**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 fromthe submission date | \*Leaving Korea is banned until ARC is issued |
| RequiredDocuments | 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, personalinformation 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**

|  |  |  |
| --- | --- | --- |
| 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 |