

ON-CAMPUS IMMIGRATION SERVICE

March 13th (Friday), 2015

09:30 – 16:30 at Yulgok Hall #151

- * **When** : March 13th(Friday), 2015
 - * **Time** : 09:30 – 16:30 (first-come, first served, Up to 200 applicants)
 - * **Where** : Yulgok Hall Room #151 (Visual Conference Room)
 - * **Things to bring** : prepare the below required documents in advance (Please refer to page 2)
 - * **Alien Registration Card Processing Time** : Normally takes 3-4 weeks
- ※ Students who can't come on Mar.13th have to visit Suwon Immigration Office individually by making an on-line reservation. Without reservation, waiting time will be 3-4 hour.

Online Reservation(Website Reservation)

- Visit <http://www.hikorea.go.kr> > Make a Member ID > Click English > Reserve Visit
> Make an On-line Reservation and visit Immigration Office
- Students should join to become a member of Hikorea first in order to make an on-line reservation

Visiting Suwon Immigration Office

- Please see page 28 of the handbook
- Address : 1012-6, Yeongtong-dong, Yeongtong-gu, Suwon (in front of Bandal Park and next to the Yeongtong Social Welfare Center)
- Call Center : 1345
- Bus Number : 11-1(Ajou University > Yeongtong Station) / 720-1 (Ajou University > Yeongtong Deung gi so)
2-2 (Ajou University > Yeongtong Station)
53 (Ajou University > Suwon Immigration Office, Salgugol Park)
- If you take a taxi, the cost is about 8,000 KRW for one way

Things to bring for applying Alien Registration

- Passport
- Copy of Passport and Visa (front page of your passport showing your photo and the visa page)
- 1 color photo(size: 3.5cm*4.5cm, white background taken within 6 months)
- Completed Application form for foreign registration (Attachment)
- Certificate of Enrollment (issued at Ajou Service Center, cost: KRW 500)
- Health and Medical Clearance form (required to the below 16 countries nationals only)
- Fee : Tax stamp KRW 30,000

*The designated 16 countries are : China, Russia
Sri Lanka, Uzbekistan, Thailand, Vietnam, India,
Nepal, Indonesia, Pakistan, Mongolia, Bangladesh
The Philippines, Myanmar, Cambodia, and Malaysia*



Passport Copy:

- Front Page
- Visa page

Photo Studio

- Students who don't have a photo(3.5*4.5, white background) to submit, please take a photo at the Photo Studio located in the basement of Yulgok Hall. Since the background should be white, please wear dark color clothing when taking a photo.
- Processing Time : About 5 minutes
- Fee : KRW 10,000 (8 photos)

Procedure for Registration, Extension Stay and Change of Visa

- Please prepare the required documents and check the documents with OIA Interns on-site on March. 13th before going to be in line(Immigration Officers)
- When your documents are all checked, you will receive the number ticket
- Until your number is ready, please be seated and wait. When your number is ready, please go and see the immigration officers.