

	Required Documents for VISA Process
Language program student D-4 ⇔ D-2	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Certificate of Admission (Issue in Office of International Services)</li> <li>3. Certificate of tuition payment or receipt</li> <li>4. Verification of place of sojourn</li> <li>5. Transcript or certificate of attendance for total semester of language program</li> <li>6. A copy of passport</li> <li>7. A passport photo</li> <li>8. Application fee ₩130,000</li> </ol> <p>※ You must change your visa before the start of the semester regardless of the expiration date.</p>
Change of degree Course Undergraduate ⇔ Master Master ⇔ Doctorate D-2 ⇔ D-2	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Certificate of Admission (Issue in Office of International Services)</li> <li>3. Certificate of tuition payment or receipt</li> <li>4. Verification of place of sojourn</li> <li>5. A copy of passport</li> <li>6. Application fee ₩60,000</li> </ol> <p>※ Transcript and certificate of graduation are required additionally for those who graduated other university.</p> <p>※ You must change your visa before the start of the semester regardless of the expiration date.</p>
Regular Student Visa Extension D-2 ⇔ D-2	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Certificate of attendance</li> <li>3. Transcript</li> <li>4. Certificate of tuition payment or receipt</li> <li>5. Verification of place of sojourn</li> <li>6. A copy of passport</li> <li>7. Application fee ₩60,000</li> </ol> <p>※ Student with underachievement(Under GPA 2.0): Financial verification(more than ₩3,000,000 per semester)</p>
Student who are exceeding required semesters D-2 ⇔ D-2	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Letter of reason of attending the additional semester (A faculty advisor &amp; staff of office of International Services should confirm)</li> <li>3. Certificate of attendance</li> <li>4. Transcript</li> <li>5. Certificate of tuition payment or receipt</li> <li>6. Verification of place of sojourn</li> <li>7. Financial verification(more than ₩3,000,000 per semester)</li> <li>8. A copy of passport</li> <li>9. Application fee ₩60,000</li> </ol>
Student completed courses (Graduate) D-2 ⇔ D-2	<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. Certificate of Course completion</li> <li>4. Transcript</li> <li>5. Verification of place of sojourn</li> <li>6. Financial verification(more than ₩3,000,000 per semester)</li> <li>7. A copy of passport</li> <li>8. Application fee ₩60,000</li> </ol> <p>※ Possible extension period after the completion: 3 years for master's, within 5 years for doctorate</p>
Student completed courses (Undergraduate) D-2 ⇔ D-2	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Letter of reason of attending the additional semester (A faculty advisor &amp; staff of office of International Services should confirm)</li> <li>3. Certificate of Course completion</li> <li>4. Transcript</li> <li>5. An admission ticket for TOPIK examination</li> <li>6. Verification of place of sojourn</li> <li>7. Financial verification(more than ₩3,000,000 per semester)</li> <li>8. A copy of passport</li> <li>9. Application fee ₩60,000</li> </ol>
Job-seeker after graduation D-2 ⇔ D-10	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Original certificate of degree</li> <li>3. Transcript</li> <li>4. A written plan of job-seeking</li> <li>5. Passport</li> <li>6. Verification of place of sojourn</li> <li>7. A passport photo</li> <li>8. Application fee ₩130,000</li> </ol>

**Certificate Issuance:** Total service center (N10 #106)

**Certificate type:** Certificate of attendance, Certificate of tuition payment, Transcript, Certificate of Course completion, Certificate of graduation

**Visa inquiry:** ☎1345