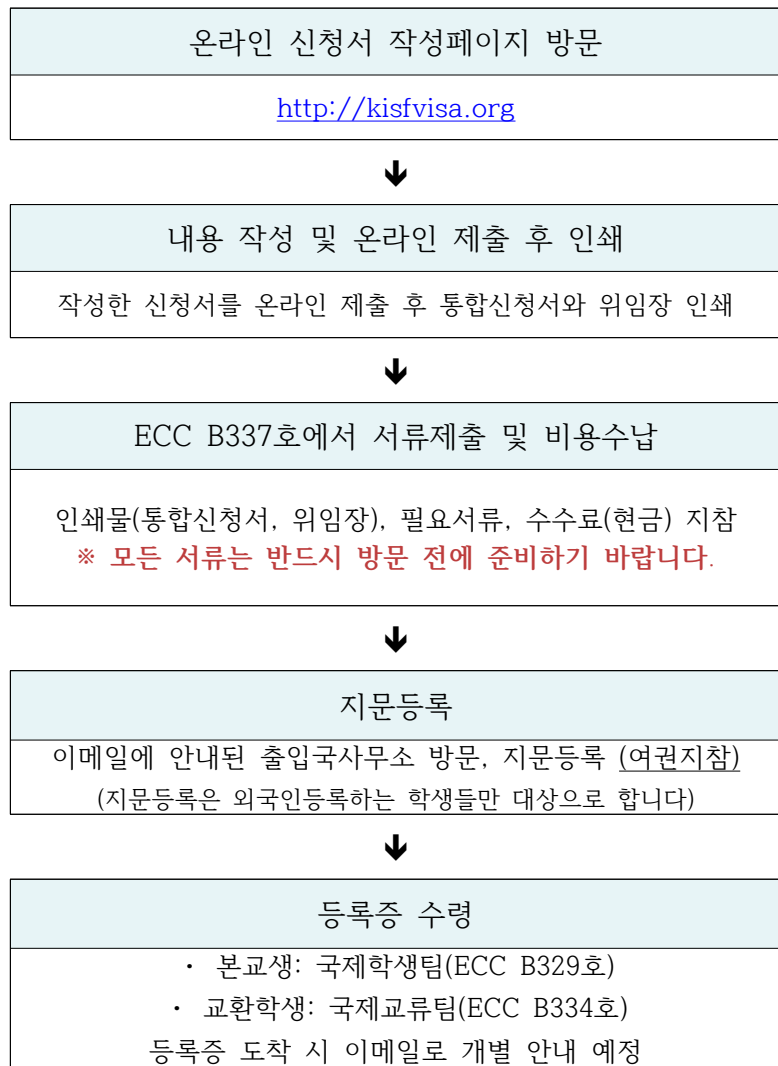


교내 출입국 민원대행 서비스 안내도



필요서류 안내

	외국인 등록 (4주 이상 소요)	체류기간 연장허가 (2주 이상 소요)
수수료 (현금 준비)	40,000원	60,000원
온라인작성 후 인쇄	통합신청서	통합신청서
	위임장	위임장
실물	여권 + 사진 (사진규격: 3.5cm × 4.5cm)	외국인등록증
첨 부 서 류	여권 인적면 복사본 VISA면 복사본	여권 인적면 복사본
	재학증명서	재학증명서/수료증명서
		성적증명서
		등록금납입증명서
		재정입증서류
	체류지입증서류	체류지입증서류
		대학원 수료생: ‘논문지도 일정에 대한 지도교수 확인서’
		학부 학점등록: ‘초과학기 확인서’

※ 재정입증서류 : 성적 C학점 이상이면 생략가능. 그러나 학부 초과학기 등록생이나 대학원 수료 후 논문등록/연구등록 학생의 경우 필수

On-Campus Agency Service Process

Visit On-line Application Site
http://kisfvisa.org
↓
Filling the Application Form and Print
Submit the application through online, then print out application form and power of attorney
↓
Visit ECC B337, Submit documents
Bring printing documents(application form, power of attorney), required documents, fees (cash) ※ All documents should be prepared beforehand.
↓
Register Fingerprints at Immigration office
Visit the Immigration office informed via email and register fingerprint (passport needed) (This process is only for students applying for alien registration)
↓
Receive Alien Registration Card (ARC)
<ul style="list-style-type: none"> • Degree-seeking Students: International Student Affairs Team (ECC B329) • Exchange / Visiting Students: International Exchange Affairs Team (ECC B334) An email notice will be sent when the ARC arrives at school

Required Documents

	Alien Registration (takes more than 4 weeks)	Extension of Sojourn (takes more than 2 weeks)
Fee (Cash only)	₩40,000	₩60,000
Online submission, document print-out	Application Form	Application Form
	Power of Attorney	Power of Attorney
Original	Passport + Photo (Photo size: 3.5cm × 4.5cm)	ARC
Attached Documents	Copy of Personal Info page, VISA page of Passport	Copy of Personal Info page of Passport
	Certificate of Enrollment	Certificate of Enrollment/ Certificate of Course Completion
		Academic Transcript
		Certificate of Tuition Payment
		Bank Statement
	Proof of Address	Proof of Address
		Confirmation Form for Faculty Advisor on a Student's Thesis Schedule (Graduate school students after course completion)
		Excessive Semester Confirmation Form (Undergraduate students taking excessive semesters)

※ Bank statement, Certificate of Final level of Education : If your grades is C or higher, It will be exempted. However, for those who are taking excessive semesters, it is madatory