Spring 2024
New Student Orientation

VI. Only for
International Students

Korea University
Graduate School of International Studies

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Mandatory Submission of Arrival Report

ALL Spring 2024 international freshmen (including those w/ A, E, F-type visa) MUST submit an **Arrival Report and a proof of ARC** (click).

◇**Submission Period: within 5 days after you arrive Korea**
※ **Even if you keep living in Korea before the admission, please submit this document before the beginning of the semester.**

◇**How to Submit:** to the KU GSIS official email (gsisadmin@korea.ac.kr)

◇**Required Documents**

○ **Arrival Report (after filling out all the blank and signed)**

○ **Proof of ARC (choose one from the following)**

　1) Appointment Receipt (Sejongno Immigration Office)

　2) Certificate of Application for Permit of Stay

　3) Copy of front & back sides of Alien Registration Card (ARC) (or Residency Card)

※ If your passport information **has changed** from the one submitted during the admission period, please submit 1 copy of passport ID page (the page with your photo).

Scholarship for International Students

Selection

Selection will be made by the Committee of Graduate School of International Studies among those who, at least, satisfy **the minimum qualification requirements** each semester. In most cases the selection of the scholarship is **very competitive** as each and every student does one's best for their academic achievement. Therefore, there is **no specific GPA rate for scholarship beneficiaries**.

Amount and Period of Scholarship Grant

The specific amount of the scholarships for international students will be decided after deliberation by the Chair of the Committee of Graduate School of International Studies after final grades are fixed per semester.

Scholarship for International Students

Minimum Qualification

A) Students must complete **at least 9 credits of courses** except foreign language classes and internships in the previous semester, and receive an GPA (Grade Points Average) of **4.0 or higher.**

B) Students must **keep enrolled**; (If you take a leave of absence, you will **be disqualified** from the scholarship candidate list for the following semester.)

C) In order to receive scholarship for the third semester, students must complete **at least 18 credits in total** and take **all the core and core elective courses except for "Thesis Research I " by the second semester.** If a student does not satisfy the above requirements, he or she will not be eligible for the scholarship not only for the third semester but also for the fourth semester.

Scholarship for International Students

Selection Priority for Students of the Same Rank

The selection is made according to the following requirements (priority given from A to C) if there are students of the same rank.

  A) Those who acquired more credits in the previous semester;
  B) Those who acquired more credits in core and core elective courses;
  C) Those who have more total credits.

However, if the priority cannot be determined, it will be decided by the Chair of the Committee of Graduate School of International Studies.

Immigration - Student Visa (D-2)

- International students must arrive in Korea with <u>D-2 visa</u> (student visa);
  - Students already in Korea holding a different visa* must apply for change to a D-2 visa <u>before the start of the semester</u> (March 1st, 2024) - **URGENT**
    - ✓ Please apply for visa change at **Sejongno** Immigration Office;

    * Students with F, A or E-type visa do not have to change their visa status.

    * Students with C-type visa **CANNOT** be changed to a student visa (D-2) in Korea. Students entering Korea with such types of visa must make a departure as soon as possible and obtain a student visa (D-2) at the Korean embassy or consulate in their home countries.

- If you take a semester off, your current visa will be **terminated**, and when you want to return to school, you will need to receive a new Certificate of Admission(COA) from the university for a new D-2 visa issuance.

- If your visa is terminated, you have <u>**15 days** to leave Korea</u>; if you do not leave within that time, you will be fined and deported by the immigration law in Korea.

- ✓ For detailed information, please refer to the '<u>**Visa & Immigration Guideline'**</u> (click) made by Global Service Center(GSC) and partially edited by KU GSIS office.

Immigration - Alien Registration Card (ARC)

- A residence permit for foreigners living in Korea; if you leave the country and your visa status is single entry, you need this card to be able to re-enter Korea;

- Must be obtained **within 90 days** of entering Korea (takes at least 2-4 weeks to receive) **URGENT**;

- Your ARC can be acquired by appointment at Sejongno Immigration Office;

  - Previously, you could go to the immigration office for your area. However, now you must go to the Sejongno Branch regardless of your place of residency.

- Must make an online reservation first before visiting the immigration office → **http://hikorea.go.kr**

- Please refer to **Visa & Immigration Guide** file provided by Global Service Center(GSC) for detailed information, or if you want, stop by the Student Council office (#428) for help.

- **DO NOT** leave Korea until before the process is complete and you have received your ARC; otherwise, your ARC application and D-2 visa will be terminated and you will not be permitted to re-enter Korea.

Immigration - Obligation to Report Changes

- You must report certain changes to the Immigration Office promptly **within 14 days** of occurrence;

    1. Any changes to PASSPORT information
       (e.g. name, sex, nationality, passport number, expiry date);

    2. Any changes to ARC information (e.g. residency address);

    3. If you lose your ARC (apply for re-issuance).

- Change of address can be reported to an <u>Immigration Office / City Hall / Local Gu Office</u>. Documents needed as below:

    – 'Confirmation of Residence/Accommodation' (for dormitory and off-campus housing);

    – Dormitory payment receipt (for dormitory);

    – Copy of rental contract (for off-campus housing);

    – Copy of accommodation provider's ID (for off-campus housing).

※ If you do NOT report changes <u>within 14 days</u>, you will be fined.

Immigration - Part-Time Job

1) Find Part-Time Work

◦ Prepare the following 3 documents that verify your employment:

 - A copy of the Certificate of Business Registration of your workplace

 - Standard Employment Contract (Working period and hours, hourly wage, and job duty must be stated

   in detail) *Employer & Student's signatures needed

 - Part-Time Work of Foreign Student Confirmation Form (Employer's signature must be included)

2) Visit GSIS Administration Team Office (get permission/signature)

◦ Bring the 3 documents from # 1) (above) with the documents listed below:

 - Certificate of Enrollment

 - Transcript of previous semester's academic grades

 - Official TOPIK score report (if applicable)

 * For students taking English-Track Program (ex. GSIS), the following two documents needed:

 a) Document from an affiliated department office that proves student's enrollment in English-Track Program

 b) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 600

    (exempted for students from countries where English is an official language)

Immigration - Part-Time Job

3) Receive Permission to work from Sejongno Immigration Office

◦ Submit the documents <u>confirmed by GSIS Administration Team</u> with your Alien Registration Card (ARC)

4) Begin Working after Receiving Permission

  * Required documents may vary by individual.

You can start working once immigration has approved your part-time work.
 - **<u>DO NOT start working before you have obtained permission!!</u>**

✓ For detailed information, please refer to the '**<u>Visa & Immigration Guideline'</u>** (click) made by Global Service Center(GSC) and partially edited by KU GSIS Administration Team.

✓ You may also refer to 'Part-Time Work' section and find out the documents at the following page '**<u>Download</u>**' (click) at GSC website.

Leave of/Return from Absence

◆ **Leave of Absence (Article 7 of KU GSIS Bylaws & Regulations)**

o Students are able to take off a maximum of 2 consecutive semesters at a time,
  and the total numbers of leave of absence cannot exceed 3 semesters.

o The period of 'Leave of Absence' is included in the term of years for 'thesis submission'.

※ International Students taking a leave of absence must leave Korea **within 15 days** of the
  date in which their leave of absence is officially approved by the Administration Team.

◆ **Return from Absence (Re-enrollment)**

o If you do not register for 'Return from Absence' after the designated period of enrollment
  expires, you will be **expulsed** according to the KU bylaws & regulation.

<Applying for Leave of Absence & Return from Absence (Re-enrollment)>

1. **Application Period: January 3 to February 26, 2024 (4:00 p.m.(KST))**

2. **How to apply: Please email to Administration Team of KU GSIS (gsis@korea.ac.kr)**
   After completing your first semester, it is possible to register online on the Portal (KUPID).
   * KUPID(**http://portal.korea.ac.kr**) → Registration/Graduation →
   [University Registration] Application for Leave of Absence/Return

Immigration - Leave of/Return from Absence

◆ **For Those Who Have D-2 Visa Holders**

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea for any reason, your authorized length of stay will be **automatically shortened** regardless of the period printed on your ARC. To gain re-entry to Korea, you must then apply for a new D-2 again with a new Certificate of Admission(COA) issued by GSIS Administration Team, Korea University.

◆ **How to Apply for New D-2 Visa When Returning (link)**

1. Request for issuance of Certificate of Admission(COA) by sending a copy of your passport (and a copy of your ARC, if you have) and bank statement, to GSIS Administration Team by e-mail (gsis@korea.ac.kr).
   * COA can be issued 2 months before the official starting date of the each semester you wish to return.
2. Submit COA along with required documents to Korean Consulate Office for D-2 visa.
   * In most cases, students need to apply for D-2 visa in their home country.
3. Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch, if you don't have it yet.

▪ For those who have a visa other than D-2 visa, will be guided in detail upon their consultation visit to Global Service Center(GSC) (gsc@korea.ac.kr, +82-2-3290-5172~4).

National Health Insurance Service(NHIS)

 As of March 2021, all D-2 visa holders are required to sign up for the Korean National Healthcare Insurance Service(NHIS) program. Once foreigners apply for the NHIS, they will receive the same insurance payment benefits when using hospitals and clinics as Korean citizens.

For those who enter the country for the first time, the date of alien registration is the enrollment date for NHIS.(The alien registration will take at least about a month.) For registered aliens, the insurance becomes valid from the re-entry date.

There is no procedure for signing up. When you register as a foreigner, a health insurance card, a sign-up notice, and a bill will be sent to the registered address. For more information or further inquiries regarding the national insurance program, please directly contact +82-33-811-2000.

Apart from the mandatory health insurance policy, **it will be wise to enter the country with private insurance**, which sets Korea as a cover range, since NHIS will not take effect upon your arrival.

◆ **Website of NHIS**: **https://www.nhis.or.kr/english/index.do**
◆ **Inquires**: (+82)-33-811-2000