

	Required Documents for VISA Process
Language program student D-4 ⇨ D-2	1. Application form 2. Certificate of Admission (Issue in Office of International Services) 3. Certificate of tuition payment or receipt 4. Verification of place of sojourn 5. Transcript or certificate of attendance for total semester of language program 6. A copy of passport 7. A passport photo 8. Application fee ₩130,000 ※ You must change your visa before the start of the semester regardless of the expiration date.
Change of degree Course Undergraduate ⇨ Master Master ⇨ Doctorate D-2 ⇨ D-2	1. Application form 2. Certificate of Admission (Issue in Office of International Services) 3. Certificate of tuition payment or receipt 4. Verification of place of sojourn 5. A copy of passport 6. Application fee ₩60,000 ※ Transcript and certificate of graduation are required additionally for those who graduated other university. ※ You must change your visa before the start of the semester regardless of the expiration date.
Regular Student D-2 ⇨ D-2	1. Application form 2. Certificate of attendance 3. Transcript 4. Certificate of tuition payment or receipt 5. Verification of place of sojourn 6. A copy of passport 7. Application fee ₩60,000 ※ Student with underachievement(Under GPA 2.0): Financial verification(more than ₩3,000,000 per semester)
Student who are exceeding required semesters D-2 ⇨ D-2	1. Application form 2. Letter of reason of attending the additional semester (A faculty advisor & staff of office of International Services should confirm) 3. Certificate of attendance 4. Transcript 5. Certificate of tuition payment or receipt 6. Verification of place of sojourn 7. Financial verification(more than ₩3,000,000 per semester) 8. A copy of passport 9. Application fee ₩60,000
Student who are completed courses (Graduate) D-2 ⇨ D-2	1. Application form 2. Confirmation form for Faculty advisor on a student's Thesis schedule 3. Certificate of Course completion 4. Transcript 5. Verification of place of sojourn 6. Financial verification(more than ₩3,000,000 per semester) 7. A copy of passport 8. Application fee ₩60,000 ※ Possible extension period after the completion: 3 years for master's, within 5 years for doctorate
Student who are completed courses (Undergraduate) D-2 ⇨ D-2	1. Application form 2. Letter of reason of attending the additional semester (A faculty advisor & staff of office of International Services should confirm) 3. Certificate of Course completion 4. Transcript 5. An admission ticket for TOPIK examination 6. Verification of place of sojourn 7. Financial verification(more than ₩3,000,000 per semester) 8. A copy of passport 9. Application fee ₩60,000
Job-seeker after graduation D-2 ⇨ D-10	1. Application form 2. Original certificate of degree 3. Transcript 4. A written plan of job-seeking 5. Passport 6. Verification of place of sojourn 7. A passport photo 8. Application fee ₩130,000

☐ **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