**Required Documents for Foreigner Registration**

**(New Students)**

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| --- | --- | --- |
| Application  fee | **30,000 Korean won** | \*pay with cash |
| Time Required | 6-7 weeks from  the submission date | \*Leaving Korea is banned until ARC is issued |
| Required  Documents | Application Form +  Photo | \*Front view, full face photo with white background and taken within 6 months (Refer to ※mark below)  \*Accurate E-mail address(Immigration Office will contact via E-mail) |
| Copy of the information page on your passport |  |
| Visa grant notice copy | \*If you don’t have Visa grant notice copy, you can be issued by the dormitory office or Korean Education Center office |
| Certificate  of  Enrollment | \*Will be issued by Korean Education Center office |
| Proof  of  Residence (Confirmation of Dormitory Residence or  Copy of lease or rent contract | \*Must include the exact address of your residence, personal  information and signature of both the tenant and the landlord,  and duration of your stay  \*Changing residence is unavailable while issuing ARC  **\*For detail information depending on your residence type, please refer to the box below** |

※ Under the Immigration Office regulations, you must submit a passport-sized photo taken within 6

months. If you have made an Alien Registration Card before, you can not re-use the photo you submitted once. In case you submit the same picture, the Immigration Office will request for a new one, which will delay ARC issuance by at least two weeks than expected.

**※** **Categories for Proof of Residence**

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| --- | --- | --- |
| Type  of  Accommodation | Proof Documents | Checklist |
| **Dormitory** | Confirmation of Dormitory Residence | ▸Will be issued by Korean Language Center office |
| **Residence under your name**  (with your name on the contract) | Copy of lease or rent contract | ▸Must include the exact address of your residence, personal information and signature of both the tenant and the landlord, and the duration of your stay |
| **Residence under other’s name**  (your name NOT on the contract)  E.g. friend’s house, parent’s house, etc. | ①”Confirmation of Residence/Accommodation”  ②Copy of the provider’s ID card  (need both sides copied)  ③Copy of lease contract under the provider’s name | ▸Must include the starting day of your residence period |
| **Etc**  E.g. Goshiwon, Goshitel, AirBnB, Guesthouse, etc. | An accommodation contract from your host | ▸Must include your name, residence period, residence business name, residence address  ▸If you don't include residence address, you have to submit copy of business license of the residence |