(Service workers)** 4 occupations, selected by the Minister of Justice, under big class item 4 (service workers) of the 'Korea Standard Job Classifications'
- **(Agriculture/fishery skilled workers)** 3 occupations selected by the Minister of Justice, under big class item 6 (agriculture/fishery workers) of the 'Korea Standard Job Classifications'
- **(Technician and relevant technical workers)** 5 occupations, selected by the Minister of Justice, under big class item 7 (technician or other relevant technical workers) of the 'Korea Standard Job Classifications'

#### 2. Detailed Review Criteria for Each Occupation

##### A. Office Jobs (4 job categories)

##### 1) Salesclerk within Duty Free Shops or Jeju Speical Self-governing Province (31215)

- **(Job Description)** ① You make a sales' strategy in duty free shops in order to increase the amount of trade with foreigners and sales record, and you may get involved with sales activities directly, ② or you work in sales field at commercial facilities, such as a restaurant or a store, in Jeju English Education City for English Commercialization, ③ or you engage in Korean interpretation services or sales activities at a restaurant in Jeju Speical Self-governing Province.
- **(Applicable Job Types)** Duty Free Shops Salesclerk, Salesclerks of Duty Free Shops for Foreign Tourists Only, Salesclerk of commercial facilities such as a restaurant or a store, in Jeju English Education City, interpreters and salesclerks at a restaurant in Jeju Speical Self-governing Province
- **(Qualifications by Types of Salesclerks)** Qualification requirements are separately designated depending on types of jobs.
  - **(Duty Free Shops, Duty Free Shops for Foreign Tourists Only)** You have at least 3 years of relevant work experiences including experiences as a tour guide or have graduated from a domestic community college or above.\*
    - \* including prospective graduates of Korean community colleges regardless of their work experience and major
  - **(Commercial Facilities in Jeju English Education City)** Parents of a currently enrolled student of an international school or family members of staff of the international school, a graduate of the main campus who is 18 years old or older\*
    - \* A citizen of a country that speaks English as the mother language does not have separate qualifications requirements, but a citizen of non-English speaking country must have TOEC score 800 or above or TESOL license.

- (Restaurants in Jeju Special Self-governing Province) Persons with intermediate-level Korean language proficiency (grade 3 of TOPIK, administered by the National Institute for International Education) or higher, or persons who have completed a regular education course of 2 years or more in Korean educational institutions (community colleges or higher)
- **(Standards for Minimum Requirements of Duty Free Shops and Duty Free Shops for Foreign Tourists Only, and Standards for Permitted Number of Foreign Employees)**
- (Minimum Requirements) Designated as a Duty Free Shop for Foreign Tourists only + annual sales of 240 million KRW (20 million KRW per month) or more + business operation site of 200m<sup>2</sup> or larger (areas confirmed on a contract and a certified copy of real estate register) + employment of 2 full-time Korean nationals or more
- **(Minimum Requirements for a Restaurant in Jeju Special Self-governing Province and Standards for Permitted Number of Foreign Employees)**
- **(Minimum Requirements)** Business operation site of 100m<sup>2</sup> or larger + annual sales of 100 million KRW or more + employment of 2 full-time Korean nationals or more
- **(Standards for Permitted Number of Foreign Employees)** A maximum 3 foreign employees per restaurant according to annual sales
- **(Visa Issuance)** A single entry visa which allows you to stay for maximum 2 years will be issued.
- **(Privileges of those working at commercial facilities within the Jeju English Education City)** Parents of students studying at Jeju International School or family members of teaching staff will be allowed to change their visa status. In addition, those who have graduated from the main campus of a foreign school who are 18 years old or older and who have entered Korea on visa-free will be allowed to get a job through the change of visa status.
- **(Residence Management)** A regular standard will be applied

## 2) Air Transport Clerk (31264)

- **(Job Description)** You make a reservation and issue a flight admission ticket for a passenger while checking the validity date of passenger ticket, the name of passenger, gate, and flight code number and distributing flight seats.
- **(Applicable Job Types)** Air Transport Clerk
- **(QUALIFICATIONS)** Master's Degree, Bachelor's Degree and at least one year of experience
- **(Visa issuance and Residence Management)** A regular standard will be applied

## 3) Hotel Receptionist (3922)

- **(Job Description)** You greet and reserve rooms for travellers, and when travellers come to the hotel, you check their reservations and respond to any of their inquiries. You also provide various services including instructing and guiding the customers.
- **(Applicable Job Types)** Front Desk Receptionist/Clerk
- **(RECOMMENDATION LETTER ISSUANCE)** The Minister of Culture, Sports and Tourism (Tourism Industry Division) ※ **REQUIRED**

- **(Qualifications)** Master's degree, Bachelor's degree and one year of work experience
- **(Employer Standard)** Among Tourist Hotels, Water Sightseeing hotel, Korea Traditional Hotel and Family Hotel, established in accordance with **Article 2 of the Presidential Decree of the Tourism Promotion Act**, the hotel hosted at least 40% of foreign guests in the previous year.
- **(Employee quota per company)** Maximum 2 people per hotel for domestic job market protection, 400 people in total (Pilot Program)
- **(Visa Issuance)** Single-entry visa in which the period of stay lasts up to 2 years
- **(Residence Management)** A regular standard will be applied

#### 4) Medical Coordinator (S3922)

- **(Job Description)** You assist in giving information to foreign patients and them to Korean hospitals regarding treatments, Making a doctor's appointment and interpretation, You provide comprehensive services to foreign patients such as customer cares
- **(Applicable Job Types)** Medical Coordinator
- **(RECOMMENDATION LETTER ISSUANCE)** Ministry of Health and Welfare (Division of Global Health Care) ※ Required
- **(Qualifications)** **Medical license holders such as Doctor · Nurse · Pharmacist** or those who have associate degrees or higher in the relevant fields, Bachelor's degree holders or higher (or bachelor's degree candidates) from a domestic university (including prospective graduates), who have completed the coordinator program in accordance with the Act on the development of Korea Health and Welfare Human Resources, or those who obtained global medical tourism co-ordinator licenses as prescribed by special table 2 of the Enforcement Decree of the National License Act
- **(Required Documents)** **a photocopy of global medical tourism co-ordinator license** (for eligible applicant only), **Photocopy of Coordinator Program Certificate** (for eligible applicants only), **A copy of Medical Travel Facilitator Registration, Personal Reference and others**
- **(Employer Standard)** **Paragraph 1 of Article 27(2) of the**  
**An organization/company registered as a medical travel facilitator in accordance with the Medical Act and paragraph 2 of Article 27(2) of the Medical Institution and Medical Act**
- **(Employee quota per company)** **maximum 2 people per a medical center, one person per a medical travel facilitator** (However, if the organization has attracted at least 1000 foreign patient for the past one year, one person can be hired additionally per each 1000 patient.)
- **(Visa Issuance)** A single entry visa in which the period of stay lasts up to 2 years
- **(Residence Management)** A regular standard will be applied

## B. Service Workers (4 types of occupations)

### 1) Transport Service Workers (431)

- **(Job Description)** You ensure safety and security of passengers in a cruise and promote passenger convenience
- **(Applicable Job Types)** **International Cruise Crew** (Kumgang Mountain Cruises and etc), International flight attendants ※ Not Applicable : Cruise Waiter
- **(Qualifications)** Master's degree, Bachelor's degree and at least one year of experience, at least 3 years of experiences
- **(Visa Issuance)** A single entry visa which allows you to stay for maximum 2 years will be issued. (A single entry visa which allows you to stay for a year or less will be issued at the discretion of the Chief of Mission)
- **(Residence Management)** A regular standard will be applied
  - ※ You classify a foreign vessel crew member status working on a domestically-run Korean ship.
  - **(Professional Workers) Captain in accordance with** Article 3(2) of the Seaman Law, Employees in accordance with Article 3(4) of the Seaman Law (Mate, Chief Engineer, Engineer, News Agent, Sailor, Chief of Fisher, Purser, Doctor)
    - ▶ You possess a foreign country's national certified license which is recognized in accordance with Korean laws, and you are a captain who can carry out respective missions and plays the role in accordance with Korean laws : E-5 Professional Employment
    - ▶ You provide services to passengers directly such as a regular cruise crew member, Kumgang Mountain International Cruise crew member, flight attendants, and you are considered a professional service worker through your degree or resumes : E-7 Special Occupation
  - **(Non-professional Workers)** crew staff and fishing ship crew working for freight, loading and unloading, kitchen porter, cleaning and other simple labor tasks : E-10 Vessel Crew

### 2) Tourist Guide-Interpreter (43213)

- **(Job description)** You provide services such as explaining history behind landmarks in a foreign language to foreign travellers as a tour guide in the Republic of Korea.
- **(Applicable Job Types)** Tour Guide-Interpreter
- **(Employment Recommendation Letter Issuance)** The Minister of Culture, Sports and Tourism (International Tourism Division) ※ **Required**
- **(Qualifications)** Master degree or higher, A bachelor's degree in Korean Study from a Foreign university and at least one year experience in the relevant field, Graduates of Tourism or History Major from domestic university (including prospective graduates), Graduates of a community college or higher who have a tour guide-interpreter license

- **(Required Documents) Photocopy of tour business registration certificate** (general tour industry), a document demonstrating how many foreign tourists it has attracted
- **(Employer Standard)** A general travel agency which is registered as a tour business operator to a local government and has attracted at least 2,000 foreign tourists for the past 2 years (A certificate issued by the Korean Association of Travel Agent must be submitted to confirm your record), or made other equivalent achievements\*
  - \* A travel agency that attracted charter flights or received an appreciation plate from a local government for its contribution to attracting foreign tourists, a superior travel agency (designated by the Ministry of Culture, Sports and Tourism), and a travel agency providing superior travel packages (designated by the Korea Association of Travel Agent, etc.)
- **(Employee quota per agency)** If the travel agency satisfies employer standards above, the agency can hire a maximum of 2 foreign employees\*
  - \* However, if the agency has attracted 5000 or more foreign tourists, a foreign tourist can hire one more person from the maximum per each 2000 tourists.
- **(Visa Issuance)** A single-entry visa which allows you to stay for maximum 2 years will be issued.
  - \* However, those countries that prohibit our citizens from working as a guide will receive the same treatments on a reciprocal basis.
- **(Residence Management)** A regular standard will be applied

### 3) CASINO DEALER (43291)

- **(Job Description)** You are a Casino Dealer.
- **(Applicable Job Types)** Casino Game Dealers
- **(Employment Recommendation Letter Issuance)** Minister of Culture, Sports and Tourism (Tourism Industry Division)
- **(Qualifications)** at least 5 years of experiences
- **(Visa Issuance)** A single entry visa in which the period of stay lasts up to 2 years
- **(Residence Management)** A regular standard will be applied

### 4) Cook and Chef (441)

- **(Job Description)** You make a meal planning at a hotel, restaurant, and cruise while supervising a cook and his/her assistants in a kitchen in these facilities as the head chef. You also prepare ingredients and food for cooking.
- **(Applicable Job Types)** Western Food Chef and Cook, Chinese Food Chef and Cook, Japanese Food Chef and Cook, Chef and Cook for other countries' food
  - ※ Not Applicable : Korean Food Chef and Cook, Flour Based Food · Coffee · Traditional Tea Maker
- **(Qualifications and Verification Method)** It differs depending on your award history, certificate level and others

- **(Winner of an domestic/international award or competition that has international recognition) certificate** and work experience requirements exempted\*

\* Documents demonstrating your award history must be confirmed by a consul, but if they are confirmed by news, you can be exempted from this requirement.

- **[License holder of the Intermediate Level or higher (Examples: Level 1~2 for China)] work experience requirements exempted.**

- **(Elementary Level License Holder) at least 3 years of experiences**

- **(Those who have completed 6 months of training or more) at least 5 years of work experiences\***

\* Chef Certificate, Career Certificate, Apostille confirmation required on education completion certificate or Korean consul confirmation in your country

- **(Others) at least 10 years of work experiences** (only local dishes that are not included in the regular program are allowed.)

○ **(Employer Conditions) Tourist Hotels, Tourist Restaurant, Tourist Restaurant Specialized in Foreign Tourists, Airline Catering Service Division, Business Area Size · Sales Revenue · Restaurant specialized in foreign foods** satisfying all employment requirements of Korean national\*

\* Foreign-food-specialized-restaurants satisfying the minimum requirements, such as the size of business area, even though it has not received a tour facility designation certificate from the Foreign Food Restaurant Tour Association

○ **(Area of Business and other minimum requirements for each company)**

Criteria	Area of Business	Annual Sales Amount (Surtax)	Number of Korean Employees
Middle Restaurant	100m <sup>2</sup> or more	100 million KRW (5 million KRW) or more	3 people
Regular Restaurant	60m <sup>2</sup> or more	60 million KRW(3 million KRW) or more	2 people
Ansan Multicultural Village Special District Restaurant	30m <sup>2</sup> or more	40 million KRW (2 million KRW) or more	1-2 people (only applied to the size of area is 151m <sup>2</sup> or bigger while annual sales record reaches 150 million KRW or more)

- **(Privileges) A company that is acknowledged as a 'designated convenience tour facility'** will be admitted if the company satisfies sales and a number of Korean employee requirements although it does not satisfy the area requirement of place of business. A more lenient standard will be applied to any restaurant specialized in foreign food, regardless that it is chinese restaurant or regular restaurant, located within the Ansan Multicultural Village Special District.

- **(Calculating a number of Korean nationals for hiring)** Korean Citizens and Overseas Chinese, including Permanent Residents·Spouse Immigrants on a **list** of unemployment insures of months or more\* (within 3 months of newly established business)

\* If the opening date is within 30 months from the date of application or if the company that has satisfied the minimum requirement of hiring Korean citizens has added or requested for substitute labors, then the period of subscription of employment insurance will not be applied.

- **(Minimum Requirements Review Standards)** Even if you satisfy a minimum requirement, you will not be allowed to invite (1) if there is no record of your company attracting foreign tourists and has zero possibility of attracting foreign tourists in the future, and (2) if you are considered taking advantage of a low wage foreign chef.

- **(Ansan Multicultural Village Special District Privileges)** If a restaurant specialized in foreign food and located within the Ansan Multicultural Village Special District has obtained an employment recommendation from the head of the special district, a following standard will be applied. (If you don't submit an Employment Recommendation letter, a regular standard will be applied) Employment recommendation and calculation standard for a number of workers that are allowed to work will be designated after much discussions with the Minister of Trade, Industry and Energy and other relevant institutions.

○ **(Visa Issuance)** A single-entry visa which allows you to stay for maximum 2 years will be issued.

○ **(Residence Management)** A regular standard will be applied.

#### IV. Detailed Standard for Skilled-Workers

##### A. Agriculture/Livestock/Fishery Skilled Workers (3 occupations)

###### 1) Agriculture/Livestock/Fishery Skilled Workers (610)

○ **(Job Description)** You pro-actively plan field activities and carry out tasks related to animal reproduction/breeding, dairy production, agricultural production, farming fishery products, horticulture, and landscaping, based on required knowledge and experiences.

○ **(Applicable Job Types)** agricultural crops garden, vegetables and crop for a special purpose garden, fruit garden, horticultural garden, horticulturalist, employees of dairy industry, livestock husbandry employee, fishery products farmers

○ **(Qualifications)** 4 years of work experiences in agriculture and stockbreeding on an E-9 Non-professional employment visa or H-2 Working Visit visa within the past 10 years + less than 35 years + community college or higher + a license (Level: Technician or Higher) or average wage(or higher) of respective occupation\* or you must pass the capacity test by capacity review team comprised of people from government and private enterprise + Level 2 of the Korean Language Aptitude Test or Korea Immigration Integration Program Completion\*\*

\* 'Monthly salary for each type of work' indicated on the Employment Condition Investigation Report for Each Type of Employment Status published by The Ministry of Employment and Labor

\*\* Korean Language Ability will be determined by the Korean Aptitude Test called (S-TOPIK) held by the National Institution for International Education, whether you have completed the Korea Immigration Integration Program or not is confirmed through a Korea Immigration Integration Program Certificate issued by the head of an immigration office.

- **(Permission Procedure)** You bring a completed application package for a change of visa status while applying for it at an immigration office. → The head of an immigration office permits the change of visa status after review, and the period of stay will be given **maximum 2 years** considering the contractual period.

- \* In order to grow Korean skilled workers and to protect the domestic job market, a number of people who are allowed to change their visa status is limited to maximum 300 people (When we give a permission of a change of visa status to an applicant, we always check a number of change of visa status that has been approved on our Arrival/Departure Information System and present conditions of registered aliens for each types of visas)

- **(Employee quota per company)** Maximum 3 people are allowed in accordance with farming size certificate (english) or a number of employees registered on the list of employment insurance subscribers \*

- \* 30 people or less for farming: 1 person, 31 people –99 people : 2 people, 100 people or more : 3 people (However, if it is hard to verify the number of workers in agriculture industry due to types of employment such as an exchange of labor, we will check through a confirmation of agricultural group cooperation association and on-site inspections.)

- **(Visa Issuance)** In principle, you can only apply for a change of visa status, however, if you really hope to obtain a confirmation of visa issuance, the confirmation of single entry visa issuance which allows you to stay for maximum 1 year will be issued.

- **(Residence Management Standard)** **You are allowed to change a visa period, and if you continue to work for the same company, you will be given a one year of visa extension every time you apply. On the other hand, you need to obtain a permission prior to the application to Change/addition of work place.**

- In principle, there is a restriction on change of work place (However, if the employer is unable to continue hiring the employee due to its business close-down, financial difficulty, delay in payment of wages, or human rights violations, an exemption will be made.)

- In principle, one is NOT allowed to change a type of occupation to manufacturing other than agriculture/fishery

- If you have assets worth more than 10 million KRW, you are allowed to bring your family members, and then if you have been employed for at least one year on an E-7 visa, you will be allowed to change your status in accordance with the guideline of change the visa to F-2 Residential status of the Points Based System.

## 2) Zoo Keeper (61395)

- **(Job Description)** You feed animals based on plenty of experiences and expertise gained from racecourses or animal farms where racing animals are systemically bred, raised and trained. You also check the animals' health conditions and training them after being familiar with their habits and characters

- **(Applicable Job Types)** Zoo Keepers

- **(Qualifications)** A regular standard will be applied.

- **(Visa Issuance)** A single entry visa in which the period of stay lasts for up to two years.

- **(Residence Management)** A regular standard will be applied.

## 3) Sea Cucumber Farming Technician (63019)

- **(Job Description)** You work at a sea cucumber farm for sea cucumber seeding production and sea cucumber feed development and processing while you would like to pass on and provide your skills.

- **(Applicable Job Types)** Sea Cucumber Farming Technician
- **(RECOMMENDATION LETTER ISSUANCE)** Minister of Agriculture, Food and Rural Affairs (Aquaculture Industry Division) ※ Required
- **(Qualifications)** Master's Degree / Bachelor's Degree in Fishery Science + at least 2 years of work experiences in Sea Cucumber Farming Technique, At least 7 years of work experiences in Sea Cucumber Farming Technique
- **(REQUIRED DOCUMENTS)** Seeding and saplings production (or farming) photocopy of fishery license, personal reference letter will be additionally required.
- **(Employer Standard) Companies satisfying requirements of the Ministry of Maritime Affairs and Fisheries\***
  - \* The Ministry of Maritime Affairs and Fisheries will issue an employment recommendation after examining production of seed and saplings (or faring) fishery license, business planner, technology support agreement contract, photocopy of a certified copy of chinese corporate register, employment contract, employment certificate (career certificate), resume, graduation certificate (Work experiences will be confirmed by the Korea Trade Promotion Investment Agency (KOTRA, T.3460-7395)
- **(Standard for Number Allowed)** 3 people or less per each company (However, if there is a different limit imposed after the Ministry of Agriculture, Food and Rural Affairs and the Ministry of Justice have finished their internal discussion, an exception will be applied.)
- **(Visa Issuance)** A single entry visa which allows you to stay for maximum 2 years will be issued.
- **(Residence Management)** A regular standard will be applied.

**D. Technician and relevant field technician (5 occupations)**

**1) Musical Instrument Manufacturer and Tuner (7303)**

- **(Job Description)** You process natural resources such as tree, plastic, or steel at a musical instrument manufacturing firm to manufacture or tune piano, violin and others.
- **(Applicable Job Types)** musical instrument manufacturer, tuner
- **(Employment Recommendation Issuance)** Required
- **(Qualifications)** At least 10 years of work experiences
- **(Visa Issuance)** A single entry visa which allows you to stay for maximum 2 years.
- **(Residence Management)** A regular standard will be applied.

**2) Skilled Labor of Ppuri industrial (fundamental industrial) company (740)**

- **(Job description)** Using Cast, Mold, Plastic Working, Welding, Surface Treatment, Heat Treatment and other processing technology, you have a technique that transforms materials into parts, parts into finished products. Also you have skills and techniques required by a fundamental industry company, and you lead the production activities in a production site, supervising and managing simple labors.

- **(Applicable Job Types)** Cast-iron Pipe · Cast-iron Manufacturing Company, Spheroidal Graphite · Ordinary Steel · Special Steel(Alloyed Steel) · Aluminium · Bronze · Other Non-Ferrous Metal Casting Company, Casting Machinery Manufacturing Company, Press type · Plastic Type · Other Mold Manufacturing Business, Mold Base · Parts related to Other Mold Manufacturing company, Industrial oar · electrical oar manufacturing companies, Oar parts and Components Manufacturing company, Metallic Surface Treatment Compound Manufacturing Company, Plating Company, Stamp and other Pamak companies, other metal processing manufacturing company, Phenol · Epoxy FCCL manufacturing company, electrical plating and electrolytic analysis machine manufacturing company, metallic surface treatment manufacturing company, powder metallurgy products manufacturing company, Ordinary Steel · Special Steel · Other Steel · Stainless · Alluminium · Bronze · other non-ferrous metal forgings manufacturing company, automobile press · other press processed goods manufacturing company, hydraulic press · electronic press manufacturing company, metallic forging machine · Metallic general machine manufacturing company, thread rolling machine · metallic finishing machine · other metallic plastic surgery equipment · metallic plastic surgery machine parts manufacturing company, Unartificial · Artificial Synthetic Resine Glue Manufacturing Company, Adhesive Tape · Other 1차 non-ferrous products manufacturing company, Welding Rod Manufacturing Company, Arc · Resistance · Other electrical welding machine manufacturing company, Gas Welding and Cutting Machine Manufacturing Company, Semiconductor assembling parts manufacturing company, Chip Mounter Manufacturing Company and etc. (Special Classification Table in Article 2 of the Presidential Decree of the Fundamental Industry Promotion Act)
- **(Requirements for each type and permission procedure)** Separate requirements and permission procedure will be applied to those who are directly recruited from different regions and to graduates of domestic community college, and E-9 Non-Professional Employment depending on their characteristics
  - **(If you are a local who got selected) : a different permission procedure will be independently applied after relevant government departments decide on details through internal discussions.**
  - **If you are a graduate of a community college or higher**
    - ▶ **(Qualifications)** Majoring in Ppuri Industry + Your C.G.P.A is 2.5 or higher, or you have a license in a relevant field + TOPIK Level 2 or above + You have passed the field examination by Skill Verification Team, a group that is comprised of government officials and relevant private enterprises executives.
    - ▶ **(Application Procedure)** You have applied for a change of status at a jurisdictional immigration office with a document of status requirement proof attached → Your status change will be permitted after the head of an immigration office reviews your application and concludes that your request is reasonable. Also, you will be given a maximum of 2 years within the contractual period in order to stay in Korea (Permission for change of status will be given to maximum 100 people annually\* : this is irrelevant for 300-people-limit for skilled workers who would like to change their status from E-9 to E-7.)
  - **(E-9, H-2 visa holder residing in Korea)** change of visa status (principle), a confirmation of visa issuance

- ▶ **(Requirements)** You have worked for a fundamental industry (ppuri) company for at least 4 years out of the latest 10 years + under age 40 + high school diploma or higher + fundamental industry technician licenses (or higher level) or higher average wage than the average wage of the respective occupation\* or You have passed the field examination by Skill Verification Team, a group that is comprised of government officials and relevant private enterprises executives. + Level 2 (or higher) of Korean Language Aptitude Test Result or Korea Immigration Integration Program Completion\*\*
- **(Required Documents)** Fundamental industry (ppuri) company certificate, documents required for the permission to change of visa status
- **(Employer Standard)** Fundamental Industry (Ppuri) Company hiring at least 5 Korean employees\*
- **(Employee quota per company)** Maximum 5 people will be allowed depending on the number of insured of National Employment Insurance\*
  - \* A number of Korean nationals who have employment insurances: 5 people – 49 people → 1 person, 50 people – 149 people → 2 people, 150 people – 299 people → 3 people, 300 people – 499 people → 4 people, 500 people or more → 5 people
- **(Visa Issuance)** In principle, visa is issued by changing your status. However, if you want a confirmation of visa issuance to be issued, a confirmation of single-entry visa issuance which allows the holder to stay for maximum 1 year will be issued.
- **(Residence Management Standard)** If you work at a same company, an extension of stay is allowed for maximum 2 years within the contractual period. A prior permission is required for change/addition of work place\*. In principle, there is a restriction on a change of workplace

### 3) Skilled technicians at general manufacturing and construction companies (700)

- **(Job Description)** You possess techniques and skills that are required for general manufacturing and construction companies, excluding fundamental industry companies, while leading production activities in the field and leading, supervising simple tasks workers.
- **(Applicable Job Types)** General manufacturing, construction companies, excluding fundamental industry companies
- **(Qualifications)** You have worked for a manufacturing or construction company for at least 4 years out of the latest 10 years + Under Age 35 + Community College Graduates or higher + Technician (or higher) license in the respective field or at least average wage of the respective occupation or You have passed the field examination by Skill Verification Team, a group that is comprised of government officials and relevant private enterprises executives. + Level 3 of the Korean Language Aptitude Test or completion of the Korea Immigration Integration Program\*
  - \* Confirmed average wage and Korean language ability and related documents will be evaluated based on the fundamental industry company standard
- **(Employee quota per company)**
  - **(Manufacturing Company)** Maximum 5 people will be allowed depending on the number of insured of national employment insurance\*
    - \* A number of people who have insurances: 10 people – 49 people : 1 person, 50 people – 149 people : 2 people, 150 people – 299 people : 3 people, 300 people – 499 people : 4 people, 500 people or more : 5 people

- **(Construction Company)** Maximum 5 people will be allowed depending on the amount of annual average construction costs.\*

\* Annual construction budget: less than 5 billion KRW : 1 person, 5 billion KRW – less than 30 billion KRW : 2 people, 30 billion KRW – less than 50 billion KRW : 3 people, 50 billion KRW – less than 70 billion KRW : 4 people, 70 billion KRW or more : 5 people

○ **(Visa Issuance)** In principle, a change of visa status is the first step. If you need a confirmation of visa issuance, a confirmation of single entry visa issuance which allows you to stay for maximum 1 year will be issued.

○ **(Residence Management)** Fundamental Industry Company management standard will be applied.

#### 4) Ship Building Welding Technician (7430)

○ **(Job Description)** You have skills in plastic surgery and manufacturing of nonferrous metals of shipbuilding

○ **(Applicable Job Types)** Shipbuilding skilled welder (Tig welding, CO2 welding, argon welding)

○ **(Application Procedure)**

- **(Selecting Qualifying Candidates)** KOTRA requests a government of the sending country to nominate/recommend an applicant (three times the number of people to be actually recruited) → you will be selected after you have proven your qualifications such as a welding license and a document demonstrating your work experiences (two times the number of people to be actually recruited)

- **(Testing Skills)** Shipbuilder Association(Company) + Korean Rating (KR) + KOTRA local staff will form an evaluator group to test skills of the applicants in a respective country → Those who have passed the tests will be given a capacity verification confirmation issuance and assigned to a client company

○ **(Employment Recommendation Issuance)** Minister of Trade, Industry and Energy (KOTRA)

※Required

○ **(Qualifications)** middle level shipbuilding welding technician license and 2 years of work experiences + pass the current capacity examination

- (Shipbuilding Welding Technician License) In terms of a valid license that is used widely and regularly around domestic shipbuilding factories, it is limited to the FCAW, GMAW, GTAW welding technique license (level: intermediate or higher) issued by the ABS\*

\* ABS(American Bureau of Shipping) Q3 or higher(Q1-Q4), AWS (American Welding Society) · ASME(American Society of Mechanical Engineer) 4G or higher (1G-6G), DNV (Det Norske Veritas) C3 or higher (C1-C5), KR(Korean Register) 3G or higher (1G-6G)

○ **(Required Documents)** We will evaluate the present employment conditions of the employer and foreign applicants, based on documents submitted to us and our data processing record. However, if it is deemed necessary, we will directly investigate the current situations/conditions of the employer.

○ **(Employee quota per company)** In order to protect domestic job market for Korean citizens, maximum 400 people from introduction and management (a ratio of a particular country cannot exceed 25% of the total population)

○ **(Visa Issuance)** A single entry visa, period of stay: maximum 2 years

○ **(Residence Management)** A regular standard will be applied, after-service will be strengthened. \*3

\* Those who are not proficient in Korean will receive on-the-job technical training. Those who are unable to work as their employers close the businesses or delay in payment of wages, will be redirected to a management-excellent company which requires shipbuilding welding technicians.

#### 5) Flight Technician(7521)

○ **(Job Description)** Those who examine whether airplane's (including helicopter) power unit, landing gear, steering gear, gas, oil pressure and atmospheric pressure system are broken, while doing comprehensive works such as fixing, adjusting, repairing, and realizing the range, degree to make the airplane fly safely.

○ **(Applicable Job Types)** Flight Technician, Helicopter Technician

○ **(Recommendation Letter Issuance) Minister of Land, Infrastructure, and Transport (Airworthiness Division)** ※ required

○ **(Required Conditions)** A regular standard will be applied.

○ **(Visa Issuance)** Single entry visa, in which the period of stay is maximum 2 years, will be given.

○ **(Residence Management)** A regular standard will be applied.

 [CONTENTS](#)

# Non-Professional (E-9)

<p>What is the employment permission policy?</p>	<p>● What is the Employment Permission Policy? The Employment Permission policy is a labor policy which allows not only an employer to hire a foreigner, on the basis of the Act on the Employment of Foreign Workers, but also the employee to work for the employer for up to 4 years and 10 months. The policy is applied to citizens of 15 states which have signed MOUs with the Republic of Korea since August, 2004.</p> <p>- A company that has less than 300 permanent employees (standard: employment insurance) or a small-and-medium company whose total capital is 8000 million KRW or below are eligible to hire foreign workers.</p> <p style="text-align: center;">Selected Countries (15 states)</p> <p>Thailand, the Philippines, Sri Lanka, Vietnam, Indonesia, Mongol, Pakistan, Uzbekistan, Cambodia, China, Bangladesh, Nepal, Myanmar, Kirgizstan, East Timor</p>																																		
<p>Activities allowed and eligible applicants</p>	<p>● <b>Domestic employment of foreign workers in accordance with the Act on Foreign Workers Employment</b></p> <p>- A person meeting the employment qualification standards specified in the Act on the Employment of Foreign Workers (However, those who want to get professional jobs which require minimum qualifications and career experiences are NOT included)</p>																																		
<p>Maximum length of stay</p>	<p>● You are allowed to stay for up to 3 years</p>																																		
<p>Industries allowed and Visa Code</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 15%;">Industries Allowed</th> <th style="width: 10%;">Visa Code</th> <th style="width: 55%;">Scope of Application</th> <th style="width: 20%;">Specific Employment Classification</th> </tr> </thead> <tbody> <tr> <td>Manufacturing</td> <td>E-9-1</td> <td>- Company that has less than 300 full-time employees or whose amount of capital is 8000 million KRW or less</td> <td>Manufacturing Grassroots Industry</td> </tr> <tr> <td>Construction</td> <td>E-9-2</td> <td>- All construction companies ※ Not including power plant, steel mill, petrochemistry, construction company whose construction license is for industrial environment facilities.</td> <td>Construction</td> </tr> <tr> <td rowspan="2">Agriculture</td> <td rowspan="2">E-9-3</td> <td>- Cropping, Farming - Livestock industry</td> <td>Agriculture Livestock</td> </tr> <tr> <td>- Services related to cropping, farming, livestock industry</td> <td>Agriculture and Livestock Services</td> </tr> <tr> <td rowspan="3">Fishery</td> <td rowspan="3">E-9-4</td> <td>- Coastal Fishery · Offshore Fishery</td> <td>Coastal·Offshore Fishery</td> </tr> <tr> <td>- Aquaculture Industry - Salt Making</td> <td>Aquaculture Industry Salt Making</td> </tr> <tr> <td>- Construction Waste Industry</td> <td>Construction Waste Industry</td> </tr> <tr> <td rowspan="4">Service</td> <td rowspan="4">E-9-5</td> <td>- Cold Storage Industry (for company located onshore)</td> <td>Cold Storage Industry</td> </tr> <tr> <td>- Recycling Material Collection and Sales Industry</td> <td>Recycling Material Collection Industry</td> </tr> <tr> <td>- Books, Magazines, and other printed materials publishing industry - Music and other audio publishing industry</td> <td>Publishing</td> </tr> </tbody> </table> <p>※ Among non-professional employees, coastal&amp;offshore fishery (E-9-4) employees are limited to those working on a ship that weighs less than 20 tons or in the field of fixed shore net fishing, etc.</p>	Industries Allowed	Visa Code	Scope of Application	Specific Employment Classification	Manufacturing	E-9-1	- Company that has less than 300 full-time employees or whose amount of capital is 8000 million KRW or less	Manufacturing Grassroots Industry	Construction	E-9-2	- All construction companies ※ Not including power plant, steel mill, petrochemistry, construction company whose construction license is for industrial environment facilities.	Construction	Agriculture	E-9-3	- Cropping, Farming - Livestock industry	Agriculture Livestock	- Services related to cropping, farming, livestock industry	Agriculture and Livestock Services	Fishery	E-9-4	- Coastal Fishery · Offshore Fishery	Coastal·Offshore Fishery	- Aquaculture Industry - Salt Making	Aquaculture Industry Salt Making	- Construction Waste Industry	Construction Waste Industry	Service	E-9-5	- Cold Storage Industry (for company located onshore)	Cold Storage Industry	- Recycling Material Collection and Sales Industry	Recycling Material Collection Industry	- Books, Magazines, and other printed materials publishing industry - Music and other audio publishing industry	Publishing
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1. An E-9 Non-professional visa will be issued only through the confirmation of visa issuance given by the head of the immigration (branch) office
2. A visa will be issued to earnest workers or re-entered special employee
  - A visa will be issued in accordance with a confirmation of visa issuance given by the head of an immigration (branch) office
  - Visa application is only possible for a group sent by an organization, which means **an individual visa application is prohibited.**
    - ※ If you are a foreign worker, you should take the health examination guided by the respective sender first and arrive in Korea with a group on the designated date of visa issuance. (individual arrival is prohibited)
3. Since August 1st, 2012, it is required that you submit the criminal records and the current health conditions confirmation notes.

## 1. CRIMINAL RECORDS CONFIRMATIONS

### A. Documents requiring confirmations

- You need to submit a criminal records issue by an organization with authority from the respective country

### 【 Conditions for Criminal Records】

- 1) The document shall indicate all criminal records across the country
  - However, if your country's criminal records check system is inadequate, you can submit a certification issued by your residential district office
    - \* Resident Address : In china, residential address is not within the jurisdiction of residence office but census office
- 2) The certification must be issued within 3 months from the visa issuance application date.

## 2. Concerning current health conditions

### A. Documents requiring confirmations

- You should submit a self-written health condition report confirming your current health status
  - The confirmation should indicate your pre-existing conditions and medical history in tuberculosis · hepatitis B · syphilis, drug usage, and mental illness.

### B. Issuance Standard

- A visa issuance will be limited if you have indicated an ongoing illness on your self-health examination confirmation note, especially drug addition or tuberculosis which can affect the Korean public health overall.

Eligibility for Visa Issuance Confirmations

1. Visa issuance confirmations will be issued to those eligible for the Non-professional employment(E-9) visa

A. Submitting Application

- If a company wants to invite a non-professional employee from another country, then the head of the company must visit a local immigration (branch) office or request for a visa issuance confirmation via online (Hunet)
- ※ For those involved in construction industry, the application should be submitted to an immigration office which has jurisdiction over the area where the construction site is located.
- If you entrust task of inviting an employee to an agency, you may apply for a confirmation of visa issuance at a representative agency and its branch.
- ※ An employee of a representative agency is included in the definition of an institution that can apply for a confirmation of visa issuance on behalf an employer of a non-professional foreign worker.

**Entrusted organizations for each industry**

Industry	Organization
Manufacturing	Korea Federation of Small and Medium Business
Construction	Construction Association of Korea
Fishery, Cold Storage	National Federation of Fisheries Cooperatives
Agriculture	National Agricultural Cooperative Federation
All industries (except cold storage business)	Human Resources Development Services of Korea

**REQUIRED DOCUMENTATION**

COMMON APPLICATIONS	<ul style="list-style-type: none"> <li>① An application form for confirmation of visa issuance (form no.21), passport, one standard size photograph</li> <li>② A copy of business registration</li> <li>③ A copy of employment permission and standard labor contract</li> <li>④ A report on workplace assessment</li> </ul>
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**<Supplementary Documents for All Industries>**

Manufacturing	- no supplementary documents required
Construction	<ul style="list-style-type: none"> <li>⑤ Business Registration of Construction, A certified copy of register, agreement between the owner and the contractor</li> <li>⑥ A list of foreign workers at the current ongoing construction site: written by a construction company responsible for the respective construction site</li> </ul>

ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATIONS

Agriculture · Livestock	<p>⑤ A certificate of size of farm (issued by a head of the relevant agricultural technology center run by local governments)</p> <p>※If you are a crop farmer, you can submit a certified copy of resident register instead</p>
Fishery	<p>⑤ aquaculture : fishery permission (license to aquaculture, declaration of Inland Water Fisheries)</p> <p>Offshore fishery : Ship inspection certificate Salt Making : <u>Salt Making Permit*</u></p> <p><u>* For salt farm leaseholder, a lease contract and confirmation of salt making issued by a mayor or the head of a local village are required.</u></p>
Service	- No additional documents required
<p>※ The head of the immigration (branch) office may add or subtract required documents if it is deemed necessary to examine the genuineness of the invitation and the qualifications of the inviter and the invitee</p>	

2. Actions taken for the re-entry of a faithful worker given an employment privilege

**< Re-employment Privilege of Faithful Workers >**

This is a privilege given to a faithful worker who meets certain conditions and criteria and whose period of employment has expired so he/she wants to request a re-employment visa before his/her departure. The privilege gives him/her a visa within 3 months after his/her departure.

A. SUBMISSION

- The authority accepts the application and starts to review process after his/her departure is confirmed.
- An employer who wants to hire the foreigner may have an agency apply for the visa issuance confirmation on behalf of him/her.

B. ELIGIBLE APPLICANTS

- ① You have entered the Republic of Korea on the non-professional employment visa and worked at the same company until the employment period has expired (4 years 10 months or 6 years)
- If the employee has changed the workplace due to unforeseen circumstances such as a closure

ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
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of the business, then his/her period of employment contract with the latest employer should last at least one year.

- ② You are a worker of agriculture, fishery or manufacturing company with 30 or less employees in total (if it is grassroots industry, up to 50 employees are allowed)
- ③ You have signed a labor contract which is effective for at least one year from the date you start the work on your second visit.
- ④ The employer shall meet the issuance conditions such as the number foreigners allowed to work (However, it does not require the employer to make efforts to find domestic job seekers)
- ⑤ The respective foreign worker's employment expiry date should be after the effective date of the amended law (July 2nd, 2012)

C. Permitted industries and a number of employees

- Permitted Industry: Agriculture, Fishery, Manufacturing that has 30 employees and less \* (except construction-service)

- Under the Promotion and Advancement of Grassroots Industry\* Act, the manufacturing enterprise which employees less than 50 people is allowed.

\* Grassroots Industry: industries that use process technology such as casting, metallic mold, plastic working, welding, surface treatment, heat treatment and etc (providing the information menu of the business of the EPS)

※ thirty or fifty people: an average number for domestic uninsured employees 3 months before the re-entry employment permission date (except foreigners and foreigners married to Korean nationals who have not acquired Korean nationality yet)

- The number of employees that are allowed: in accordance with the standard of each industry and business

- There is no limit on the number of employees newly hired for each business site, however, you cannot exceed the total number of employees allowed.

D. Privilege Details

- Employer

- It does not require for an employer to make efforts to hire a Korean national, when an employment permission is issued.

- You can re-hire a foreign worker after he/she leaves the country for a short time, if he/she has enhanced his/her skills while working at the same workplace for a long time.

- Foreign Workers

- A foreign worker can take a Korean language aptitude test and will be exempt from the employment training after the re-entry.

\* You are exempt from the Korean language test and there is no limit on the age for the entry

- Unlike other foreign workers (whose re-entry period is limited to 6 months) you have to work at the former workplace as you have re-entered the country within the 3 months of departure

E. Visa issuance confirmations and visa issuance

- Issuance of visa issuance confirmation

- Given that faithful workers have to return the alien registration card when he/she leaves the country, the authority will issue the visa issuance confirmation only after the foreigner departure is verified.

# Maritime Crew (E-10)

<p>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</p>	<ul style="list-style-type: none"> <li>● Coastal Crew(E-10-1) <ul style="list-style-type: none"> <li>- You are considered a member of coastwise crew if you are in businesses defined in Article 3(1), (2) and Article 23(1) of the Maritime Transport Act or if you have signed a labor contract, working in those businesses for more than 6 months in accordance with Article 3(5) of the Vessel Crew Act</li> <li>- However, this is limited the crew going on a coastwise ship applicable to the Vessel Crew Act, which also weighs more than 5 tones ***</li> </ul> </li> <li>● Fishing Ship Crew(E-10-2) <ul style="list-style-type: none"> <li>- You are considered a member of fishing ship crew if you are in business defined in Sub-section (1) of Article 8(1) o and sub-section (1) of Article 43(1) of the Fishery Act or if you have signed a labor contract working on the ship (which weighs more than 20 tones) for more than 6 months. Also you are a sailor defined as Article 3(5) of the Vessel Crew Act</li> </ul> </li> <li>● Cruise Ship Crew (E-10-3) <ul style="list-style-type: none"> <li>- You are considered a member of cruise crew if you are in business defined in Article 3(5) of the Maritime Transport Act and you have signed a contract which indicates that you are going to work there for at least 6 months. Also your ship must weight more than 2000 tones as set forth as Article 3 of the presidential decree of the Maritime Transport Act, and you are subject to Article 3(5) of the Vessel Crew Act.</li> </ul> </li> </ul> <p>* Maritime crew refers to all sailors including captain, mate, chief engineer, engineer, chief wireless operator, wireless operator, chief sailor, and sailor, but it excludes an employee, master-fisher man, purser, doctor (Article 3 of the Seaman Law)</p> <p>** Korean ships (including a boat defined as in the Fishing Vessel Act) and foreign charter freight, foreign coastwise ship (however, a ship that weighs less than 5 tones, a ship cruising on river or lake only, a fishing boat that weighs less than 20 tones, a small boat without an independent navigation capacity are excluded) in accordance with the Maritime Transport Act (Article 2(1) of the Vessel Crew Act)</p> <p>*** The total number of foreign crew members and those who can travel on board, and industries they can be hired shall be agreed between the management and the labor such as Su hyup and the Federation of Korean Seafares' Union. The agreement then will be forwarded to the Ministry of Land, Infrastructure and Transport (Article 104 of the Vessel Crew Act and Article 39 of the presidential decree of the act, Rules on administrating foreign crew members posted by the Ministry of Land, Infrastructure and Transport</p>
<p>MAXIMUM LENGTH OF STAY</p> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 1 year</li> </ul>

<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</p>	<p>☞ A Maritime Crew visa can be issued only by the visa issuance confirmation by the head of an immigration (branch) office</p> <p>☞ You shall submit the 'criminal records' and 'health-check confirmation' since August 1st, 2012</p>
<p>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATIONS</p>	<p><b>1. Decision making process for the size of introduction (total number of employees) of vessel crew</b></p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p>The management and the labor will agree on having foreign crew on the ship with Korean crews.</p> </div> <div style="font-size: 2em; margin: 0 10px;">➤</div> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p>The Ministry of Land, Transport and Maritime Affairs (Seafarers and Labor Policy Division) will assess and approve an agreement between the management and the labor</p> </div> <div style="font-size: 2em; margin: 0 10px;">➤</div> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p>The Ministry of Justice determines the total number of foreign members of the maritime crew</p> </div> </div> <div style="margin-top: 10px;"> <p>The federation of Korean seafarers' union and the Su-hyup(or the Korea shipping association) reach for an agreement on the total number of foreign crew that can be hired</p> <p>the Ministry of Land, Infrastructure and Transport will assess propriety of the size of the total number of foreign crew ➡ It will also make a proposal to the Ministry of Justice in regards to the issue</p> <p>The Ministry of Justice will make the final decision after considering opinions of relevant interest parties, crew supplies, and current numbers of AOWL</p> </div> <p>※ Eligible applicants for the Maritime Crew (E-10) visa are excluded from the Employment Permit System, and if you are working in the coastal fishing industry on a ship that weighs less than 20 tone, you are eligible to apply for the non-professional (E-9-4) visa</p> <p>※ The responsible administration institute for the coastal crew(E-10-1) and cruise ship crew (E-10-3) is the 『Korea Shipping Association』, and for the fishing boat crew (E-10-2) is the 『Su-hyup』</p> <p><b>2. Procedure for Submitting the Visa Issuance Confirmation</b></p> <p>A. Procedure</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p><b>Submit your application</b></p> </div> <div style="font-size: 2em; margin: 0 10px;">➤</div> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p><b>Enter your data electronically</b></p> </div> <div style="font-size: 2em; margin: 0 10px;">➤</div> <div style="border: 1px solid black; padding: 5px; width: 30%; background-color: #e0ffe0;"> <p><b>Receipt will be delivered</b></p> </div> </div> <div style="margin-top: 10px;"> <p>▶ The head of the host institution (employer)</p> <p>▶ The responsible immigration office for the company's address</p> <p>▶ check the enclosed documentation</p> <p>▶ enter the name of the inviter and the invitee electronically</p> <p>▶ print out the application receipt</p> </div>
<p>➤ CONTENTS</p>	

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATIONS**

- (Jurisdiction for your request) You must apply for a confirmation of visa issuance at an immigration (branch) office where your company or the major office of the company is located as registered on a license or business registration certificate.
- (If you hire a representative) Hiring a representative is allowed if he/she is apply for the visa issuance confirmation on behalf of the applicant (the procedure is same for the non-professional employment)
- ※ Representative Agency for each industry: coastwise ship · cruise ⇨ the Korea Shipping Association, fishing boats ⇨ Su-hyup

**REQUIRED DOCUMENTATION**

<b>COMMON APPLICATION</b>	<ul style="list-style-type: none"> <li>① Application form for confirmation of visa issuance (form no.21), passport, one standard size photograph</li> <li>② A copy standard labor contract</li> <li>③ Personal Reference</li> <li>④ a foreign crew employment report form (issued by the head of regional port)</li> </ul>
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«Supplementary documents for each job category»

<b>Coastal Crew (E-10-1)</b>	<ul style="list-style-type: none"> <li>⑤ Transport operation license for coastwise passengers · coastwise freight in accordance with the Maritime Transport Act (you shall submit this document only when you register for the first time or change you registration information)</li> <li>⑥ Employment recommendation letter for foreign vessel crew [issued by the Korea Shipping Association]</li> <li>⑦ Any documents acknowledged by the head of the immigration (branch) office as 'necessary' such as a 'certification of the total number of employees allowed during embarkation' or a 'certification of the ship assessment weighed below 500 tones'.</li> <li>⑧ Management approval agreed by the management and the labor for each ship T/O (if your company is applicable to the total number of employees policy)</li> </ul>
<b>Fishing Ship Crew (E-10-2)</b>	<ul style="list-style-type: none"> <li>⑤ Fishery license and a certificate of fishing boat a copy of coastal fishing license in accordance with the Fishery Act (you need to submit this document only if this is your first time to register or modify your registration information)</li> <li>⑥ Certification of the ship assessment</li> <li>⑦ Employment recommendation letter for foreign vessel crew (issued by Su-hyup]</li> </ul>

	<p><b>Cruise Ship Crew (E-10-3)</b></p>	<p>⑤ Employment recommendation letter for foreign vessel crew (issued by the Korea Shipping Association)</p> <p>⑥ A copy of business registration of cruise ship transport operation(you submit this document only when you register for the first time or change the registration information of it)</p> <p>※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, and the qualifications of the inviter and the invitee</p>
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# Family Visitor(F-1)

<p>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</p>	<ul style="list-style-type: none"> <li>● Sojourn for the purpose of visiting relatives or family or dependent, organizing household, and other similar activities</li> <li>- Overseas Koreans who have special privileges for working visit visas (Chinese-Koreans born before October 1st, Former-Soviet Koreans born before August 15th, 1945)</li> <li>- Household employee of a staff member at a diplomatic mission abroad in Korea</li> <li>- A cohabitee of an A-1 Diplomat visa holder or A-3 International Agreement visa holder, but you are not a part of the household.</li> <li>- Family of overseas Koreans visa holders (F-4) (spouse and underage children)</li> <li>- Parents of underage international students who are planning to attend or already attending an educational institute such as a high school or below</li> <li>- Children who are at the age of 21 or older or other family members of a SOFA applicant</li> <li>- A spouse or an underage child of an F-2 Resident visa holder (eligible to apply for an alteration of visa type)</li> <li>- A person who needs to stay in Korea for a long time due to unavoidable circumstance (eligible to apply for the alteration of the visa type)</li> </ul>
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> <li>● You are allowed to stay for up to 2 years</li> </ul>
<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</p> <p>☛ CONTENTS</p>	<p><b>1. Parents of foreign talents, investors and students (F-1-15)</b></p> <p><b>A. Requirements for Inviters</b></p> <ul style="list-style-type: none"> <li>● <b>(Foreign Talents)</b> Long-term News Coverage (D-5), Intra-Company Transferee (D-7), Corporate/Foreign Investor (D-8), International Trade (D-9), and from Professor (E-1) to Foreign National of Special Ability (E-7) visa holders <b>whose annual income is twice per capita GNI of the previous year or more</b></li> <li>- Including persons who have changed his/her status of stay to F-2, F-5, etc. while maintaining the same activities falling under the above statuses</li> <li>● <b>(Investors)</b> Registered foreigners who have <b>invested 300 million KRW or more</b> in Korea and <b>stayed in the country for 6 months or more</b> in accordance with the Foreign Investment Promotion Act, the Foreign Exchange Transaction Act and the Immigrant Investor Scheme.</li> <li>● <b>(Students)</b> Foreign students <b>enrolled in a master's/doctoral program of Korea who have stayed in the country for 6 months or more</b></li> <li>- However, if the accompanying family members including invitees are more than three, they should prove that they have at least 50% of per capita GNI of the previous year in Korea for annual living expenses in addition to tuition.</li> </ul>

**B. Requirements for Invitees**

- (Eligible Invitees) Parents of inviters or inviters' spouse
- (Permitted Number of Invitees) A maximum of 2 invitees can stay in Korea at the same time.

**C. Application for Confirmation of Visa Issuance**

- The inviter applies for a F-1-15 Family Visitor visa or confirmation of visa issuance (single-entry, 90 days or less) to the jurisdictional immigration (branch) office.

**Required Documents**

- ① An application for visa issuance confirmation (enclosed form No. 21), passport, one standard-size photograph
- ② A statement of invitation (suggesting that the invitee would not seek a job)
- ③ A reference letter
- ④ Documents proving family relations
- ⑤ Documents proving inviter's income/invested money/living expenses

※ The Chief of Mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the invitation, genuineness of the invitation and the qualifications of the inviter and the invitee.

**1. A multiple-entry visa will be issued to overseas elderly Koreans who have visa privileges (F-1-10)**

- Eligible Applicants: Overseas Koreans who has a privilege to apply for Visiting Employment visa

Chinese-Koreans	born before Oct. 1st, 1949
Former Soviet-Koreans	born before Oct. 15, 1945

- Visa Issuance : a multiple-entry visiting and joining family visa (F-1-10, 90 days) valid for one year will be issued

**Required Documentation**

- |                    |  |
|--------------------|--|
| Common Application | ① Visa Issuance Application Form (form #17), passport, one standard size photograph, fee |
|                    | ② Any official documents to prove you are overseas Korean                                |

※ The Chief of Mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the invitation, genuineness of the invitation and the qualifications of the inviter and the invitee.

**2. Accompanied parents of international students at the high school level or below (F-1-13)**

### A. Eligible Applicants

- You are a family member (2 chon or closer) of an international student who has been accepted to a recognized educational\* organization and is planning to enroll or already enrolled in such institution while paying for his/her own tuition. Also, you satisfy certain financial requirements to be a sponsor. (Please note that a sponsor is allowed to fund only one student.) \*\*

\* 「Elementary school, middle school, high school in accordance with Article 2(1) to (3) of the 「Elementary and Secondary Education Act」 (not including air school, higher civic school, broadcasting and correspondence middle school-high school, and high technical school), Foreigner school\* among all types of schools (not including alternative school) in accordance with Article 2(5) of the aforementioned act, Foreign educational institution in accordance with Article 2(2) of the 「Special Act on Establishment and Management of Foreign Educational Institutions in Free Economic Zones and Jeju International City」 .

\*\* Please note that in principle, a parent of a student on a full scholarship offered and invited by a government organization and a private firm is not eligible for accompanying family visa.

#### - Staying Expenses (annual living expenses)

· Annual living expenses: approximately 12 million KRW per person

#### - Financial Requirements (for nationals of 21 states where many illegal immigrants come from)

· If you are a national of 21 states indicated below, **your annual income must be at least 26 million KRW or you must possess financial assets worth of 140 million KRW.**

\*\*

\* <21 countries>: China, Philippine, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru

\*\* To prove your financial conditions, you can choose either the annual income amount or the net worth of your financial assets. You can also combine your income and assets with your partners'.

#### - Other conditions

· If you have been fined at least 2 million KRW or given a notice of disposition, for violating the Immigration Control Act of the Republic of Korea within the past 5 years, or if you have been deported or have received a departure order, a visa (including a confirmation of visa issuance) will NOT be issued.

### B. Delegation of Authority

- Visa (the Chief of Mission)

- Accompanying parent of an international student who is paying for his/her own tuition (2 chon or closer)

- In principle, you must apply at a Korean embassy/consulate general in a country where you are currently residing or where the last school of the international student is located.

VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION

- Period of Stay: within 1 year, **Single Entry**

**Required Documents**

- |                    |   |
|--------------------|---|
| Common Application | <ul style="list-style-type: none"> <li>① Visa Issuance Application Form (form #17), Passport, One Standard-Size Photograph, Fee</li> <li>② Acceptance letter or proof of enrollment</li> <li>③ Documents demonstrating family relations (Both original and translated copies must be submitted, birth certificate and etc.)</li> <li>④ Documents demonstrating living expenses (i.e. a bank account balance statement proving that the standard amount of money has been deposited for at least 1 month)</li> <li>⑤ Documents demonstrating your financial ability (limited to a national of a country where many illegal immigrants come from) <ul style="list-style-type: none"> <li>- Receipt for earned income tax withholding issued (authenticated and notarized) by a bank or a domestic/international government organization, Real Estate Property Ownership Certificate, Real Estate Contract, Bank Account Balance Statement and etc.</li> </ul> </li> </ul> |
|--------------------|---|

※ The Chief of Mission may ask additional documents in order to examine the purpose of entry, genuineness of the invitation, and qualifications of the inviter and invitee

**3. A single-entry visa valid for one year or less will be issued to a nanny of a staff member at a diplomatic mission in Korea while holding the same nationality as the staff. (F-1-21)**

● A visa will be issued to citizens of countries that do not have an embassy in Korea only if he/she has received an approval from the Minister of Justice or a visa issuance confirmation from the head of an immigration (branch) office (e.g. an Indian ambassador to Korea hires a nanny with philippine nationality)

**REQUIRED DOCUMENTATION**

- |                    |  |
|--------------------|--|
| COMMON APPLICATION | <ul style="list-style-type: none"> <li>① Application for the visa issuance (form no.17), passport, one standard size photograph, fee</li> <li>② Official documents sent from a foreign diplomatic mission abroad for cooperation</li> <li>③ Labor contract</li> <li>④ A copy of employer identification</li> </ul> |
|--------------------|--|

※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the entry purpose, genuineness of the invitation, and the qualifications of the inviter and the invitee

**4. Foreign household employee of investor and professional labor (F-1-22, F-1-23, F-1-24)**

● Eligible Applicants

VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION

- The household employee must have been employed for at least 1 year by the same employer in other countries
- Institutes responsible for accepting the application
- Your country's diplomatic mission in Korea (if you are staying in a third country to acquire a permanent residency and employment for a long time, you can apply it at a Korean consulate general or embassy in the country you are currently staying)
- Visa Issuances (High net worth investor: F-1-22, Technology Investor: F-1-23, Professional Labor: F-1-24)
- If you are a qualified candidate, the head of a diplomatic mission may issue either a visiting and joining visa(F1) or a single-entry visa at his/her discretion. But if you are considered one of those excellent work force, then a visa will be issued after your application is approved by the Minister of Justice.

**REQUIRED DOCUMENTATION**

- ① Application for the visa issuance (form no.17), passport, one standard size photograph, fee
  - ② Foreign Investment Declaration form (a certificate of corporate register or a copy of business registration) or a copy of business registration of the investor company
    - ※ However, if you are subject to item(b) of a corporate investor visa (\*1(17) of the enforcement ordinance), please submit the following documents instead of above ones.
 

- ▶ Business venture confirmation or prospective venture confirmation
      - ▶ Industrial property, a document proving the rights and equivalent skills
  - ③ A proof of employment of an employer (personal reference)
  - ④ A document proving the income status of the employer
    - Receipt for Earned Income Tax withholding, Certificate of Income Amount, payslip, a copy of your bankbook
  - ⑤ A document proving the current employment status of domestic temporary workers (If your investment worth less than US\$500,000)
    - ※ e.g. receipt for earned income tax withholding, certificate of income amount, payslip, a copy of bankbook and others
  - ⑥ Labor contract for household employee
  - ⑦ Personal Reference
  - ⑧ A document proving a level of education of the household employee
  - ⑨ A document proving that the household employee has been hired by the employer for at least one year or more
    - ※ e.g. labor contract, payslip, a copy of bankbook
- ※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of your entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

**5. A single-entry visiting and joining family visa valid for one year or less will be issued to a person temporarily visiting a Diplomat (A-1) or International Agreement (A-3) visa holder and who is not a part of the household.**

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VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION

**REQUIRED DOCUMENTATION**

COMMON APPLICATION

- ① Application for the visa issuance (form no.17), passport, one standard size photograph, fee
- ② A document proving a biological relation (population census, resident identification and etc.)
- ③ A document proving the necessity of living together or long-term stay
  - ※ A spouse, a child who is under age 21 or a parent or other relatives of a SOFA applicant who receives more than half of the living expenses from the US army are considered as A-3 International Agreement visa applicants.

※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation and the qualifications of the inviter and the invitees

**6. A multiple-entry visa valid for one year will be issued to a family member (F-1-9, 90 days) of an overseas Korean visa (F-4) holder**

- Eligible Applicants : a child or a spouse of an overseas korean visa holder (F-4)
- Visa Issuance : a multiple-entry visa valid for one year will be issued to visiting and joining family visas holders (F-1-9, 90 days)
  - ※ a family member of those who are subject to F-4(23-27) is not entitled to apply for F-1-9 visa(valid for 90days).

**REQUIRED DOCUMENTATION**

COMMON APPLICATION

- ① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee
- ② Overseas Korean (F-4) visa holder's domestic address declaration or a copy of visa issuance details (including a copy of your passport)
- ③ A document proving a family relation

※ The head of a diplomatic missions abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

**6. A single-entry visa valid for one year or less will be issued to a parent of an international student planning to attend a high school or lower or already attending it.**

- Visa issuance
  - A single-entry visa(F-1-13) valid for one year or less(within the period of his/her child's stay) will be issued to a parent of an international student, when the parent's reason to stay and financial ability to support his/her child is verified.

 CONTENTS

**REQUIRED DOCUMENTATION**

COMMON APPLICATION

- ① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee
- ② Other documents proving your (prospective) matriculation such as an acceptance letter or a proof of enrollment
- ③ Documents proving a family relation such as a birth certificate, and a certificate of biological relation
- ④ Any documents proving your current financial status
  - Certificate of bank balances (more than US\$10,000 that has been deposited for at least 1month) or wire transfer or certificate of exchange (worth more than US\$10,000)
  - receipts of school tuition, miscellaneous fees (application fee, admission fee, housing fee)

**« References : KIS Jeju (Korea International School) school tuition and miscellaneous fees »**

Fees: Elementary (KRW17,000,000), Middle (KRW18,000,000)  
 Application fee KRW800,000, Admission fee KRW 3,000,000, Textbook Deposits KRW 300,000, School Bus Fee KRW 2,100,000, House Fee TBD (Beneficiary charge)

- ⑤ Personal References\*
  - \* Considering that most applicants do not have acquaintance in the Republic of Korea, submitting personal references is, essentially, not a mandatory requirement, however, if your documents proving your financial status are inadequate or if personal references are required for special visa management, you need to hand in the document.

※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation, and the qualifications of the inviter and the invitee

7. A single entry visa valid for one year or less will be issued to children who are age of 21 or older or family members SOFA applicants

**REQUIRED DOCUMENTATION**

COMMON APPLICATION

- ① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee
- ② A document proving a family relation
- ③ A document proving the necessity of staying together and a long term stay

※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation and the qualifications of the inviter and the invitee

**ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION**

- 1. Household employee of investor (F-1-22) and of foreign talents (F-1-24)
  - Eligible applicants
  - Investor or Foreign Talents Household employees that are not eligible to apply for visas issued

ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION

at the discretion of the head of a diplomatic mission abroad

- Visa issuance : visiting and joining family visa(F-1), a single entry visa valid for 90 days or less

**REQUIRED DOCUMENTATION**

- ① Application for the visa issuance confirmation (form no.21), passport, one standard size photograph
  - ② Foreign Investment Declaration (corporate registration certificate or business registration) or a copy of business registration of investor corporation
    - ※ However, if you are subject to item(b) of a corporate investor visa (\*1(17) of the enforcement ordinance), please submit the following documents instead of the ones above.
      - ▶ Venture Business Confirmation or Prospective Venture Business Confirmation
      - ▶ Industrial Property, documents proving that you have skills and a right to use those skills
  - ③ A copy of labor contract
  - ④ A proof of employment(ID) of the employer(high net wealth investor or human resources from overseas)
  - ⑤ Personal reference
  - ⑥ A document proving your level of education of a household employee
  - ⑦ A document proving the annual income of the employer
    - receipt for Earned Income Tax withholding, certificate of income amount, pay slip, a copy of bankbook
  - ⑧ Additional documents for those who have invested less than US\$500,000
    - Any documents proving that you are hiring Korean citizens as employees : Receipt for Earned Income Tax withholding, Certificate of Income Amount, Payslip, Copy of Bankbook and others
- ※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation and the qualifications of the inviter and the invitee

**2. Household employee for a staff member at a foreign diplomatic mission in Korea (F-1-21)**

- Eligible Applicants
  - If you are inviting a household employee whose nationality is not the same as the inviter,
    - ※ the head of the diplomatic mission may issue a visa to a household employee who has the same nationality as the inviter, at his/her discretion.
- visa issuance : visiting and joining family visa (F-1-21), a single-entry valid for 90 days or less

**REQUIRED DOCUMENTATION**

- ① An application form for confirmation of visa issuance (form no.21), passport, one standard

	<p>size photograph</p> <ul style="list-style-type: none"><li>② Official document of request issued by a diplomatic mission</li><li>③ A copy of contract labor</li><li>④ A copy of a diplomat ID of the employer</li></ul> <p>※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine genuineness of the invitation, and the qualifications of the inviter and the invitee.</p>
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# RESIDENT (F-2)

## ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS

### You are allowed to apply for a visa if you are:

- planning to stay in the Republic of Korea in a long term in order to receive a permanent resident permit. Also, you are
  - A. An underage foreign child of a Korean national; or an underage child or a spouse of a permanent resident (F-5) visa holder.
  - B. A person born to a Korean national and a foreigner (including the de facto marital relationship) and acknowledged by the Minister of Justice
  - C. A person whose status is accepted as a refugee
  - D. A person who is an investor under the Foreign Investment Promotion Act and meets any of the following conditions:
    - 1) A foreign investor who has invested US\$500,000 has stayed in the Republic of Korea for the 3 consecutive years or more on a corporate supervise visa(D-8).
    - 2) You are an executive sent to the Republic of Korea on behalf of a foreign investment body which has invested US\$500,000 or more in accordance with the Foreign Investment Promotion Act and who has stayed in the Republic of Korea for three years or more.
    - 3) You are a foreign investor who has invested US\$300,000 or more and who has hired at least two Korean nationals as his/her employees
  - E. You have lost the Permanent Resident (F-5) status, but your need to stay longer in the Republic of Korea is acknowledged by the Minister of Justice in order to protect human rights and social security (this excludes a deported person)
  - F. You have a residential address in the Republic of Korea by living here for at least 7 years as a valid visa holder (except Diplomat(A-1) to International Agreement(A-3) visa holders), and your need is acknowledged by the Minister of Justice. [However, for those who have from Professor(E-1) to Professional (E-5) or Foreign National of Special Ability (E-7) visas, they will be issued with a visa valid for 5-years]
  - G. You are an employee with an E-9 Non-professional, E-10 Maritime Crew or H-2 Work and Visit visa and who had been employed for 4 years out of the past 10 years on a visa designated by the Minister of Justice and meet all of the following criteria.
    - 1) You have the set of skills or licenses designated by the Minister of Justice or you are receiving a certain amount of incomes in the Republic of Korea (The Minister of Justice will notify the general public of the type of skills, licenses and income criteria after the discussion with relevant heads of ministries.)
    - 2) You must have sufficient funds set by the Minister of Justice
    - 3) You are an adult with good conduct in accordance with the 「Korean Civil Law」, who has basic quality education.
  - H. You are hired as a civil servant under the 「National Civil Servants Law」 or 「Local Civil Servants Law」 and acknowledged by the Minister of Justice.
  - I. You meet the age, education, and income criteria designated by the Minister of Justice
  - J. You have invested in real estate and other assets including investment areas, investment targets, investment amounts designated by the Minister of Justice.
  - K. You are a spouse or an underage child of qualifying applicants for item I or J

<p><b>MAXIMUM LENGTH OF STAY</b></p>	<p>● You are allowed to stay for up to 3 years</p>
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</b></p>	<p>A person with the refugee status, a high-profile investor, a person who has lost the residence status, or a person who has been staying for more than 7 years are subject to the permit grants or an alteration of the visa status, therefore, it is impossible to receive a visa from a diplomatic mission abroad.</p> <p><b>1. A single-entry resident (F-2-3) visa valid for one year or less will be issued to a spouse of resident visa holder (F-5)</b></p> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa application form (form no.17), passport, one standard size photograph, fees</p> <p>② Reference Letter of Korean spouse</p> <p>③ Invitation Letter (Enclosed Form 1), Marriage Statement (Enclosed Form 2)</p> <p>④ Any relevant documents from both countries, which demonstrate the marital relationship</p> <ul style="list-style-type: none"> <li>- Marriage certificate, certification of family relations records</li> </ul> <p>⑤ Documents proving your funds and finance</p> <ul style="list-style-type: none"> <li>- Certificate of Income Amount (issued by the Tax Office), Proof of Employment, Bank Statement, etc.</li> </ul> <p>⑥ Credit Reports of a Korean spouse (issued by the Korean Foundation of Banks)</p> <p>⑦ Criminal Records of both parties that are married, which are issued by a responsible organization of respective country</p> <ul style="list-style-type: none"> <li>- In a case where an F-5 Permanent Resident status holder already submitted his/her criminal record check when he/she changed his/her status to Permanent Resident, he/she does not have to submit the document again. However, if he/she had stayed in a foreign country for 6 months or longer after he/she obtained his/her permanent resident status, he/she must submit a criminal record check issued by the government of that respective country.</li> </ul> <p>⑧ Health check-up results of a married couple</p> <ul style="list-style-type: none"> <li>- The document must be issued by a medical institution equivalent to a hospital as set forth in Paragraph 3 of Article 2(2) of the Medicine Act or by a health center as set forth in Article 7 of the Local Health Act. However, if you are a foreign spouse, you can submit similar documents issued from your country instead.</li> </ul> <p>⑨ If you were married before, please submit any documents proving the dissolution of the previous marriage (e.g. Divorce Certificate)</p> <p>※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation, and the qualification of the inviter and the invitee</p> <p><b>2. A single-entry visa(F-2-2) valid for 90 days or less will be issued to an underage foreign child of Korean national</b></p>
<p>▶ <b>CONTENTS</b></p>	

**VISAS ISSUED AT  
THE DISCRETION  
OF THE HEAD OF  
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MISSION**

- If you are adopted in order to enter the Republic of Korea, the Ministry of Justice will stop issuing a visa.
- ※ If you have multiple nationalities including Korean, 「Rules on Entry, Exit, and Stay of Dual Citizens」 will be applied to you.

**REQUIRED DOCUMENTATION**

- ① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee
- ② Official documents proving that the applicant is a minor of a Korean national
- ③ Documents proving the relation between a Korean national and an underage child, and the relation of custodianship.
- ④ Personal references letters for a Korean father or mother who has custodianship (If the father or mother has a spouse, you need to submit the personal references of the spouse as well.)
- ⑤ If you cannot prove a custodianship over the child, then you have to submit an agreement signed by a person with parental rights or by a patron who have the same nationality as the child (If the child does not have the person with parental rights or the patron, you have to submit official documents or authenticated certificates proving that you do not have the person with parental rights · the patron)

※ The head of a diplomatic mission may request/omit additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee

**3. A single-entry visa (F-2-2) valid for 90 days or less will be issued to a child born from a marital relationship(including the de facto marital relationship) between a foreigner and a Korean national**

※ The de facto marital relationship means a couple that has an intention to get married, or from the outsider's conventional point of view, there are evidences which can prove that they have maintained a married couple lifestyle. (The Superior Court of Justice 98 mu961, 1998.12.08.)

ex) However, the de facto marital relationship does not include a couple living together but which does not have an intention to get married, and which one of the partner is married to another person but living with the other partner

**REQUIRED DOCUMENTATION**

- ① Application for the visa issuance (form no. 17), passport, one standard-size photograph, fee
- ② Invitation Letter
- ③ Documents proving the relation between a Korean national and a respective underage child
  - Documents proving their biological relation such as the DNA test results or Birth Certificates
- ④ Reference Letter from your Korean father or mother

※ The head of a diplomatic mission abroad may ask additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualification of the inviter and the invitee.

**ELIGIBILITY FOR  
THE VISA  
ISSUANCE  
CONFIRMATION**

You are **NOT** eligible to apply for the visa issuance confirmation

Your visa will be issued or altered at the discretion of the head of a diplomatic mission abroad  
or an immigration (branch) office

 **CONTENTS**

## Dependent Family (F-3)

<p>RANGE OF ACTIVITIES AND ELIGIBLE APPLICANTS</p>	<p>You are allowed to apply for an Accompanying Spouse (F-3) visa if you are</p> <ul style="list-style-type: none"> <li>● an accompanied member of family</li> <li>- A spouse or an unmarried minor(under Korean age of 19) of an eligible applicant for an Artist(D-1) to a E-7 visa (However, eligible applicants for D-3 Industrial Trainee visas will be excluded.)</li> <li>※ A single entry visa valid for one year or less will be issued at the discretion of the head of a diplomatic mission abroad to a person entering the Republic of Korea for the purpose of living with a registered alien, and a person entering the Republic of Korea with eligible applicants for D-5 Long-term News Coverage and D-8 Corporate/Foreign Investor visas.</li> </ul>
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> <li>● It is the same as the person whom you are accompanying</li> </ul>
<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF THE DIPLOMATIC MISSION</p>	<p>1. A single entry visa valid for one year or less will be issued to a spouse or an unmarried minor (under Korean age 19) of eligible applicants for D-1, D-2, D-4 and E-7 visas</p> <ul style="list-style-type: none"> <li>● Accompanying visas(F-3) will be issued only if the D-5 visa holders have set up a branch office or a local station in the Republic of Korea</li> </ul> <p><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Documents proving the family relations</p> <ul style="list-style-type: none"> <li>- Marriage Certificate · Birth Certificate or a Certification on Family Relations Records (If you are a Chinese, please submit your resident card, marriage certificate or census results)</li> </ul> <p>③ Documents supporting your financial ability</p> <ul style="list-style-type: none"> <li>- A proof of employment of the inviter and tax payment certificate and others</li> <li>※ If you are unable to submit tax payment certificate (ex : certain D-visas applicants, when you apply with the principal applicant) you can submit other financial documents instead.</li> </ul> <p>※ The head of a diplomatic mission may request/omit additional documents if it is deemed necessary to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee</p>

1. You are a spouse or an unmarried minor(under Korean age 19) of eligible applicants for D-1, D-2, D-4 and E-7 visas

● A visa issuance confirmation will be issued only to those who have applied with the applicants whom they are accompanying, for the visa issuance confirmation.

**REQUIRED DOCUMENTATION**

① Application for the visa issuance confirmation (form no. 21), a copy of passport, one standard-size photograph

② Any documents proving the family relations

- Marriage Certificate · Birth Certificate or Certifications on Family Relations Records

(If you are a Chinese, resident card, marriage certificate, census results and others will be issued)

③ Any documents proving that you have the capacity financially support yourself

- a proof of enrolment or a tax payment certificate and others

※ If you are unable to submit the tax payment certificate (ex : certain D-visas, when you apply with the principal applicant) you can submit other financial documents proving your ability to support yourself.

※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, the qualifications of the inviter and the invitee and others.

# PERMANENT RESIDENT (F-5)

<p>RANGE OF ACTIVITIES</p>	<p>● There are no restrictions on engaging in the prohibited activities for each visa type, which is defined under the Immigration Control Law.</p>
<p>ELIGIBLE APPLICANTS</p>	<p>You are eligible to apply for the Permanent Resident (F-5) visa if you</p> <ul style="list-style-type: none"> <li>A. Are an adult under the Korean Civil Law, you have the capacity to financially support yourself or your dependents, you have good manners and basic qualities designated by the Minister of Justice to continuously live in the Republic of Korea, you have a visa under Intra-Company Transferee (D-7) category to Foreign National of Special Ability (E-7) category, or you have lived in the Republic of Korea for at least 5 years on a Resident (F-2) visa</li> <li>B. Are a citizen or a spouse or an underage child of Permanent Resident(F-5) visa holders, and you have lived in the Republic of Korea for at least 2 years, and your father or mother was staying in the Republic of Korea on a permanent resident (F-5) visa when you were born, and you have applied for the visa in the basis of Article 23 of the Immigration Control Act.</li> <li>C. Are a foreign investor who has invested at least US\$500,000 in accordance with the Foreign Investment Promotion Act and who has hired at least five Korean citizens.</li> <li>D. Have lived in the Republic of Korea for at least 2 years on an Overseas Korean (F-4) visa, and your qualifications such as your financial ability to support yourself, manner, and basic qualities are recognized by the Minister of Justice, therefore, considered as necessary to continuously live in the Republic of Korea.</li> <li>E. Are an overseas Korean defined in Article 2(2) of the Act on Entry, Exist, and Legal Status of Overseas Koreans, and you meet all the prerequisites for nationality acquisitions as set forth in the Nationality Act</li> <li>F. Have had a Resident (F-2) visa which was issued in accordance with the previous 「presidential decree of the Immigration Control Law」 (referring to the presidential decree no. 17579 prior to its amendment on April 18th, 2002). As a person who had stayed on F-2 visa(including those who had received a previous visa that is equivalent to the current F-2) which is set forth in Subparagraph 27 of the Presidential Decree above, you are recognized by the Minister of Justice to have a reason to stay in Korea, given your ability to earn a living, good character, basic quality.</li> <li>G. Are eligible for any of the followings while being acknowledged by the Minister of Justice.             <ul style="list-style-type: none"> <li>1) You have earned a Ph.D degree from a foreign country, and you are already hired by a Korean company at the time of your application to a permanent resident (F-5) visa.</li> <li>2) You have earned a Ph.D degree from a University in the Republic of Korea after completing its Ph.D program.</li> </ul> </li> <li>H. Have earned a bachelor's degree or a license in a specific field designated by the Minister of Justice, and you have stayed in the Republic of Korea for at least 3 years. Also, you are already hired by a Korean company, receiving a certain amount of income specified by the Minister of Justice, at the time of your application for a Permanent Resident (F-5) visa.</li> </ul>

<p style="text-align: center;">ELIGIBLE APPLICANTS</p>	<p>I. Have special talents in Science · Business Management · Education · Cultural Arts · Sports, and who are recognized by the Minister of Justice.</p> <p>J. Have made a special contribution acknowledged by the Minister of Justice, to the Republic of Korea.</p> <p>K. Are 60 years old or older and receiving pensions worth more than the amount designated by the Minister of Justice.</p> <p>L. Are working as a work and visit(H-2) visa holder and have met all prerequisites for 1) to 3) listed on the Permanent Resident (F-2) category of the Table 27. You are also acknowledged by the Minister of Justice considering the period of employment, employment location, characteristics of the respective industry, a lack of labor supply and employment preferences of Korean citizens.</p> <p>M. Have lived in the Republic of Korea for at least 3 years under the (I) status of the Permanent Resident (F-2) category, and your need to continuously live in the Republic of Korea is acknowledged by the Minister of Justice after considering that you have the good conduct, financial ability to support yourself, and qualities recognized by the Minister of Justice.</p> <p>N. Have continuously invested for at least 5 years after receiving the (J) status under the Permanent Resident (F-2) category, and your need to continuously live in the Republic of Korea is acknowledged by the Minister of Justice after considering that your spouse, children and yourself, have the good conduct, financial ability to support yourself, and qualities recognized by the Minister of Justice</p> <p>O. Have continuously stayed in Korea for at least 3 years on a D-8 Corporate/Foreign Investor visa and have attracted investment capitals worth 300 million won or more from an investor. You also satisfy requirements designated by the Minister of Justice by hiring at least two Korean employees.</p> <p>P. Have invested minimum amounts announced by the Minister of Justice on a condition that you will maintain the investment money for at least next 5 years. You also satisfy other requirements designated by the Minister of Justice (e.g. Character of Good Conduct).</p>
<p style="text-align: center;">MAXIMUM LENGTH OF STAY</p>	<p><input checked="" type="radio"/> There is no limit.</p>
<p style="text-align: center;">VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION</p> <p style="text-align: center;"> CONTENTS</p>	<p><b>1. An F-5 Permanent Resident visa will be issued to an investor who has invested a high amount of capitals.</b></p> <p>A. Eligible Applicants (as set forth in Subparagraph 28(3)(C) of the Special Table 1, the presidential decree of the Immigration Act)</p> <p><input checked="" type="radio"/> You are a foreign investor who has invested at least US\$500,000 as set forth in the Foreign Investment Promotion Act and who has hired at least 5 Korean citizens</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (enclosed form no.17), passport, one standard size photograph, fee</p> <p>② A copy of the certificate of business registration for foreign investment company</p> <p>③ Reference Letter</p> <p>④ A copy of business registration and corporate registry</p> </div>

VISAS ISSUED AT  
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- ⑤ Receipts for Earned Income Tax Withholding (issued by a Tax Office) of at least 5 Korean employees or Certificate of Income Amount (issued by a Tax Office)
- ⑥ Any documents proving that the Korean employees currently hired are permanent employees (e.g. employment contract, permanent employee confirmation certificate)
- ※ The head of a diplomatic mission may request/omit additional documents if it is deemed necessary to examine the purpose of the entry, genuineness of the invitation, and the qualifications of the inviter and the invitee

**2. A Permanent Residence visa will be issued to talents in specialized areas : requires an approval of the Minister of Justice**

A. Eligible Applicants (Subparagraph 28(3)(I) of the Special Table 1, the presidential decree of the Immigration Control Act)

● Science

- A person recommended by the Minister of Science, ICT, and Future Planning on the basis of the awards history, research publication or citation on SCI(Science Technology Research Citation Index), or Research Results

● Business Management

- You are a full-time director of a company which is capitalized at 8 thousand million won, employing at least 300 full-time employees, and you are recommended by the head of the Korea Chamber of Commerce & Industry, Korea Trade-Investment Promotion Agency, and the Korean Federation of Industries.
- You have worked at a company listed on the 500 companies of the world of the UNCTAD, FORTUNE, FORBES, BUSINESS WEEK(US), ECONOMIST(UK) for at least one year out of the past 3 years as a multinational manager or an executive, and currently working at a Korean branch office as an executive

● Education

- You are recommended by the Minister of Education after being credited for your research publications and citations on SSCI(Social Science Research Citation Index), A&HCI(Arts and Humanity Research Citation Index) and your research achievements.
- You are at least a full-time lecturer or higher at a community college and recommended by the Minister of Education, Science and Technology

● Cultural Arts

- An internationally famous artist, director, singer recommended by the Minister of Culture, Sports and Tourism

<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION</p>	<p>● Sports</p> <p>- An athlete and a coach who have won a bronze medal or better at an international athletic competition which is equivalent to the Olympic, the World Championship, the Asian Game and others. Also, soccer players and the coaches who have finished in the Top 16 at the World Cup Game while being recommended by the Minister of Culture, Sports and Tourism.</p> <p><b>B. Required Documents</b></p> <table border="1"> <tr> <td data-bbox="363 566 555 981">COMMON DOCUMENTS</td> <td data-bbox="555 566 1453 981"> <ul style="list-style-type: none"> <li>① Application (form. 34), passport, alien registration card, fee</li> <li>② Personal Statements</li> <li>③ Documents proving your annual incomes</li> <li>④ Documents proving that you have published your research paper in a prominent journal, such as SCI (Science Citation Index), or documents proving your research achievement(s).</li> <li>⑤ Personal References</li> <li>⑥ Degree and other materials(Awards History in relevant field, Certificates of your career experiences)</li> </ul> </td> </tr> <tr> <td data-bbox="363 981 555 1529">ADDITIONAL DOCUMENTS</td> <td data-bbox="555 981 1453 1529"> <ul style="list-style-type: none"> <li>① A recommendation letter from the Minister of Science, ICT and Future Planning for Science / a recommendation letter from the Minister of Education for Education</li> <li>② If you are in <b>business management</b>, you need to submit a recommendation letter from the head of the Korea Chamber of Commerce &amp; Industry, the Korea Trade Investment Promotion Agency, or the Federation of Korean Industry</li> <li>※ If you worked at a company listed on the 500 companies of the world as a multinational manager or an executive, you need to submit A proof of employment or a certificate of your career experience that can prove your work experiences.</li> <li>③ A recommendation letter from the Minister of Culture, Sports and Tourism for those in <b>culture and sports industry</b></li> </ul> </td> </tr> </table>	COMMON DOCUMENTS	<ul style="list-style-type: none"> <li>① Application (form. 34), passport, alien registration card, fee</li> <li>② Personal Statements</li> <li>③ Documents proving your annual incomes</li> <li>④ Documents proving that you have published your research paper in a prominent journal, such as SCI (Science Citation Index), or documents proving your research achievement(s).</li> <li>⑤ Personal References</li> <li>⑥ Degree and other materials(Awards History in relevant field, Certificates of your career experiences)</li> </ul>	ADDITIONAL DOCUMENTS	<ul style="list-style-type: none"> <li>① A recommendation letter from the Minister of Science, ICT and Future Planning for Science / a recommendation letter from the Minister of Education for Education</li> <li>② If you are in <b>business management</b>, you need to submit a recommendation letter from the head of the Korea Chamber of Commerce &amp; Industry, the Korea Trade Investment Promotion Agency, or the Federation of Korean Industry</li> <li>※ If you worked at a company listed on the 500 companies of the world as a multinational manager or an executive, you need to submit A proof of employment or a certificate of your career experience that can prove your work experiences.</li> <li>③ A recommendation letter from the Minister of Culture, Sports and Tourism for those in <b>culture and sports industry</b></li> </ul>
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<p>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</p>	<p>☞ You are not eligible to apply for a confirmation of visa issuance.</p> <p>- A visa will be issued at a diplomatic mission abroad if you want to change(being accorded) your visa from the permanent residence(F-5) status to the other</p>				

# Marriage Migrant (F-6)

<p>ACTIVITIES ALLOWED AND ELIGIBLE APPLICANTS</p>	<p>You are eligible to apply for a Marriage Migrant (F-6) visa if you are</p> <ul style="list-style-type: none"> <li><input type="radio"/> a spouse of a Korean citizen.</li> <li><input type="radio"/> raising a child born between a Korean citizen and yourself (including the de facto marital relationship), as a father or a mother, and you are also acknowledged by the Minister of Justice.</li> </ul> <p><b>* The de facto marital relationship refers to a couple who intends to get married eventually and whose lifestyle can be considered as a married couple from a third person's point of view.</b> (Supreme Court decision made on December 8, 1998)</p> <p>- However, following examples are NOT considered as the de facto marital relationships; for example, if the couple does not have any intention to get married but has given a birth to a baby out of living together, or if a man is legally married to another woman but living with a different partner, and etc.</p> <ul style="list-style-type: none"> <li><input type="radio"/> You had stayed in the Republic of Korea as a spouse of a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control which are recognized by the Minister of Justice, such as death and missing of your spouse.</li> </ul> <table border="1" data-bbox="368 1070 1453 1563"> <thead> <tr> <th>Visa Codes</th> <th>Eligibility Criteria</th> </tr> </thead> <tbody> <tr> <td>F-6-1 (A spouse of a Korean citizen)</td> <td>Your marriage is valid in both of your countries, and you have decided to stay in the Republic of Korea in order to continue the marriage.</td> </tr> <tr> <td>F-6-2 (Child Raising)</td> <td>Although you are NOT eligible to earn 'F-6-1' status, a baby was born during the marriage (including the de facto marriage), and you are currently raising that child or planning to raise him/her in Korea as a biological father or a biological mother.</td> </tr> <tr> <td>F-6-3 (Marriage Discontinuation)</td> <td>You were married to a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control such as death and missing of your spouse.</td> </tr> </tbody> </table>	Visa Codes	Eligibility Criteria	F-6-1 (A spouse of a Korean citizen)	Your marriage is valid in both of your countries, and you have decided to stay in the Republic of Korea in order to continue the marriage.	F-6-2 (Child Raising)	Although you are NOT eligible to earn 'F-6-1' status, a baby was born during the marriage (including the de facto marriage), and you are currently raising that child or planning to raise him/her in Korea as a biological father or a biological mother.	F-6-3 (Marriage Discontinuation)	You were married to a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control such as death and missing of your spouse.
Visa Codes	Eligibility Criteria								
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F-6-3 (Marriage Discontinuation)	You were married to a Korean citizen, but you were unable to continue your marriage due to reasons and circumstances beyond your control such as death and missing of your spouse.								
<p>MAXIMUM LENGTH OF STAY</p>	<ul style="list-style-type: none"> <li><input type="radio"/> You are allowed to stay for up to 3 years</li> </ul>								
<p>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION</p> <p><a href="#">▶ CONTENTS</a></p>	<p><b>1. A single entry visa valid for 90 days or less will be issued to a spouse of a Korean citizen (F-6-1)</b> (However, a multiple-entry visa will be issued to an American citizen)</p> <p>☞ You can register yourself as an alien and extend the period of your sojourn within 90 days of your entry to the Republic of Korea.</p> <p><b>☐ Basic Required Documents (M = Mandatory / O = Optional)</b></p> <table border="1" data-bbox="368 1937 1453 2054"> <thead> <tr> <th>Types of Required Documents</th> <th>Remarks</th> <th>M/O</th> </tr> </thead> <tbody> <tr> <td>Visa Application Form</td> <td>-</td> <td><b>M</b></td> </tr> </tbody> </table>	Types of Required Documents	Remarks	M/O	Visa Application Form	-	<b>M</b>		
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Visa Application Form	-	<b>M</b>							

**VISAS ISSUED AT  
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Passport	-	
Reference Letter	-	
Marriage Migrant Invitation Letter	-	
Marriage Migrant Personal Statement	must be written in either Korean or English	
Inviter's Basic Certificate	to judge whether the inviter has naturalized or not	
Inviter's Family Relation Certificate	to consider the inviter's family relations	
Inviter's Copy of Resident Registration	to confirm the inviter's cohabiting partner on national resident registration system (# of household family members)	
Inviter's Marriage Certificate	to check whether an inviter has been married before and how many times he/she has invited a marriage migrant in the past	
Marriage Certificate from the Migrant's Country of Origin	to check whether the marriage is also valid in a foreign country (If the certificate cannot be issued in accordance with national legislations of the migrant's country, this requirement can be dropped)	
Documents proving your place of residency	lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others	

**㉔ Required Documents for Income and Residency**

Types of Required Documents		Remarks	M/O
Common	Amount of Income Certificate (issued by the National Tax Services)	to prove your total annual income in the previous year. (All reported incomes to the National Tax Services can be checked)	<u>M</u>
	Credit Information Report	to check an applicant's any default on a financial obligation or debts	
Earned Income	Invoice of Withholding Tax (issued by the place of employment)	to prove your annual income last year from the place of employment	M when used
	Certificate of Employment	If you are currently employed.....	
	Certificate of Career	If you were employed in the past.....	○
	Copy of Business Registration	The copy of registration is to confirm whether the haplce of employment exists or not	○
	Miscellaneous	If it is too difficult to prove your income through the documents mentioned above, you can submit following documents instead; copy of account balance statement, pay check, confirmation of health insurance qualification gain/loss, etc.	○
Business Income	Business Registration Certificate	to check the applicant's business (not including agriculture, fishing industry)	M when used
	Miscellaneous	any documents that can prove the applicant's annual income (ex, farmland register, certificate of member of association, confirmation letter on farming, agriculture&fishery confirmation, etc)	○
Other Income and Assets	Documents proving relevant facts	to check the applicant's annual income and total assets	M when used
Residency	Documents	copy of real estate registration, copy or lease	M

Requirement	proving residency requirements	contract	
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**3 Required Documents for Communication and Language Proficiency**

Types of Required Documents		Remarks	M/O
Korean Language	TOPIK Report Card	The report card can be authenticated at the TOPIK Website (www.topik.go.kr)	Select one for submission
	Designated Educational Organization Certificate	If necessary, Korea immigration service will check with the respective educational organization to confirm the certificate	
	Certificate of Degree in Korean Language	-	
	Documents proving your are overseas Korean with a foreign nationality	to verify whether an applicant is Korean descent	
	have lived in Korea before for one year or more	Immigration Records on the Integrated Visa information System	
Use of Languages Other than Korean	documents proving your ability to speak the respective language	-	O
	have lived abroad before for one year or more	Immigration Record, Immigration Stamps on Passports	

**4 Required Documents for Eligible Applicants for the International Marriage Introduction Program (Health Status, Criminal History)**

Types of required documents	Remarks	M/O
International Marriage Introduction Program Certificate	The certificate is not required if its reference number is written on an invitation letter	O
Criminal Record Check	Required for both bride and groom (Please see more details)	M
Health Examination Report		

**5 Other documents that are deemed necessary for visa application review**

- An immigration officer may further request additional documents for accuracy and effectiveness of visa application review

**6 Expiry Date of Each Document**

- Unless the expiry dates of required documents, such as invitation letter and marriage

	<p>certificate, are set herein, these documents are valid for the maximum of 3 months from the date of issuance.</p> <p><b>2. A single-entry visa valid for 90 days or less will be issued to a person coming to the Republic of Korea for parenting (F-6-2)</b></p> <p>(Please note that a multiple entry visa will be issued to an American citizen)</p> <p>☞ You will be notified to register yourself as an alien and to extend the period of sojourn 90 days after your entry</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① Visa Application Form (form no. 17), passport, one standard size photograph, fee</p> <p>② Documents proving the family(biological) relation</p> <ul style="list-style-type: none"> <li>- Basic Certificate of the baby, Birth Certificate, DNA test result confirmation or family relation certificate</li> <li>※ If a baby was born to a de facto couple, you have to submit documents that can prove the nature of this baby's birth.</li> </ul> <p>③ Documents proving that you have custody over a child</p> <ul style="list-style-type: none"> <li>- ex) the sentencing which includes the details of custody, or a custody confirmation or other equivalent documents from your child's relative who is the first-cousin once removed or closer (including the father or the mother)</li> </ul> <p>※ The head of a diplomatic mission abroad may request/omit additional documents if it is deemed necessary.</p>
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p>☞ You are not eligible to apply for a confirmation of visa issuance.</p>
<p><b>REMARKS</b></p> <p><b>CONTENTS</b></p>	<p>Q. If a foreign spouse of a Korean citizen wants to stay in the Republic of Korea for a year and to apply for the Spouse of a Korean National (F-6) visa, what he/she should do?</p> <p>A. For the spouse of a Korean citizen, a single entry visa valid for 90 days or less, by law, is issued at the discretion of the head of a diplomatic mission abroad. Therefore, the diplomatic mission abroad must issue the Spouse of a Korean National (F-6) visa in which the period of sojourn lasts 90 days or less. Nevertheless, if the foreigner wants to stay longer than the given period of sojourn indicated on the visa, he/she can do so by obtaining an extension permit from a local immigration office after being admitted to the country.</p>

## Working Holiday(H-1)

<b>RANGE OF ACTIVITIES</b>	<ul style="list-style-type: none"> <li>● Tourism Employment</li> </ul>
<b>ELIGIBLE APPLICANTS</b>	<ul style="list-style-type: none"> <li>● You are a citizen of a country that has signed an agreement or memorandum of understanding on working holiday with the Republic of Korea, visiting the country for the main purpose of tourism while planning to temporarily work to secure tourism expenses</li> </ul>
<b>MAXIMUM LENGTH OF STAY</b>	<ul style="list-style-type: none"> <li>● Period of stay in accordance with an agreement</li> </ul>
<b>VISAS ISSUED AT THE DISCRETION OF THE CHIEF OF MISSION</b>	<p><b>1. Where to Apply</b></p> <ul style="list-style-type: none"> <li>● <b>Diplomatic missions with jurisdiction over a country which signed the agreement with the Republic of Korea</b></li> <li>- However, nationals of Austria can apply for a visa to the Embassy of Austria in Japan and China, Consulate General of Austria in Shanghai and Hongkong, and the Austrian mission in Taipei in accordance with the agreement</li> </ul> <p><b>2. Visa Type</b></p> <ul style="list-style-type: none"> <li>● <b>Multiple-entry visas with 1 year of period of stay and 1 year of validity period</b></li> <li>- Exceptions: Hongkong (multiple-entry visas with 1 year-period of stay and 3 month-validity period), Austria (multiple-entry visas with 6 month-period of stay and 1 year-validity period), Portugal (multiple-entry visas with 3 month-period of stay and 1 year-validity period)</li> </ul> <p><b>3. Korea-U.S. WEST Program</b></p> <ul style="list-style-type: none"> <li>● <b>(Eligible Applicants)</b> Undergraduates or recent graduates* of universities</li> <li style="padding-left: 20px;">* The period after graduation must not exceed 1 year.</li> <li>● <b>(Conditions)</b> Accompanying dependant family members is not allowed</li> <li>● <b>(Visa Type)</b> Multiple-entry visas with a period of stay of 1 year and a half and a validity period of 1 year and a half (2,000 persons per year)</li> <li>● <b>(Conditions for Issuance)</b> U.S. citizens who do not accompany dependant family members.</li> <li style="padding-left: 20px;">*A criminal record certificate, medical examination and medical insurance are not required.</li> <li>● <b>(Reference)</b> Visas must be renewed every five years (effective as of 1 Nov. 2013)</li> </ul> <p><b>4. Required Documents</b></p>

**VISAS  
ISSUED AT  
THE  
DISCRETION  
OF THE  
CHIEF OF  
MISSION**

Documents	Remarks
● Visa application, photograph, passport, application fees	● Application fees are exempted for nationals of Japan, France, Hongkong and Chile (Nationals of Australia are required to pay 392 dollars as of Apr. 1, 2015 according to reciprocity).
● Criminal record certificate	● Italy, Israel, Portugal, Belgium, Taiwan, New Zealand, France, Ireland, the Czech Republic, Austria, Hungary, the Netherlands
● Medical examination report	● Submitted or only specific diseases are examined according to reciprocity
● Insurance certificate	● Except for Australia, Japan and the U.K. * A medical insurance product that guarantees 40 million KRW or over is recommended but the head of diplomatic missions can apply it differently based on reciprocity.
● Round-trip ticket and documents such as a certificate of deposit balance that prove your financial ability to stay in Korea for a certain period of time (3 months)	● All countries
● Certificate of Enrollment or a certificate proving your final level of education	● Based on reciprocity * These documents are not required in principle as specific regulations are not set out in the agreement.
● Other documents such as a travel schedule and activity plan	● All countries * A brief plan is acceptable and if the plan is confirmed through a phone interview, it can be exempted.

**REQUIRED DOCUMENTS**

- ① Visa Application Form (form #17), Passport, One Standard Size Photograph, Fee
  - ② Round-trip ticket
  - ③ Financial documents such as a Bank Account Balance Statement, which can prove that you are capable of supporting yourself during your stay in Korea for at least 3 months.
  - ④ Travel Schedule and Activity Plan
  - ⑤ Documents proving that you have a medical insurance that guarantees your return to your country and medical treatment during your stay in Korea (for Germany, Ireland, Sweden, Denmark, Taiwan, Hong Kong, France, Czech only)
  - ⑥ Proof of enrollment or certificate of graduation from your final school (the principle of reciprocity will be applied.)
  - ⑦ Criminal Records (for Hong Kong, Denmark, Taiwan, New Zealand, France, Ireland, Czech, Austria, Hungary only)
  - ⑧ Health Check-Up Results (the principle of reciprocity will be applied.)
- ※ The head of a diplomatic mission abroad may ask additional documents in order to examine the purpose of entry, genuineness of the invitation, and the qualifications of the inviter and the invitee.

<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p>☞ <b>Not eligible for a Confirmation of Visa Issuance</b></p>
<p><b>REMARKS</b></p>	<p>● <b>Eligible Applicants for H-1 Working Holiday visas</b></p> <p>- You are a young, healthy and good citizen of a country which has signed a bilateral working holiday agreement with the Republic of Korea or which has exchanged a Memorandum of Understanding, declared a joint statement, or exchanged a diplomatic note while meeting following criteria.</p> <p>* There are currently 16 participants for Working Holiday Programs (Australia, Canada, New Zealand, Japan, France, Germany, Ireland, Sweden, Denmark, Taiwan, Czech, the U.S., the U.K., Austria, Hungary)</p> <ol style="list-style-type: none"> <li>1. You are age 18-30. (Nonetheless, Australian citizens must be 25 years old or less, American citizens must be university students or university graduates)</li> <li>2. You have a valid passport, round-trip tickets and financial expenses that can afford your early period of stay while you are coming to Korea for the purpose of tourism mainly.</li> <li>3. You do not have dependents who are accompanying you.</li> <li>4. You have no past experiences in the Working Holiday Program (for France, Germany, Denmark, Taiwan, Hong Kong, the UK only)</li> <li>5. You are healthy</li> <li>6. You have no criminal history (for Hong Kong, Denmark, Taiwan, New Zealand, France, Ireland, Czech, Austria, Hungary only)</li> </ol> <p>● <b>Those who are not eligible for H-1 Working Holiday visas.</b></p> <p>- Those who meet following criteria will be excluded from eligible applicants for the Working Holiday Program.</p> <ol style="list-style-type: none"> <li>1. You want to work as a Receptionist, Dancer, Singer, Musician, Acrobat at an adult entertainment establishment.</li> <li>2. You want to get a professional job which requires certain qualifications (Doctor, Lawyer, Professor, Pilot, Foreign Language Instructor, etc.)</li> <li>3. You want to focus all your energy on employment rather than tourism after the entry (Although there is no limitation on working at a same place for a long time, based on a principle of reciprocity, Hong Kong nationals are prohibited from working in the same place for more than</li> </ol>

**REMARKS**

6 months.)

5. You want to engage in journalism or political activities which are not suitable for the purposes of the agreement.

COUNTRY	Visa Issuance Applicants or Diplomatic Missions
NEW ZEALAND	- those who have lived in New Zealand for at least past 6 months from the date of visa application
J A P A N	- Japanese citizens living in Japan
C A N A D A	- Canadian citizen living in Canada
F R A N C E	- Those living within the territories of France at the time of visa application
A U S T R A L I A	- Australian citizen living in Australia
THE UNITED STATES	- N/A
G E R M A N Y	- Korean embassy or Korean consulate general located in Germany
I R E L A N D	- Irish citizens living in Ireland
S W E D E N	- Swedish citizen living in Sweden
D E N M A R K	- Denmark citizen living in Denmark
T A I W A N	- Korean diplomatic mission located in Taiwan
H O N G K O N G	- Korean diplomatic mission located in Hong Kong
C Z E C H	- You are a citizen of a country that has signed an agreement at the time of visa application, living permanently in Czech.
THE UNITED KINGDOM	- Korean diplomatic mission located in the United Kingdom
A U S T R I A	- Korean diplomatic mission located in Austria, Korean embassy in China, Korean consulate general in Shanghai, Hong Kong, Korean diplomatic mission in Hong Kong, Korean embassy in Japan
H U N G A R Y	- Korean diplomatic mission located in Hungary

● **Nationals of the countries with a valid passport**

\*Refugees recognized by the countries, stateless persons and permanent residence holders are not eligible applicants as they are not nationals of the countries.

- **The submitted documents and passport will be verified** (and checked through relevant organizations in the countries if necessary)

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● **Persons aged between 18 and 30 at the time of visa application**

\* In the case of Australia, Canada and Japan, the age limit is extended up to 30 as apposed to 25 on the agreement according to reciprocity.

● **Persons without criminal record**

- If a person was sentenced to pay a fine of 3 million KRW or more and it was confirmed, a visa will not be granted. (It is restricted to nationals of countries that are required to submit a criminal record certificate.)

\* However, if there is a considerable ground to extenuate a crime including criminal negligence, a visa can be issued through diplomatic missions.

- If a person had departed from Korea after getting a departure or deportation order due to violation of the Immigration Control Act, Municipal Law, etc., a visa will not be granted.

● **Persons in good health (according to reciprocity)**

- Applicants' health status will be judged according to the specific requirements for each country

\* Hospitals can be designated for medical examinations.

- While the head of diplomatic missions may exempt medical examinations, etc. for the nationals of a country not affected by any specific requirements, applicants who have purchased a medical insurance product that is effective in Korea are deemed to be in good health.

\* If a medical examination is required for the nationals of a certain country due to an outbreak of communicable diseases, etc in the country, the head of diplomatic missions may not grant a visa according to the result of the medical examination.

◀ **Medical Examination Requirements by Countries** ▶

(except for 3 countries whose agreement with Korea has not come into effect)

Requirements	Remarks
● Test for tuberculosis	● the Netherlands, the U.K.
● Basic Examination: X-ray - Additional examinations when requested by consuls: a urine and blood test	● Australia, Canada, New Zealand, Taiwan
● Proof of good health	● France
● No specific requirements (including the case with no documents required to be submitted)	● Austria, Ireland, Denmark, Germany, Spain, Italy, Japan, the Czech Republic, Portugal, Hungary, Hongkong

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● **Persons with a medical insurance product (according to reciprocity)**

- Persons who have purchased a medical insurance product, etc. that guarantees 40 million KRW

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or more (for the purpose of medical treatment and repatriation)

\* A medical insurance product that guarantees 40 million KRW or more is recommended but the head of diplomatic missions can apply it differently based on reciprocity.

● **Persons who do not accompany dependant family members, etc.**

● **Persons who have not participated in working holiday programs**

- Exceptions: Canada, Ireland and Sweden

\* While this requirement is not set out in the agreement with Japan, Australia, New Zealand and the Netherlands, the countries apply it for Korean nationals. Therefore, it is applied as well for the nationals of the countries according to reciprocity.

● **Persons with financial ability to cover living expenses, etc. in Korea**

- Round-trip ticket\* and documents\*\* such as a certificate for deposit balance that prove your financial ability to stay in Korea for a certain period of time (3 months)

\* A person who can prove a deposit balance equivalent to a round-trip ticket price may be granted a visa even without a round-trip ticket.

\*\* The minimum requirement for deposit balance can be changed according to the decisions of each diplomatic mission but normally, a visa is granted to persons with deposit balance of 3 million KRW or more for living expenses (Minimum requirement standards for deposit balance can be changed based on reciprocity by referring to 【Table 1】 )

● **Persons with the main purpose of tourism**

- **(Standards)** A visa may not be granted to persons who fully engage in employment or academic activities

- **(Academic Activities)** Academic activities such as enrollment in a private academy (hagwon) and language training course are allowed but studying in a regular academic course that falls under D-2 student visa activities is not allowed.

《Countries Affected by Limited Period of Academic Activities》

**3 months** (Canada), **4 months** (Australia), **6 months** (Ireland, Denmark, Hongkong, Israel, Belgium, Austria)

- A visa is not granted to the persons who plan to engage in activities irrelevant to the purpose of the agreement such as news coverage, political activities, etc.

# MISCELLANEOUS (G-1)

<b>ACTIVITIES ALLOWED</b>	<ul style="list-style-type: none"> <li>You are allowed to engage in activities that are NOT covered by a Diplomacy(A-1) to a Spouse of a Korean National(F-6), Working Holiday(H-1) and Working Visit(H-2) visa.</li> </ul>				
<b>ELIGIBLE APPLICANTS</b>	<p>You are eligible to apply for a Miscellaneous (G-1) visa if you are</p> <ul style="list-style-type: none"> <li>Not qualified for a Diplomat (A-1) to a Marriage Migrant (F-6), Working Holiday(H-1), Work Visit(H-2) visa while being acknowledged by the Minister of Justice</li> </ul>				
<b>MAXIMUM LENGTH OF STAY</b>	<ul style="list-style-type: none"> <li>You are allowed to stay for up to one year.</li> </ul>				
<p><b>VISAS ISSUED AT THE DISCRETION OF THE HEAD OF A DIPLOMATIC MISSION ABROAD</b></p>	<p><b>1. A single-entry Treatment and Recuperation visa (G-1-10) will be issued to a foreign patient.</b></p> <p>A. Eligible Applicants</p> <ul style="list-style-type: none"> <li><b>A foreign patient</b> entering the Republic of Korea for treatment or recuperation without being invited by a designated foreign patient agency</li> <li>An accompanied family member or a care giver</li> </ul> <p>※ A foreign patient is allow to bring his/her caregiver if the patient's country struck a deal on transferring patients and supporting medical expenses with one of the local hospitals in Korea.</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTATION</b></p> <p>① Application for the visa issuance (form no. 17), passport, one standard size photograph, fee</p> <p>② Documents proving your illness such as diagnosis, doctor's notes issued by a Korean/foreign medical institute</p> <p>③ Documents proving your reservations or doctor's appointments in a Korean hospital or a nursing home.</p> <p>④ Documents proving your financial ability to support the treatment · living fees</p> <p>※ Each diplomatic mission abroad may require different types of documents</p> <p>※ The head of a diplomatic mission may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, and the qualifications of the inviter and the invitee</p>				
<p><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p> <p><b>CONTENTS</b></p>	<p><b>1. A visa issuance confirmation will be issued to a foreign patient (C-3-3, G-1-10)</b></p> <p>A. Eligible Applicants</p> <table border="1" data-bbox="363 1659 1433 1962"> <tr> <td data-bbox="363 1659 523 1877"> <b>Applicants</b> </td> <td data-bbox="523 1659 1433 1877"> <ul style="list-style-type: none"> <li>A foreign patient invited by a Korean hospital entering the Republic of Korea for the purposes of treatment(diagnose) and recuperation</li> <li>A family member that requires accompanying the patient to nurse him/her*</li> </ul> <p>* A family member nursing or taking care of the foreign patient.</p> </td> </tr> <tr> <td data-bbox="363 1877 523 1962"> <b>Inviter</b> </td> <td data-bbox="523 1877 1433 1962"> <ul style="list-style-type: none"> <li>You are registered as a foreign hospital or a dealer who is driven to attract foreign patients in accordance with the Medicine Act</li> </ul> </td> </tr> </table> <p>B. Application Method</p>	<b>Applicants</b>	<ul style="list-style-type: none"> <li>A foreign patient invited by a Korean hospital entering the Republic of Korea for the purposes of treatment(diagnose) and recuperation</li> <li>A family member that requires accompanying the patient to nurse him/her*</li> </ul> <p>* A family member nursing or taking care of the foreign patient.</p>	<b>Inviter</b>	<ul style="list-style-type: none"> <li>You are registered as a foreign hospital or a dealer who is driven to attract foreign patients in accordance with the Medicine Act</li> </ul>
<b>Applicants</b>	<ul style="list-style-type: none"> <li>A foreign patient invited by a Korean hospital entering the Republic of Korea for the purposes of treatment(diagnose) and recuperation</li> <li>A family member that requires accompanying the patient to nurse him/her*</li> </ul> <p>* A family member nursing or taking care of the foreign patient.</p>				
<b>Inviter</b>	<ul style="list-style-type: none"> <li>You are registered as a foreign hospital or a dealer who is driven to attract foreign patients in accordance with the Medicine Act</li> </ul>				

<p style="text-align: center;"><b>ELIGIBILITY FOR THE VISA ISSUANCE CONFIRMATION</b></p>	<p>● Family members of the foreign patient can only be permitted to enter the Republic of Korea when the host institution, which is registered as the inviter at the HuNet website, sends a requests through online (HuNet) (implemented since January 1st, 2012)</p> <p>C. Where to Submit Applications</p> <p>● immigration (branch) office having jurisdiction over the workplace concerned</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTS</b></p> <p>① Application for the visa issuance confirmation (form no. 21), passport, one standard size photograph</p> <p>② Documents on medical record issued by a medical institution from the sending country</p> <p>③ Documents proving your financial ability to support yourself during your treatment and stay in the Republic of Korea.</p> <p style="padding-left: 20px;">※ If an inviter organization guarantees the personal identity of an invitee, then you do not have to submit this document.</p> <p>④ A copy of business registration and a copy of registration of the inviter organization</p> <p style="padding-left: 20px;">※ If your organization is registered at Hunet already, then you do not have to submit this document.</p> <p>⑤ Documents proving accompanying family member and care giver*</p> <p style="text-align: center;"><b>【 Documents Proving Accompanying Family Member 】</b></p> <p>● <b>(Acceptable Documents) Documents proving the family relations, issued by competent authority of your country or your country's embassy in Korea (i.e. marriage certificate, certificate of family relations, or birth certificate)</b></p> <p style="padding-left: 20px;">※ Nevertheless, if the nationality of accompanying family member is different from the patient's, the documents of the accompanying family member can be substituted by the ones issued by the embassy of the patient's country.</p> <p>※ The head of an immigration (branch) office may request/omit additional documents if it is deemed necessary to examine the genuineness of the invitation, and the qualifications of the inviter</p>
	<p><b>REMARKS</b></p>

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patients

- ③ Those who registered in accordance with Article 17(1) or (2) (hereinafter called as 'foreign patients') shall report to the Minister of Health and Social Welfare on annual business performance for the prior-year period until the end of every March.
- ④ The Minister of Health and Social Welfare has a right to cancel an application of the medical organization or any other institutions that would like to attract foreign patients if they violate any of the following below.
  - 1. You do not meet the criteria and conditions as set forth in Article 27(1) or (2).
  - 2. You have attempted to attract a person who does not qualify in accordance with paragraph 2 of Articles 27(3)
  - 3. You did not follow a correction order in accordance with Article 63
- ⑤ If a hospital is categorized as a high-class general hospital as set forth in Article 27(1), the hospital cannot accept foreign patients more than the number of hospital beds allowed for foreigners capped by the Ministry of Health and Social Welfare.
- ⑥ Matters related to the registration procedure under Article 27(1) and (2) are designated by the Minister of Health and Social Welfare.

A. Definitions

- Medical Travel Institution refers to those that are registered to the Minister of Health and Welfare as a medical travel organization or medical travel facilitator in accordance with the Medicine Act.
- Medical Institutes for Foreign Patients : refers to medical institutions registered in accordance with paragraph 1 of Article 27(2) of the Medicine Act
  - ※ Under the Enforcement Decree of Article 19(3) of the Medicine Act (registration requirement for foreign patient recruiting medical institution), any medical institute that wants to attract foreign patients shall have a medical profession in each specialty for foreigners. But the specialties refer to only those set forth in Article 3 of the Code of practice on medical specialist training and qualifications.
- Medical Travel Facilitator refers to those that are registered to the Minister of Health and Welfare in accordance with Article 27(2) of the Medicine Act (not including a medical institution)
  - ※ Enforcement Decree of the Medicine Act Article 19(4) (Registration Requirements for foreign patient recruiting agency)
- ① Under Article 27 2(2)1, hospitals shall hold a surety insurance designated by the enforcement decree of the Ministry of Health and Social Welfare. And the aforementioned surety insurance shall meet the following requirements below. However, if an insurance company terminates the contract due to medical malpractice, the hospital shall make another insurance contract within a month of the termination.
  - 1. A surety insurance shall provide medical coverage regardless of whether there is an

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intention to initiate medical malpractice in the process of attracting foreign patients.

2. A surety insurance company shall receive a license from the Financial Service Commission according to Subparagraph 2(d), Article 4(1) of the Insurance Business Act.

3. The amount of insurance is 100 million KRW or more, and the insurance must be surety insurance which has at least 1 year as the period of insurance

② The amount set by Article 2(2)2 of the Enforcement Decree by the Minister of Health and Welfare is 100 million KRW. However, if you have your business registered as a general travel agency in accordance with Article 4 of the Tourism Promotion Act or Article 2(1)1a of the Enforcement Decree of the act, the amount applicable is 0 KRW.

③ The matters decided by Enforcement Decree of Minister of Health and Welfare set forth in Article 27(2)3 refers to offices built on the territory of Korea.

● "Employee-in-charge" of hosting foreign patients(hereinafter employee-in-charge) refers to an employee of a foreign patient recruiting medical institution or an employer and also acknowledged by the Minister of Justice as person who is in charge of affairs related to inviting foreign patients and their sojourn in Korea.

● Accompanying family member refers to a spouse or an immediate family member\* who will accompany and take care of the patient.

\* However, for a foreign patient whose treatment costs are paid by the sending country that has signed a patient transfer contract with a Korean hospital, the range of allowed accompanying family member is extended to his/her first cousins.

● Caregiver\* refers to a foreigner who will look after the patient

\* Nevertheless, a medical visa shall be issued to only those who take care of patients from a country that has signed a patient transfer contract with a Korean hospital.

**B. Eligible Applicants and Criteria**

● Registration Applicants

- You have completed foreign patient recruiting agency registration or foreign patient recruiting medical institutions (hereinafter referred to as 'recruiting agency') in accordance with the Medical Act by the Minister of Health and Welfare.

※ When you register as a Medical Institution for Foreign Patients, 'employee-in-chief' must register as well.

● Registration Requirements

- You shall not have any reasonable ground for hosting institutions to cancel the registration or prohibit the re-registration as of the date you submit the application.

- "Employee-in-charge" should be hired as a permanent employee of the concerned institution.

**C. Registration Application and Examination Procedure**

● Application Center : the nearest immigration (branch) office from the inviter institution

● Registration Method

- Submit your online application at 'HuNet Korea([www.visa.go.kr](http://www.visa.go.kr))' by entering the

<p><b>REMARKS</b></p> <p> <b>CONTENTS</b></p>	<p>introduction of a hosting institution and employee's personal information while uploading a scanned required files.</p> <p><input type="radio"/> Required Documentation</p> <ul style="list-style-type: none"><li>- A copy of business registration, photocopy of recruiting agency registration certificate, a copy of ID of your representative</li><li>- A proof of employment for a person who wants to work as an exclusive employee and the power of attorney of the CEO of the inviter organization*</li></ul> <p>* replaced by 'a request form of an employee to carry out immigration control arrangements and tasks'</p>
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# The Overseas Korean Policy Manual

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2015. 2. 16.



**Ministry of Justice**  
**Korea Immigration Service**

[▶ Contents](#)

- ◆ **The Ministry of Justice is currently implementing various immigration policies such as the Working Holiday Program, Expansion of Eligibility Criteria for Overseas Koreans, Relaxation of Permanent Residence Visa Requirements, and Provision of Technical Training Opportunities in Korea.**

## 1. C-3 Short-Term General

- Beginning on Tuesday, April 1st, 2014, the Korean government issues a multiple entry visa to any overseas Korean under age 60 who would like to visit Korea. The visa is valid for 3 years, and guarantees a free access to Korea without immigration restraints.
  - ※ Although free arrival/departure is possible, getting engaged in employment activities is not allowed.

## 2. H-2 Working Holiday Visa Policy

- Chinese-Koreans and Ethnic-Koreans living in the former Soviet Union region are allowed to travel freely to the Republic of Korea (hereinafter referred to as Korea). Also, the range of employment activities in which they are allowed to engage has been expanded.**
- A multiple-entry H-2 visa, which is valid for 3 years, will be issued to Overseas Koreans from China and the former Soviet Union region if he/she is 25 years of age or older. These Overseas Koreans will be allowed to freely enter and exit Korea for the maximum of 4 years and 10 months within the expiry date of their visas.
- If, in any case, they want to take up employment in Korea, they can get a job in simple labor services, after completing vocational education and procedure for seeking employment, designated by the Enforcement Decree of the Immigration Act.
- Different procedures for the visa issuance will be applied to those who have a relative(s) in Korea and those who do not.**
- Those with visa privileges, such as an Overseas Korean who has a relative(s) in Korea or a parent of an Overseas Korean studying in Korea, are allowed to enter Korea upon the invitations from a Korean national as long as the inviter has not exceeded the number of people he/she is allowed to invite.

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- Considering the current labor market condition in Korea, an Overseas Korean without a local family tie in Korea will have to enter through an electronic draw in order to lawfully enter the country.

**□ An employment procedure will be simplified.**

- There are 38 types of simple labor jobs which Overseas Koreans on the working visit visa are allowed to find employment. (Please see enclosed document 1)
- A job seeker can take up a job through job centers or on his/her own after completing the vocational education and job applications. Also, he/she can just change his/her work place by simply reporting to a local immigration (branch) office.

**2. Policy on granting F-4 Overseas Korean status to ethnic Koreans living in China and the former Soviet Union Regions**

- Eligibility criteria for Overseas Koreans status has been expanded in order to eliminate discrimination among Overseas Koreans by country of origin and to enlarge cultural exchanges between them and their homeland.**
- Eligibility also has been expanded to highly-skilled Overseas Koreans, such as a university graduate, the CEO of a corporation, a certified technician and others, from China and the former Soviet Union region who have a very low chance of finding a job in simple labor services.
- In coordination with the Work Visitation program, those who have worked in a specific industry, such as manufacturing, that does not affect domestic job market, will be allowed to change their status to F-4 Overseas Korean.

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### 3. Policy on Granting F-5 Permanent Resident Status to Overseas Korean

- The amendment is geared to revitalize granting permanent residence status by reforming the current permanent residence policy in order to strengthen the relation between Overseas Koreans and their homeland as well as to improve the relation between the countries where Overseas Koreans live and Korea.
- Permanent resident status will be given to Overseas Koreans on the H-2 visa who have been working in manufacturing, agriculture, and fishery for a long period of time and satisfy certain requirements.
- A permanent resident status, which permits family invitation, will be granted to those who have qualifications to acquire Korean nationality.

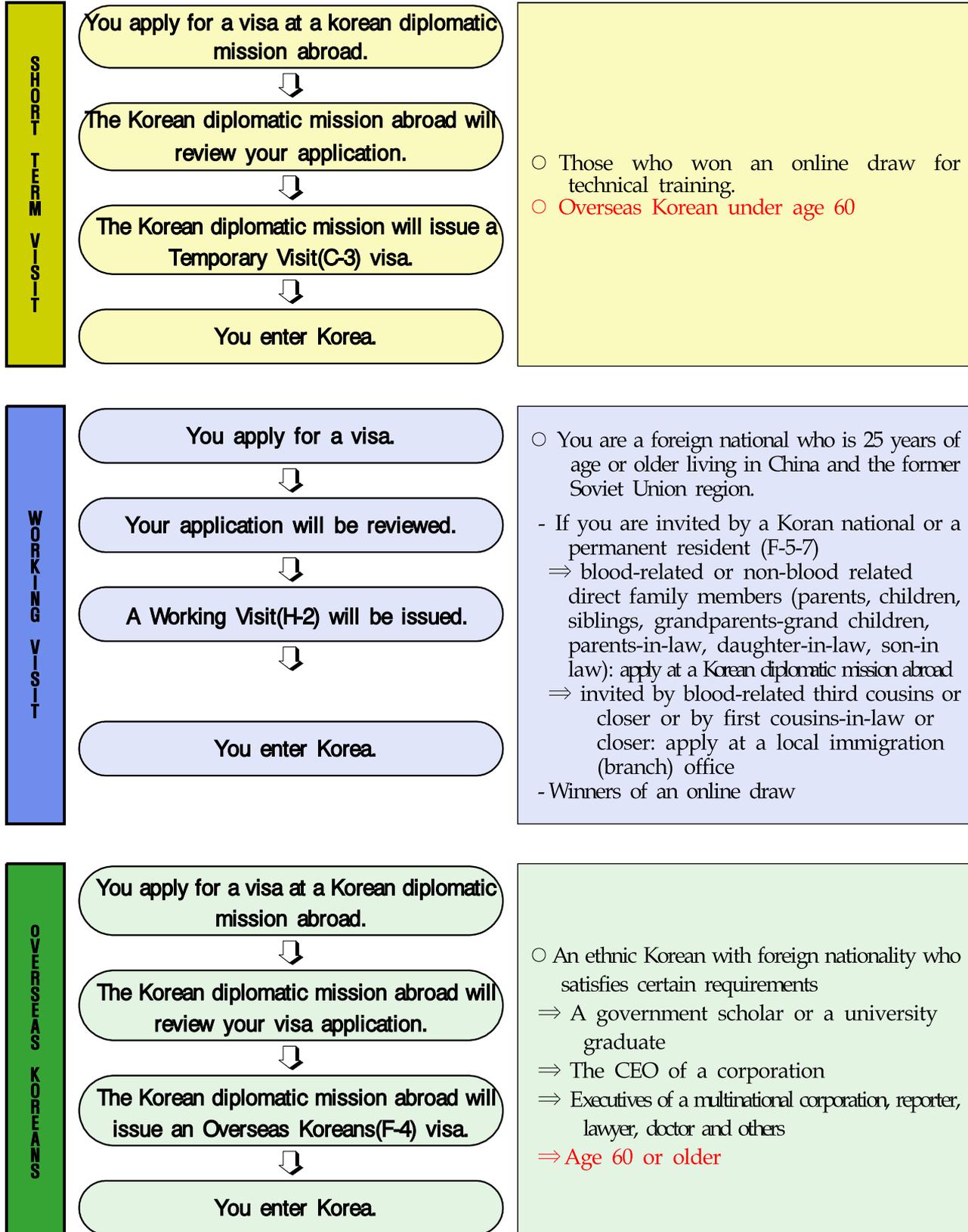
### 4. Technical Training for Overseas Koreans

- Those who applied for technical training will enter Korea through an online draw at the HiKorea website, and those who win the draw will be given opportunities to take technical training without any charge.
- The opportunities are given to only those who want to take technical training for 'jobs in Manufacturing, Agriculture, and Fishery' which are designated by the *Overseas Koreans Vocational Education Support Group*, at a private technical training academy.

## II

## Detailed Procedure for Each Policy

### 1. Entry Procedure Flow Chart for Overseas Koreans



## 2. Detailed Procedure for the Working Holiday Visit Policy

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**Detailed procedures for the issuance of working visit visa and the immigration control for Korean-Chinese are as follows.**

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### A. Eligible Applicants for H-2 Work and Visit visas

Overseas Koreans who have lived in China or the former Soviet regions and who are 25 years of age or older are eligible to apply for the H-2 visas.

- You were born as a Korean national and, are added to one's family register or a linear descendent of the person on the family register.
- You are invited by a third cousin or closer on your father's side OR a first cousin or closer on your mother's side, who is a Korean national having a residential address in Korea or who has an F-5 Permanent Resident visa.
- You are a person of distinguished services to the state or the family of the deceased of distinguished services to the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」, OR, you are a person of distinguished services to the state or the family of the person of distinguished services to the state including the family of the deceased ones in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」.
- You have made a special service to the Republic of Korea, or have contributed greatly to increasing national interests of the Republic of Korea.
- You are a father·mother or a spouse of a person on D-2 Student visa holder who has studied for at least one semester.
- You have voluntarily left the Republic of Korea in accordance with criteria and procedures designated by the Minister of Justice, to maintain public order among foreigners staying in Korea.
- You do not meet any of the conditions listed above and have won the online draw which is announced by the Minister of Justice.

**B. Procedure for the Issuance of H-2 Work and Visit visa**

- ◆ In regards with inviting relatives while you are on the H-2 Work and Visit visa, you can invite your grandparents and siblings at a diplomatic mission abroad. On the other hand, you can invite an uncle(s)/aunt(s)/third cousin(s) or closer on your father’s side as well as an uncle(s)/aunt(s)/**first** cousin(s) or closer on your mother’s side at a local immigration (branch) office.
- ◆ You have to make a reservation first on the Hi-Korea website (a.k.a Electronic Government for Foreigners) in order to apply for your H-2 Work and Visit visa. Detailed procedures for application are as follows.

Eligible applicants and required documentation for visa applications at a diplomatic mission abroad are as follows.

Eligible Applicant	Required Documentation
<ul style="list-style-type: none"> <li>○ You were born as a Korean national and are currently added to the family register · closing register, or withdrawals register</li> </ul>	<ul style="list-style-type: none"> <li>• Any certificates or documents proving your family relations</li> </ul>
<ul style="list-style-type: none"> <li>○ You are either a parent or a sibling of the inviter who is a Korean national.</li> </ul>	<ul style="list-style-type: none"> <li>• If your relation with relatives can be verified by family register, then you just need to submit any certificates or documents regarding your family relations. (ex. Family Registration Certificate, Basic Certificate, Marriage Certificate)</li> <li>• If your relation with relatives cannot be verified by domestic family relations, then you need to submit a birth certificate or a family register and a copy of resident register, personal statement written by your inviter regarding the relation with you and personal reference, and a confirmation of family register with the invitee.</li> </ul>

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<p>○ You are either a parent or a sibling of the inviter who is on a F-5-7 visa.</p>	<ul style="list-style-type: none"> <li>• You need a birth certificate or a family register and resident register, a copy of alien registration and personal statement regarding your relation with the inviter and personal reference, and a confirmation of the invitee as a relative.</li> </ul>
<p>○ You have made a special service to the republic of Korea or contributed to the national interests of the Republic of Korea</p>	<ul style="list-style-type: none"> <li>• You need any orders · medals or awards given by a cabinet member (the head of each ministry), you need official documents proving that you are Overseas Koreans from a legitimate organization of your country.</li> </ul>
<p>○ You are a person of distinguished services to the state or the bereaved family of a person of distinguished services to the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the State」. You are the family of a person of distinguished services to the independent movement of the state or the bereaved family of a person of distinguished services to the independent movement of the state in accordance with Article 4 of the 「Act on the Honorable Treatment and Support of Persons etc. of Distinguished Services to the Independent Movement of the State」 .</p>	<ul style="list-style-type: none"> <li>• You need a card for a person of distinguished services to the state or a person of distinguished services to the independent movement of the state. Or you need an official document that you are the family of such a person.</li> </ul>
<p>○ You have voluntarily left the Republic of Korea according to the criteria and procedures designated by the Minister of Justice for the maintenance of public order among foreigners staying in Korea. Also, 6 months have passed from the date of your complete departure, and you are under age 60 .</p> <p>- However, if you have been employed in regional manufacturing areas outside of Seoul for at least 1 year, you can apply after 2 months from the date of departure.</p>	<ul style="list-style-type: none"> <li>• You need any official documents proving that you are a Korean descent, which are issued by a legitimate institution of your country.</li> </ul>

<ul style="list-style-type: none"> <li>- If you have been employed in farming and fishery for at least a year, you can apply after 2 months from the date of departure.</li> <li>- If you have been employed as a baby sitter (nanny) for at least one year, you can apply after one month from the date of departure.</li> </ul>	
<ul style="list-style-type: none"> <li>○ You have applied for the working visit visa (H-2) as designated by the Minister of Justice and have won the online draw.</li> </ul>	<ul style="list-style-type: none"> <li>• You need any official documents proving that you are a Korean descent, which are issued by a legitimate institution of your country.</li> <li>• A receipt of your early application or a print-out of your draw results.</li> </ul>
<ul style="list-style-type: none"> <li>○ You are applying for a visa by submitting a visa issuance confirmation for the Working Visit visa (H-2).</li> </ul>	<ul style="list-style-type: none"> <li>• You need the number of a confirmation of Working Visit Visa Issuance.</li> </ul>

Eligible applicants and required documentation for visa applications at a local immigration (branch) office are as follows.

<b>Eligible Applicants</b>	<b>Required Documentation</b>
<ul style="list-style-type: none"> <li>○ You are invited by a Korean national who has a valid residential address in Korea, and who is at least third cousin or closer from paternity side, or first cousin or closer from maternity side.</li> </ul> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>• If your relation with relatives can be verified by family register, then you just need to submit any certificates or documents regarding your family relations. (ex. Family Registration Certificate, Basic Certificate, Marriage Certificate)</li> <li>• If your relation with relatives cannot be verified by domestic family relations, then you need to submit a birth certificate or a family register and a copy of resident register, personal statement written by your inviter regarding the relation with you and personal reference, and a confirmation of family register of the invitee.</li> </ul>

<p>○ You are invited by a permanent resident visa holder who is either your third cousin or closer from the paternity side or your first cousin or closer from the maternity side.</p>	<p>• Birth Certificate or an original(duplicate) copy of family register, resident register, a copy of alien registration card, personal reference and a personal statement indicating the family relation with the inviter, a confirmation of family relation of the invitee</p>
<p>○ You have made a special service to the Republic of Korea or contributed greatly to the national interests of the Republic of Korea.</p>	<p>• Orders · Medals or Awards conferred by the head of each ministry or official documents proving that you are Overseas Korean from your country</p>
<p>○ You are a father · mother or a spouse of an inviter who is studying in Korea on the Study Abroad (D-2) visa (someone who has registered for at least 2 semesters).</p> <p>※ In order to prevent fake international stethe CGPA of int. students must be average B o r higher. ???</p>	<p>• Transcript and proof of current enrollment, any certificates proving the family relations with the person studying in Korea, or official documents proving that the invitee is an overseas Korean from his/her country.</p>

※ A parent · spouse of an international student will be exclude from the H-2 reservation list.

You have to submit the criminal records issued from foreign countries.

○ If you are an overseas Korean who wants to enter Korea on the working visit visa in accordance with the Enforcement decree of the Immigration Control Act (including an industrial trainee on a short-term general visa(C-3-1))

- However, if you can be identified as one of the people below, you can skip submitting your criminal record check.

- You are a person of distinguished services to the state or a person of distinguished services to the independence movement of the state or a family member of such a person or an overseas Korean who has contributed greatly to the national interests of the Republic of Korea in accordance with the Enforcement decree of the Immigration Control Act.

- You are 60 years old or older, or you left Korea because your Working Visit visa expired.

○ If you are applying for a visa from diplomatic mission abroad, you need to submit the criminal records.

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### **【Criminal Records Must Consist of Following Documents】**

- 1) A criminal record must include all records of one's criminal history in his/her country.
  - However, if the country has a poor police record system, then he/she can replace the document by a certificate issued by an administration organization of local security and public order.
- 2) The record/certificate should have been issued within 3 months of the visa application date.

#### **□ Health Check-up Results**

- You are an overseas Korean with a foreign nationality who wants to enter Korea on a Work and Visit (H-2) visa in accordance with the Enforcement Decree of the Immigration Act (including an industrial trainee on a short-term general (C-3-1) visa).
  - However, you can skip the health check-up if you meet any of the following below.
    - You are a person of distinguished services to the state or a person of distinguished services to the independence movement of the state or a family member of such a person or an overseas Korean who has made a special service to Korea and who has contributed greatly to the national interests of Korea.

#### **○ Confirmation Documents**

- If you are applying from a diplomatic mission abroad, you need to submit a health check-up confirmation written by yourself. <Please see the enclosed document 6>
- In this confirmation, you need to write about your medical facts such as whether you have been infected by Tuberculosis · Hepatitis B · Syphilis and others and whether you have experimented with drugs or whether you have treated mental illness or not.

#### **C. Immigration Control Procedure for an H-2 Work and Visit visa**

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**An immigration procedure for an overseas Korean who has come to Korea on a working visit visa is as follows.**

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**You have to register yourself as an alien first.**

- Overseas Koreans who have entered Korea on an H-2 Work and Visit visa must register themselves as aliens at a local immigration (branch) office with the following documents below within 90 days of the entry date.
  - ⇒ Passport, 2 Color Photographs, Alien Registration Application, Fee
  - ⇒ Parents of an International Student : in addition to the document above, a proof of enrolment and a copy of alien registration of the person on a D-2 Student visa are needed.

○ **Health Check-up Confirmation Results**

Health Check-up results filled in the <enclosed form no.7> issued by a designated hospital of the Ministry of Justice must be submitted by the H-2 visa holder.

※ Health check-up, which a work visit applicant had to take as a mandatory requirement before during his/her vocational training, can be skipped.

**【 Required Information that Health Check-up Must Consist Of】**

- 1) The diagnosis categories designated by the Ministry of Justice must be included.  
<Enclosed document 7>
  - Tuberculosis, Mental Illness, Hepatitis, Syphilis, Drug(Philoapon, Cocaine, Opium, Marijuana) Test are required.
- 2) The diagnosis must be issued within 3 months of each registration or application date.

**The range of employment activities that a person on a working visit visa can engage into is as follows.**

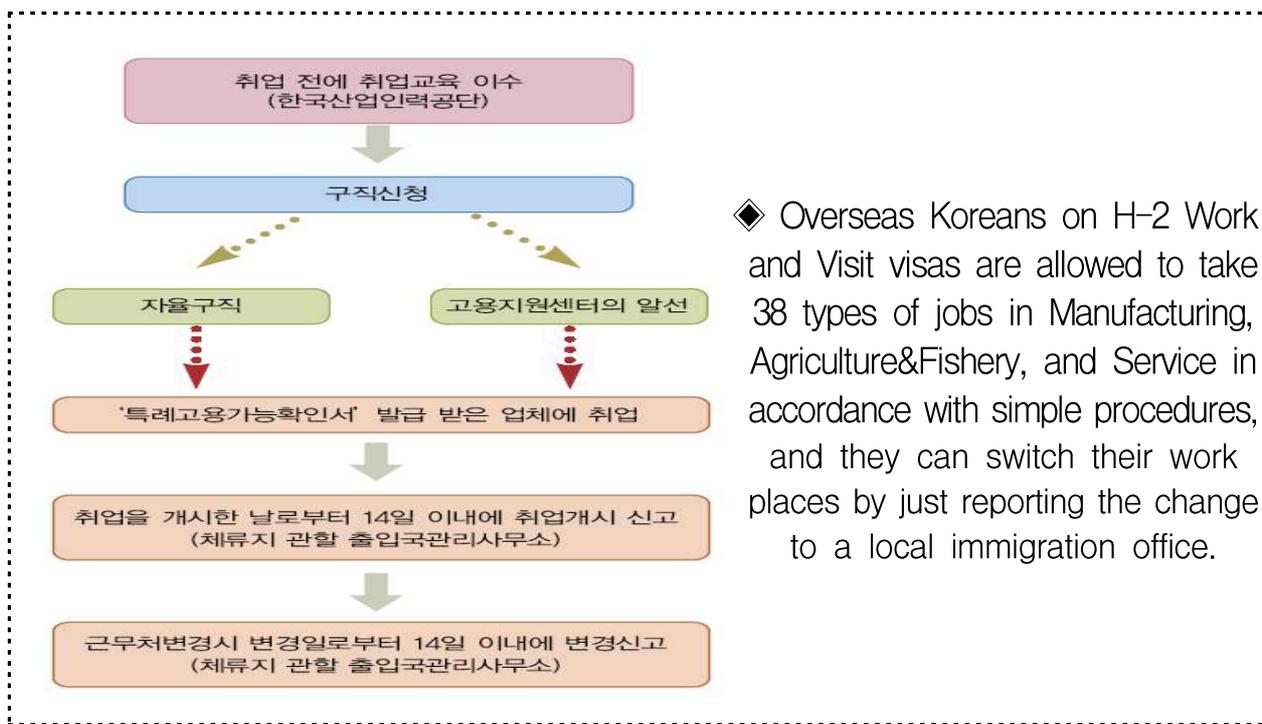
- If you want to see allowable jobs you can get, please see the enclosed form #1
  - \* In terms of construction works, only those who have obtained a 'confirmation of construction employment' can get a job in this field.
- Employment procedure for acceptable job categories is as follows.
  - You enter Korea on an H-2 visa, and then get a job through job centers after applying for vocational training and job hunting. Also, you can just find a job on your own.

\* Employment Seeking Application is submitted at the Human Resources Development Services of Korea during the vocational training.

○ Overseas Korean Employment Procedure for Users is as follows.

- If a user fails to find an appropriate candidate for a particular job after 14 days of the job advertisement, he/she can apply for a “Confirmation of Potential for Special Hiring” issued by the Employment Support Center of the Ministry of Employment and Labor
- The user is allowed to hire an overseas Korean candidate among those on the Foreign Workers List of the Employment Support Center as long as he/she does not exceed the number of employees he/she can hire as indicated on a confirmation of potential for special hiring.

<Diagram 1. Employment Procedure for Overseas Koreans>



◆ Overseas Koreans on H-2 Work and Visit visas are allowed to take 38 types of jobs in Manufacturing, Agriculture&Fishery, and Service in accordance with simple procedures, and they can switch their work places by just reporting the change to a local immigration office.

□ Overseas Koreans shall report on the start of his/her employment and a change in work places.

○ Eligible Applicants

- You are a H-2 visa holder and have gotten a job for the first time in areas allowed by your visa.
- You are a H-2 visa holder and have changed your work place after you have gotten the job for the first time.

○ Period of Report

- This is your first time getting a job ⇒ You have to report within 14 days of your employment start date.
- You have changed the work place ⇒ You have to report within 14 days of changes in the work place.

○ How to Report

- You have to make a reservation in advance or report on the internet or via fax, or hire a representative.

- Online Report : **【Hi-korea】** > Online Petition > Choose your petition headline **【H-2 visa Employment Start Report or Report on change in your work place】** and enter required information.

⇒ Enter mandatory fields online

※ Considering convenience of access to the internet and preventing chaotic situation at the counter, an acquaintance can apply on the internet on behalf of the applicant.

- Report via fax : You have to fill out the employee declaration form for overseas Koreans, and fax it to the head of an immigration office. (☎ without the local number, call 1577-1346)

⇒ Work Visit Overseas Korean Employment Start Report and a copy of alien registration

- Report via representatives : You can apply through a representative registered at a local immigration (branch) office.

○ Required Documentation

- a copy of confirmation of potential for special hiring, a copy of standard labor contract, a copy of business registration

- Those who have violated the responsibility to report will be punished as follows.
  - You will be charged with 10,000,000 won or less in accordance with Article 2 of the Immigration Control Act

You want to get a permission to change your status to working visit visa.

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**◆ Following applicants can apply for a change in visa status to Working Visit (H-2) at a local immigration office, by a reservation or through an agency.**

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○ The details are as follows.

- You are eligible to apply if you were staying in Korea on a working visit visa initially but had to switch your status to miscellaneous(G-1) due to circumstances beyond your control such as industrial accidents or illness while your original date of entry has not exceeded the period of 4 years and 10 months.
- You are eligible to apply if you have been on a Family Visitation(F-1) visa for at least 3 months after applying for the acquisition of nationality.

However, those whose Working Visit visas are about to expire, those who switched to a miscellaneous visa (G-1) after filing a lawsuit for acquisition of nationality or those who have requested to stay in Korea after divorcing their Korean partners are not applicable to this case.

- You are eligible to apply if you legally entered Korea before April 1st, 2004, but stayed illegally and switched to G-1 status after applying for Korean nationality. 【including those who enter Korea before the Establishment of Korea · China Diplomatic Relation('92.8.24)】
- You are an overseas Korean who has completed the technical training program ( ⇒ a recommendation letter from the Overseas Koreans Vocational Education Support Group)
- You have switched your status to Family Visitor (F-1) visa upon the completion of technical training and have reached 25 years of age.
- You are legally staying in Korea as an overseas Korean who has contributed to the national interests of the country and whose need to stay is recognized as humanitarian reasons by the head of a local immigration (branch) office.

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- You need to submit following documents.
  - Application, passport, documents proving that you are an overseas Korean, explanatory materials for your job type, a confirmation of extension of period of employment if you wish to stay more than 3 years. (issued by the Ministry of Employment and Labor), fee: ₩50,000
- In principle, the permitted period for your employment will be maximum 3 years from the date you received the permission for change in your status. However, if the employer has received a confirmation for extension of period of your employment from the Ministry of Employment and Labor before your permitted period expires, then you will be given additional 1 year and 10 months for your extension of period of sojourn. (if rehired)

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If you continue to stay in Korea, you have to get a permission for extension of sojourn period.

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◆ If you are the H-2 Work and Visit visa holder, then you have to visit a local immigration (branch) office in person at least 2 months before the expiry date of your current visa, or you have to make a reservation or hire an agent in order to apply for extension of sojourn period.

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- If this is your first time to enter Korea on an H-2 visa, you will receive 3 years as your sojourn period.
  - However, if you have obtained a confirmation of extension of employment period from the Ministry of Employment and Labor, then your sojourn period will be given maximum 4 years and 10 months from the original date of entry.
- If you have re-entered Korea on a working visit visa(re-entry after a complete exit), then your sojourn period will be given within the expiry date of your visa.
- If you are a parent · spouse of the inviter(international student), then your sojourn period will not be any longer than the sojourn period of your inviter. - If the international student has switched to overseas Korean (F-4) status, then his/her parent(s) or spouse will be given a permission for extension of period sojourn as the H-2 visa holder until the student's enrollment is over. (requires a Proof of Enrollment)
- You have to submit following documents.
  - Application, Passport, Alien Registration, if you want to stay in Korea for more than 3 years, then a confirmation of extension of employment period (issued by the Ministry of Employment and Labor), Fee ₩60,000
- You can apply for extension in person, by reservation, by a representative or through the internet.
  - Online Application : **【Hi-korea】** > Online Civil Petition > Choose the appropriate headlines of your petition: **【Extension of Sojourn Period of an Alien】** and fill out the required fields on the form.
  - Request for Representatives : You hire a representative listed on the Korean Immigration Service Website.

3. Detailed Procedure for Granting Overseas Korean (F-4) status

**◆ If a Korean-Chinese wants to enter Korea under Overseas Korean status, detailed Procedures for visa issuance and immigration control are as follows.**

**A. Eligible Applicants for an Overseas Korean (F-4) Visa**

- You used to be a Korean national, but you lost your citizenship after acquiring a foreign nationality.
- Either of your parents/grand parents was a Korean national and acquired a foreign nationality.

**B. Procedure for Overseas Korean (F-4) visa issuance**

- Required documents for an Overseas Koreans visa application are as follows.
  - If those identified by the standard below are unable to submit certificates of their family relations, then they can submit a population register, resident register, or birth certificate to prove that they are indeed Overseas Koreans.
- Additional Documents for Specific Visa Codes for Overseas Koreans Visas are as follows.

Eligible Applicants	Supplementary Documents
① You have stayed in Korea for at least 6 months on Cultural Arts(D-1), Journalism(D-5) Trade Management(D-9), Professorship(E-1), and Non-professional Employment(E-7) visas.	<ul style="list-style-type: none"> <li>• No supplementary documents are required.</li> </ul>
② You have a bachelor's degree in engineering from a Korean university, a graduate of university in outside of Korea or a student invited by the government including the National Institute for International Education.	<ul style="list-style-type: none"> <li>• Proof of enrollment or a diploma</li> <li>• Any documents proving that you are a student invited by the government.</li> </ul>

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<p>③ You are a permanent resident of any OECD country.</p>	<ul style="list-style-type: none"> <li>• You need a document issued by a respective organization to prove that you are a permanent resident of the respective country.</li> </ul>
<p>④ The CEO and Executives and Management Staff</p> <ul style="list-style-type: none"> <li>- Only 2 people among executives and management staff in a corporation can be given overseas Koreans status.</li> </ul> <p>※ Granting Overseas Koreans status to the CEO, executives or employees of a corporation is limited to the companies that have been established for at least one year. Also, only those executives who have been employed for at least 6 months or management staff who have been employed for at least a year will be given Overseas Koreans status.</p>	<ul style="list-style-type: none"> <li>• If you are the CEO or a corporate executive, <ul style="list-style-type: none"> <li>- you need to submit official documents equivalent to a business registration of your company issued by your country, proof of employment and an oath to non-employment.</li> </ul> </li> <li>• If you are an employee of a corporation, <ul style="list-style-type: none"> <li>- A copy of domestic residential address card for the CEO of the company or a copy of Overseas Koreans (F-4) visa issuance details, a business registration of your company, a proof of employment, a personal reference from the CEO of a corporation and an oath to non-employment</li> </ul> </li> </ul> <p>※ In case the CEO is not receiving the Overseas Koreans visa, then Overseas Koreans visas will be issued to employees who have applied with their CEO.</p>
<p>⑤ A business owned by an individual whose sales was worth more than \$100,000 in the previous year. (The CEO of personal business)</p> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>• Certificates equivalent to business registrations such as sales results, operation weaving and etc.</li> </ul>

<p>⑥ Executives of multinational corporations, Executives of media companies or Journalists, Lawyers, Accountants, Doctors, First level Recognized by the government of the respective country (equivalent to a university professor) ▪ Second level(equivalent to an associate professor of a university) Artists, Industrial R&amp;D Researcher, Agriculture Technician at the Intermediate level, Advanced Technician of a ship or a flight (private airline)</p>	<ul style="list-style-type: none"> <li>• Proof of enrollment and a copy of business registration of your affiliated association or other certificates for jobs</li> <li>• if you are an Agriculture technician, an inter-mediate level of certificate in professional skill is required. If you are an advanced technician for a ship or a flight (private airline), then you need relevant certifications to prove your qualifications.</li> </ul>
<p>⑦ The President or the Vice President of an overseas Korean support group recognized by the host country, or of a cultural · artistic Associations.</p> <p>- For a single groups, maximum number of employees and members eligible to overseas Koreans visas is 10.</p> <p>※ Overseas Koreans support groups refer to government-registered overseas Korean associations, including the regional Korean-Chinese Business Owner Association, the World’s Korean Trade Association, Yeonbyeon Korean-Chinese Self-Governing Province Artist Association, Yeonbyeon Korean-Chinese Traditional Culinary Association, Beijing Korean Culture and Economy Research Association, and others.</p> <p>- For domestic overseas Korean support groups, two employees are allowed per each group.</p> <p>※ For employees, the visa issuance is limited to those who have been employed for at least 1 year at international overseas Koreans groups. (excluding domestic overseas Koreans support groups)</p>	<ul style="list-style-type: none"> <li>• Proof of Registration and proof of employment of your association</li> </ul> <p>&lt;Employees or Members of International Overseas Koreans Support Group&gt;</p> <ul style="list-style-type: none"> <li>- Business registration, Current Statistics of an Association, recommendation from Overseas Koreans Groups, Proof of Employment, Oath of Non-Employment</li> </ul> <p>&lt;Employees of Domestic Overseas Koreans Support Groups&gt;</p> <ul style="list-style-type: none"> <li>- Business Registration of the associations, recommendation letter from the chair of the Overseas Koreans associations, Proof of Employment, An Oath of unemployment</li> </ul>

<p>⑧ Former · Current Member of the National Assembly, Civil Servant with at least 5 years of public service experiences and a worker at a public company.</p>	<ul style="list-style-type: none"> <li>• Proof of employment</li> </ul>
<p>⑨ Professor (including an associate professor and a lecturer), teacher at middle · high school or elementary school</p>	<ul style="list-style-type: none"> <li>• Proof of employment, Appointment Letter from the host country or Lecturers Certificates for middle and high schools, Certificate of Teacher</li> </ul>
<p>⑩ Someone who wants to open and run a new business in Korea  (Your visa status is irrelevant at the time of your application.)</p>	<ul style="list-style-type: none"> <li>• Documents proving that he/she has invested ₩100,000,000 or more into Korea</li> <li>Ex) Investment Corporation Business Registration Application, Wire Transfer Receipt, Foreign Exchanges Receipt Certificate of exchange rates and usages, a business venue lease contract and statement of deposit remittance</li> <li>※ If your assets / profits are formed in Korea, then you do not have to submit the investment corporation business registration application</li> </ul>
<p>⑪ You are on a working visit visa, and you have worked at the same place for at least 2 years, in industries such as baby sitting, agriculture, livestock, fishery, local manufacturing, and etc (please refer to p.45)(F-4-24)</p>	<ul style="list-style-type: none"> <li>• Any documents that can prove your place of employments as well as employment relations for the past 2 years (ex. employment Income receipt), copy of business registration, copy of training certificate (for baby sitters only)</li> </ul>
<p>⑫ Overseas Korean under age 60 (F-4-25) ※ Not including pure tourism</p>	<ul style="list-style-type: none"> <li>• Eligibility will be checked by an overseas Korean document proof</li> </ul>
<p>⑬ Those who came to Korea before the Korea-China relationship was established, who obtained a special sojourn permit and visa, and who is currently staying as a Working Visiter (F-4-26)</p>	<ul style="list-style-type: none"> <li>• Eligibility will be checked through the immigration information system</li> </ul>
<p>⑭ Those who acquired national skill licenses (technician or above) accredited by the Korean government (NOT including skills related to construction or for Metal Joinery or those who acquired the license before 2013) (F-4-27)</p>	<ul style="list-style-type: none"> <li>• Please submit the original copy for the copy of license</li> </ul>

※ Among those listed above, F-4 Overseas Korean status will be granted to only **graduates of a Korean university, registered alien (including past registrations), frequent travellers to Korea, and employees of domestic Overseas Koreans Support Groups, whose submitted documents can be either issued in Korea or verified by the immigration information system. These people are allowed to change their status in Korea, but visas of others must be issued at a diplomatic mission abroad.**

※ ① **Baby Sitter Requirements**

- Detailed Standards for Granting Sojourn Privileges to Those Who Have Completed Baby Sitter Training

○ Eligible Applicants: H-2 Work and Visit

○ Duration of Continuous Employment: After the completion of training, the applicant must work for the same employer for at least two consecutive years as a baby sitter.

※ (Calculation) Date of Work Commencement Declaration and Date of Employment Commencement Declaration (continuous employment), Employment Insurance or Salary Bankbook Account Balance History

○ Place of Employment: After the declaration of employment commencement, you can work for any household that has a child under age 10.

○ Privilege: F-4 Overseas Korean status will be granted

※ If the applicant meets requirements, such as employment commencement report before the training completion and continuous employment place, the prior work experiences will be included in the duration of continuous employment.

○ A multiple entry visa which is valid for 5 years and which the sojourn period lasts for 2 years will be issued.

**A treatment of family members of someone on Overseas Korean (F-4) visas is as follows.**

○ A spouse or an underage child of someone who has obtained Overseas Koreans visas will be granted Family Visitor (F-1) visas regardless of them being overseas Koreans.

※ **Please note that only those whose family relations can be clearly verified by an official birth certificate or a family registration from their countries can enjoy such privileges mentioned above.**

○ Those who have been given F-4 Overseas Korean status must submit a local domestic residential address report, a copy of visa issuance details (including a copy of passport), and an oath to non-employment, to prove that they are eligible overseas Koreans.

**Following applicants will not be able to obtain Overseas Korean(F-4) visa status.**

○ You are ineligible to apply if you have violated the immigration control act in the past 3 years and have been charged with fines worth of ₩2,000,000 or more OR have been ordered a deportation.

○ You have been sentenced to jail in the past 5 years.

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C. Procedure for Overseas Koreans Immigration Control

- ◆ Overseas Koreans who have entered Korea with the Overseas Korean (F-4) visa should report their resident addresses to a local immigration (branch) office.
- ◆ Immigration Control Procedures for those entered Korea on Overseas Koreans visas are as follows.

Those listed below are eligible to switch their status to an Overseas Korean.

○ Eligible applicants and required documentation

Eligible Applicants	Required Documentation
<p>1. You stayed in Korea for 30 days or less within the past 2 years with a single-entry visa (C-3~C-4) or an H-2 work and visit visa, and you have entered Korea for at least 10 times. Also, you stayed in a foreign country for at least 150 days every year in the past 3 years after you entered Korea on the H-2 visa.</p> <p>☞ However, if you meet these conditions within the 1 year period, then you are not eligible under this category.</p>	<ul style="list-style-type: none"> <li>• An oath to non-employment</li> </ul>
<p>2. You have contributed to national interests of Korea while holding a working visit visa as below.</p> <p>㉞ Someone working for at least 2 years at regional business places of Agriculture · Fisheries(including farming fishes) · Manufacturing</p> <p>*'Regions' refer to areas outside of Seoul, Incheon, and parts of Kyung-gi province (a town · city of population</p>	<ul style="list-style-type: none"> <li>• Any documents proving your employment relations with your employer for the past 2 years (receipt for earned income tax withholding), a copy of business registration</li> <li>※ The Ministry of Justice will examine whether the change in work place of</li> </ul>

<p>200,000)</p> <p>※ Areas in the Kyung-gi province that are considered "region" (a town · city of population 200,000 or below): Yangju, Pochun, Dong-du cheon, Guri, Osan, Gwacheon, Euwang, Hanam, Ansong, Icheon, Yeojum Yeonchun, Gapyung, Yang Pyung</p> <p>※ If you have altered your work place at your employer's faults, for example, the employer closed down the business, etc, your duration of work in the previous work place will be considered parts of the total employment duration. (if you have changed an employment field, then this will not be considered valid)</p> <p>※ 'Those who reported employment start report before July 31st, 2011 will be administered by the previous guideline</p> <p>④ You are 60 years of age or older</p>	<p>the applicant was due to the close down of business by employer through the employment start report forwarded from the Ministry of Employment and Labor.</p> <p>※ Please note that a caretaker or a household assistant has not been admitted since August 1st, 2011.</p> <p>• Documents proving that you are overseas Korean</p>
<p>3. You have entered Korea before the establishment of the Korea · China diplomatic relation with a special visa and you are currently staying in Korea with a working visit visa.</p>	<p>• Documents proving that you are overseas Korean</p>
<p>4. You have obtained a National Certified Technician License (higher than the technician's license - but the construction field is not included)</p>	<p>• A copy of your certificate (you need to submit an original copy as well, see enclosed form number 4)</p>

※ Those who have obtained Overseas Koreans visas through the streams 1-4 above are not allowed to invite their spouse or underage children by a family visitor (F-1) visa.

- You will be given maximum 3 years for the permitted period of change of visa status, from the date of change.
- An Overseas Koreans(F-4) visa holder needs to get a permission for extension of sojourn period if he/she wants to stay in Korea longer.
  - By principle, the maximum length of stay is 3 years.
  - Please note that if you have violated koran laws in the past, you will not be able to get a permission to extend your sojourn period in Korea.
  - Following documents need to be submitted for applying for extension of your sojourn period.
    - Application and fee (₩60,000 with stamp)
    - ※ If you are caught being engaged in the simple labor service, then you will be prohibited from receiving a permission for extension of sojourn period, and you will be ordered to leave the country.
- The range of employment activities of Overseas Korean (F-4) visas holders is as follows.
  - The Overseas Koreans(F-4) visa holder is not allowed to get a job in the following conditions.
    - You are engaged in a simple labor service (Please see the enclosed form number 2)
    - You are engaged in activities against virtuous public customs and order such as speculation
    - Other cases involved with subjective judgments when your activities are considered somethings against collective interests or domestic public order on employment, which the necessity of limiting applicants is recognized by the Ministry of Justice.
  - Excluding the circumstances mentioned above, everyone has an equal chance of getting a job and being engaged into employment activities.
    - ※ However, even if your employment activities are allowed by principle, if Koreans Laws require particular qualifications or a set of skills to get a particular position, then you have to possess those qualities to work.

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4. A Detailed Procedure for granting a Resident(F-2) visa for Overseas Koreans with foreign nationalities.

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◆ **The government of the Republic of Korea issues a Resident (F-2) visa to Overseas Koreans, which gives them freedom to get a job and stay in Korea.**

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A. Basic requirements for getting a Resident (F-2) visa are as follows.

- You are an adult under the Korean Civil Law
- You or your family member have financial ability to support yourself.
- You have basic knowledges and qualities to keep staying in Korea.
- You are a person of good conduct.

B. Following applicants specified below are not eligible to obtain a Resident (F-2) visa.

- You have violated the Korean immigration law in the past 3 years from the application date and have been charged with the fine worth of ₩2,000,000 or was ordered to leave the country.
- You come under any of the subsections of Article 54 of the presidential decree of the Immigration Control Act, and you have been charged with the fine worth of ₩2,000,000 in the past 5 years or was sentenced to imprisonment or higher punishment.
- You have been imprisoned due to your violation of the Immigration Control Act or any other Korean Laws in the past 5 years from the application date.
- You are considered a threat against national security, public order, social welfare, and interests of the Republic of Korea.

C. Eligible applicants and required documents to obtain a Resident (F-5) visa as an overseas Korean are as follows.

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□ **All applicants are required to submit confirmation of Criminal Record (Common Application)**

○ If you want to switch your status to a resident in accordance with the presidential decree of the Immigration Control Law, you need to submit a criminal record.

- However, anyone who comes under conditions below can skip submitting the document.

- Among occupations included the special table, in accordance with the Presidential Decree of the Immigration Control Act, foreign investors (invested US\$500,000 or more), Ph.D Degree holder, Talents in specific fields, Special Contributor, and etc.

- You are under age 14 (under the Criminal Law) from the date of application submitted

- You are an underage person who has lived in Korea continuously for at least 5 years.

- A second generation of Chinese-Korean who was born in Korea and has been living here ever since.

- A person who has submitted a criminal record in the past for his/her initial visa application and who has been staying in Korea ever since then.

\* However, if you have stayed in a foreign country for 6 months or more, then you will NOT be considered 'someone who has continuously stayed in Korea'. Therefore, you will have to submit a criminal record from the country that you were staying in that particular period.

○ Submitting the criminal record at the time of a Permanent Resident (F-5) visa

※ If an applicant comes from a signatory state to the Apostille Convention, he/she needs to receive the apostille confirmation from his/her government or a confirmation from a consul of his/her respective country residing in Korea on his/her criminal record. If an applicant does not come from a signatory state to the Apostille Convention, then he/she needs to get a confirmation from a consul of his/her respective country residing in Korea.

**【 Requirements of Criminal Records 】**

1) The document must include all criminal records nationwide.

- Nevertheless, if the criminal record system is inadequate in the respective country the applicant comes from, then he/she can just submit a certificate issued by a local administrative body.

2) The certificate must have been issued within 3 months of the visa issuance application date.

- If you are an F-4 Overseas Korean visa holder who has maintained a valid residential address in Korea for at least 2 years and who meets any of the conditions below, you are eligible to apply.

Eligible Applicants	Required Documentation
<ul style="list-style-type: none"> <li>○ Someone whose income in the previous year was two times bigger than the Gross National Income per capita in Korea announced by the Bank of Korea.</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt for earned income tax withholding or Certificate of Income Amount</li> </ul>
<ul style="list-style-type: none"> <li>○ Someone who is 60 years old or older receiving a pension from a foreign country and the total amount of pension is bigger than the National Income per capita in Korea announced by the Bank of Korea.</li> </ul>	<ul style="list-style-type: none"> <li>• Pension Certificate (Duplicate copy) and a bankbook to which pension is deposited</li> </ul>
<ul style="list-style-type: none"> <li>○ A person who paid 500,000 won for general property tax in the previous year or a person who does not have a record of general property tax but who has the lease deposit or property worth of 500,000 won or more under his/her name or name of his/her family member.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Tax Payment or a Lease Contract (Jeonsae contract), or a certificate of bank balance</li> </ul>
<ul style="list-style-type: none"> <li>○ A person whose total amount of trading with a Korean company is worth 2 billion won or more.</li> </ul>	<ul style="list-style-type: none"> <li>• A proof of employment, a certified copy of the register or a copy of business registration, Import and Export Performance Record (Bill of landing, Invoice, and etc), Certificate of Annual Tax Payment</li> </ul>
<ul style="list-style-type: none"> <li>○ A person who has invested US\$500,000 or more</li> </ul> <p><a href="#">▶ CONTENTS</a></p>	<ul style="list-style-type: none"> <li>• A copy of business registration or a certified copy of the register, commercial and real estate lease contract, and a</li> </ul>

	certificate of foreigner investment registration, a certificate of foreigner invested corporation
○ A chairman/representative/president of an Overseas Koreans group recognized by the government of the respective country (including those who have actively engaged into the overseas Koreans group for the past 3 years) or the CEO of a corporation recommended by the head of a diplomatic mission abroad.	• A recommendation letter from the head of a diplomatic mission abroad

You meet all the conditions below as a H-2 visa holder

- You have continuously worked in the same place for at least 4 years in manufacturing, agriculture, or fishery industries.
  - ※ If you have changed your visa status from Working Visit to Overseas Korean, you will be given at least 3 years from the date of change, as the permitted period of stay. Those who have changed their visa status after August 1st, 2011, after declaring the commencement of employment, you will be given at least 2 years from the date of change, as the permitted period of stay.
  - ※ If you have changed your work place due to wage delays, close-down of the businesses and other inevitable circumstances, you will be recognized as 'being continuously employed'.
- You or your family member in the same household has a financial ability such as owning property/assets worth of 30,000,000 won
- You have obtained a skill · technician license through an examination designated by enclosed document number 3 and held by the Human Resource Development Service Korea, or you have earned annual income worth more than Gross National Income per capita in Korea from the previous year.

\* Skill · Technician licence refers to a license defined in Article 2(1) and paragraph 1 of Article 9(1) of the 「National Technical Qualifications Act」

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### Required Documentation

Recommendation letter from an employer, a copy of business registration, a proof of employment, Receipt for earned income tax withholding in the past one year, a copy of skill · technique license and documents proving your ownership in assets/property (ex. a lease contract(including both jeonsae and wolsae) or a certificate of bank balance)

- You are an overseas Korean defined as in Article 2(2) 「Act on immigration and legal status of Overseas Koreans」 while meeting all the prerequisites for the acquisition of nationality in accordance with the Nationality law.

### Common Required Documentation

- Application
- Any documents proving that you are an overseas Korean such as a passport and a copy of identification from the respective country (you should also show the original copy)
- Alien Registration Card(Declaration form of residential address)    ▫ Documents proving your financial ability to support yourself.
  - choose one of the followings: a certificate of bank balance consisting of 20,000,000 won under your name or a name of your family member, a copy of real estate property register, lease contract, proof of employment (please enclose a copy of business registration of your employer)

#### ① Eligible Applicants for Regular Naturalization (Article 5 of the Nationality Law)

Supplementary  
documentation

- Certificate of family relation and any documents proving family relationship

② **Eligible Applicants for Simplified Naturalization** (Paragraph 1 of Article 6(1) of the Nationality Law)

Supplementary Documentation	<ul style="list-style-type: none"> <li>▫ Documents demonstrating that your father or mother was a Korean national</li> <li>▫ Documents proving the biological relation between you and your father(an original copy is needed)</li> <li>▫ A confirmation from more than one member of your family including relatives living in Korea (the relatives must be the 3rd cousin of the applicant or closer)             <ul style="list-style-type: none"> <li>- A genealogy : family relations with relatives (guarantor)</li> <li>- business registration or any documents proving your relations with the relatives</li> <li>- (for each guarantor) A guarantor statement, resident registration, a copy of resident registration are needed</li> <li>- a letter exchanged with relatives living in Korea, a confirmation of separate families reunification from the KBS, DNA test results with relatives living in Korea (optional)</li> </ul> </li> </ul>
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③ **Eligible Applicants for Simplified Naturalization** (Article 6(2) of the Nationality Law)

Supplementary documentation	<ul style="list-style-type: none"> <li>▫ A copy of family relations or marriage certificate (the entire photocopy of family relations issued by your country of nationality)</li> </ul> <p style="text-align: center;">&lt;Supplementary documentation for a Spouse of Korean National&gt;</p> <p>① Basic Certificate ② Marriage Relation Certificate ③ Certificate of family relations ④ Resident Register ⑤ A copy of Resident Registration</p> <ul style="list-style-type: none"> <li>▫ Other documents need to be submitted in order to demonstrate genuineness of a marriage</li> </ul> <p>※ for a person who is divorced, a certificate of marriage indicating a divorce, or sentencing stating liability/faults of the spouse or a confirmation from an officially recognized woman's support group</p>
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④ Eligible Applicants for Special Naturalization (Paragraph 1 of Article 7(1))

Supplementary  
Documentation

1. (children of the first generation of Overseas Koreans who have restored Korean nationality) Supplementary documents for the second generation of overseas Koreans are as follows.
  - Document proving a biological parent-child relationship (an original copy is needed)
  - Identification certificate, a certificate of family relation, resident registration, a copy of identification card of the first generation
2. (After the second generation Overseas Koreans have restored Korean nationality) supplementary documents for the third generation of overseas Koreans are as follows.
  - Documents proving a biological parent-child relationship (an original copy is needed)
  - Identification certificate, a certificate of family relation, resident registration, a copy of identification card of the second generation
3. Supplementary documents for a child of a person who has restored Korean nationality by marriage
  - Documents proving a biological parent-child relationship (an original copy is needed)
  - Identification certificate, a certificate of family relations, resident registration, a copy of identification card of the person who has obtained permission for restoration of Korean nationality.
4. Supplementary documents for a Descendent of Independence Patriots
  - Documents proving that you are a descendent of independence patriots and of a man of national merit, or documents demonstrating the family relationships with such a person.

⑤ Eligible Applicants for Restoration of Nationality (Article 9(1) of the Nationality Law)

Supplementary Documentation	<ul style="list-style-type: none"><li>▫ Identification certificate, a certificate of family relations, Expulsion Record copy of the applicant</li><li>▫ Documents relevant to acquisition of foreign nationality (please enclose the translated version and the original copy)</li><li>▫ A permit for restoration of Korean nationality, citizenship papers, birth certificate, official documents(Gongbu) in regards with family<ul style="list-style-type: none"><li>※ If the date of birth is different compared to your foreign passport, please select and bring one from the following documents: a confirmation of the same person, name change certificate, notarized confirmation of the same person by relatives living in Korea (issued by the notarization office), Expulsion Record Copy, or any documents proving the parental-child relationship between you and your parents.</li></ul></li><li>▶ The Administrative Guideline on the Reinstatement of Citizenship for Overseas Koreans will be applied to Korean-Chinesees who would like to reinstate their Korean nationalities.</li></ul>
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D. Treatments of family members of those with permanent residence(F-5) visas are as follows.

- Spouses and children under the age of 20 of those with permanent resident (F-5) visas will be given F-2 Resident visas. (A child who is 20 years of age or older will have to stay in Korea on an appropriate visa.)

E. There will be no restrictions for those on F-5 Permanent Resident visas to engage in certain activities limited by different types of visas.

F. If you come under any of the followings below, you will lose your F-5 Permanent Residency visa.

- Those who received a deportation order
- Those who have gotten Permanent Resident visas by forgery or cheating the system
- You have exceeded the re-entry permit exemption period or re-entry permission period
- You have entered Korea with a fake passport or you are in a sham marriage.

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- Those who are exempt from a re-entry permit or who have stayed longer than the permitted duration of period
- Those who have entered the Republic of Korea on fake passports or passports under other people's names or those who are considered to have a sham marriage.
- Those who have received imprisonment without forced labour or heavier punishments

## 5. Detailed Procedure for Vocational Education Opportunity for Overseas Koreans

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◆ Those who are selected for the vocational education online draw after submitting the application for vocational education will be able to receive the skill training in Korea.

◆ Detailed procedures for visa issuance and immigration control are as follows.

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A. Those who won the vocational education online draw through submitting the vote at the Ministry of Justice will have to obtain a C-3 Short-Term General visa first in order to enter the Republic of Korea. The procedure for visa issuance is as follows.

Eligible Applicants for Vocational Education

- Those who won the vocational education online draw after applying for vocational education at the HiKorea website.

Entry Procedure for the Winner of Vocational Education Draw

Apply for Vocational Education (HiKorea) ⇔ Winning the Online Draw ⇔ C-3-1 visa issuance (a diplomatic mission abroad) ⇔ Entry ⇔ Vocational Education (6 weeks) ⇔ Alteration of H-2 visa

Required Documentation

- Any official documents proving that you are Overseas Koreans from your country of origin and a receipt for application for the draw (or a draw result print-out indicating you have won the draw)

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※ Please note that if you have less than 7 weeks (49 days) left until your sojourn period expires, you are not allowed to register for vocational education. Therefore, you have to register for the training right after you enter Korea. **(Please refer to the registration procedure for Overseas Koreans Vocational Education Support Group Webpage)**

**B. If you are an eligible applicant for vocational education and have entered Korea on a Short-Term General (C-3, 090) visa, you are allowed to receive the vocational training without having change your status(6 weeks)**

※ Please be aware that those who are on-the-job training will not be permitted to engage in activities outside of designated status.

**C. After receiving 6 weeks of vocational training, you have to receive a recommendation letter for the change in working visit visa status from the Overseas Koreans Vocational Education Support Group, and then apply for the alteration of visa status at a local immigration (branch) office.**

**D. If Overseas Koreans have obtained a permission to change the type of visa, then they need to complete vocational training at the Ministry of Employment and Labor after registering themselves as job seekers. They can get jobs that were introduced by the Ministry of Employment and Labor, or they can freely choose where they want to work at.**

**E. Please note that if you are getting a job on a working visit visa, you have to declare your start date of employment at a local immigration (branch) office within 14 days of hiring. (You will be punished accordingly if you violate this rule.)**

## III

## Miscellaneous Remarks

### 1. Inquiry and Consulting/Counselling

#### A. Visa, Entry/Exit, Procedure for immigration and others

- The Foreigners Information Call Center (#1345), Korea Immigration service Website, HiKorea Website, a local immigration office

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**B. Proof of Employment, Confirmation of Potentials for Special Hiring issuances**     Ministry of  
Employment and Labor Counselling Centre (#1350)

**C. Vocational Employment for Overseas Koreans and Counselling**

Human Resources Development Service of Korea(1577-0071)

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