

# SNU 2025 Spring Guidelines for Online Group Application for Foreigner Registration·Visa Extension·Change of Visa Status

Greetings from the Office of International Affairs, SNU

The Office of International Affairs will provide group registration services for Visa/Immigration process (Foreigner Registration·Visa Extension·Change of Visa Status) for the 2025 Spring semester. Students who wish to apply must complete their application during the following application period. Students who completed the process or will be completing the process individually do not need to join the group application.

**1. Eligible Applicants:** Undergraduate·Graduate·exchange·visiting students with a D-2 Visa (D-2-5 holders excluded)

## 2. Application Period & Fees

Service	Eligible Applicants	Application Period(KST)	Fee	Notes
Foreigner Registration	New & Returning Students who entered Korea with a D-2 visa	1 <sup>st</sup> Round: 2025.2.17(월) 09:00 ~ 2025.2.28(금) 18:00	KRW 35,000	<ul style="list-style-type: none"> <li>▷ 1<sup>st</sup> Round applicants must enter Korea before March 2025</li> <li>▷ 2<sup>nd</sup> Round applicants must enter Korea before 2<sup>nd</sup> Round ends</li> <li>▷ Certificate of Enrollment will be issued and submitted by OIA on applicants' behalf</li> </ul>
		2 <sup>nd</sup> Round: 2025.3.4(화) 09:00 ~ 2025.3.17(월) 18:00		
체류 기간 연장	Students who need to change their visa from D-2-2(undergraduate) to D-2-3(master's)	2025.2.19(수) 09:00 ~ 2025.3.7(금) 18:00	KRW 75,000	If you wish to apply after March or if your current visa expires before your graduation, please check with the Immigration Office or Hirevisa as the deadline may differ  Must apply before current visa expiration date
	Students who need to change their visa from D-2-3(master's) to D-2-4(doctoral)			
	Students who did not complete the necessary courses and need a student visa (D-2) extension			
	Students who need to extend the period of stay to re-take courses or complete their graduation thesis/test			
체류 자격	Students who need to change from D-	2025.2.10(월) 09:00 ~ 2025.2.14(금)	KRW 150,000	

변경	4(language study) to D-2(student)	18:00		
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※Apply and check required documents at <https://www.hirevisa.com/snu>

※Please forward your inquiries to: (Foreigner Registration) <https://api2.hirevisa.com/helpcenter>

(Visa Extension, Change of Visa Status) <https://hirevisa.channel.io/home>

※Additional Fees may be charged due to exchange rates

※Holders of F-4(overseas Korean): cannot apply, must proceed individually

### 3. Foreigner Registration

#### A. Process



#### B. Notice

1) Generally, it takes a considerable amount of time to issue the Residence Card for 2nd Round applicants. **Unless necessary, please apply for foreigner registration during the 1st Round.**

2) All international(non-Korean) students must apply for Foreigner Registration within 90 days from the date of arrival after entering the country with D-2 (study abroad) status. Students who do not participate in the group application must complete Foreigner Registration individually at the immigration office by making a reservation at Hi Korea (<https://www.hikorea.go.kr/Main.pt>).

3) Required Proof of Residence Documents (depending on the type of accommodation)

Accommodation	Required Documents	Notes
SNU Gwanak Residence (Dormitory)	Certificate of Residence	Available for download at SNU Gwanak Residence website ( <a href="http://snudorm.snu.ac.kr">snudorm.snu.ac.kr</a> )
Residence under your name (with your name on the contract)	Copy of lease/rent contract	Must include a) exact address of your residence, b) personal information and signature of both tenant and landlord, and c) duration of stay
Residence under	▷ Confirmation of	▷ Must include the starting date

other's name  
(your name not on the contract)  
(friend's house, parent's house, etc.)

Accommodations with Business Registration Certificate (Goshiwon, Goshitel, AirBnB, Guesthouse, etc.)

<p>Residence/Accommodation (available at <a href="https://www.hikorea.go.kr/board/BoardApplicationListR.pt">https://www.hikorea.go.kr/board/BoardApplicationListR.pt</a>)</p> <ul style="list-style-type: none"> <li>▷ Copy of the provider's ID card (both front and back sides)</li> <li>▷ Copy of lease contract under the provider's name</li> </ul>	<p>of your residence</p> <ul style="list-style-type: none"> <li>▷ If the address on the provider's ID card matches the address on the confirmation of residence/accommodation, you do not need to submit the copy of lease contract under the provider's name (if the addresses are different the document is mandatory)</li> </ul>
<ul style="list-style-type: none"> <li>▷ Confirmation of Residence/Accommodation or an accommodation contract from your host</li> <li>▷ Business Registration Certificate of your accommodation</li> <li>▷ Receipt of monthly rent payment</li> </ul>	<ul style="list-style-type: none"> <li>▷ The address on the Confirmation of Residence/Accommodation should match the address on the Business Registration Certificate</li> <li>▷ If you submit the accommodation contract, it must include the starting date of your residence</li> <li>▷ Submission of proof of transfer history is allowed (alternative of receipt of monthly rent payment)</li> </ul>

#### 4. Precautions

A. If you fail to a) pay your fees before the application period ends; b) submit the required documents; or c) successfully resubmit documents that were requested to be supplemented, your application will be canceled automatically.

B. All application procedures will be informed by e-mail. Please provide an active email address when filling out the application form. QQ mail is difficult to receive, so please provide a different e-mail address.

C. All inquiries regarding Group Application must be forwarded directly to the HireVisa Contact Channel (<https://hirevisa.channel.io/>). (Korean, Chinese, English, Japanese communication available)

D. HireVisa is an organization that oversees the group application process of Foreigner Registration, Visa Extension, and Change of Visa Status in agreement with SNU OIA. Other services apart from Foreigner Registration, Visa Extension, and Change of Visa Status-such as HireVisa+-are not affiliated with SNU OIA whatsoever.