

2022

Guide to Application for Foreigner Registration

Foreigner Registration

Foreigners intending to stay in Korea for more than 90 days after arrival must apply for Foreigner Registration and have an ARC (Alien Registration Card) issued.

When?

- Student visa holder : within 90 days of one's arrival in Korea
- Visa-free entry : within 30 days of one's arrival in Korea

What?

- Register one's passport information, residence, visa type at Korea Immigration system

How?

- Submit the required documents to the Immigration Office

How to apply

	Individuals	Group Registration
Application Fee	30,000 KRW	41,000 KRW
Procedure	Book an appointment at Hikorea.go.kr	Fill out application form and submit documents on Campus
	Visit the Immigration Office to submit documents & register fingerprints	Register fingerprints at your university or the Immigration Office
	Alien Registration Card issued	
Where to pick up ARC	From the Immigration Office	From your university
Advantages	ARC delivery service available for an additional fee	No reservation required even when there are no seats left at the Immigration Office

Required Documents



『 Photo 』

Front view, full face photo with white background, taken within last 6 months



『 Passport copy 』

Clear copy of the personal information page



『 Visa 』

Latest visa issued by the Korean embassy



『 Certificate of Enrollment 』

Certificate issued after your arrival in Korea



『 Proof of Residence 』

Proof of residence valid for 6 weeks or longer

Proof of Residence Detailed Information

Type of Accommodation	Proof Documents
Dormitory	Confirmation of Dormitory Residence
Residence under your name (with your name on the contract)	Lease agreement or rent contract
Residence under other's name (without your name on the contract) E.g. parent's house, friend's house, AirBnB, etc.	① Confirmation of Residence/Accommodation ② Provider's ID card (both sides) ③ Lease agreement under the provider's name
Accommodations with Business License E.g. Goshiwon, AirBnB, Share house, Hotel, etc.	① Confirmation of Residence/Accommodation or the accommodation's own contract form ② Business license of the accommodation

※Example of Lease Agreement form

[\[English\]](#) [\[Chinese\]](#)

※Download Lease Agreement form

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※Example of Confirmation of Residence/Accommodation

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