

■ **Application eligibility:** enrolled students, students cursing additional semesters, students on thesis preparation, undergraduate students (who have not passed the graduation exam or have not obtained TOPIK level 4)

■ **Date for documentation submission:**

Turn	Application eligibility	Submission Date
1	* Students on thesis preparation * undergraduate students (who have not passed the graduation exam or have not obtained TOPIK level 4)	2.19.(Fri) 10:00~16:00 (1 day)
2	· Enrolled students	3.9.(Tue) 10:00~16:00 (1 day)
3	· enrolled students · Students cursing additional semesters	3.29.(Mon) 10:00~16:00 (1 day)

※ Lunch Time: 12~1pm

■ **Place:** Administration office of International Services (N10- office No.151)  
(contact no. ☎ 043-261-3890)

■ **Attention**

- You must be wearing your mask before entering the office.  
In case of fever symptoms, please refrain from visiting the office and get in contact with the person in charge as soon as possible.
- Please be sure to follow the submission date.
- After filling out the application form, print it and submit it.
- You must submit one (1) photocopy of each: Passport, Proof of Residence
- The Proof of enrollment, Transcript, Tuition Payment certificate and Completion certificate can be issued in the Total Service Center (N10- No.106)  
(In case of online issue: check the attached file)
- In case that your visa expires before the date of 'Group Application' or in case of preferring an 'Individual Application', you must apply for an appointment (on [www.hikorea.go.kr](http://www.hikorea.go.kr)). After that, you must personally go to the Immigration Office and apply for the Visa Change.

Application eligibility	Required documents	
<b>Enrolled students Visa Extension</b> <b>D-2 ▶ D-2</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Proof of enrollment</li> <li>3. Academic transcript</li> <li>4. Tuition Payment certificate</li> <li>5. Proof of Residence(select only 1) <ul style="list-style-type: none"> <li>- Certificate of dormitory residence</li> <li>- Real estate rent contract (room contract)</li> <li>- The official form "Confirmation of Residence/Accommodation", Copy of the provider's ID card, Standard Lease Contract under the provider's name</li> </ul> </li> <li>6. Passport photocopy (1)</li> <li>7. Commission Fees: 60,000 won</li> </ol> <p>※ Those whose GPA was lower than 2.0 in the previous semester must additionally submit a bank balance certificate (3,000,000 won for 6 months)</p>	<p>※ <a href="#">Certificate Issuance</a></p> <p>Total Service Center (N10-No.106)</p> <p>※ <a href="#">Certificate types</a></p> <ul style="list-style-type: none"> <li>- Tuition Payment certificate</li> <li>- Enrollment certificate</li> <li>- Transcript</li> <li>- Completion certificate</li> <li>- Graduation certificate</li> </ul> <p>※ <a href="#">Inquiry</a></p> <p>☎ 1345</p>
<b>Additional semester students (&amp; repeaters)</b> <b>D-2 ▶ D-2</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Explanatory Statement for Additional Semester(s)</li> <li>3. Proof of enrollment</li> <li>4. Academic transcript</li> <li>5. Tuition Payment certificate</li> <li>6. Proof of Residence(select only 1) <ul style="list-style-type: none"> <li>- Certificate of dormitory residence</li> <li>- Real estate rent contract (room contract)</li> <li>- The official form "Confirmation of Residence/Accommodation", Copy of the provider's ID card, Standard Lease Contract under the provider's name</li> </ul> </li> <li>7. Bank balance certificate (6 months: approx. 3,000,000 won)</li> <li>8. Passport photocopy (1)</li> <li>9. Commission Fees: 60,000 won</li> </ol> <p>※ Repeaters must submit the Student's Record (issued by the Total Service Center)</p>	
<b>Thesis preparation graduate students</b> <b>D-2 ▶ D-2</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Confirmation Form for Faculty Advisor on a Student's Thesis Schedule</li> <li>3. Completion certificate</li> <li>4. Academic transcript</li> <li>5. Proof of Residence(select only 1) <ul style="list-style-type: none"> <li>- Certificate of dormitory residence</li> <li>- Real estate rent contract (room contract)</li> <li>- The official form "Confirmation of Residence/Accommodation", Copy of the provider's ID card, Standard Lease Contract under the provider's name</li> </ul> </li> <li>6. Bank balance certificate (6 months extension: approx. 3,000,000 won, 1 year extension: approx. 6,000,000 won)</li> <li>7. Passport photocopy (1)</li> <li>8. Commission Fees: 60,000 won</li> </ol> <p>※ Extension period after completion-Master: 3 years, Ph.D.: within 5 years</p>	
<b>Undergraduate students (Those who have not obtained TOPIK level 4 or have not passed the graduation test)</b> <b>D-2 ▶ D-2</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Confirmation letter of registering additional semester(s)</li> <li>3. Completion certificate</li> <li>4. Academic transcript</li> <li>5. TOPIK registration number</li> <li>6. Proof of Residence(select only 1) <ul style="list-style-type: none"> <li>- Certificate of dormitory residence</li> <li>- Real estate rent contract (room contract)</li> <li>- The official form "Confirmation of Residence/Accommodation", Copy of the provider's ID card, Standard Lease Contract under the provider's name</li> </ul> </li> <li>7. Bank balance certificate (6 months: approx. 3,000,000 won)</li> <li>8. Passport photocopy (1)</li> <li>9. Commission Fees: 60,000 won</li> </ol>	