

Required Documents for Visa Extension for Foreign Students(D2)

Application fees	60,000 Korean won	+Reporting change of passport or residence: +10,000KRW +Reissuing ARC: +40,000KRW (Refer to ※mark below) *Cancellation fees for personal reasons: 5,000KRW
Time Required	3-4 weeks from the submission date	*Do not leave Korea until process is complete
Required Documents	Application Form	*Only required when reissuing ARC, photo to be taken within 6 months *Please leave your mobile phone number contactable in Korea (if you don't have one, please write your email address)
	Copy of the information page on your passport	*Must notify the Immigration Office when passport is reissued
	Certificate of Enrollment	
	Academic Transcript	*Must submit "Statement of reasons for underachievement" if it includes an F grade
	Proof of Financial Capacity	* Exempt from submission if overall GPA and last semester's GPA are both 2.0 or over (But, may be requested depending on the number of F grades) * "Certificate of Bank balance" of your Korean account with 10,000USD or Certificate of Tuition Fee Payment + transaction history for the last 1 year with average balance of 1,000,000KRW per month and deposit of at least 750,000KRW every month for living expenses *Must maintain the balance until extension has been approved. In case of a sudden change in balance before approval, may request for a new proof of bank balance or extension may be rejected. * Submission is mandatory for delayed graduation
	Proof of Residence	*Mail from the Immigration office regarding "Advance Notice on Expiration of your Stay" or other proof documents of residence (Refer to ※mark below)
	Power of Attorney	*Full name in English + signature at the bottom
Additional papers	undergraduate's delayed graduation	Statement of Reasons for Extension of Stay *Signed by the OIA staff *Must include specific reasons for delay in graduation (in case you haven't met the credit requirements, need to submit your course schedule for this semester)
	graduate student's delayed graduation	Certificate of Completion of Courses
		Confirmation Form for Faculty Advisor on a Student's Thesis Schedule *Signed by the faculty advisor and the OIA staff

※Additional application available for the Fall semester of 2020

- ① Reporting change of passport: Available for group extension if passport was reissued in home country.
If reissued at your country's embassy in Korea, only available within 44 days from the date of issue.
- ② Reporting change of residence: Only available for group extension within 14 days from the move-in date.
(Subject to a fine when exceeding 14 days)
- ③ Reissuing ARC: Only available for group extension when backside of ARC is full.
(Unavailable when reissuing is due to lost of ARC)

※Categories for Proof of Residence

Type of Accommodation	Proof Documents	Checklist
Dormitory	① Confirmation of Dormitory Residence	▶Seal of the university president or dean of the dorm
Residence under your name (with your name on the contract)	① 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" ② Copy of the provider's ID card (need both sides copied) ③ Copy of lease contract under the provider's name	▶Must include the starting day of your residence period ▶Address on the provider's ID card = Address on the Confirmation of Residence/Accommodation → document ③ unnecessary ▶Otherwise, must submit document ③
Accommodations with Business license E.g. Goshiwon, Goshitel, AirBnB, Guesthouse, etc.	① "Confirmation of Residence/Accommodation" or an accommodation contract from your host ② Business license of the place (to check the address) ③ Receipt for current month's rent payment (to check your residence period)	▶Address on the Confirmation of Residence/Accommodation = Address on the business license of the place ▶Must include the starting day of your residence period ▶Receipt can be replaced by proof of transfer history