

## Visa-Business Agency Service

**We recommend students to use Korea Immigration Service Foundation visa agency service to prevent the spread of COVID-19 virus.**

Visa-business agency service provides convenience for registered students. You may get consultation on visa-related issues such as alien registration and visa-extension without making an appointment, or by visiting the immigration office.

\* Please check the list for required documents on the page 19.

### Visiting Schedule and Location

Agency	Korea Immigration Service Foundation	
Application Period	Alien Registration	March 26 <sup>th</sup> (Thu.) 10:00 AM – 4:00 PM
	Visa Extension & ARC Pick up	April 29 <sup>th</sup> (Wed.) 10:00 AM – 4:00 PM
Application Place	3 <sup>rd</sup> floor of Korean Language Center	

The schedule can be changed. Please check the bulletin board.

### Agency Business and Price

	Works	Fee	
		Visiting in Person	Using Agency Service
Public Service by Internet	Extension of Sojourn Period	60,000	60,000
	Change of Sojourn Period	130,000	130,000
Public Service by Visit (Unavailable through Internet)	Foreigner Registration	30,000 (receipt via post 33,000)	40,000
	Foreigner Registration Re-issuance	30,000 (receipt via post 33,000)	40,000
	Alteration of Residence		5,000
	Engage in Activities Not Covered by the Status of Sojourn		5,000



### Application Process

Access the website, fill in the on-line application form and print it out (<http://kisfvisa.org> Service available in English and Chinese) -> On the same day submit it to Visa Agency Booth (B1 Lobby Korean Language center) -> Submit the printed application form, power of attorney, and attached documents. -> After evaluation, your application will be processed.

\*Application through filling in the application form on the spot (without on-line application on the same day will be available as well.

Required Documents for Submitting your Application to the Immigration Office			
	<b>Foreigner Registration</b> (takes more than 4 weeks)	<b>Extension of Sojourn Period</b> (takes more than 2 weeks)	<b>Change of Status of Sojourn</b> (takes more than 3 weeks)
Forms to be printed from online.	Application Form	Application Form	Application Form (※Required Address, phone number in Home country)
	Power of Attorney	Power of Attorney	Power of Attorney
Original	Passport + <b>Photo</b>	Alien Card	Alien Card + <b>Photo</b>
Attached Documents	Copy of Personal Info page, VISA page of Passport	Copy of Personal Info page of Passport	Copy of Personal Info page of Passport
	Certificate of Attendance	Certificate of Attendance	
		Academic Transcript	Academic Transcript
		Certificate of Tuition Payment	Certificate of Tuition Payment
		Bank Statement	Bank Statement
	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract
			Certificate of Admission
			Certificate of Final Level of Education