

Required Documents for Foreigner Registration

Application fees	40,000 Korean won	*30,000 won for issuing ARC + 10,000 won commission *Cancellation fees for personal reasons: 5,000 won
Time Required	6-7 weeks from the submission date	*Chuseok holidays included in the period *Do not leave Korea 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) *Precise e-mail address (further notices to be given out by email)
	Copy of the information page on your passport	
	Copy of the visa page on your passport	*Most recently issued Korean visa *If you do not have the visa on your passport, please print out the "Visa Grant Notice"
	Certificate of Enrollment	
	Proof of Residence	*Must include the exact address of your residence, personal information and signature of both the tenant and the landlord, and duration of your stay *Residence with duration of stay of under 1 month unavailable for group registration (Changing residence is unavailable while issuing ARC) *Refer to specific categories below
	Power of Attorney	*Full name in English + signature at the bottom

※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 require 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	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