

※ Procedures are subject to change. You may visit www.hikorea.go.kr for the most up-to-date notice or contact the foreign language call center for the Immigration Office (1345).

A. List of Available Services

- ① Extension of stay for registered foreigners
- ② Change of status for registered foreigners
- ③ Permission for part-time work
- ④ Notification of change in registration information (Residence, Passport number, Date of Passport Issuance, Expiration Date of Passport, etc.)

B. Advantages of e-Application

- ① Lower application fee compared to making a visit to the immigration office
- ② Faster process

C. Steps for e-Application

① Registration Guide

a. Visit hiKorea (www.hikorea.go.kr) → Change language to 'English' → Click "Join"

The screenshot shows the hiKorea website homepage. At the top left is the hiKorea logo. To the right of the logo are links for "Log in", "Create your account" (highlighted with a red box), "Guide", "Customer Center", "한국어", "ENGLISH", and "中文". Below these are navigation links: "Petition Application", "Information Lookup", "Smart Entry Service", "Information sharing corner", and "News & Announcements".

The main banner features a blue background with the text "Guide to Online Application for Re-entry Permit" and a sub-headline: "Registered foreigners need to apply for Re-entry Permit via online prior to departure. (Refer to News and Announcements for more information)". A "Detail View" button is present. The banner also includes an image of a computer monitor displaying the website and a family with a large red alarm clock.

Below the banner is a horizontal menu with four colored buttons: "Petition Application" (orange), "Smart Entry Service" (green), "Reserve Visit" (blue), and "Lodging Registration" (dark blue). Each button has an "Apply" link and a "Guide" link. The "Lodging Registration" button has a "A shortcut" link.

The page is divided into two main sections: "My Civil Petition Status" and "Favorites Services".

My Civil Petition Status

My Petition	e-Petition Application Status	>	Q&A	>
	Check Visa Application Result	>		
Confirm Reservation	Reserve Visit Status	>	Re-entry Permit	>
	Apply for Automated Immigration Clearance	>		
	Preliminary Declaration of Voluntary Departure	>		

Favorites Services

Guide	>
Application form	>
Obligation for Aliens to Report	>
Reference material for naturalization interview	>

b. Check “I agree to all of the above” → Check “Create your account”

Home | Create your account | Guide | Customer Center | ENGLISH | K

Person Application | Information Lookup | Smart Entry Service | Information Sharing Center | News & Announcements

HiKorea provides convenient online application services.

Membership | Create your account

Membership

- Create your account
- Find ID
- Find password
- Membership from ScS to HiKorea

Create your account

Terms of Use

Hi Korea User agreement

Information on comprehensive support services website for foreigners in Korea

The Hi Korea is a comprehensive web portal for supporting foreigners. It was created as a part of the Korean government's efforts to form an electronic government (e-Government) which is built by the Ministry of Justice (Minister being the main organization), the Ministry of Knowledge Economy, and the Ministry of Labor. It was designed to provide foreigners those seeking to enter or other countries) with essential information on immigration, placement, employment, and everyday living as well as assist in take care of related and personal and issues on line.

Chapter 1. General

Article 1. (Purpose)

I agree/Disagree

Privacy Policy - HiKorea

Hi Korea respects and upholds the following "Personal Information Protection Policy"

Hi Korea Overview

- Hi Korea is a general support portal site for foreigners, jointly created by the Ministry of Justice, the Ministry of Knowledge Economy and the Ministry of Labor. It was created with the purpose of providing immigration, employment, residence, and everyday living related information as well as providing related on line services from a single convenient location.
- Automatically collected and stored information (Access Log)
- Upon using Hi Korea's services, information about which page you view and while files get downloaded are collected and stored in our servers without your explicit consent. The information can not be used to track or identify an individual by itself and it is not used to create specific user profile. Its purpose is strictly to serve as basic data to help improve our site.

I agree

Consent to Collection and Use of Personal Information in accordance with Article 15 of the Personal Information Protection Act

Information Protection Act

Consent to Collection and Use of Personal Information in accordance with Article 15 of the Personal Information Protection Act?

1. Purpose of Collection and Use of Personal Information

The HiKorea website uses personal information to provide on-line services, and does not use it for any other purposes. HiKorea collects and uses personal information at the minimum required level to provide on-line services, including e applications, web reservations and immigration-related information services, and access to personal information is denied except for relevant officers in charge.

2. Items to be collected

Name, Date of Birth, Residence Card No., Resident Registration Card No., e-Mail, Nationality, Contact Number, Address, etc.

I agree

I agree to all of the above

c. Click “Registered foreigners”

Home > Membership > Create your account

Member type Selection

Please select type of member.

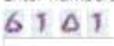
<h3>Individual Membership</h3> <p>Type of Individual member includes nationals, foreigners, overseas compatriots.</p> 	<h3>Corporate Membership</h3> <p>Corporate membership is divided into domestic and overseas company.</p> 							
<table border="1"><tr><td>Korean nationals</td><td>Registered foreigners</td><td>Short-term residents</td><td>Overseas Compatriots</td></tr></table>	Korean nationals	Registered foreigners	Short-term residents	Overseas Compatriots	<table border="1"><tr><td>Domestic Company</td><td>Overseas Company</td><td>Administrative Agency</td></tr></table>	Domestic Company	Overseas Company	Administrative Agency
Korean nationals	Registered foreigners	Short-term residents	Overseas Compatriots					
Domestic Company	Overseas Company	Administrative Agency						

d. Write your registration number → Write your name (as written on your Residence Card) → Write the numbers as shown → Click “Confirm”

Please fill out the following form and click on the 'confirm' button.

※ Refer to your Alien Registration Card and the specimen shown below to complete required fields.

A registered foreigner(an Alien Registration Card holder)

* Alien registration number①	<input type="text"/> - <input type="text"/>
* Name②	<input type="text"/> ※ Enter your name in the same order as the name on the Alien Registration Card If the name is long and includes '-', enter the name without '-' ※ Enter the name on your Alien Registration Card.If you are Chinese, enter a space between the last name and the first name. Please enter the first name without spaces. (An example) YUAN RONGMEI
* Confirm input	Enter numbers displayed in the picture below.  <input type="text"/> (Please enter the numbers shown.)
See an example	

Confirm	Cancel
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e. Write all your personal information and click “Confirm”

② e-Application Guide

※ e-Application Process: Apply → Pay Service Charge → Submission of Required Documents → Receive → Process

- Please check if you have all required documents in scanned version
- File name should be in Korean or English

a. Log in and click “e-Application”

The screenshot displays the IIR Korea website interface. At the top, there is a navigation bar with the IIR Korea logo on the left and links for "Log in", "Create your account", "Guide", "Customer Center", and language options "한국어", "ENGLISH", and "中文". Below this is a secondary menu with "Petition Application" (highlighted with a red box), "Information Lookup", "Smart Entry Service", "Information sharing corner", and "News & Announcements".

The main content area is divided into several columns:

- e-Application** (highlighted with a red box): Includes "Reserve Visit".
- Enquiry submission result**: Lists "e-Application", "Reserve Visit", and "Confirmation of Visa Issuance".
- Other Services**: Lists "Office Directory", "Check Registration Card Validity", "Expiry Date check", "Search Integrated Report of Change in Employment", and "Confirm e-Application Certificate Issuance".
- SeS Information**: Includes "What is Smart Entry Service?", "Eligibility", "How to use SeS Auto-gate", and "SeS Enrollment Centers and Airports".
- Mutual Use**: Lists "Korea US(SeS-GE)", "SeS/e-Channel", "SeS-APC", "SeS/e-Gate", and "SeS-EasyPASS".
- Contact Us(only SeS)**: A link to contact the service.
- Living in Korea**: Includes "Immigration/Stay Guide", "Nationality/Naturalization Guide", "Social Integration", "Immigrant Investor", "Investment", and "Employment Support".
- Notice**: Includes "Press release", "Data Library", "Application form", "Newsletter", and "COVID-19 Information".

At the bottom, there are two main sections:

- My Petition**: A blue button with a user icon.
- Confirm Reservation**: A dark blue button.
- e-Petition Application Status**: A link with a right arrow.
- Check Visa Application Result**: A link with a right arrow.
- Reserve Visit Status**: A link with a right arrow.
- Apply for Automated Immigration Clearance**: A link with a right arrow.
- Preliminary Declaration of Voluntary Departure**: A link with a right arrow.
- Q&A**: A link with a right arrow.
- Re-entry Permit**: A link with a right arrow.
- Guide**: A link with a right arrow.
- Application form**: A link with a right arrow.
- Obligation for Aliens to Report**: A link with a right arrow.
- Reference material for naturalization interview**: A link with a right arrow.

b. Select the name of petition

e-Application

1. Select Civil Petition 2. verification 3. Please complete your enquiry 4. Enquiry submission result

Type Apply(principal) Apply(agent)

- Re-entry Permit
- Permit to change employment for foreign worker with a Non-professional Work Visa (E-9)
- Extension of stay for registered foreigners
- Extension of Sojourn period for Overseas Korean (F-4)
- Permission for Extension of stay for short-term visitor
- Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace
- Change of status for registered foreigners
- Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Report Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Address change declaration
- Report Change of Domestic Residence of Overseas Korean
- Declaration of C3 re-entry person's place of residence
- (COVID-19) Temporary extension of stay for departure of registered foreigners
- (COVID-19) Extension of Stay for Departure
- Notification of change in registration information

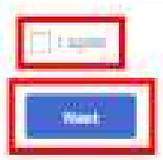


c. Click “I agree” → “Next”

Required documents	<ul style="list-style-type: none"> • Common <ul style="list-style-type: none"> • Application form (template file) • Receipt or entry permit for foreigners • Income tax return form • Required documents for each status <ul style="list-style-type: none"> • Change (including name change) in affiliated organization or shareholder registration (Article 47(1), Study contract(2), General contract(4), establishing contract(5)) status holder : Certificate of business • Name change of the affiliated organization or shareholder/ Approvable by resolution(2) to foreign-affiliated by business registration contract(1), Corporate Resolution(2) by Share Management(4) status holder : Certificate of business • Change in passport number, issuance date or expiration date, family name position • Change of the date, gender, birth date or nationality : Newly issued passport and documents to prove the reason for the change
Service charge	Not applicable
Administrative process	<ul style="list-style-type: none"> • Application <ul style="list-style-type: none"> ① Apply - ② Pay service charge - ③ Review - ④ Proceed • Scheduling an appointment <ul style="list-style-type: none"> ① Visit and receive an appointment - ② Visit the immigration office or its branch office at the required date - ③ Apply - ④ Review - ⑤ Proceed • Instructions that were not processed at that day can be found under Index of an application
Time received (Time processed)	<ul style="list-style-type: none"> • Reception time <ul style="list-style-type: none"> • Application : Available on weekdays from 09:00 to 12:00 (not available on Saturdays, Sundays and holidays) • Scheduling an appointment : Available 24 hours at the internet website • Process time <ul style="list-style-type: none"> • Application : within 3 days • Scheduling an appointment : Immediately
Administrative organization	Local immigration office or branch office
Competent department	Visa & Resident Director Korea Immigration Service
Related laws and regulations	<ul style="list-style-type: none"> • Immigration Law Article 45 • Immigration Law Enforcement Ordinance Article 44 • Immigration Law Enforcement Regulation Article 45 Section 2
Phone Number	Immigration Contact Center (1345, without area code)
Miscellaneous	• Application can be applied within 10 days of the change. An appointment for application can be reserved within 14 days of the change.

I agree that a consular or charge may check the student information is applied to the entry through Mining Administrative Information pursuant to Article 46 of the Migration Management Act.

Immigration authorities may request you to appear at a local immigration office for review of application or conduct fact finding investigations in accordance with the Immigration Act. In addition, applications may be denied based on review results.



d. Write All your Information (This is an example for “notification of change in registration information”)

e-Application Status

- 1. Select Civil Petition
- 2. verification
- 3. Please complete your enquiry
- 4. Enquiry submission result

Notification of change in registration information

Civil Petitioner Information

Name	[REDACTED]	Gender	[REDACTED]
Nationality	[REDACTED]	Date of Birth	[REDACTED]
Alien registration number	[REDACTED]	Passport No.	[REDACTED]
Passport Expiry Date	2025-06-06	* Phone Number	[REDACTED]
* Email address	[REDACTED]	* Phone Number (Mobile)	[REDACTED]

e. Upload All Required Documents (This is an example for “notification of change in registration information”) → Click “Apply”

The information to report

* Enter passport information①	<input type="text"/>	<p>▶ Passport Sample ◀</p> 
* Reenter your new passport information③	<input type="text"/>	
* Your new passport's issuance date②	<input type="text"/>  (Enter 5 characters, ex.19701123)	
* Your new passport's expiration date④	<input type="text"/>  (Enter 5 characters, ex.19701123)	
* Phone Number	<input type="text"/>	
* Phone Number (Mobile)	<input type="text"/>	
* Email address	<input type="text"/>	
Date of application	2022-01-15	
* Competent Immigration Office for foreigners	SEOUL SOUTHERN IMMIGRATION OFFICE	

*Please note filing a false report is punishable by the immigration Act.

Required Documents

* 1.Passport Information Page Image ①

파일 선택 선택된 파일 없음

Add Delete

- * Please attach files less than 1MB (1,024KB) in the format of jpg, bmp, png, gif, tif and pdf (JPG files with 95KB or less only for ID pictures)
- * Files may not be attached if the attached file name or path contains any foreign words except for English.

Go back to previous page
Apply

f. Payment of Service Charge

㉠ Credit Card: Enter your credit card info → Transaction



㉡ Payment Through Mobile Phone:

Enter your mobile phone number & foreign registration number

→ Check your text message containing the authentication number

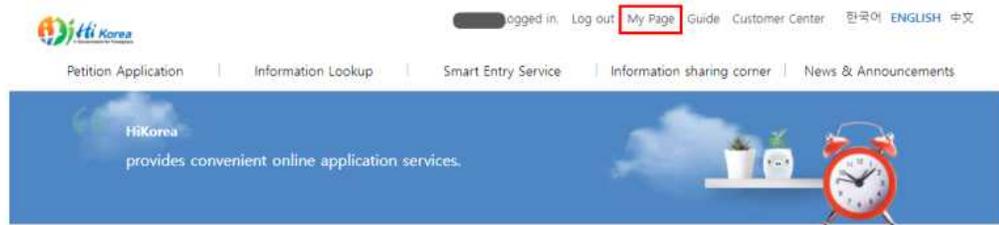
→ Enter the authentication number that you received

→ Make a Payment (your payment will be added to your mobile phone bill)



g. Confirm Status of Application

- Ⓐ My page → Manage e-application to view the list of applications that you've submitted
- Ⓑ Click the application number on the menu and you can check details of application



MY Page > MY Page

My Page

Membership

1:1 support

e-Application Status

Reserve Visit Status(member)

Smart Entry Service Status

Membership Extension (SeS)

Sign-up Information

ID	██████████	Name	██████████
Nationality	██████████	Main e-Mail	██████████

Portal Usages

Type	Explanation
Application Status	You can check your e-Applications and status.
Visit Reservation Status	You can check your Visit Reservations.
Smart Entry Service Status	You can check your Smart Entry Service Status.

> MY Page > e-Application Status

e-Application Status

Application term: 2021-01-18 ~ 2022-01-18 Application name:

※ If you have any questions, please contact the Call Center (1345 without area code).

Total applications : 2item(s)

Application number (Date of application)	Name	Application category	Process Status	Processing Organization Contact
2022002801292 (2022-01-18)	██████████	Address change declaration	Cancellation of application	
2021002682595 (2021-10-29)	██████████	Extension of stay for registered foreigners	Processed (Granted)	SEOUL IMMIGRATION OFFICE

h. Issuance of Receipt / Certificate

- Ⓐ Depending on the status of your application, you can issue an online receipt or permit

Progress

	Issuance number	Print	Status	Person in charge	Processed content	Processed date
1	20210		Applied			2021-10-29
2	SUBF21	Registration	Received	장지영		2021-11-01
3		Confirmation	Processed (Granted)			2021-11-12

※ The service charge will be refunded if your application is rejected for any reason.

List

※ Online Service Fee Discount (as of January 25, 2022)

20% off the service fee (Please check with the Immigration Office for details)