



Easy and Concise
SEOUL IMMIGRATION OFFICE
**Guide to
Immigration
Petitions**



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Easy and Concise Guide to Immigration Petitions

Welcome to the Seoul Immigration Office.

As the central Immigration Office in charge of the capital area, our office strives to provide foreigners staying in Korea with quality administration service regarding their stay here.

This pamphlet contains a range of services available at our office, frequent violation cases, and the answers to frequently asked questions.

We hope you find this pamphlet useful and wish you all the best, good health, and happiness.

Chief of the Seoul Immigration Office

Chronology of Seoul Immigration Office

1963. 12. 16.

The Seoul Immigration Office under the Ministry of Justice established.

2006. 5. 3.

The Sejongno Branch of Seoul Immigration Office established

2010. 8. 2.

Immigration Special Investigations Unit established

2013. 7. 1.

Seoul Nambu(Southern) Immigration Office separated and established

2015. 4. 22.

The electronic visa(E-visa) center opened

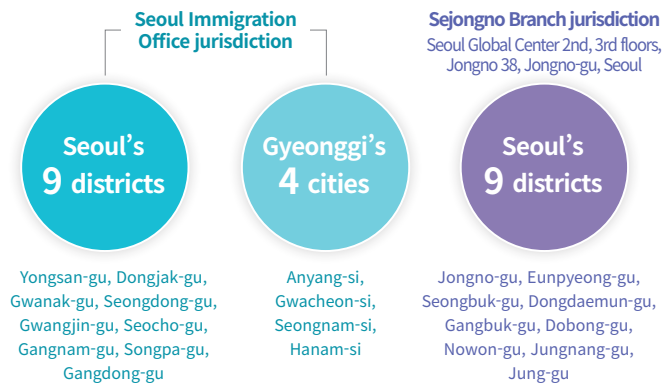
2018. 5. 10.


The Seoul Immigration Office promoted to Cheong-level



You can visit the Seoul Immigration Office Facebook page for our latest activities.

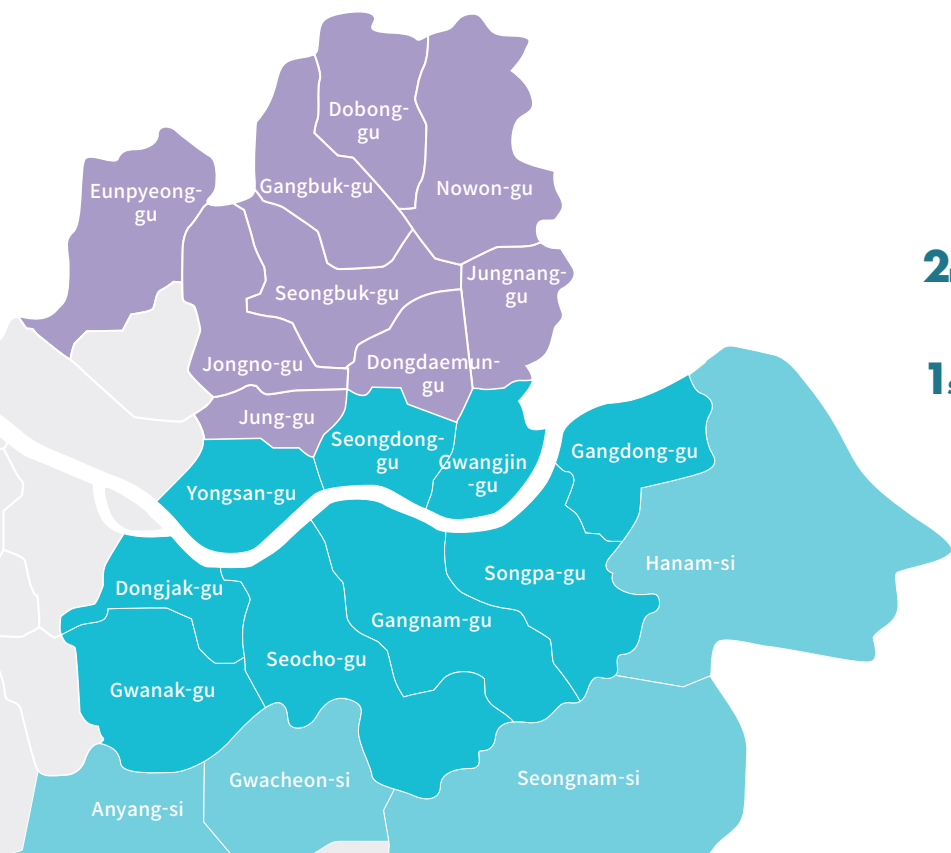
Jurisdiction of Seoul Immigration Office





NOTE

(Seoul Southern Immigration Office jurisdiction) Seoul's 7 districts of Guro-gu, Gangseo-gu, Yangcheon-gu, Yeongdeungpo-gu, Mapo-gu, and Seodaemun-gu and Gyeonggi-do's Gwangmyeong City. Please check which Office has jurisdiction over your place of stay.
(Seoul Southern Immigration Office Address: 48, Magok Seo 1-ro, Gangseo-gu, Seoul
Subway: 8 minute walk from Magok station(Line 5) Exit 1)



Floor Information of Seoul Immigration Office

7th	General Affairs Division	Disclosure of information and personal data on request, Agent registration, Office management support
6th	Enforcement and Adjudication Division	Offender examination, Penalty and administrative fine disposition
	Investigation Division	Immigrant interview on status, etc. Report suspicious activities(☎1588-7191)
5th	Detention Room	Detainee visitation, sending items to detainees
4th	Immigration IT Center	Immigration information system operation and management
3rd	Visa and Residence Division (Chinese only)	Stay-related petitions and screening for Chinese nationals(excluding Hongkongers and Taiwanese), Immigration petition submission by agent
	Woori Bank	Payment of fees for applications, penalty, administrative fine (ATM available)
	Revenue Stamp Purchase	Electronic revenue stamp purchase, Photocopy
	Nationality and Integration Division	Nationality petition(naturalization, recovery), Nationality report(acquisition, choosing, loss, retention), Immigrant social integration, Nursing room New wing Refugee interview room (enter the new wing)
2nd	Refugee Division	Main building Refugee Interview Room : Refugee applicant interview Naturalization Interview Room : Nationality(naturalization) applicant interview New wing Refugee application, Refugee interview (enter the new wing)
1st	Visa and Residence Division (Non-Chinese only)	Stay-related application and its screening, etc. (except Chinese nationals)
	Global Talents and Investors Service Center	Screening investors(D-8), global talents, etc. visas, Certificates issuance, Residence card pick up
	Revenue Stamp Purchase	Electronic revenue stamp purchase, Photocopy, Instant photo booth (ATM available)
	Lobby	Computers for visitors(printing available), digital blood pressure meters, cell phone chargers, wheelchairs, baby strollers and others.

※There is Sinjeong 2-dong Community Service Center (02-2620-4210) across the Seoul Immigration Office.

PART

01

Petitions Available Online

Visit websites and have your petitions quickly and conveniently addressed without visiting an office.



Immigration Petition Online

www.hikorea.go.kr

[Check Information of Various Types]

Following verification of your identity on the website Hi Korea, you can check the validity of your residence card, (departure ban status,) etc.

What you can check



Office Directory
(Immigration Office by
jurisdiction)



Validity Check of
Registration Card



Expiry date
Check



Eligibility of
employment



List of hospitals
designated by the
Ministry of Justice



Departure
ban(Koreans only)

[Petitions available at Hi Korea by Stay Status]

Temporary extension of stay for departure of registered foreigners

Extension of stay for departure of short-term visa holder

Part-time work permission and Change part-time workplace

E-9 Change of workplace

Initiate work by H-2 holders

Re-entry permit(single entry)

Address Change Declaration

Change of employment
Information

Change passport Information
(Changes in registration
information)

Change of stay status

→ Apply for visa change to D-2, F-4(limited)

Extension of stay for registered foreigners

→ For short-term stay visas including B-1, B-2, C-3 and C-4(90 days within entry)

For registered foreigners including D-1, D-2, D-4, D-5, D-6, D-7, D-9, D-10, E-1, E-2, E-3, E-4, E-5, E-6, E-9, E-10, F-1(limited), F-3, H-1, H-2 and F-4 holders

[How to use Hi Korea]

Join
HiKorea.go.kr
and log-in

Click
Petition
Application

Click
e-Application

Attach your
documents
and pay fees

※ Online petition service: 7:00 a.m. to 10:00 p.m. on weekdays

※ Application Forms and Document instructions : On the Hi Korea homepage click [Application Form] and refer to [The Sojourn Guide for Foreigners(Available only in Korean)]

※ Your online petition status and result are available at [e-Application Status] of My Page on Hi Korea.



Report via fax 1577-1346

Certain reports can be made via electronic fax at 1577-1346

[What you can report via fax]



Change in passport information

limited to changes on passport number, date of issuance and valid date



Change in employment information

including resignation, dismissal, disappearance, employer's information change, etc.



Immigration-related petitions

including initiation of employment and training(internship), change in affiliated agencies or enrollment status.

※ However the changes under Article 35(1) of the Immigration Act, which include name, gender, date of birth, nationality, cannot be reported via fax as your residence card must be reissued.

[How to use fax reporting]

For employers (items in Article 19)

- Report changes in employment
(a foreign employee's resignation, disappearance, decease, an employer's information change, etc.)

For registered foreigners (items in Article 35)

- Report changes in registration information
- Report initiation of work, change in workplace by H-2 holders

Result of dealings

- Reception/(non)acceptance
- Complement request to petitioners
- Rejection

What to fax (☎ 1577-1346)

- Employer's Notification for change in foreign employees(trainees) form
- H-2: Report on initiation of work, etc.
- Registered foreigner's Integrated application form
- Required documents by petition: Refer to hikorea.go.kr or call 1345

Reception by competent office
Sending automatic reply of confirming reception

Inquiries by petitioners

Immigration Contact Center
(☎ 1345)

※ Fax number **1577-1346** is available anywhere across the nation from **9 a.m. to 6 p.m.** on weekdays (except on public holidays).
(In case of errors including transfer failure, please call the Immigration Contact Center to get alternative fax numbers.)

Note

- ※ **Make sure you receive a confirmation message** from the Ministry of Justice upon faxing your petitions.
- ※ However, receiving a Justice Ministry's confirmation message on your end **does not guarantee that your petition has been accepted and dealt with.** It indicates no more than the arrival of your petition.



Certificate Issuance

www.gov.kr

[On www.gov.kr, petition is processed within the day and its printing available]

Certificate of Entry and Exit

Certificate of Foreigner registration

Certificate of Choosing Nationality

Certificate of Overseas Korean Resident

Certificate of Nationality Acquisition

Certificate of Nationality Retention

Certificate of Renouncing Foreign Nationality

Certificate of Renouncing the Republic of Korea Nationality



You may use agents

On your behalf, an agent(licensed administrative agent or lawyer) may apply for petitions for obtaining or changing residence status, or pick up your residence card, etc.
(This may incur delegation fees.)

Note

Even with agents, **foreigners may be required to present themselves** at the office for having fingerprints collected, identification verified or record validity checked, etc. If foreigners reject reasonable requests by immigration officers, their **application may be denied or withheld.**

- ※ Immigration service agents are obligated to receive the training provided by competent immigration offices.
(New agents require the training upon registration. Existing agents require the complementary training every two years.)

PART
02

Guidance for visiting petitioner

Is online application inconvenient for you?
Visit an immigration office. We will kindly
help you with your applications.

Instruction by petition type

For all petition

- For petitions concerning stay status(foreigner registration, stay extension, stay status change, etc.), and nationality, all petitioners should **make a visit reservation on www.hikorea.go.kr**.

However, older people aged 70 or over, pregnant women, etc. are eligible for walk-in services, possibly with waiting time.

※ No visit reservation is required for refugee application or immigration offense examination.

- Before visiting an office, you can check **required forms and documents** on www.hikorea.go.kr or Immigration Contact Center at 1345(without regional code).

Your preferred language number

How to use

Call at 1345

(no regional code required)

Consulting hours

24 hours/day

(20 languages provided from 9:00 a.m. until 6:00 p.m. during weekdays. Only Korean, English and Chinese provided after 6:00 p.m. during weekdays and all day long during weekends.)

1345 + 국가번호 + *			
1 한국어	11 파키스탄어	اردو	
2 중국어	12 러시아어	Русский язык	
3 영어	13 네팔어	नेपाली	
4 베트남어	14 캄보디아어	ខ្មែរ	
5 타이어	15 미얀마어	မြန်မာစာ	
6 일본어	16 독일어	Deutsch	
7 몽골어	17 스페인어	Español	
8 인네시아어	18 필리핀어	Tagalog	
9 프랑스어	19 아랍어	اللغة العربية	
10 방글라데시어	20 스리랑카어	සිංහල	

Automatic Response Service

- # Press 1 Office location and jurisdiction, office hour
- # Press 2 Result of confirmation of visa issuance application
- # Press 3 Work resignation report, H-2 workplace report instruction
- # Press 4 Legal Counselling from an attorney of your neighborhood
- # Press 0 Consultant

Consultation in foreign language

Following instruction press your preferred language number and asterisk(*)

- All documents must be submitted in their original versions issued within three months.
- Any documents issued outside Korea(criminal record certificates, academic degree certificates, etc.) must be **apostilled or verified at a Korean Consulate in the petitioner's country** before attached.



Petition on stay status

foreigner registration, extension of stay, change of status, etc.

- On the Hi Korea web site make a visit reservation and get your reservation number. At the office, come to the window when your number appear on the screen. To speed up your application process, have all your **papers*** at hand.

* Your passport, residence card, integrated application form, acceptable documents proving your residence, photo(taken within six months), petition fees, etc.

Screening process may require **additional documents** depending on the petition and your stay status.

- A stay period may be given only within your passport's valid date. **Check your passport's valid date** before applying for permission for stay.
- **If you fail to pay taxes**(national tax, local tax, customs) or health insurance premiums you may face consequences including restrictions in extending your period of stay.
- If you have received any criminal punishments or violated the Immigration Act **you may be subject to restrictions in obtaining permission for stay or deportation** depending on its type and severity.
- If you have been subject to a fine or penalty for **false invitation of foreigners or illegal employment**, you will be restricted from inviting foreigners for a period over a year.



Petition concerning nationality

- For petitions concerning nationality, you must present yourself at the office.

* However, if you are aged 15 or under, your legal representative may present on behalf of you. For loss of nationality, your spouse, first cousins or relatives closer than first cousins may report on behalf of you.

- You should visit the office having jurisdiction of your place of stay for certain petitions.

- (Petition only available at the office having jurisdiction over your place of stay) naturalization, recovery of nationality

* [Seoul Immigration Office's jurisdiction] Seoul's Gwanak-gu, Gwangjin-gu, Gangnam-gu, Gangdong-gu, Dongjak-gu, Songpa-gu, Seongdong-gu, Seocho-gu, Yongsan-gu, Jongno-gu, Jung-gu, Eunpyeong-gu, Dongdaemun-gu, Jungnang-gu, Dobong-gu, Seongbuk-gu, Gangbuk-gu and Nowon-gu and Gyeonggi Province's Anyang-si, Gwacheon-si, Seongnam-si and Hanam-si.

- (Petition handled at any office regardless of jurisdiction) Reporting of acquiring, choosing, retaining, or losing nationality, etc., submitting Certificate of Facts Concerning Renunciation of Foreign Nationality by Korean nationality acquirers, vowing not to exercise a foreign nationality, applying for the verification of Foreign Nationality Renunciation(vowing not to exercise a foreign nationality), applying for nationality judgment, or other certificates concerning nationality.

☞ However, if your address is registered outside of country, nationality renunciation can be reported only at a diplomatic establishment having jurisdiction over your address.



Apply for refugee Status

- If you have applied for refugee status by submitting refugee application with substantiating documents, etc., **you should report your place of stay to and be granted stay permission** by a competent immigration office.
- When you intend to engage in job-seeking activities six months after your refugee application, **you must obtain permission on engaging in activities not covered by the status**. Obtaining employment without such permissions may have consequences including an administrative fine and deportation.
- Refugee applicants who ①have violated the law by staying illegally, ②have falsely applied for refugee status, ③have stayed in Korea over a year before applying for refugee status, or ④repeatedly apply for refugee status without changes in grounds for application, etc. **may be denied the change in their visa to a G-1**.
- **If your residence or contact numbers have changed** since your filing of refugee application you must inform a competent immigration office of such changes. Failure to inform may have consequences including the termination of your refugee screening process.

Certificate issuance

- Under the Act on the Personal Information Protection, application for issuance of certificates of any kind or request for personal information **should be made by the petitioner himself/herself, not by a third party** including family members.
→ If a third party intends to do so, he/she must present the power of attorney from the petitioner.
- To have your Certificate of Entry and Exit or Certificate of Foreigner Registration issued, **you can visit your Si, Gun or Gu office or community service center** in addition to an Immigration Office.



PART

03

Frequent violation cases

You may be punished even if you were not aware.



Violation of reporting obligations



Foreigners failing to report changes in foreigner registration information

A foreigner whose name has changed upon marriage, was issued with a new passport and failed to report this. She claims that she was unaware that the change must be reported within 15 days.

Consequences

Violation Article 35, etc. of the Immigration Act

Disposition An administrative fine of up to 1 million won

In case of changes in name, sex, birth date, nationality or passport, foreigners must report such changes at the immigration office having jurisdiction over their place of stay within 15 days.

⇒ For convenience, you can report via websites Hi Korea or electronic fax without visiting an office.

Violation of reporting obligations



Foreigners failing to report change in the place of stay

A Korean who has married a foreign spouse, moved to a new place near his workplace and did his moving-in report to a competent community service center. Being the head of the household, he assumed his spouse's residence was changed along with his. He later found out that his wife's place of stay remained unchanged.

Consequences

Violation Article 36 of the Immigration Act or Article 6, etc. of the Act on Immigration of Legal Status of Overseas Korean

Disposition a penalty of up to 1 million won or an administrative fine of up to 2 million won

In case of changes in address due to moving etc, foreigners must report this to a competent immigration office, Si/Gun/Gu office or community service center within 15 days; for foreign nationality Koreans(F-4), it is within 14 days.

⇒ You can report more conveniently via website Hi Korea without visiting an office.

Foreign nationality Koreans (F-4) are not allowed to engage in unskilled labor such as construction site day work and courier service.

Foreign nationality Koreans(F-4) employed in unskilled labor, etc.



A foreign nationality Korean on a F-4 visa worked as a courier despite the visa prohibiting unskilled labor. He claims that he was unaware that courier and delivery services fall into the unskilled labor category, which restrict F-4 visa holders from working.

Consequences

Violation Article 18(1) of the Immigration Act
Disposition a penalty of up to 30 million won

Foreign nationality Koreans are restricted from engaging in unskilled labor or conduct disturbing good morals or other social order.

(e.g) delivery worker, courier worker, restaurant server, cleaner, mover, building maintenance worker, kitchen assistant, gas station attendant, masseur/masseuse, foot care worker, bath care worker, PC cafe worker, noraebang worker.

⇒ The list of restricted jobs for foreign nationality Koreans(F-4) is available on www.hikorea.go.kr.

Foreign students are required to obtain permission to work part-time

Foreign students working without work permission



A foreign student who studies International Studies at a university in Korea worked at a restaurant without obtaining permission from an immigration office. She claims she was unaware that part-time jobs required work permission.

Consequences

Violation Articles 17(1), 20, etc. of the Immigration Act
Disposition a penalty of up to 30 million won

Foreigners on a student visa may work only part-time with work permission. However, language tutoring, manufacturing, construction businesses are not allowed(However, for manufacturing, foreigners with a TOPIK level 4 or above or a KIIP level 4 or above may be granted exception.) The same applies during school vacations or leave of absence from school.

※ Note that a foreign student caught working illegally may face limitation in obtaining a D-10 visa, employment in Korea or face deportation.

Employers must report changes in circumstances of their foreign employees



Employers failing to report changes in foreign employees' employment status

A foreign employee submitted his resignation letter to his Korean employer. Believing the employment contract was terminated, the employer failed to report this circumstance within 15 days to the authorities. Consequently he faced an administrative fine.

Consequences

Violation Article 19(1) of the Immigration Act, Article 24 of the Enforcement Decree of the Immigration Act, etc.
Disposition an administrative fine of up to two million won

In case of a foreign employee's resignation, decease, disappearance, a change in important items of his/her employment contract(including changes in contract period, employer, representative, workplace address), the employer must report this within 15 days.

⇒ You can report more conveniently via website Hi Korea or electronic fax without visiting an office.

Hiring foreign language instructor(by a parent, etc.) for private tutoring purposes is not allowed.



Hiring a foreign tutor who promoted private language lessons on social media

A Korean parent found a foreign language instructor who gathered students for online lectures on social media. The parent had the foreigner tutor his child. The parent claims that he was unaware that it was illegal to have a private language lesson from a foreigner on a E-2 visa.

Consequences

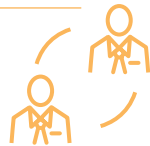
Violation Article 18(3) of the Immigration Act
Disposition a penalty of up to 30 million won

Foreign instructors are allowed to be employed by educational institutions at and above the primary education level, but not by kindergartens or by individuals for tutoring purposes.

※ Involved foreigners may face a penalty of up to 30 million won or deportation under Article 18(1) or 20, etc. of the Immigration Act.

Inviting a foreigner for household work purposes is not allowed.

Koreans falsely inviting foreigners for household work purposes



A Korean, who was a conglomerate family member, falsely invited a Filipino by disguising her as an employee of the company as the law prohibits the invitation of foreigners by Korean citizens.

Consequences

Violation Articles 7(2), 18(3), etc. of the Immigration Act
Disposition a penalty of up to 30 million won

Korean citizens are not allowed to invite foreigners for household work purposes(F-4 visa holders are allowed to work as a house worker).

Following the acquisition of a foreign nationality, using the passport of Republic of Korea is not allowed.

Foreign nationality acquirers using the Korean passport



A Korean, who held the nationality of the Republic of Korea, departed for the U.S. to attend a citizenship ceremony. By obtaining the U.S. citizenship at the ceremony, he lost his Korean nationality. To enter Korea, he presented his Korean passport, believing his passport was still valid as the written date was not past.

Consequences

Violation Articles 7(1), 28(1), etc. of the Immigration Act
Disposition a penalty of up to 60 million won

When a person of the Republic of Korea voluntarily, not by birth, acquires a foreign nationality his/her Korea nationality is automatically lost at the time of the foreign nationality acquisition.



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PART
04

Frequently Asked Questions



**Q. Who is required to make a foreigner registration?
By when?**

A. A foreigner intending to stay long-term exceeding 90 days must register within 90 days of his/her entry.

※ However, diplomacy(A-1), official(A-2), agreement(A-3) visa holders may be exempted.

Q. Do I need to visit an Immigration Office to apply for stay extension?

A. If your visa is eligible for online application, extension of stay can be applied online.

※ For more information refer to 'e-Application -> e-Application Guide' on website Hi Korea.

Q. When can I apply for extension of stay?

A. If you need to extend your stay, the earliest you can apply is four months before your stay period expires. Your stay extension petition's deadline is your expiry date, but it is until the day before the expiry date for e-Application.

Q. What documents do I need for stay extension?

A. To apply for stay extension, all petitioners are required to submit an integrated application form(Form No. 34 attached to the Act), their passport, residence card and acceptable documents proving their residence. Depending on the petitioner's stay status, more forms will be required, which are available in 「The Sojourn Guide for Foreigners(Available only in Korean)」 on hikorea.go.kr, or via phone call at 1345 at Immigration Contact Center.

Q. How can I check my records of entry and departure?

A. To check your records of entry and departure, you may have your 'Certificate of Entry and Exit' issued at your Si, Gun or Gu office, or community service center in addition to immigration offices.

※ Korean citizens may have their 'Certificate of Entry and Exit' issued online on website gov.kr.

Q. Do I need to have a permanent residence permit to apply for naturalization?

A. Since December 20, 2018, under Article 5 of the Nationality Act, you must be a F-5 visa holder to be eligible for general naturalization application.

Q. What should I do if I acquire a foreign citizenship(nationality)?

A. If you voluntarily acquire a foreign citizenship (nationality), on the day of its acquisition, your nationality of Republic of Korea is automatically lost. In this case, you must report the loss of nationality of the Republic of Korea to a diplomatic mission of Korea or an immigration office.

※ However, if you have obtained a foreign nationality involuntarily by marriage, adoption, recognition or concurrent acquisition, etc. and wish to hold the nationality of the Republic of Korea, you may report the retention of the Korean nationality within six(6) months from the date of foreign nationality acquisition.

**Q. I am a permanent resident.
Should I apply for extension, etc. to stay?**

A. A permanent resident's residence card(permanent residence permit) is valid for 10 years. You must have your residence card reissued before its valid period expires.

Q. Do I need to report my new address when I move?

A. In case of moving, registered foreigners and F-4 visa holders must report their new address within 15 days and 14 days respectively from the date of moving-in to a competent immigration office, or competent Si, Gun or Gu office or community service center. Foreigners must report their new address even when their household head has registered their new address as no automatic change is applied for foreign household members.

Q. Do I need a criminal record certificate to apply for change in visa to F-4?

A. Foreigners applying for an F-4 visa must submit a criminal record certificate and its certified translation from their country, issued within three months from the application. Certified translation requires a translator's personal information and contact information along with a copy of the translator's identification card.

Q. Can I get permission to work after getting Extension of Stay for Departure or Postponement of the Termination of Departure?

A. Even if your visa permits you to work, you are no longer allowed to obtain employment once you have been granted Extension of Stay for Departure or Postponement of the Termination of Departure.

Miscellaneous instruction

- For visitors we have digital **blood pressure meters, cell phone chargers, wheelchairs, baby strollers** available at the information desk.
- Frequently asked questions regarding nationality, foreign nationality Koreans, foreigner invitation and employment, etc. are answered on **www.hikorea.go.kr**.

* HiKorea.go.kr -> Information Sharing Corner -> Immigration office guidelines

- We ask that all visitors entering the buildings wear a mask, make a visitation phone call, and have the body temperature checked via thermal cameras. **Your cooperation with our prevention efforts will keep us all safe.**

- Visitors are advised to **use public transportation** due to limited parking space.

※ Address: 151 Seoul Yangcheon-gu Mokdongdong-ro (Tel.: 02-2650-6214, Fax: 02-2650-6295)

By subway: 800 meters from Omokgyo station Exit 7

