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Guide 1

Study Abroad in South Korea

#Student life hacks



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I. South Korea's Education System

School System

Early Childhood Education		Age 3-5 years of age
System	Kindergartens	
Type	<ul style="list-style-type: none"> Daycare Centers/ Childcare facilities, Kindergartens 	

Primary Education		Age 6-11 years of age
System	Elementary Schools	
School Year	1, 2, 3, 4, 5, 6	
Type	<ul style="list-style-type: none"> Elementary Schools, Civic Schools (6 years) Miscellaneous Schools (4-6 years) 	

Secondary Education1		Age 12-14 years of age
System	Middle School	
School Year	7, 8, 9	
Type	<ul style="list-style-type: none"> Middle School(3 years) Open Middle Schools, Middle Schools Attached to Industrial Firms, Special Classes for Industrial Firms(3 years) Civic High Schools, Miscellaneous Schools(1-3 years) 	

Secondary Education2		Age 15-17 years of age
System	High School	
School Year	10, 11, 12	
Type	<ul style="list-style-type: none"> High School(3 years) Open High Schools, High Schools Attached to Industrial Firms, Special Classes for Industrial Firms(3 years) Trade High Schools, Miscellaneous Schools(1-3 years) 	

Special education		Age 3-17 years of age
System	Kindergartens, Elementary Schools, Middle School, High School	
School Year	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	
Type	<ul style="list-style-type: none"> Schools exclusively for special education students(Special Education Schools) 	

Higher Education1		Age 18-23 years of age
System	University	
School Year	13, 14, 15, 16, 17, 18	
Type	<ul style="list-style-type: none"> University(2-6 years) Industrial universities, universities of education, open universities, and technical colleges(4 years) Cyber universities, distance universities, intra-company universities, miscellaneous colleges(2-4 years) Junior colleges(2-3 years) Specialized Colleges, Polytechnic Colleges(2 years) 	

Higher Education2		Age 22-29 years of age
System	Graduate School	
School Year	19, 20, 21, 22, 23	
Type	<ul style="list-style-type: none"> Graduate School(3-5 years) 	

* Source: Education in Korea 2023, Ministry of Education

1. Education System in General

South Korea's education system follows a 6-3-3-4 structure, consisting of kindergarten (3 years), elementary school (6 years), middle school (3 years), high school (3 years), and university (4 years). Compulsory education includes 6 years of elementary school and 3 years of middle school, which are provided free of charge.

Program	School	Student Age (in full years)	Duration of Education
Early Childhood Education	Kindergarten	3-5 years of age	3 years
Primary Education	Elementary School	6-11 years of age	6 years
Secondary Education	Middle School	12-14 years of age	3 years
	High School	15-17 years of age	3 years
Higher Education	University	18 years of age and above	4 years

2. Academic Curriculum

Kindergarten —

Kindergartens are categorized based on their founding entities as national (national government), public (local government), and private (corporate or individual) kindergartens. In kindergarten, education is conducted through play-based activities tailored to the developmental needs of young children, without specific textbooks or subjects. Typically, both a regular curriculum (approximately 4-5 hours per day) and after-school programs are provided.

Primary to Secondary Education —

Elementary, middle, and high schools operate on a two-semester system each year. The first semester runs from March 1st until a date determined by the head of the school, considering the number of school days, holidays, and curriculum operation. The second semester begins the day after the end of the first semester and continues until the end of February the following year. Between semesters, there are vacation periods, typically with summer break occurring in July to August and winter break in December to February.

Higher Education —

South Korea's higher education institutions are broadly classified into junior colleges (2-3 year programs), universities (4-year university programs), and graduate schools. With the recent advancement in information and communication technology, cyber universities that predominantly offer e-learning courses have been established and are in operation. Additionally, graduate programs (master's and doctoral programs) are commonly offered by 4-year universities. However, in recent times, there are also institutions known as 'graduate schools-only universities' that provide only graduate-level programs without undergraduate programs.

Classification	University		Graduate School	
	Academic Program	Associate Degree	Bachelor's Degree	Master's Degree
Study Period	2-3 years	4-6 years	2 years or more	3 years or more

(1) University

Programs Offered by Korean Universities

Regular Semester Program	Programs where international students take general regular courses alongside domestic students during the regular semesters of spring and fall. There are general courses conducted in Korean and general courses conducted in foreign languages; graduates can obtain degrees after completing these courses.
Exchange Student Program	Most Korean universities operate exchange student programs based on agreements with sister universities abroad, facilitating mutual exchanges where students can study at overseas sister universities for a specified period. Students applying for the exchange program need to have a certain level of academic performance and foreign-language proficiency.
Summer/Winter Semester Program	International students can take regular courses or other courses, including Korean language classes, during summer or winter vacation.
English-Taught Courses	Currently, universities with a keen interest in internationalizing education offer approximately 30% of all courses in English. The proportion of English-taught courses in graduate schools is higher than in undergraduate programs. Some universities have established international faculties where all courses are conducted in English.
Korean Language Training Program	Many universities have established affiliated language training institutes to offer Korean language courses for foreigners. Short-term programs, lasting 3-4 weeks, are operated for intensive improvement in communication skills within a brief period. Regular programs, lasting 10-40 weeks, aim to enhance communication skills through assignment activities related to real-life. These curriculums also run concurrently with cultural lessons to broaden understanding of Korean culture and increase the effectiveness of learning.

(2) Graduate School

In Korea, graduate schools are divided into academically-focused general graduate schools and professionally-oriented specialized graduate schools.

The duration of master's program is two years or more. It usually requires acquiring 24 credits. Individuals seeking a master's degree must earn a specified number of credits, pass a designated exam, and submit a thesis; the thesis undergoes evaluation by a committee of at least three examiners.

The duration of doctoral program is three years or more. It usually requires acquiring 36 credits. Individuals seeking a doctoral degree must earn a specified number of credits, pass a comprehensive exam, and submit a thesis; the thesis undergoes evaluation by a committee of at least five examiners.

The post-doctoral program involves continuing research after obtaining a doctoral degree. Currently, many Korean universities are conducting the BK21 project, by inviting postdoctoral researchers to participate in research projects.

II. Preparing to Study Abroad

When choosing a university, it is advisable to select a suitable university by collecting information through various channels and making a comprehensive judgment. (e.g., Searching for university names on portals to find related articles, reviewing promotional materials provided by universities, and exploring study abroad experiences shared by international students in online communities.) Korean universities offer a diverse range of academic programs, each with different duration of program. As there are variations in the academic program offered by each university, prospective international students should precheck the program of the university they wish to enroll in.

To achieve their study abroad goals within the desired timeframe, prospective international students need to gather information on the eligibility criteria and study period required, application procedures, necessary documents, and the financial expense related to study abroad for each university's academic program.

1. Application Eligibility

Academic Program	Eligibility Criteria
Associate degree, bachelor's degree	Individuals who completed the entire primary and secondary curriculums in the home country (12-year program).
Master's Degree	Holder of a Bachelor's degree
Doctoral Degree	Holder of a Master's degree

* The above-mentioned application eligibility is based on general standards, so it is advisable to precheck the specific admission guide of the desired university.

* For countries with less than a 12-year school system, admission is possible when applicants have completed entire primary and secondary school programs in the respective country and the head of the university of their choice confirms it with evidential documents such as a graduation certificate.

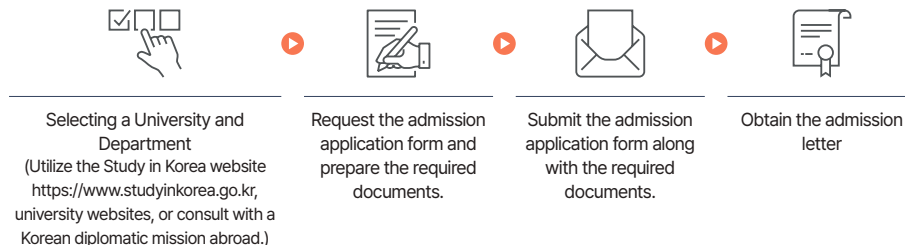
2. Application Period

Korean universities have two main semesters, spring and fall, with the spring semester (admissions in March) typically accepting applications from September to November of the previous year and the fall semester (admissions in September) typically accepting applications from April to June of the same year. As the admission documents and application period may vary by university, prospective international students should precheck the specific deadlines for the university of their choice through the university's official website or other sources.

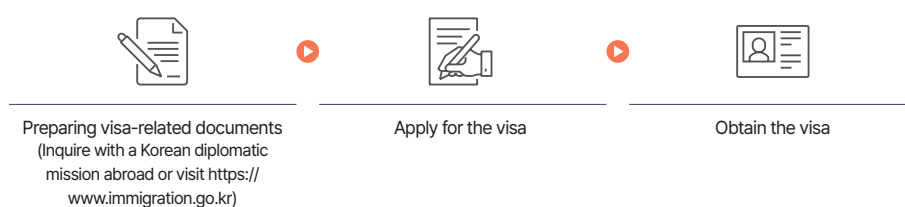
3. Application Procedure

General Admission Process for International Students ————

* Pre-Admission Stage



* Pre-Entry Stage



4. Screening Methods

Recently, the online application method through the internet is widely utilized.

Admissions for undergraduate programs are divided into freshman admissions and transfer admissions. Freshman admissions are available for high school graduates or above, while transfer admissions are available for those who have studied at a university for a certain period or hold a degree from a junior college or higher. While most universities primarily select students through document screening, some universities conduct interviews or exams. It is advisable to precheck and prepare for the screening methods of the desired university.

* Required Documents for Application

Visa issuance (recognition) application form, Educational institution business registration certificate, Standard admission letter, Family relationship proof document, Proof document of the highest education level, Financial proof document

- * The application period, documents to be submitted, and selection schedule may vary by each university or faculty, so please refer to the specific admission guide of the applying institution for detailed information.
- * Other university and major information is available on the Study in Korea website (<https://www.studyinkorea.go.kr>).
- * Depending on the type of documents (usually certificates of the highest education level), translation notarization or apostille confirmation may be required.

* Apostille System

A confirmation system for foreign public documents to be recognized domestically without consular verification. 124 countries worldwide (as of November 7, 2023) are parties to the apostille convention (<https://www.apostille.go.kr/gb/app/appAppl.do>).

Tip. Key Terms and Contents of Korean University Undergraduate Education

Course Registration	Enrolling in courses for the upcoming semester before each semester begins.
Course Evaluation	Assessing and providing feedback on the professor's lectures at the end of each semester.
(Application for) Leave of Absence	Obtaining permission from the school to take a break from studies for a specific period. (For foreign students, leaving Korea within 15 days from the approved date is required.)
(Application for) Return from Leave	Returning to school after a suspension or during a leave of absence.
Academic Warning	A warning issued at the end of each semester if the Grade Point Average (GPA) falls below a certain threshold set by each school (e.g., 1.5-2.0 out of 4.5, criteria vary by school and school year); accumulating three warnings may lead to expulsion (there could be disadvantages during visa extension).
Change of Major	Obtaining permission from the school to change the major field of study.
Double Major/Minor	Applying for the designated credits for another major (or department/faculty) and completing them in addition to the major initially chosen at the time of admission, are considered as fulfilling the major requirements for both departments. It is generally indicated simultaneously at the time of degree conferment.
English-Taught Course	Courses where lectures, exams, etc., are conducted entirely in English. *You can search the list of universities offering English-taught courses provided by ETS.
Expulsion	Losing student status at the university due to various circumstances.
Voluntary Withdrawal	Voluntarily leaving the university based on the student's own decision.



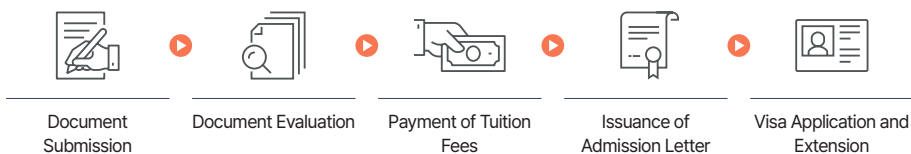
III. Language Education

In cases where proficiency in Korean is necessary before entering an academic program in Korea, individuals can learn Korean through university-affiliated Korean language training institutes or free Korean language courses.

1. University-Affiliated Korean Language Training Institute

These institutes are widely utilized by students aiming to enter university in Korea, providing systematic learning opportunities in speaking, listening, reading, and writing. Most regular programs last for about 10 weeks with an average of 20 hours per week, and the tuition fee is about 1.2 to 1.8 million KRW. Classes are tailored to adult learners, and some courses offer cultural experiences (including nearby local tours and traditional Korean cultural activities) once a month.

(1) Admission Procedure



(2) Examples of Documents to be Submitted

Visa issuance recognition application form, Passport, Standard admission letter, Final school transcript and graduation certificate, Financial proof documents (equivalent to 10 million KRW), Training plan

* Submitted documents will not be returned, and the required documents may vary by country and school; it is advisable to precheck the respective school's website for specific requirements.

(3) Example of Step-by-Step Regular Programs:

Introduction	<ul style="list-style-type: none"> • Understanding the characteristics of the orthography, phonetic value, and syllable structure of the Korean characters (Hangeul) • Ability to comprehend and express basic words & simple sentences
Beginner 1	<ul style="list-style-type: none"> • Constructing basic words essential for daily life and basic sentence structures • Learning practical conversations necessary for basic daily-life, such as greetings, self-introduction, shopping, and ordering food
Beginner 2	<ul style="list-style-type: none"> • Mastering and correcting accurate pronunciation and identifying sound changes • Practical conversations necessary for slightly more complex daily-life tasks, such as making phone calls, reservations, using post offices, and banks
Intermediate 1	<ul style="list-style-type: none"> • Basic vocabulary necessary for performing daily tasks, understanding general social phenomena, and using public facilities • Constructing discourse with relatively complex postpositional particles, connective endings, closing endings, auxiliary predicates, and familiar social materials, and understanding advertisements, interviews, and weather forecasts
Intermediate 2	<ul style="list-style-type: none"> • Learning proverbs, basic current affairs vocabulary, frequently used abstract vocabulary, and current terminology • Understanding Korean culture by covering basic current affairs through newspapers and television
Advanced 1	<ul style="list-style-type: none"> • Studying various idioms, loanwords, and abstract vocabulary related to social phenomena • Studying diverse current affairs materials on politics, economy, society, and culture, including relatively easy literary works
Advanced 2	<ul style="list-style-type: none"> • Extensive learning of slang, jargon, abbreviations and terminology related to fields of expertise • Understanding abstract content not only in politics, economy, and society but also in philosophy and ideology
In-depth	Developing the ability to take both liberal arts and major courses with aiming for proficiency in Korean equivalent to a native speaker as a preparatory step for entering university or graduate school or finding a job

* For foreigners entering Korea to attend a Korean language course at a university-affiliated Korean language training institute, they need to obtain the required visa (usually D-4) from the Korean embassy or consulate. Visa issuance requires the admission letter from the language training institute and documents like a guarantee of identity or financial proof. The criteria may vary by nationality, so it is advisable to consult thoroughly with the Korean embassy in the host country before enrolling the institute.

2. Korean Language Courses

(1) Free Online Learning

Some institutions offer free online Korean language education in addition to free offline classes.

* Nuri-Sejong School: <http://www.sejonghagdang.org>

* The Cyber University of Korea's Quick Korean: <http://korean.cuk.edu>

* EBS Durian: <http://www.ebs.co.kr/durian/kr/course>

(2) Local Government and Private Organization Programs

Local government foreign support institutions like Seoul Global Center and private organizations for foreign workers operate Korean language classes.

Institution	Phone Number	Website
Seoul Global Center	02-2075-4180	http://global.seoul.go.kr
Suwon Center for International Cooperation	031-248-9394	https://www.swcic.or.kr/
Ansan Foreign Residents Support Headquarters	1666-1234	https://global.ansan.go.kr
Daejeon Support Center for Foreign Residents	042-223-0789	https://www.dic.or.kr
Jeonbuk International Cooperation Agency	063-280-6100	https://www.jbcia.or.kr/
Gwangju International Center	062-226-2732	https://www.gic.or.kr/
Busan Global City Foundation	051-711-6878	http://www.bfic.kr
Ulsan Support Center for Foreign Residents	1577-2818	https://www.ulsan.go.kr/global/index
Migrant Workers Welfare Society in Korea	02-858-4115	https://miwel.modoo.at/
Korea Support Center for Foreign Workers	02-6900-8000	http://k.migrantok.org/

* You can search for Korean language courses by region on the Multicultural Family Support Portal 'Danuri,' provided by the Ministry of Gender Equality and Family (13 languages are available. <https://www.liveinkorea.kr>).

3. Test of Proficiency in Korean (TOPIK)

The South Korean government requires international students studying in Korea to have a certain level of Korean language proficiency to enhance the quality of their academic experiences. This is because international students lacking the Korean language proficiency necessary for academic and daily life are likely to experience difficulties while studying in Korea.

To gain admission to a university in Korea, it is necessary to submit the results of the Test of Proficiency in Korean (TOPIK), conducted by the National Institute for International Education. The TOPIK aims to provide direction for Korean language learning to non-native speakers, assess their Korean language proficiency, and use the results for study abroad, employment, and other purposes.

For those wishing to pursue a regular university academic program in Korea, it is generally required to obtain a TOPIK score of level 3 or above for admission and level 4 or above for graduation. However, if the university department of your choice offers courses in English, it is not mandatory to have a TOPIK score. Instead, you can enter based on a recognized English proficiency test such as TOEFL, and it is not necessary to have a TOPIK score of level 4 or above for graduation.

Moreover, the Korean language proficiency requirements for admission vary for exchange students, GKS scholars, scholarship recipients supported by foreign governments, students entering Korean language training Institutes, and those entering entertainment & sports departments. It is advisable to inquire about the specific requirements from individual universities.

The TOPIK is conducted six times a year (January, April, May, July, October, November), and the detailed examination schedule is announced on the TOPIK website at the beginning of the year. The evaluation grades for the test are divided into TOPIK I (Levels 1-2) for beginners and TOPIK II (Levels 3-6) for intermediate to advanced learners, and determined based on the total score achieved in the test. Further detailed information about the exam is available the TOPIK website.



IV. Study Abroad Expenses

1. Tuition Fees for Academic Programs

To prepare for a successful study abroad experience, prospective international students need to consider the expense of study abroad when choosing a university and academic program. National universities, receiving financial assistance from the Korean government, generally have lower tuition fees compared to private universities. Since tuition fees vary by university, prospective international students must precheck the tuition fees of the desired university.

Academic Program	Cost (per semester, in KRW)
Associate Degree	₩3,000,000 to ₩4,000,000
Bachelor's Degree	₩5,000,000 to ₩7,000,000
Master's Degree	₩6,000,000 to ₩8,000,000
Doctoral Degree	₩7,000,000 to ₩9,000,000

* Exact costs can be confirmed on each university's website or the Higher Education in Korea website (<http://www.academyinfo.go.kr>).

2. Other Expenses

To ensure a successful study abroad experience, prospective international students should consider additional expenses related to their study abroad life, beyond tuition fees; these include fees for Korean language programs, textbooks, dormitory accommodation, and living expenses. The average monthly living expenses for international students in Korea are approximately 750,000 to 1,000,000 KRW. List of Expenses to Consider Beyond Tuition Fees:

Categories	Estimated Costs (per month, in KRW)
Housing	₩500,000 to ₩700,000 * Dormitory fees vary based on capacity and inclusion of meals.
Meals	₩200,000 to ₩300,000 * One meal cost in university student cafeteria: ₩5,000 to ₩15,000
Transportation	₩50,000 to ₩100,000
Miscellaneous Expenses	₩100,000 to ₩200,000 * communication expenses (e.g., mobile phone, internet usage fees), medical insurance, etc.

3. Scholarships

University-specific Scholarships ——— • • • •

Many universities in Korea operate various scholarship programs for international students. Most universities offer international students scholarships ranging from 30% to 100%, depending on academic performance. Details about university-specific scholarships are available on each university's website or through the Study in Korea website (<http://www.studyinkorea.go.kr>).

Korean Government Scholarships

Various government departments in South Korea, including the Ministry of Education, the Ministry of Culture, Sports and Tourism, and the Ministry of Foreign Affairs, administer scholarship programs for international students; the number of invitees is gradually increasing.

(1) Ministry of Education: National Institute for International Education (<http://www.nied.go.kr>)

• Global Korea Scholarship

Supported Program	Undergraduate School	Graduate School
Eligibility	Countries with diplomatic ties with South Korea around the world (number of countries subject to change)	
Supported Fields	All fields	
Supported Program and Period	Korean language training (1 year), associate's program (2-3 years), bachelor's program (4-6 years)	Korean language training (1 year), master's program (2 years), doctoral program (3 years)
Support Details	Airfare, tuition, monthly allowance, medical insurance, settlement allowance, completion grants	
Number of Recipients	300 and more	1,200 and more
Application Submission Period	Annually in September	Annually in February

• GKS Non-degree Program for Foreign Exchange Students

Eligibility	Foreign students (high academic achievers)
Supported Fields	All fields
Supported Program and Period	Bachelor's program (4 or 10 months) and master's program (4 months)
Support Details	Academic encouragement grant, initial settlement fund, round-trip airfare
Number of Recipients	-
Announcement of Admission Guide	Inquire at the International Exchange Office of each university. * Available for undergraduate (pre and post-semester) and master's (post-semester) students.

(2) Ministry of Culture, Sports and Tourism: Korea National University of National Arts (<http://www.karts.ac.kr>)

• Art Major Asian Plus (AMA+) Scholarship Students as Outstanding Overseas Art Talents

Eligibility	Applicants and both parents must hold nationality from an OECD DAC recipient country.
Supported Fields	Arts (Music, Theater, Film, Dance, Fine Arts, Traditional Arts)
Supported Program and Period	Undergraduate and Master's
Support Details	Airfare, living expenses, Korean language training, tuition fee, settlement support, graduation support, outstanding Korean language scholarship, medical insurance
Number of Recipients	-
Announcement of Admission Guide	February

(3) Ministry of Foreign Affairs: Korea Foundation (<http://www.kf.or.kr>)

• KF Fellowship for Postdoctoral Research

Eligibility and Fields	Overseas junior scholars with a doctoral degree in humanities/social sciences, culture/arts, focusing on Korean-related topics.
Support Period	One year (starting in either the spring or fall semester after choice)
Support Details	Research expenses for the fellowship for postdoctoral research *The amount of support will be finalized after considering the application amount and local circumstances through deliberation.
Number of Recipients	-
Announcement of Admission Guide	Recruitment standards may vary by region.

• KF Scholarship for Graduate Studies

Eligibility and Fields	Overseas master's/doctoral students conducting research on Korean-related topics in humanities/social sciences, culture/arts.
Support Period	One year (starting in either the spring or fall semester after choice)
Support Details	Scholarship for supporting research related to Korea * Scholarship amount varies by country.
Number of Recipients	-
Announcement of Admission Guide	Recruitment standards may vary by region.

• KF Fellowship for Korean Language Training (KLT)

Eligibility and Fields	A person who majored in Korean studies in the humanities/social sciences or culture/arts and has a basic understanding and command of the Korean language (master's/doctoral students or undergraduate students who meet the application eligibility).
Support Period	6 months
Support Details	Tuition and fees, living expenses, arrival support, health insurance *(airfare not covered)
Number of Recipients	Approximately 40 per year
Announcement of Admission Guide	July

• KF Fellowship for Field Research

Eligibility and Fields	Korean-related researchers in the humanities, social sciences, culture, and arts working overseas, or applicants for research topics recognized as having close research cooperation and importance with Korea, and who belong to type A or B: - A Type: Doctoral candidates preparing their dissertation after completing coursework. - B Type: University professor (full-time lecturer or higher), research/professional worker with doctoral degree
Support Details	- A Type: 2.3 million KRW per month - B Type: 3 million KRW per month Traveler's insurance, arrival support (once/varies by program), round-trip airfare (shortest distance, economy class*) *Specific support details by country are available on the website.
Number of Recipients	Approximately 30 per year
Announcement of Admission Guide	July

Other Scholarships

Institution Name	Scholarship Name	Website
Gasan Cultural Foundation	Gasan Global Scholarship	http://www.gasanfund.org
Daewoong Foundation	Global Scholarship	http://daewoongfoundation.or.kr
Rotary Club	Scholarship for international students	http://www.rotarykorea.org
Samsung Dream Scholarship Foundation	Global Hope Scholarship	http://www.sdream.or.kr
Pencil Scholarship Foundation	Pencil Scholarship Foundation Student	http://www.pensaf.or.kr
Woo Jung Education & Culture Foundation	Scholarship Program	http://www.woojungedu.co.kr/edu
Lee&Won Foundation	Asian Fellowship	http://www.leewonfoundation.org
POSCO TJ Park Foundation	POSCO Asia Fellowship	https://www.postf.org
Hansae Yes24 Foundation	Foreign Students Scholarship	http://www.hansaeyes24foundation.com
Hyundai Motor Chung Mong-Koo Foundation	Hyundai Motor Chung Mong-Koo Scholarship	http://www.hyundai-cmkfoundation.org

4. Part-Time Employment

(1) Part-Time Employment for International Students (Part-Time Job)

Basic Principles: Generally limited to part-time employment activities performed by students (simple labor, etc.).

* If engaging in employment activities falling under the Enforcement Decree of the Immigration Act [attached Table 1-2], individual guidelines for each eligibility apply (e.g., President's English Volunteer Scholarship Students, Conversation Instructor, Professional Translation/Interpretation, etc.).

* Private tutoring activities are strictly restricted, considering the specificity of the activity, such as location and target.

Permit Procedure



Preparing an employment contract

Employment contract between the parties to the employment (Standard Labor Contract, specifying hourly wage).



Preparing a part-time employment confirmation

Attachment format, completed by the university's international student affairs officer



Application

Attached documents, online or in-person application



Approval/Disapproval

Attach a Permit sticker or print an Online Permit.

(2) Eligibility

Among the following people, individuals who have been confirmed by the university's international student affairs officer and possess a certain level of Korean language proficiency:

- Those holding specific stay statuses (D-2-1 to D-2-4, D-2-6, and D-2-7) among the Students stay statuses.
- For Language Training (D-4-1, D-4-7) and Short Term Study (D-2-8) statuses, individuals who have passed six months since the date of status change (for visa holders, the date of entry).

Individuals who have not met graduation requirements due to insufficient credits after completing the study abroad program (2 years for associate's, 4 years for bachelor's) and have received exceptional permission to stay are excluded from eligibility.

- However, individuals in the thesis preparation stage after completing the regular program, among those who have completed master's or doctoral curriculums, may be eligible as well. Nevertheless, in cases where there is clear evidence of delayed graduation due to unsatisfactory academic performance such as insufficient credits or low attendance, they will be excluded.

☞ The above-mentioned allowance is limited to 30 hours per week, excluding regulations on unlimited allowances on holidays, public holidays, and vacation periods.

(3) Allowable Limits

Allowance Time for each Korean Language Proficiency and Academic Program (Effective from July 2023)

Program	School Year	Korean Language Proficiency Criteria ① TOPIK, ② Social Integration Program, ③ Sejong School	Start Date	Allowance Time		Excellent Performance in Certified Universities, Excellent Korean Language Proficiency (Weekdays)	
				Weekdays	Weekends and Vacations		
Language Training	-	① Grade 2 ② Completion of Level 2 or Higher or Preliminary Evaluation score of 41 points or Higher	X	Allowable after 6 months	10 hours		10 hours
		③ Completion of Intermediate 1 or Higher	O		20 hours		25 hours
Associate Degree	-	① Grade 3 ② Completion of level 3 or higher or Preliminary Evaluation score of 61 points or higher	X O	Immediately allowable	10 hours		10 hours
		③ Completion of Intermediate 1 or Higher	O		25 hours	Unlimited	30 hours
Bachelor's Degree	1st to 2nd year	① Grade 4 ② Completion of level 4 or higher or Preliminary Evaluation score of 81 points or higher	X O	Immediately allowable	10 hours		10 hours
		③ Completion of Intermediate 1 or Higher	O		25 hours	Unlimited	30 hours
	3rd to 4th year	① Grade 4 ② Completion of level 4 or higher or Preliminary Evaluation score of 81 points or higher	X O	Immediately allowable	10 hours		10 hours
③ Completion of Intermediate 2 or Higher	O	25 hours	Unlimited		30 hours		
Master's/ Doctoral Degree	-	① Grade 4 ② Completion of level 4 or higher or Preliminary Evaluation score of 81 points or higher	X	Immediately allowable	15 hours		15 hours
		③ Completion of Intermediate 2 or Higher	O		30 hours	Unlimited	35 hours

* English Track Program: Regardless of the school year, applicants with a qualification for a TOEFL score of 530 points (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS score of 601 points (NEW TEPS 327) or higher are eligible. Applicants from English-speaking countries are exempt from submitting English language proficiency qualifications.

(4) Application Documents

- Passport, residence card, application form
- Verification of part-time employment for international students, academic transcript or attendance certificate (submission may be waived if confirmed through FIMS), evidential document of Korean language proficiency (for applicable individuals)
- Copy of business registration certificate, standard employment contract
- Confirmation of compliance with part-time employment requirements for international students (for applicable individuals)

(5) Special Exemption from Part-time Employment Permit (Excluded from Permit Requirement)

- Within the scope that does not infringe upon the essential aspects of study abroad statuses, activities involving temporary allowances, rewards, and other compensation related to daily life are exempt from requiring a separate permit.

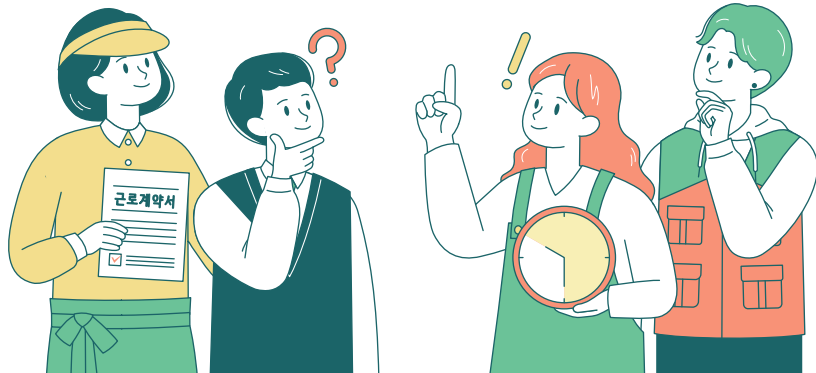
(6) Violation Handling Criteria for Those Working without a Permit

- In the construction field, regardless of the number of offenses, individuals caught for the first time will face immediate deportation without exception, with entry restrictions temporarily deferred.

Student Invited by the Korean Government (D-2-7) Visa

Graduates with the status as "Student Invited by the Korean Government (D-2-7)" among GKS Scholars are exempt from the application of national employment ratios and company size restrictions for professional/semi-professional/general technical positions when changing to the Designated Activities (E7) status. They are allowed to apply broadly to similar occupations.

* For further details, please refer to Hi Korea (<https://www.hikorea.go.kr>) or Korea Visa Portal website (<https://www.visa.go.kr>).



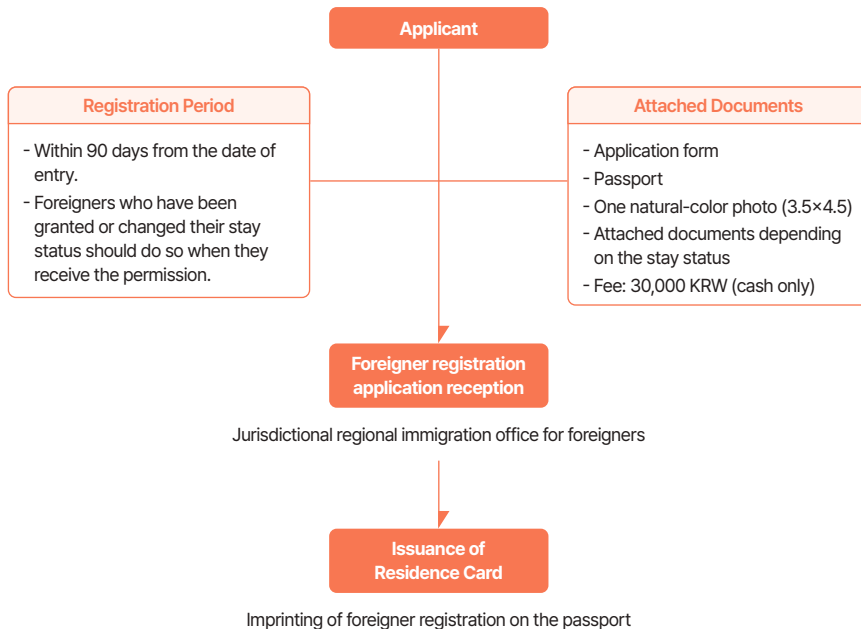
V. Immigration Control

I. Foreign Resident Registration

(1) Subject to Foreigner Registration

- Foreigners intending to stay in Korea for more than 90 days from the date of entry.
- Foreigners who lost Korean nationality and acquired a foreign nationality or foreigners born in Korea who have been granted a stay status and intends to stay for more than 90 days from that day
- Exemptions from foreigner registration: The following foreigners are exempt from foreigner registration:
 - Diplomacy, public affairs, agreements (A-1, A-2, A-3).
 - Foreigners engaged in important work related to diplomacy, industry, and national defense, along with their families, and other foreigners recognized by the Minister of Justice as needing special exemption from foreigner registration.
 - Canadian nationals intending to enter Korea without a visa and stay for less than 6 months.

Foreigner Registration Flowchart



(2) Foreigner Registration Period

- Foreigners intending to stay in South Korea for more than 90 days → Within 90 days from the date of entry.
- Foreigners who have been granted or changed their stay status → (Immediately) when they receive the permission

e.g. A Canadian national holding a B-2 (Tourist/Transit) visa who applies for a change in stay status after a 5-month stay should register as a foreigner immediately upon applying for permission to the change in stay status.

(3) Documents to be Submitted

- Application form, passport, one photo (3×4 photo taken within the last 6 months), certificate of enrollment (or research student) issued after the entry date, fee.
- Tuberculosis screening certificate (for applicable individuals)
 - Only applicable to those who were issued a visa before July 1, 2016, and are exempt from submitting tuberculosis screening certificates to the diplomatic mission abroad in accordance with the deferral regulation of application of the existing study abroad guidelines.
- Proof document of residence in South Korea

2. Reporting changes in Foreign Resident Registration

(1) Reportable Changes: When any of the following items have changed:

- Name, gender, date of birth, and nationality
- Passport number, date of issue, and expiration date
- Change of school (including name changes)

(2) **Reporting Deadline:** Within 15 days from the date of the change

(3) **Reporting Location:** Jurisdictional authorities (office/branch office) or online application

(4) Documents to be Submitted

- Application form, passport, residence card
- **(In case of personal information changes such as names)** Documents proving the change of facts (for applicable individuals)
- **(In case of school change)** Enrollment certificate from the newly changed school and certificate of withdrawal from the previous school (for the concerned individual), documents proving the necessity or inevitability of the school change (for applicable individuals)
- **(In case of school name change)** Documents confirming the school name change, such as a unique identification number certificate (for applicable individuals)

3. Procedures for Visa Application and Acquisition

Prospective international students, upon receiving their admission letter, need to prepare the necessary documents for entry into Korea and obtain a Students visa through the Korean embassy or consulate in their home country. The required visa type varies depending on the academic program at the Korean university, such as regular academic programs, language programs, or Korean culture training. International students enrolling for regular degree curriculums must obtain a D-2 visa, while those registering for non-academic programs (Korean language training, foreign language training) must obtain a D-4 visa. To expedite the visa issuance process, the Korean government generally requires all foreign applicants to first obtain a "Certificate of Visa Issuance" before applying for a visa, with some exceptions for special cases.

Students (D-2) Visa —————

> Scope of Activity and Eligibility

(Educational Institutions) As an educational institution (a junior college or higher) or academic research institution established pursuant to the Higher Education Act and special laws, a university or affiliated language institute that meets the requirements set by the Minister of Justice.

- (Exclusions) The following are excluded from the educational institutions with eligibility for Students stay status:

- i) Air colleges, correspondence colleges, open universities and cyber universities (distance universities) according to Article 2, Subparagraph 5 of the "Higher Education Act"
- ii) Lifelong education institutions under Article 2, Subparagraph 2 of the "Lifelong Education Act"
- iii) Vocational Training Programs of technical colleges under Article 2, Subparagraph 5 of the "National Lifelong Vocational Skills Development Act"
- iv) Night universities and graduate schools, excluding some night academic programs that allow Students stay statuses*.

* An academic curriculum that is a night course for in-depth major in night graduate schools and junior colleges without daytime curriculums, and has undergone a prior evaluation by the immigration office with jurisdiction over night academic programs.

(International students) Foreigners intending to study regular programs or conduct specific research at the above-mentioned educational institutions under Students (D-2) and Language Training (D-4-1, D-4-7) statuses.

> **Maximum stay period granted per issuance:** 2 years

> Application Location

Visa issuance (diplomatic mission abroad): Principally applied for at the diplomatic mission in the jurisdiction of the applicant's country of residence or final school location.

> Documents to be Submitted

* Note: If documents in a foreign language issued overseas are submitted in Korea, they must be translated and authenticated by the diplomatic mission abroad (or apostilled) before submission.

Common Documents

- ① Visa issuance (recognition) application form, copy of passport, one photo (3×4 photo taken within the last 6 months)

- ② Copy of the educational institution's business registration certificate (or unique identification number certificate)
- ③ Standard admission letter (issued by the university president or dean)
- ☞ However, for students invited by the National Institute for International Education and government-invited scholarship students by the Ministry of National Defense, an invitation letter issued by the institute's head or the Minister of National Defense can be substituted.
- ④ Tuberculosis diagnosis certificate (for applicable individuals)
- ⑤ Proof document of Family Relationship (only if the parents' financial statements are submitted)
- ⑥ Proof document of the highest education level
 - **Proof documents for the highest education level are principally subject to original submission. However, credentials verification reports** are accepted as copies only if there is a stamp from a university official that guarantees that they are the same as the original. And documents proving educational background directly applied for and issued by individuals are accepted only within the validity period.
 - **General Countries**
 - Submit the educational background certificate in the manner specified in the table below, confirmed either by ① Apostille verification or ② verification from the consul (at a diplomatic mission in Korea or Korean consulate in the country where your school is located)

Categories		Documents to be Submitted	
Academic Program	Korean Language Trainee (D-4-1) program	High school diploma or above	
	Freshman Admission (D-2-1 to D-2-4)	Associate Degree	High school graduation certificate
		Bachelor's Degree	Bachelor's graduation certificate
		Master's Degree	Master's graduation certificate
		Doctoral Degree	Master's graduation certificate
	Transfer Admission (D-2-1 to D-2-4)	Associate Degree	High school graduation certificate + bachelor's (associate's) enrollment (graduation) certificate
		Bachelor's Degree	① High school graduation certificate + bachelor's enrollment certificate or ② Bachelor's (associate's) graduation certificate
		Master's Degree	Bachelor's graduation certificate + master's enrollment (graduation) certificate
		Doctoral Degree	Master's graduation certificate + doctoral enrollment (graduation) certificate
	Exchange Student (D-2-6)	Associate Degree	Overseas associate's enrollment certificate
		Bachelor's Degree	Overseas bachelor's (associate's) enrollment certificate
		Master's Degree	Overseas master's enrollment certificate
		Doctoral Degree	Overseas doctoral enrollment certificate
	Short Term Study (D-2-8)	Associate Degree	High school graduation certificate + overseas associate's enrollment certificate
		Bachelor's Degree	High school graduation certificate + overseas bachelor's (associate's) enrollment certificate
		Master's Degree	Overseas master's enrollment certificate
Doctoral Degree		Overseas doctoral enrollment certificate	
Research Study (D-2-5)	-	Master's degree certificate or above	

- **China (only applicable to those who obtained educational background and degrees within China)**
- For each academic program, submit your credentials verification report issued by the China Academic Degrees & Graduate Education Development Center, as specified in the table below.

Categories		Verification Content	Documents to be submitted (documents not listed below are not recognized)
Korean Language Trainee (D-4-1) program		High school graduation or higher education	
Freshman Admission (D-2-1 to D-2-4)	Associate Degree	Proof of high school graduation	
	Bachelor's Degree	Proof of bachelor's graduation	
	Master's Degree	Proof of master's graduation	
	Doctoral Degree	Proof of doctoral graduation	
Transfer Admission (D-2-1 to D-2-4)	Associate Degree	Proof of high school graduation + Proof of associate's enrollment (graduation)	◇ General high school education - (Graduation) CHSI(学信网)
	Bachelor's Degree	Proof of high school graduation + Proof of bachelor's enrollment (graduation) or Proof of associate's graduation	
	Master's Degree	Proof of bachelor's graduation + Proof of master's enrollment (graduation)	◇ Associate degree education - (Enrollment) CHSI(学信网)
	Doctoral Degree	Proof of master's graduation + Proof of doctoral enrollment (graduation)	- (Graduation) CHSI(学信网)
Exchange Student (D-2-6)	Associate Degree	Proof of associate's enrollment in China	◇ Bachelor's degree or higher education - (Enrollment) CHSI(学信网)
	Bachelor's Degree	Proof of bachelor's enrollment in China	- (Graduation) CHSI(学信网)
	Master's Degree	Proof of master's enrollment in China	CHSI(学信网)
	Doctoral Degree	Proof of doctoral enrollment in China	or CDGDC(学位网)
Short Term Study (D-2-8)	Associate Degree	Proof of high school graduation + Proof of associate's enrollment in China	
	Bachelor's Degree	Proof of high school graduation + Proof of bachelor's enrollment in China	
	Master's Degree	Proof of master's enrollment in China	
	Doctoral Degree	Proof of doctoral enrollment in China	
Research Study (D-2-5)	-	Proof of obtaining a master's degree or higher	

• However, for graduates of secondary vocational schools, etc., for whom credentials verification reports are not issued by the China Academic Degrees & Graduate Education Development Center (limited to graduates from educational recognition institutions), submit the required documents for evaluation according to the criteria below:

	Categories	Evaluation Criteria	Remarks
Secondary Vocational School	Regular Specialized Secondary Schools (普通中专)	① Online issuance i) Graduation certificate* issued by local education authorities: Confirmation by the South Korean consul in China is required. * Only accepted if the authenticity can be verified online	Choose one:
	Vocational High Schools (职业高中)	② Offline issuance (submission of 'School Information Confirmation' is mandatory) i) Graduation certificate issued by local education authorities: Confirmation by the South Korean consul in China is required.	
	Adult Specialized Secondary Schools (成人中专)	ii) School's self-issued graduation certificate: Confirmation by the municipal education office (city education office) + Confirmation by the South Korean consul in China are required.	
	Skilled Workers Schools (技工学校)	Online verification from the official website of the Ministry of Human Resources and Social Security (http://www.mohrss.gov.cn/) + Confirmation by the South Korean consul in China are required. * Only accepted if the authenticity can be verified online	
	Other Accredited High School	School's self-issued graduation certificate + Confirmation by the South Korean consul in China are required. * Establishment permit (submission of a copy of the Establishment Incorporation Certificate (事业单位法人证书) or Private School Operating License (民办学校办学许可证) is mandatory (However, only programs recognized as the educational background are accepted, no notarization required.))	

⑦ Financial capability proof documents

- Amount equivalent to tuition fees and living expenses for one year
- **In the case of Vietnam, a separate study abroad expense balance certificate issued by a bank using the payment-reserve method.**

Additional Documents to be Submitted for Each Program

Research Study (D-2-5)	<ul style="list-style-type: none"> - Proof document of highest education level (principally for holders of a master's degree or higher) * Though applicants must principally have a master's degree or higher, for universities designated as specific research Institutes under Article 3 of the Enforcement Decree of the Specific Research Institutes Support Act, recognition as a Research Study (D-2-5) is allowed even if the applicant is enrolled in the home country's undergraduate program. - Certificate of identity or financial capability proof document (balance certificate, confirmation of research stipend payment, etc.) - Documents proving enrollment in a specific research program (confirmation letter from the university president for research students, etc.)
Exchange Student (D-2-6)	<ul style="list-style-type: none"> - Recommendation letter issued by the head of your university (in the home country) - Documents proving the status as an exchange student (official letter from the inviting university, student exchange agreement between universities, etc.) - Documents proving enrollment for more than one semester at a foreign regular university (enrollment certificate from your university in the home country, etc.)

* Heads of diplomatic mission abroad may, if necessary for the assessment of the purpose of entry, the authenticity of the invitation, and the eligibility of the inviter and invitee, partially exempt or add required documents.

General Trainee (D-4)

➤ Scope of Activity and Eligibility

Activities of receiving education/training or conducting research at educational institutions, enterprises, organizations, etc., other than educational institutions or academic research institutions that qualify as Students (D-2)

- Individuals undergoing Korean training at university-affiliated language institutes
- Individuals receiving education at educational institutions other than an institution or academic research institution that qualifies for Students (D-2)
- Individuals undergoing technical or functional training at national or public research institutes or training centers.
- Individuals receiving education/training or conducting research as interns (trainee employees) at foreign-invested companies or companies which invest in foreign countries.

➤ Maximum stay period granted per issuance: 2 years

➤ Application Location

Principally applied for at the South Korea diplomatic mission in the jurisdiction of the applicant's country of residence or final school location.

➤ Documents to be Submitted

* This book only introduces Language Training (Korean Language Trainee: D-4-1).

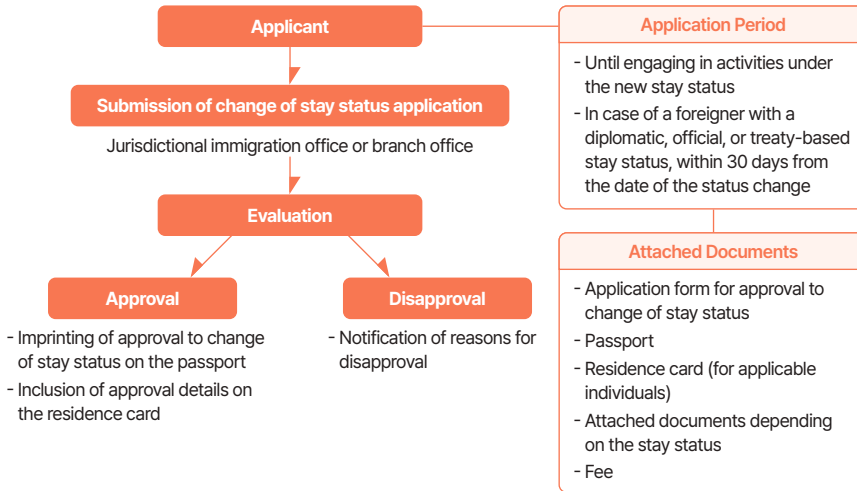
- ① Visa issuance application form (attachment format no. 17), passport, one standard-sized photo, fee
 - ② Copy of the educational institution's business registration certificate (or unique identification number certificate)
 - ③ Standard admission letter (issued by the university president or dean)
 - ④ Enrollment certificate or **proof document of the highest education level**
 - It is principally subject to original submission, and if necessary, a copy with a stamp from the official that guarantees that it is the same as the original may be attached.
 - ⑤ **Financial proof documents***(equivalent to 10 million KRW)
 - * Financial capability proof documents (e.g., balance certificate, bankbook, scholarship certificate, transaction records, etc.) are principally subject to **original submission**, and if necessary, a copy with a stamp from the official that guarantees that it is the same as the original may be attached(**balance certificates are recognized as valid only if issued within 30 days**)
 - * If submitting a balance certificate for parents, a family relationship certificate should be submitted additionally.
- ▶ Proof of financial ability (tuition + living expenses) for 1 year (6 months of language training) is principally required.
- ⑥ Training plan (including lecture schedule, instructor composition, training facilities, etc.)
 - * Heads of diplomatic mission abroad may, if necessary for the assessment of the purpose of entry, the authenticity of the invitation, and the eligibility of the inviter and invitee, partially exempt or add required documents.
 - * For further details, please refer to Hi Korea (<https://www.hikorea.go.kr>) or Korea Visa Portal website (<https://www.visa.go.kr>).
 - * Inquiry Telephone: (Domestic) Dial 1345 without area code, (International) +82-1345 / +82-2-6908-1345
 - * Source: Korea Immigration Service

Change of Stay Status

What is a Change of Stay Status?

It refers to the situation where a foreigner currently staying in South Korea wishes to discontinue the activities under their current stay status and engage in activities that fall under a different stay status.

Flowchart for Approval to Change of Stay Status

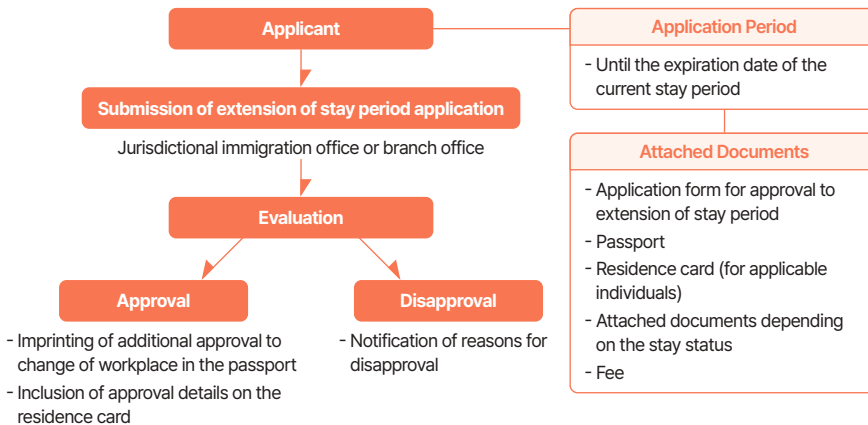


Extension of Stay Period

What is an Extension of Stay Period?

Foreigners wishing to continue their stay in South Korea beyond the initially approved period must obtain approval to the extension of the stay period.

Flowchart for Approval to Extension of Stay Period



* It is essential to check the specific documents to be submitted for each stay status. Documents may vary depending on the applicant.

* Content Source: Hi Korea (<https://www.hikorea.go.kr>)

Guide 2

Employment or Residency

#Korean company job seeker



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I. Job Preparation

1. Step 1: Self-Assessment

The first step before setting employment goals is actively exploring one's occupational values, personality, and competences through psychological tests or employment counseling. You can try taking an occupational psychological test on websites or visit the career center at your university for employment or career counseling.

(1) WorkNet Occupational Psychological Test (<https://zrr.kr/vHGf>)

Developed by the Ministry of Employment and Labor, this occupational psychological test objectively measures various psychological characteristics, including individual abilities, interests, and personality, helping individuals choose a career field suitable for their characteristics.

(2) CareerNet Career Psychological Test (<https://sso.career.go.kr/>)

Operated by the Korea Research Institute for Vocational Education and Training, supported by the Ministry of Education, this career and university entrance information website offers various psychological tests related to employment and job readiness, such as career psychological tests (generally for university students), career development readiness tests, major competence efficacy tests, STEM major suitability tests, and occupational values tests (university/general).

(3) Others

You can also explore other psychological tests like MBTI, Enneagram, or programs offered by career counseling centers (varying by university) at universities.

2. Step 2: Industry/Job Exploration

The second step involves researching job postings & recruitment processes and analyzing activities that contribute to employment and the industry/company or job you are interested in. Particularly, it's crucial to identify what kind of career path you can pursue based on your major, understand what tasks the relevant job actually involves, and figure out what strengths and experiences it would be helpful to gain to do the tasks. This exploration will be helpful in demonstrating that you have the appropriate competences for the job position you are applying for when writing a self-introduction letter or interviewing later.

(1) Job Search Websites

To access domestic employment information, foreign students can use various private foreign recruitment platforms or public platforms such as Study in Korea (Ministry of Education/National Institute for International Education), Contact Korea (Ministry of Trade, Industry and Energy/Korea Trade-Investment Promotion Agency), and websites provided by local governments for foreigner support. Additionally, they can actively search for recruitment information through the official websites of companies they wish to work for, university career bulletin boards, and participation in career-related communities (university clubs).

Public

- (National Institute for International Education) Study in Korea (K-Job page in Study in Korea website): <https://www.studyinkorea.go.kr/ko/jobmain.do>
- (KOTRA) Contact Korea (Foreigner Recruitment Page): <https://contactkorea.kotra.or.kr/index.do>
- HiBrainNet: <http://www.hibrain.net/>
- R&D Job: <http://www.rndjob.co.kr/>

Local Government

- (Seoul) Seoul Foreigner Portal: <https://global.seoul.go.kr>
- (Busan) Busan Jobs for Foreign Youth: <https://jobfair.busanjob.net/000>
- (Gwangju) Gwangju International Center:
<https://gic.or.kr/?contentId=ae6fdaa66f425641a663b326738affdd>
- (Daejeon) Daejeon Support Center for Foreign Residents:
https://www.dic.or.kr/kor/sub04/menu_01.html
- (Daegu) Daegu Support Center for Foreign Workers:
http://dfwc.or.kr/pages/board/list.php?board_sid=55
- (Incheon) Incheon Support Center for Foreign Residents: <https://iscfr.or.kr/archive/2060>

Private

(Domestic)

- Saramin: <https://www.saramin.co.kr/>
- JobKorea: <https://www.jobkorea.co.kr/>
- Incruit: <https://www.incruit.com/>
- Remember: <https://career.rememberapp.co.kr/job/postings>
- PeopleNJob: <https://www.peoplejob.com/>
- LINKareer: <https://linkareer.com/?chatOpenType=default>
- JobPlanet: <https://www.jobplanet.co.kr/>
- Blind: <https://www.teamblind.com/kr/>

(International)

- LinkedIn: <https://www.linkedin.com/>
- Glassdoor: <https://www.glassdoor.com/>
- Indeed: <https://www.indeed.com/>

(2) Job/Company Analysis

Depending on an international student's major, nationality, and language proficiency, there are various job opportunities and roles to choose from. So it is advisable to organize your major and activity experiences, finding a suitable job and applying for it.

Major Job Categories for International Students

- Language Instructor: Teaching foreign languages such as Korean, English, Chinese
- Interpreter and Translator: Performing multilingual translation tasks.
- Trade and Tourism Tasks: Providing tourism information and guidance services for foreign tourists.
- IT Field Job: Performing tasks in software development, system operation, network management, etc., in the IT field.
- Design Field: Performing various design tasks including UI/UX and web design, advertising, graphic design, fashion design, etc.
- Marketing Tasks: Creating multilingual content, exploring foreign markets, performing customer support, marketing and promotional activities, etc.
- Academic Research Field: Performing tasks of research assistant, teaching assistant, researcher, etc. at universities or other institutions.
- HR, Accounting, Management Fields: Performing tasks in HR, accounting, and management within a company.

Tip. Useful Job Exploration Websites

- LetUIn (for STEM majors): <https://www.letuin.com/>
- SpecUp (Korea's largest employment Naver cafe): <https://cafe.naver.com/specup>
- NCS National Competency Standards (Job Skill Descriptions): <https://www.ncs.go.kr/index.do>

* NCS recruitment (blind recruitment) is a screening process aimed at hiring job seekers applying for public institutions and government-owned enterprises by transparently and fairly evaluating only the job competence of the applicant based on the NCS job skill descriptions. Application eligibility and conditions may vary depending on each public institution and job position. Therefore, foreign graduates are advised to verify their eligibility such as work permits and visa conditions.

문서형 키워드 코드 NCS 분류표기 직무기술서 출력

 01. 사정관리	 02. 정부·국회·시장	 03. 금융·보험	 04. 교육·연구·사회복지	 05. 법률·경찰·소방·국방	 06. 보건·의료
 07. 사회복지서비스	 08. 교육·체육·디자인·문화	 09. 운송·항공	 10. 정보관리	 11. 정보·방송	 12. 의료·숙박·여행·문화·스포츠
 13. 음식서비스	 14. 건설	 15. 기계	 16. 재료	 17. 화학·바이오	 18. 정보·직업
 19. 전기·전자	 20. 정보통신	 21. 사회복지	 22. 교육·체육·기타·문화	 23. 정보·통신·IT·전자	 24. 농림·어업

Company Analysis

Figuring out a company's vision, main business, current issues, or growth potential through company analysis is crucial. It also helps individuals understand what kind of work they will be doing actually and whether the company is a good fit for them.

- **Company Website:** Check the company's vision, organization chart, history, etc.
- **Data Analysis, Retrieval and Transfer System (DART):** This website (<http://dart.fss.or.kr>) provides access to business reports, quarterly reports, and semi-annual reports of listed companies, companies with disclosure obligations, and small and medium-sized companies undergoing external audits.

Tip. Information that job seekers can obtain from the DART website

In addition to basic information, history, and major business of a company, its stability can be assessed.

- Job seekers preparing to apply to excellent small-medium enterprises can analyze the company's financial statements to determine if the company is secure and sound before applying.

* DART Disclosure Company Criteria

- ① Total assets of 12 billion KRW or more
- ② Total liabilities of 7 billion KRW or more
- ③ Total sales of 10 billion KRW or more
- ④ 100 or more employees

3. Step 3: Collecting Employment Information

To prepare for employment, researching companies that align with your desired job and early understanding the recruitment process, eligibility criteria, job-specific preferences, and required documents of companies of interest are essential.

(1) Recruitment Process

The typical recruitment process for domestic companies usually consists of submitting application documents → attending the first-round interview (practical/job interview) → attending the second-round interview (executive/personality interview). Typically, large companies operate a biannual open recruitment process (usually in April and September), involving document screening, a personality/apptitude test, and interviews (1st: practical interview, 2nd: executive interview). However, in the case of foreigner recruitment, companies often conduct career staff/year-round recruitment processes. Therefore, it is essential for individuals to make efforts such as regularly checking the recruitment page of companies of interest.

- ① **Check Job Postings:** Job postings for Korean companies are available on their official websites or job search websites, providing information about the job and tasks.
- ② **Submit Application Form:** Depending on the job posting, applicants must prepare and submit application forms and resumes. The application form and resume must include information about your work experience, educational background, qualifications, etc., as well as the motivation for applying. In particular, since future interviews will be conducted based on the contents of the documents, the self-introduction letter should be written in a way that sufficiently reveals the match between your competences and the job.

- ③ Document Screening: Companies comprehensively evaluate applicants' educational background, work experience, qualifications, language proficiency, etc. based on their documents.
- ④ Interview Screening: This process assesses the applicant's personality, competences, and skills. It usually involves the first-round practical/technical interview and the second-round personality/executive interview.
- ⑤ Final Acceptance: Final acceptance will be notified by phone or online.

The above process represents a general recruitment procedure, and it may vary for each company. In addition, for international students to work in Korea, additional procedures such as obtaining an Employment visa are required. Therefore, it is crucial not only to understand the domestic employment system but also to be well-prepared in terms of eligibility and document submission.

4. Step 4: Building Job Competences for Employment

Once you have completed the exploration of your aptitude and desired occupation, focus on acquiring diverse knowledge and experiences related to the job you aim for through your major studies, volunteer activities, extracurricular engagements, obtaining qualifications, internships, and more.

(1) Extracurricular Engagements

- (Ministry of Education) '2023 Student Entrepreneur Promising Team 300 Announcement, International Student Track': <http://www.u300.kr/>
- (National Institute for International Education) 'Study in Korea Supporters': <https://www.studyinkorea.go.kr/ko/lifemain.do>
- (Ministry of Foreign Affairs) 'Friends of MOFA': <https://zrr.kr/Co9a>
- 'KOREAZ Honorary Reporters': https://www.instagram.com/koreaz_hr/
- (Korea Tourism Organization) 'Wow Korea Supporters (Asia and the Middle East Supporters)'

(2) Job Fairs

- (National Institute for International Education) Job Fair for International Students

※ The National Institute for International Education and the Korea Trade-Investment Promotion Agency (KOTRA) jointly organize the 'Job Fair for International Students' annually with the aim of recruiting international students and global talents. This fair is Korea's largest job fair for international students, where overseas students and foreign job seekers can meet Korean companies and institutions and find employment opportunities. It includes various programs and services to assist in employment, such as 1:1 interviews, company consultations, mentoring for employment by current professionals, Korean resume consulting, and interview coaching.

(e.g., August 21-22, 2023, held for two days at COEX in Seoul)



(3) Employment Programs

University career support centers (departments vary by university) or local governments offer various employment-related programs to enhance job-seeking skills, including special lectures on Employment visas, coaching for resume and interviews, and employment study sessions.

(4) Qualifications

The qualifications required for employment vary depending on the field for which you apply, so it is advisable to check the specific requirements of the job and the company before preparing the qualification. Here are some examples of qualifications that are often helpful when applying for jobs in Korean companies:

<p>Korean Language Qualifications</p>	<ul style="list-style-type: none"> • Test of Proficiency in Korean (TOPIK) • Korea Immigration Integration Program (KIIP) • King Sejong Institute <p>* Since most Korean companies require Korean language proficiency, it is essential to have a level of Korean language proficiency necessary for daily conversations and work tasks. The specific grade requirements for each qualification should be checked in the corresponding job postings.</p> <p>* (As of July 2023) With the increasing diversity in ways to prove Korean language proficiency for international students, evidence such as completing the Ministry of Justice's Social Integration Program or meeting the Korean language standards at King Sejong Institute, in addition to TOPIK scores, is recognized.</p>
<p>Official Certificate of Language Proficiency</p>	<p>English Language Qualifications</p> <ul style="list-style-type: none"> • TOEIC (Test of English for International Communication): One of the most widely acquired language qualifications in English (Highest score: 990 points). • TOEIC Speaking: Assessment of English speaking proficiency (Level 8, the highest level). • OPIC (Oral Proficiency Interview Computer): Assessment of speaking proficiency in various languages, including English, Chinese, and Spanish (AL, the highest level). <p>Other Qualifications</p> <ul style="list-style-type: none"> • JLPT (Japanese Language Proficiency Test): The most widely acquired Japanese language qualification (N1, the highest level). • JPT (Japanese Proficiency Test): Japanese language qualification administered by YBM (Highest score: 990 points). • HSK (Hanyu Shuiping Kaoshi): The most widely acquired Chinese language qualification (Level 6, the highest level). • HSKK (Hanyu Shuiping Kouyu Kaoshi): Chinese speaking test (Available in elementary, intermediate, and advanced levels). • DELE (Diplomas de Español como Lengua Extranjera): The most widely acquired Spanish language qualification (C2, the highest level). <p>* Specific eligibility requirements for each qualification may vary; it is essential to check the details in the respective job postings.</p>
<p>Proficiency in Office Automation</p>	<p>Computer Specialist in Spreadsheet & Database Levels 1 and 2, MOS (Microsoft Office Specialist), Industrial Engineer Office Automation, Data Processing Engineer, Data Literacy, Personal Computer Efficiency Test Levels 1 and 2, or Office Automation Qualification, etc.</p>
<p>Work Experience and Educational Background</p>	<p>Relevant field experience certificates, university graduation certificates, and academic transcripts in the corresponding field.</p>
<p>Job-Related</p>	<ul style="list-style-type: none"> • Marketing - Certified Management Consultant, Survey Analyst • Finance - Financial Planner, Certified Foreign Exchange Specialist • Trade/Logistics/Distribution - Trade English, Logistics Management Professional, CPIM (Certified in Production and Inventory Management), Distribution Management Professional • Financial Accounting – CPA (Certified Public Accountant), CFA (Chartered Financial Analyst), ERP (Enterprise Resource Planning), Certified Accounting Information Manager, Computerized Tax Accounting • Education - TESOL (Teaching English to Speakers of Other Languages), Certificate of Korean Language Teacher <p>* Required qualifications may vary depending on the applied job position.</p>

(5) Internship

1) Internship

Internship is a type of industrial training program to gain practical work experience before regular employment. Some internships may be credited as a part of academic courses (applicability varies by university), and others are directly linked to employment at companies/institutions, serving as work experience for future employment.



① 31st International Student Global Internship (<https://global.seoul.go.kr>)

a. Internship Period: January 2 (Mon) to February 17 (Fri), 2023 [7 weeks, 35 days]

b. (Expected) Number of Participants: 25

- Public Sector (13 departments including City Headquarters, Business Divisions, Foundations, etc.): 19

- Private Sector (4 companies including General Companies): 6

- * The actual number of placements may change depending on the selection results.

c. Working Hours: 5 days a week, 6 hours a day (09:00 to 16:00, including a 1-hour lunch break)

- * Working hours may vary depending on the circumstances and agreements with the hosting institution.

d. Work Content: Tasks related to overseas marketing, translation and interpretation (consultation), international affairs support, etc.

② LG Innotek Global Internship (<https://news.lginnotek.com/1381>)

③ Kolon Global Recruitment-Linked Internship Program for International Students

④ Hyundai Elevator 2023 Winter Global Internship (Experiential Internship for International Students) (<http://recruit.hyundaelevator.co.kr/reMenuAction.do>)

⑤ Samsung Electronics DS Division 2023 University Student Internship Open Recruitment (<https://www.catch.co.kr/NCS/RecruitInfoDetails/290739>)

2) Korea Working Holiday

The Working Holiday Visa program allows individuals to enjoy vacation in Korea while having the opportunity to work, with the visa duration of one year or extended longer based on specific conditions. The partner countries/regions, annual quotas, and application processes vary by country, so it is recommended to check the relevant information on the official website of the Working Holiday Info Center (<https://zrr.kr/Ntwn>) or the nearest Korean embassy or consulate website.

Documents to be Submitted

- Visa application form
- Valid passport and one passport-sized photo (3.5 × 4.5cm)
- Return airline ticket or proof of financial capability to cover the return flight
- Financial support documents (notarized copies of bank statements, etc.)
- Valid health insurance during the stay in Korea (minimum coverage of 4,000,000 KRW)
- Travel plans, visa application fee, criminal record certificate, medical certificate, proof of student status or highest education level certificate

The listed documents are basic requirements, and additional documents may be requested by the Korean embassy/consulate or the Korea Visa Application Centre (KVAC). It is essential to verify official information from the nearest Korean embassy or consulate in your home country or region before planning visa availability (quotas) and eligibility.



3) English Program In Korea (EPIK) Program(<https://www.epik.go.kr>)



The English Program In Korea (EPIK) by the National Institute for International Education is a program that recruits foreign teachers for English education in public schools in Korea. To participate in the program, typically a bachelor's degree or higher, citizenship from an English-speaking country, and native-level English proficiency are required. Additionally, experience in the field of education or a relevant teaching qualification is also necessary. The EPIK program has the advantage of providing a stable work environment by offering not only the opportunity to experience Korean culture and interact with students but also benefits such as living expenses, housing support, and medical insurance.

※ EPIK Plus: It is a separate track for recruiting and placing native English assistant teachers in educationally underserved areas such as agricultural, mountain and fishing villages. 1) It operates with an online application system called Fast Track, which prioritizes the evaluation of candidates separately from regular applicants. 2) It collaborates with overseas universities, such as Binghamton University in New York, for their TESOL practice programs to address the educational gap in English education in the above-mentioned areas. (As of November 2023, in collaboration with the Jeollanam-do Office of Education)

Purpose	<ul style="list-style-type: none"> To enhance practical English education for elementary and middle school students by recruiting and placing competent native English teachers. To improve the quality of native English teachers through specialized training and support. 										
Contract Period	<ul style="list-style-type: none"> 8 hours per day, 5 days a week, 22 teaching hours per week. Available to start working in February (Spring semester) and August (Fall semester) every year. 										
Eligibility Criteria	<ul style="list-style-type: none"> Nationality: Citizens with nationalities from Australia, Canada, Ireland, New Zealand, South Africa, the UK, and the USA. Age: Under 62 years of age at the time of contract. Health: Must be physically and mentally healthy. Degree Requirements <ul style="list-style-type: none"> - Bachelor's degree (major irrelevant) + TEFL/TESOL/CELTA qualification (minimum 100 hours). - Bachelor's degree in an education-related field - Bachelor's degree (major irrelevant) + Teaching qualification - Bachelor's degree (major irrelevant) + Master's degree in education 										
Selection Process	<ul style="list-style-type: none"> Applications accepted through one of the following: <ul style="list-style-type: none"> - The EPIK Office in Korea (see 'Apply now' on the EPIK website) - Recruiting Agencies - EPIK MoU Partners(Educational Institute) Selection Process <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">① Application Submission & Screening</td> <td style="width: 50%;">② Interview</td> </tr> <tr> <td>③ Notification of Interview Result</td> <td>④ Document Submission & Screening</td> </tr> <tr> <td>⑤ Recommendation to Office of Education</td> <td>⑥ Notification of Successful Placement</td> </tr> <tr> <td>⑦ Entry into Korea</td> <td>⑧ Orientation</td> </tr> <tr> <td>⑨ Contract Start</td> <td></td> </tr> </table> 	① Application Submission & Screening	② Interview	③ Notification of Interview Result	④ Document Submission & Screening	⑤ Recommendation to Office of Education	⑥ Notification of Successful Placement	⑦ Entry into Korea	⑧ Orientation	⑨ Contract Start	
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⑦ Entry into Korea	⑧ Orientation										
⑨ Contract Start											

5. Step 5: Applying

(1) Document Screening

Check Employment Eligibility

Employment visas have various types depending on the job and eligibility criteria; it is advisable to regularly check the Employment visa conditions that suit you. For visa statuses related to employment after graduation, such as Job Seeking visas, Employment visas, and Resident visas, check the specific eligibility criteria applicable to you in the Hi Korea manual. (<https://zrr.kr/Gahn>)

Applying for a Job

Online Application	Offline Application
<ul style="list-style-type: none"> • Applying through company-specific recruitment sites • Applying via email 	Submitting by mail (visit in person)

Writing Resume and Self-Introduction Letter

① Resume Writing Tips

- **Resume Format:** If a company provides a specific resume and self-introduction letter (job application form) format in its job posting, download it and fill in the information without altering any shape of the format. If there is no specified format, use commonly used MS Word or Korean resume templates to create the resume.
- **Basic Information:** Include basic information such as name, date of birth, contact number, email, and address.
- **Educational Background:** Include information about obtaining academic degrees, majors, and graduation years together. Start with your highest education level and write down information about the educational background, including university, graduate school, high school, middle school, elementary school, etc. (typically, including information from the highest education level to the level before that).
- **Work Experience:** List work experience, including internships and projects, in reverse chronological order. Include the company name, duration of employment, position, and job responsibilities.
- **Qualification and Language Proficiency Test Score:** Include qualifications, awards, special activities, language proficiency test scores, etc. (especially, Korean language proficiency if applicable).
- **Self-Introduction Letter:** When writing a self-introduction letter, express understanding and interest in the company and job details, highlight job-related competence through examples of experiences, and include goals and vision.
- **Attachment Files:** Attach documents such as the resume, self-introduction letter, and copies of qualifications. It's advisable to name the files in the following manner: "Name_Resume."
- **Review and Revision:** Thoroughly review and revise the written resume and self-introduction letter, checking for spelling errors, and ensuring a logical flow in terms of the context.
- **Submission:** Before submitting through the company's own recruitment website, as the submitted content cannot be reviewed once completed, save a separate copy of the written content. If submitting the job application form via email, compress multiple files into one for attachment.

㉔ Tips for Writing a Self-Introduction Letter

Companies use self-introduction letters to comprehensively evaluate applicants' work experience, job competence, personality, passion, etc. Therefore, the self-introduction letter should be written to reflect the following:

- **Understanding of the Company and Job Details:** The self-introduction letter should demonstrate a thorough understanding of the company and the job position applied for. Research the company's vision, organization chart, the business field and services of the department you are applying for. Understand and write the responsibilities, roles, and required skills for your desired job position.
- **Highlighting Specific Experiences and Competences:** The self-introduction letter should provide specific details about the applicant's experiences and competences. Pursuantly, outline achievements and competences gained through work or academic experiences, including qualifications, language proficiency test scores, etc., and connect them to the abilities required for the job position through storytelling.
- **Conveying Passion and Vision:** In the self-introduction letter, showcase you are a talent who matches well with the company's values by introducing the motivation for applying, passion, goals, and readiness for new challenges.
- **Review of Spelling and Sentence Structure:** Spelling and sentence structure are crucial in the self-introduction letter. Pay attention to basic spelling, orthography, and grammar, and ensure that the writing is easy to read and logically organized.

㉕ Competence-Based Self-Introduction Letter Writing Guide (Section by Section)

- **Writing Using the STAR Method**
 - Situation:** Describe the context of the situation.
 - Task:** Outline the task or problem you were assigned or needed to solve in that situation.
 - Action:** Explain the specific actions you took in that situation.
 - Result:** Detail the personal or organizational achievements or outcomes resulting from your actions.
- **Use Objective and Quantifiable Expressions Instead of Ambiguous Phrases**
Examples: 10% improvement, collection of 500 raw data, etc.

e.g. In a team project, the preparation for the OOOO part was delayed. (**S:** situation)

I had to lead the team members as the team leader to complete the project. (**T:** task)

Clearly communicated goals to team members, delegated their roles respectively, and adjusted the work schedule. Also, anticipated potential problems in the work process and prepared contingency plans. (**A:** action)

As a result, we achieved more than a 10% improvement in the project compared to the plan, and I received praise and gratitude from team members. (**R:** result)

(2) Interview Screening

The interview process varies by company, but generally consists of the first-round interview (practical/PT interview) and the second-round interview (personality/executive interview).

① First-Round Interview (Practical/PT Interview)

The practical interview primarily focuses on evaluating the applicant's skills, experience, and competences related to actual job performance. The main purpose is to assess what role the applicant can perform for specific tasks in the workplace.

Therefore, the main content revolves around evaluating job-related knowledge and technical abilities. Be prepared for expected questions (understanding the job position of the company you are applying for, explaining specific job competencies based on your experience described in the self-introduction letter, etc.).

- e.g.
- "What is the main product of OO, and could you plan and present a sales promotion to sell it in the international market?"
 - "In the OO job position you applied for, what do you consider as the essential competence?"
 - "Can you share any experiences using specific programming languages or software tools?"
 - "When faced with a complex problem, how would you solve it?"
 - "As a leader in a past project, what challenges did you overcome?"
 - "What do you believe are the key competences needed for the job position you applied for?"
 - "Can you describe in detail the process of solving problems that occurred in past projects."
 - "Do you have any experiences using specific technologies or tools to perform your task?"
 - "Please introduce your role and contributions in a team project."

② Second-Round Interview (Personality/Executive Interview)

Generally, the final interview often involves a personality interview with executives to assess if the applicant is a talent suitable for the company's vision, culture, and approach to task. Since the main focus is on evaluating the overall vision and strategic competences for the organization, it is essential to prepare the personality/professional interviews and self-introductions tailored to the respective companies.

- e.g.
- "Your major is not in the semiconductor field. Is there a specific reason for applying for my company?"
 - "When faced with unexpected challenges, how do you respond?"
 - "Why do you believe you are a talent suitable for this company?"
 - "If your supervisor gives you an unfair task, how would you handle it?"
 - "What is the most significant accomplishment in the organization you have led so far?"
 - "What business values do you think you can contribute to my company?"

Check the interview stages in the job posting you are applying for, and prepare for each stage by compiling anticipated interview questions or engaging in mock interviews.

II. Work Life

I. Types of Employment Contracts

(1) Regular Worker Employment

The regular worker employment refers to permanent employment, receiving predetermined working hours and salary.

(2) Contract Worker Employment

The contract worker employment is a form of contract for the purpose of employment for a specific period, and it allows for predetermined working hours and salary similar to regular worker employment.

(3) Part-Time Employment (Part-Time Job)

It is a form of contract for temporary or limited-time work, often paid on an hourly basis.

While the above-described types of employment contracts are general, variations may exist depending on the company or industry sector. For a foreigner seeking detailed information about employment contracts in Korea, it is advisable to inquire with the respective company or any institutions related to employment labor to confirm the details.

References

- ① Ministry of Employment and Labor Website (<https://www.moel.go.kr>)
- ② Ministry of Employment and Labor - Policy Materials - Policies for Eligibility
- ③ Foreigners (<https://www.moel.go.kr/policy/policyinfo/foreigner/list.do>)
Work in Korea - Employment Management for Foreign Workers - 4 Major Insurances
(<https://www.workinkorea.org:5443/ko/37>)



2. K-Workplace Culture

(1) Titles

In Korean companies, titles are often differentiated based on age or position. It is common to add "ssi" or "nim" after the name when addressing a supervisor or senior. However, it is common to use the name without any suffix when addressing a colleague or junior.

(2) Duty Time

- **Working Hours:** Typically, working hours are from 9 am to 6 pm, but some companies may have different working hours, so it's advisable to check the working hours before joining.
- **Lunch Break:** Korean companies usually have a designated lunch break, and some companies even allow employees to have meals within the office. The lunch break generally falls between 12 pm and 1 pm, lasting around one hour.

3. Workplace-Related Terms

(1) Useful Email Expressions

- 이메일을 보내드립니다. (I am writing this email to...)
- 제안드립니다. (I would like to propose.)
- 추가 질문이 있으면 언제든지 연락해 주세요. (If you have any further questions, please feel free to contact me.)

(2) Task-Related Expressions

- 논의할 사항이 있습니다. (I have some matters to discuss.)
- 기한이 얼마 남지 않았습니다. (The deadline is approaching)
- 예산을 검토해야 합니다. (We need to review the budget.)
- 계약 조건을 협의해야 합니다. (We need to negotiate the contract terms.)
- 제안드릴게요. (I would like to make a suggestion.)

(3) 회의 표현

- 회의 일정을 잡을게요. (I will schedule a meeting.)
- 회의에 참석해 주세요. (Please attend the meeting.)
- 회의 주제는 [주제]입니다. (The topic of the meeting is [topic].)

(4) Approval Expressions

- 이 문서를 결재해 주세요. (Please approve this document.)
- 결재자를 지정해야 합니다. (We need to designate an approver.)
- 결재 완료되면 알려드리겠습니다. (I will inform you once the approval is completed.)

These expressions can be useful in general business communication. Please choose and practice appropriate expressions based on the specific context.

III. Career and Employment-Related Visas

Visas that international students can obtain after graduation in Korea include Job Seeking visas, Employment visas, and Residence Status visas.

I. Job Seeking (D-10) Visa

What is the Job Seeking Visa?

It can be changed to a Job Seeker (D-10-1) visa, or if you are enrolled in graduate school in Korea after graduating from university, the Students (D-2) visa can be maintained, allowing you to engage in job-seeking activities for a certain period.

Job Seeker, D-10-1

The D-10-1 visa allows an internship before formal employment, and is for individuals seeking a job for employment in professional fields that qualify for E-1 to E-7 statuses. However, it does not permit simple labor or physical labor internships. Thus, if employment is confirmed, the visa should be changed to the appropriate one for the specific job.

- Duration: Extendable for 6 months at a time, up to 2 years
(Within up to 2 years, internship employment is only possible up to 6 months per company with a total employment period of 1 year.)
- Documents to be Submitted: Documents stipulated by the Enforcement Decree of the Immigration and Foreigner Registration Control Act
 - Common documents (application form, photo, passport copy, fees, ID card copy)
 - Job-seeking plan (including specific job-seeking activities over the past 6 months and future plans)
 - Proof document of Korean language proficiency, certificate of work experience (for applicable individuals)
 - Degree certificate
 - Financial proof document for stay expenses (minimum of 900,000 KRW per month × 6 months = approximately 5.4 million KRW).
However, applicants changing their stay statuses from Students (D-2) to Job-Seeking (D-10) for the first time are exempt from submitting the financial proof document.
 - Residence proof documents (lease agreement)

Tip. Precautions for Internship Employment

When starting an internship, it is essential to report to an immigration office within 2 weeks (submitting the internship employment contract, a copy of the business registration certificate, and the list of policyholders covered by employment insurance).

- * (Business Startup, D-10-2): This visa allows internship activities in the field of advanced technology are based on internship employment contracts with companies (institutions) meeting the criteria set by the Minister of Justice.
- Duration: Up to 1 year per issuance (however, it cannot exceed the internship period specified in the contract).

2. Employment Status Visa (E Series)

Employment Status Visa

Typically, those seeking employment in Korea after graduating from university can apply for an E-7 visa, which is a general employment visa. Designated Activities E-7 visas are designed for professionals seeking employment in corporates or public organizations. As they encompass four types and a total of 87 occupation codes, the conditions required for each visa need to be verified individually.

Designated Activities, E-7 visa

E-7 visas are designed for individuals engaged in activities (87 occupation codes) specifically designated by the Minister of Justice. They categorize professionals into four types: specialized, semi-specialized, general skilled, and advanced skilled workers. They are flexibly operated with different applications to each type.

<Occupation Code>

- Duration: 3 years (5 years for outstanding individuals recommended by relevant ministries, E-7 workers within region-specialized development zones or advanced medical complex areas, and researchers in medical R&D institutes within economic free zones)
- Eligibility Criteria: Holders of a master's degree or higher in a field relevant to the occupation
- Holder of a bachelor's degree related to the occupation + at least 1 year of work experience in the relevant field (work experience is counted only after obtaining the degree or qualification. For workers in advanced technology fields such as IT, bio, nano, internship experience in the relevant field before graduation is recognized as work experience.)
- Over 5 years of work experience in a field relevant to the occupation
- Documents to be Submitted: (Common) Application form, ID photo, passport copy, ID card copy, employment contract, degree certificate, certificate of work experience, qualification, employment recommendation letter (by occupation)

3. Residence Status Visa (F-series Visa)

Residence Status Visa

Resident F-2 visas or Permanent Resident F-5 visas are related to permanent residency, allowing residence for up to 5 years per issuance. F-2 visas apply to individuals who are married to a Korean citizen or have Korean children. On the other hand, F-5 visas are for foreigners residing in Korea with permanent residency. These visas also permit job-seeking activities.

* For detailed issuance requirements and specific conditions, please refer to the Guide Manual for Each Visa Civil Complaint Status (<https://zrr.kr/Gahn>).

Tip. Specialized Regional Visa (F-2-R)

The regional specialized visa system is designed to grant visa exemptions to foreigners needed in the region, encouraging settlement in local communities and promoting economic activities in the region. This system, established by the Ministry of Justice, pre-issues Resident (F-2) visas to foreigners who meet both basic and region-specific criteria, on the condition that they live and work in a population-declining area for a certain period.

- Eligibility Criteria
 - Educational Background/Income: Individuals with a domestic associate degree or higher, or those expected to graduate.
 - Income: 70% or more of gross national income per capita as of the application date.
 - Residence: Actual residence in a local government eligible for regional-specific visa issuance + Commitment to reside in a designated population-declining area for at least 5 years
 - Employment: (Confirmation of) Employment at a workplace located in the corresponding local government in an industry designated by the Ministry of Justice + Commitment to continue employment in a designated industry in a designated population-declining area for at least 5 years
 - Basic Eligibility Criteria: Completing phase 3 or higher of Social Integration Program + Obtaining level 3 or higher in Test of Proficiency in Korean (TOPIK)
 - Good Conduct: No violation of domestic or international laws.
 - Stay Status and Duration: For up to 2 years with F-2-R visa

Tip. Overseas Korean (F-4)

This visa category is granted to ethnic Koreans from China and the former Soviet regions. The eligibility criteria apply to individuals less likely to engage in simple labor, including domestic and international university graduates, corporate representatives, holders of a qualification, ethnic Koreans aged 60 and above, those who have completed phase 4 or higher of the Social Integration Program, graduates of domestic high schools, and students currently enrolled in domestic elementary, middle, or high schools.

- Eligibility Criteria: Individuals who held South Korean nationality by birth.
- Documents to be Submitted: (Common) Proof document of Korean language proficiency, overseas criminal record certificate, proof of family relationship details (detailed verification required), documents proving an ethnic Korean with foreign nationality (detailed verification required).

Guide 3

Living Information

#Convenient life



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I. Housing Life

Once the decision to study abroad in Korea is made, the first crucial choices involve selecting a school and a place to reside. Among various considerations when choosing a school, the accessibility of dormitories is essential. If dormitory accommodation is not available, the next options are boarding or living independently.

Dormitories —

Most universities operate their own dormitories. Dorms are either located within the university or in close proximity, providing convenient commuting and affordable living options. Additionally, dorms offer subsidiary facilities such as libraries, computer rooms, gyms, and dining halls, enhancing students' various convenience. However, as dormitories are shared spaces for many people, strict rules are in place to protect personal privacy. Dormitory rooms are categorized as single rooms and multiple-person rooms (2-person, 4-person rooms, etc.). Conditions for dormitory admission and residence costs may vary by school, so it's advisable to inquire with the dormitory of the attending school.

Boarding —

Boarding refers to a residential arrangement where meals and accommodation are provided by a regular household, and residents pay the associated costs monthly. While boarding provides an excellent opportunity to experience Korean family culture, protecting personal privacy can be challenging when sharing living spaces with many residents. Since there are many boarding options near universities, personally visiting and evaluating the living environment and costs are recommended before making a decision.

Leasing a House: Jeonse (lump-sum housing lease) and Wolse (monthly rent)

Excluding dormitories and boarding, most commonly utilized residential arrangements in South Korea are leasing houses through either Jeonse or Wolse. The monthly rent in South Korea (Wolse) typically involves providing a deposit of a predetermined amount in advance, paying a predetermined amount (rent) every month, and then receiving the deposit back when the contract period expires.

Jeonse is a term commonly used when renting houses or real estate for a long period. In this case, the tenant pays a predetermined lump-sum amount to the landlord and can then lease the house for a corresponding period. The deposit is usually refunded after the agreed-upon period.

While Jeonse requires a higher upfront payment compared to Wolse, it has the advantage of not requiring monthly payments for a predetermined period. Wolse, on the other hand, involves paying a predetermined amount every month for leasing a house or real estate. The deposit for Wolse is generally lower than that for Jeonse. Wolse involves lower initial costs compared to Jeonse, but in the long term, the total expenses may be higher. When choosing a house, it is important to consider the pros and cons

of Jeonse and Wolse based on individual circumstances. Jeonse provides stability in the long term, while Wolse can be advantageous in more dynamic situations.

The deposit refers to a predetermined amount of money paid by the tenant to the landlord when signing a Jeonse or Wolse contract. It serves as a guarantee that the landlord can receive compensation if the tenant damages the house or does not pay monthly rent during the rental period.

Generally, a deposit arrangement varies depending on factors such as the full amount of deposit, the amount of Jeonse or Wolse as well as the other circumstances.

The deposit can be refunded when the tenant terminates the contract and returns the house, provided the house is not damaged and all monthly rent has been paid. The amount of the deposit generally varies depending on the amount of Jeonse or Wolse, and may differ based on the location. The deposit is a crucial factor when leasing a house or real estate, and it is essential to clearly understand and specify the conditions related to the deposit when entering into a contract.

Legal details to consider when leasing a house can be found through the link below: (<https://zrr.kr/3WAe>)



Residence Registration Change Report

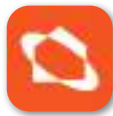
If you have taken possession of a leased house and completed the moving-in notification, you have the Opposing Power against a third party from the next day, even if you do not register it separately (Article 3(1) of the "Housing Lease Protection Act"). In other words, when issues such as auctions arise, you can receive legal protection by being subject to the "Housing Lease Protection Act."

* The "Opposing Power" refers to the legal force that allows the tenant to assert the contents of the lease against third parties (transferees of the leased house, persons who succeeded to the right to lease, and others with an interest in the leased house) under Article 3(1) of the Housing Lease Protection Act. The protection under the "Housing Lease Protection Act" is applicable to natural persons with Korean nationality. Therefore, foreigners are principally not covered by the protection under Article 1 of the "Housing Lease Protection Act." However, if a foreigner who leased a house has submitted a residence registration change report equivalent to a moving-in notification, they are exception and become subject to the protection of the "Housing Lease Protection Act" (Article 88-2(2) of the "Immigration Act" and Seoul Civil District Court Decision dated December 16, 1993, 93gaHap73367 Part 11 Judgment: Finalized). Therefore, if you have moved into a leased house, you must submit a residence registration change report to the head of the Si/Gun/Gu or Eup/Myeon/Dong of the new residence or the head of the immigration office or the branch office in charge of the new residence within 15 days from the date of relocation (Regulation under Article 36(1) of the "Immigration Act"). In violation of this, failure to submit the residence registration change report may result in a fine of up to 1 million KRW (Article 98, Subparagraph 2 of the "Immigration Act").

* For detailed information on the residence registration change report, please refer to the "Entry-Foreigner Registration-Foreigner Registration" section on the Accessible Living Legal Information.

* Source: Accessible Living Legal Information (<https://zrr.kr/bwNX>)

Tip. Useful Real Estate Apps



Zigbang



Dabang



Naver Real Estate

These are platform applications for providing real estate-related information in South Korea. Through these applications, you can access various types of real estate information such as Jeonse, Wolse, and sale. Additionally, you can confirm details about houses of interest through real-time chat with real estate agents, facilitating the search for houses that meet your desired criteria.

II. Medical Insurance

Guide to the Foreigner Health Insurance System

The health insurance system is designed to guarantee prevention, diagnosis, and treatment for diseases and injuries that may occur for the health and social security of the citizens. Starting from March 1, 2021, it is mandatory for international students to enroll in health insurance. The health insurance premium for international students is calculated based on the average premium per household of district policyholders at the end of the previous year. In the case of stay statuses corresponding to Students (D-2), there is a 50% reduction in the premium.

Eligibility and Procedure for Health Insurance Enrollment

☞ If international students who meet all of the following eligibility criteria apply for eligibility as district policyholders to the National Health Insurance Service, they can become the district policyholders for health insurance:

- Not being a Korean national abroad or foreigner who becomes an employed policyholder
- Having resided in Korea for six months or more, obtaining permanent resident status, acquiring a stay status of Non-Professional Employment (E-9), or having reasons such as marriage, study, general training that are expected to result in continuous residence
- Being a person registered as a foreigner under Article 31 of the "Immigration Act" and having the stay status specified in attached Table 9 of the "Enforcement Rule of the National Health Insurance Act"

☞ International students automatically become policyholders of the National Health Insurance without having to declare it to the National Health Insurance Service.

- For initial entry with a stay status of Students (D-2) or Elementary/Middle/High School Student (D-4-3), they become policyholders on the date of foreigner registration.
- For re-entry after registering as a foreigner with a stay status of Students (D-2) or Elementary/Middle/High School Student (D-4-3), they become policyholders on the date of re-entry.
- For entry with a stay status of General Trainee (D-4), excluding Elementary/Middle/High School Student (D-4-3), they become policyholders six months after the date of entry.

☞ Depending on the case, the following documents may need to be submitted for becoming a policyholder in the National Health Insurance:

- Documents confirming family relationships, marriage or divorce (only for household members)
- Documents confirming the extent of income and property, including:
 - Income certificate, pension payment statement
 - Jeonse or Wolsae contract, building register, land register
 - Vehicle registration certificate
 - Certificate of business closure, certificate of business suspension
 - Documents proving dismissal (retirement) issued by the income payment source
 - Inventory certificate (confirmation of scrapping a vehicle), etc.
- Copy of residence card or foreigner registration certificate (1 copy)
- Entrance certificate or enrollment certificate (1 copy)

Calculation Criteria for Health Insurance Premiums

- ☞ The premium for international students is calculated based on the same criteria as district policyholders (Korean nationals), considering each individual as a separate household.
 - ☞ For students with stay statuses such as Students (D-2) or General Trainee (D-4), health insurance premiums are reduced at the following rates based on the classification.
 1. Monthly Premiums from March 2021 to February 2022: 70% of the total
 2. Monthly Premiums from March 2022 to February 2023: 60% of the total
 3. Monthly Premiums from March 2023 onward: 50% of the total
- * Source: [Health Insurance Enrollment] 100 Q&A on the Accessible Living Legal Information website by the Ministry of Government Legislation
- * National Health Insurance Foreigner Civil Complaint Center in operation
 Inquiries: 1577-1000 or 033-811-2000 (English, Chinese, Vietnamese, Uzbek available for consultation)

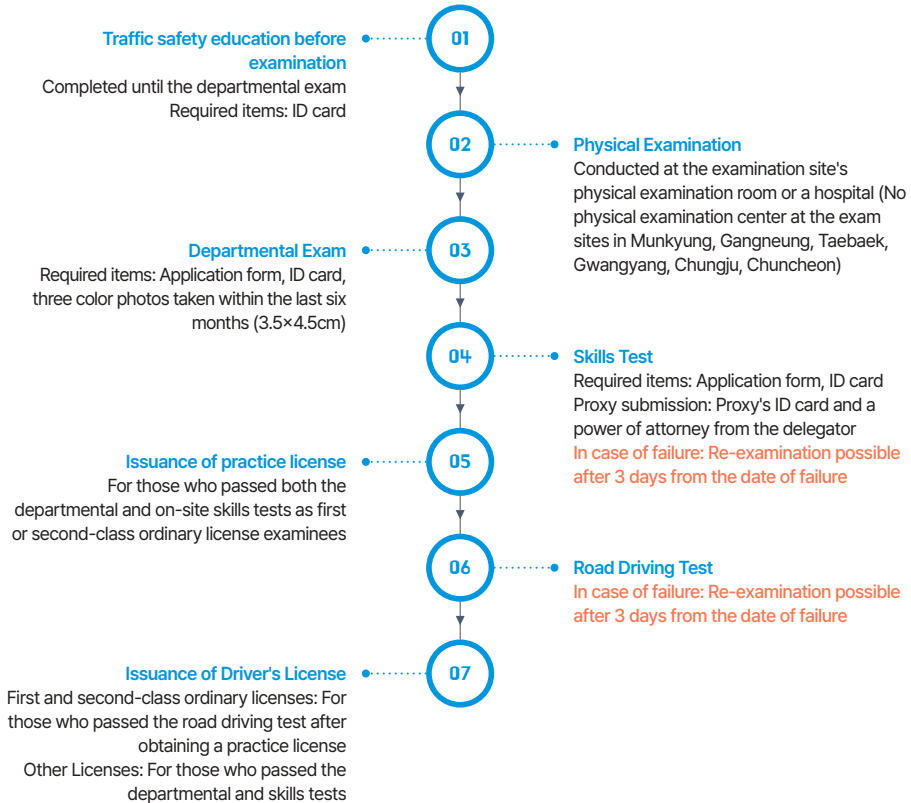
Tip. Emergency Medical Portal (E-GEN)

National Emergency Medical Center collects and provides treatment information from medical institutions and emergency medicals institution through the Emergency Medical Portal E-Gen (<https://www.e-gen.or.kr>) and the Emergency Medical Information Service (app) for information service to related institutions and the public.



III. Driver's License Acquisition

Procedure for Obtaining a Korean Driver's License



Foreigners legally residing in Korea can acquire a driver's license following the above-mentioned procedure, and during the departmental exam, they can answer questions in any of the available languages (Korean, English, Chinese, or Vietnamese).

Exchanging a Foreign Driver's License for a Domestic License

While a foreign driver's license alone is not valid for driving in Korea, holders of a foreign driver's license issued by an authorized foreign agency can apply for an exchange and issuance of a domestic license through the renewal process.

* Source: Safe Driving Integrated Civil Complaints (<https://www.safedriving.or.kr> Tel. 1577-1120)

Tip. Laws and information related to acquiring a driver's license in South Korea (<https://zrr.kr/4ff0>)

IV. Banking Services

In Korea, various financial products and services, including deposits, funds, and insurance, can be obtained through multiple financial institutions. However, all financial transactions are subject to relatively strict domestic regulations, and in some cases, financial transactions by foreigners staying in Korea may be restricted according to these regulations. Especially in foreign exchange transactions, required documents and transaction limits may apply depending on the type of transaction, so it is essential to be aware of the relevant regulations. The general banking hours are from 9 AM to 4 PM.

I. Creating a Bankbook (Opening a Bank Account)

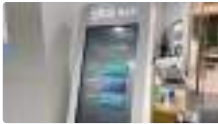
Creating a bankbook, also known as opening a bank account, can be done by visiting a bank and following the instructions of the bank staff.



Procedure for Creating a Bankbook ——— • • • •

Required Items

ID card (passport/foreign residence card, or resident registration card), seal (signature), evidential document of purpose for financial transactions



Taking a Queue Number

Take a number from the queue ticket machine and wait until your turn is displayed on the guidance board.



Consultation with a Bank Employee

Inform the bank employee that you are there to create a bankbook (open a bank account), and if necessary, apply for internet banking and a cash card (a card that allows cash deposits and withdrawals using ATMs) as well.



Filling out the Application Form

Provide accurate information such as resident registration number (foreigner registration number), date of birth, address, contact information, and stamp (signature).



Choosing a Password

Set a 4-digit password for the bankbook and cash card.



Confirming Issuance

Take note of the issued bankbook and cash card.

Procedure for Issuing a Joint Certificate

Required Items

User ID: The ID created when applying for internet banking.

- Account number, account password, resident registration number (foreigner registration number).
- Account transfer password, security card or OTP, portable storage device.



Accessing the Bank's Website

Access the bank's website through the internet.



Entering the Authentication Center and Selecting 'Issuance'

Enter the Personal Authentication Center and click on the 'Issue a Joint Certificate' button or 'Issue a New Joint Certificate' button.



Selecting the Joint Certificate

Choose a Joint Certificate for banking/credit cards/insurance. The issuance fee is free.

The image contains three screenshots of a Korean banking website interface, each with a red box highlighting a specific step in the process. The first screenshot shows a '약관동의' (Agreement) page with a red box around the '동의합니다' (I agree) button. The second screenshot shows a '공동인증서 발급/재발급' (Joint Certificate Issuance/Reissuance) page with a red box around the input fields for '주민등록번호' (Resident Registration Number), '계좌번호' (Account Number), and '보안카드/OTP' (Security Card/OTP). The third screenshot shows a '공동인증서 저장위치' (Joint Certificate Storage Location) dialog box with a red box around the 'USB' option, and a '공동인증서 비밀번호' (Joint Certificate Password) dialog box with a red box around the password input field.

Agreeing to the Terms
Read and agree to the terms.

User Self-Verification
Follow the instructions to enter your resident registration number (foreigner registration number), account number, and the numbers on the security card or OTP. Go through the self-verification process. Depending on the bank, the self-verification process may appear first.

Selecting Storage Location and Entering the Joint Certificate Password
When choosing the storage location for the Joint Certificate, it is safer to store it on a portable storage device (USB) than on a computer. Since the Joint Certificate password is crucial information for financial transactions, create a password that combines English alphabet letters, numbers, and special characters to make it difficult for others to guess easily. Avoid using personal information such as resident registration number (foreigner registration number), your own birthday, phone number, etc. as a password.

* Source: Financial Supervisory Service e-Financial Education Center (<https://www.fss.or.kr/edu>)

2. Remittance

When foreigners want to send money abroad, they can do so at a nearby bank. Remittances can be made through a foreign exchange transaction bank, and remittances abroad are possible without documentation within an annual limit of 100,000 USD. If the amount exceeds 100,000 USD, you must submit the documents required by the bank. Since fees may vary by bank, it is advisable to pre-check them before making a remittance.

Tip. Preventing Financial Crime Damage

- Be suspicious of requests for bank account numbers, card numbers, passwords, etc., over the phone, as this may indicate voice phishing. Also, take precautions to ensure that international students don't become involved in voice phishing crimes.
- Manage your ID and password carefully in relation to internet banking, ensuring that they are not exposed to others. Additionally, rigorously manage your Joint Certificate.

3. Currency Exchange

Foreign currency or traveler's checks can be easily exchanged at banks in Korea and exchange counters located at airports. However, since the available currencies for exchange may vary by bank, it is advisable to inquire with the bank in advance when exchanging large amounts or currencies other than dollars. Additionally, in general, using internet banking for currency exchange is advantageous in terms of applying favorable exchange rates, so utilizing this method is also a good option.

Tip. Currency Units in Korea



1 KRW



10 KRW



50 KRW



100 KRW



500 KRW



1,000 KRW



5,000 KRW



10,000 KRW



50,000 KRW

V. Mobile Phone Activation

You can instantly activate a mobile phone by preparing various required documents and visiting a nearby mobile phone agency. The required items needed for mobile phone activation include the Residence Card (available for post payment plans), passport (available for prepayment plans), student ID, and a credit card or cash for expenses related to phone plans or devices.

The required documents may vary by telecommunications company, so it is advisable to inquire with the desired company. Each telecommunications company provides differentiated rate plans based on customers' diverse lifestyles and usage patterns. Additionally, you can use data and additional services through the three major telecommunications company rate plans and the post office's economical rate plan, so it is recommended to search through portal sites for more details.

Phone numbers for foreign language assistance for each telecommunications company



SKT: 080-011-6000

After calling customer service, request an exchange for foreign language service; English, Chinese, Japanese



KT: 02-2190-1180

Dedicated team for foreigners; English, Chinese, Japanese



LG: 1544-0010

After calling customer service, request an exchange for foreign language service; English



VI. Postal Services

I. Postal Services

To send letters, postcards, or small parcels, you can either drop them in the nearby mailbox or visit the local post office in person. For non-standard envelopes or postcards, a visit to the post office is necessary. When sending letters or parcels, be sure to include the address and postal code on the outer envelope. Logistics services are not limited to the post office; they are also available through DHL, Federal Express, UPS, and courier companies.

(1) Domestic Mail

When you visit a local post office, you'll find a nationwide postal code directory. After writing the recipient's postal code, affix the postage stamp based on the specifications of the envelope and the weight of the mail. If you opt for registered mail at the counter, you'll receive a receipt; although registered mail is more expensive, it allows you to trace the route of your mail since the acceptance and delivery process is recorded.

▶ Post Office Information

Postal Customer Satisfaction Center: 1588-1300

Business Hours: Weekdays 09:00-18:00 / Saturdays 09:00-13:00

Postage Rates and Fees

Title	Content	Weight	Regular Mail Rates
Ordinary mail	Standard Mail	5g and below	400 KRW
		5g to 25g	430 KRW
		25g to 50g	450 KRW
		Up to 50g	520 KRW
	Non-standard Mail	50g to 1kg	120 KRW added per 50g increment
		1kg to 2kg	120 KRW added per 200g increment
		2kg to 6kg	400 KRW added per 1kg increment

* For weights exceeding 50g, it applies to non-standard mail (Refer to 'Mail Standards' for standard criteria).

* Domestic express mail available up to 30kg (with 400 KRW added per 1kg increment beyond 6kg).

* Non-standard postcards up to 50g are charged 450 KRW (the rate for standard envelopes weighing between 25g and 50g).

(2) International Mail

For sending mail abroad, you need to visit the post office counter for collection. The 'Express Mail Service (EMS),' which is an international postal service that delivers urgent letters, documents, and parcels to foreign countries in the safest way, operates under special agreements that the post office has with credible foreign postal authorities. Accurately enter the sender's and recipient's addresses, names, phone numbers, content description, quantity, and price of the contents, etc. into the shipping application form and affix it to the mail for submission. Rates vary depending on the type and weight of

the mail, including letters, postcards, airmail, printed matter, and packages, so be sure to check them. After sending international mail (EMS, airmail, registered mail), you can track the delivery status through the Post Office Customer Satisfaction Center (1588-1300) and the Post Office EMS website (<https://ems.epost.go.kr>).

Permissible and Prohibited Items for International Shipping

Permissible Items	Prohibited Items
<ul style="list-style-type: none"> • Letters, various documents, gifts, and merchandise can be sent up to a maximum weight of 30kg. However, some countries, such as Spain, Argentina, Bangladesh, may limit the handling weight to 20kg or less. Detailed information on prohibited items for each destination country can be checked on the post office website. • Official Communications (business-related documents) • Commercial Papers (commercial documents) • Computer Data • Check Clearances (exchange checks between financial institutions) • Business Samples (merchandise samples) • Magnetic Tape and Microfilm • Merchandise (some countries may prohibit certain items) 	<ul style="list-style-type: none"> • Items prohibited by the Universal Postal Union (under Article 25 of the UPU Agreement: Common for Parcels and Trade) • Narcotics, psychotropic substances, explosive, flammable, or other hazardous materials, radioactive substances, obscene or immoral materials • Items restricted from import or distribution by the destination country • Food items (especially kimchi), traditional medicines, plants and animals, pine mushrooms • Items that, due to the nature of their content or packaging, may pose a risk to postal workers, contaminate other mail or postal equipment, or cause damage <p><Other Prohibited Items></p> <ul style="list-style-type: none"> • Legal tender such as coinage, banknotes, coins and currency, remittance bills, various securities payable to the bearer, traveler's checks, processed or unprocessed gold and silver, jewelry, and precious metals, credit cards, airline tickets, and Eurail Pass

* If prohibited items are sent, they may be confiscated, and additional taxes may be imposed. It is essential to confirm whether the items are permissible before dispatching.

2. Courier Services

The courier services that deliver directly to the recipient are more expensive than regular mail, but have the advantage of being delivered safely and quickly. Additionally, since the recipient's contact information is provided, the risk of loss is lower. Whether it's documents, small packages, or heavier items, a single phone call initiates the process; the courier directly visits the sender's location to collect the item and then initiate nationwide delivery, starting the next day (excluding holidays, memorial days, etc.; some areas, islands, mountainous areas, or places with inconvenient transportation may experience a delivery delay of 1 to 2 days).

Apart from phone applications, customers can also make advance reservations by signing up on the websites of various courier companies. Courier fees vary based on the delivery area, type and size of the item, cargo condition, quantity, etc. The detailed information can be found on the respective websites of the courier companies.

Post Courier Service:

- For the Post Courier Service, customers can visit the post office directly for application, and the delivery is initiated the next day after collection. In the case of Jeju Island, delivery is made 2 days after the collection day (D+2 days).
- The fee is determined by the greater value between weight and size based on the following tiered rates, with size (sum of width, length, and height) not exceeding 160cm. Weight is handled up to a maximum of 30kg, and the maximum length of any side should not exceed 100cm.
- The same area refers to regions where the delivery and collection take place within the same city/ province; parcels collected in Jeju Island and sent to other areas are subject to the fees applicable in Jeju Island.


3. Quick Service

The Quick Service, delivering items even faster than courier services, utilizes motorcycles and vehicles to directly deliver entrusted items to recipients within 24 hours. However, due to limited delivery zones, nationwide delivery, like courier services, may present challenges. Many Quick Service providers accept reservations and collections through the internet and phone, offering 24/7 service throughout the year. The payment methods vary by company and may include cash, credit cards, mobile payments, and deposit without bankbook. The usage fees are determined based on the distance between the sender and recipient, the type and weight of the item. The detailed fee information can be found on each company's website.







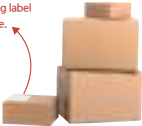




VII. Guidelines for Separated Recycling

▶ Proper Waste Disposal Instructions (Collection may not occur if separation is not done correctly)



Guidelines for Separated Recycling

Please make sure to separate and place recyclable items into the designated recycling bins.

<p>PÉT Bottles (Beverages/Water)</p>  <p>Empty the contents.</p>  <p>Remove labels.</p>  <p>Crush the bottle.</p>  <p>Separate transparent and colored bottles into designated bins.</p>	<p>Cardboard Boxes</p>  <p>Remove shipping label stickers and tape.</p> <ul style="list-style-type: none"> - Remove any materials (including tape) other than paper items. - Dispose of the box after folding it to prevent mixing impurities. <p>Newspapers and Booklets</p>  <p>Detach springs from them for separate disposal.</p> <ul style="list-style-type: none"> - Remove any materials (including springs) other than paper items before disposal. 	<p>Plastics</p> <p>After ensuring removal of impurities and moisture, dispose of them as recycling.</p>  <p>Before disposal, separate plastics by material:</p> <ul style="list-style-type: none"> - Beverage Containers > Detach foil covers. - Wet Wipes > Separate caps.
<p>Cartons</p>  <ul style="list-style-type: none"> - Separate cartons from regular paper items and place them in the designated bin for cartons (if no designated bin is available, tie them together and dispose of them as paper item). 	<p>Miscellaneous</p>  <p>Remove attachments before separated disposal (Attachments > Use a pay-as-you-go bag, Main Body > Dispose of it as recycling)</p>	

Separated Disposal Method for (Large/Small) Waste Electrical Appliances (Free Collection)

<p>Eligible Items</p>	<p>LARGE Refrigerators, Washing Machines, Air Conditioners, TVs, Vending Machines, Treadmills, Photocopiers, Electric Water Purifiers, Air Purifiers, Microwave Ovens, Dishwashers, Hot/Cold Water Dispensers, Dehumidifiers, etc.</p>	<p>SMALL Electric Rice Cookers, Vacuum Cleaners, Humidifiers, Laptops, Hair Dryers, Electric Fans, Irons, Juicers (Blenders), Mobile Phones (Batteries), Bidets, etc.</p>
<p>Disposal Method</p>	<p>Advance Reservation Method (Individual Application by the Disposer) 1. Call Center Phone: 1599-0903 (Weekdays 08:00-18:00) 2. Internet Website: www.15990903.or.kr *Set Items: PC Sets (Main Body + Monitor), Audio Sets: For small appliances, a minimum of 5 items is required for disposal request.</p>	

Large Waste Items

Electric blankets/ Heating mats/ Lighting devices/ Musical Instruments/ Electric massage chairs/ Furniture (wardrobes, beds, mattresses, etc.).

Subject to Individual application to the local government as Large Waste Item (For inquiries, contact the relevant cleaning department of the district Gu- or Gun-Office)

* Separate processing fees apply.

* Source: Ministry of Environment (<http://me.go.kr>)

VIII. Crime Prevention

As part of multicultural safety initiatives to support the secure settlement of foreign residents, the National Police Agency has produced and distributed the "Crime Prevention Guide for Foreigners" in 14 languages.



How to Report Crime

- If you have witnessed a crime or become a victim of a criminal act, you can quickly get help from police by reporting to 112.
- When reporting, please let the police know the current location and situation (where/when/how the crime has occurred), and clearly state the criminal's appearance, number of people, direction, transportation, etc.
- You can report to the police via mobile phone (video call available), public phone (landline), landline. When using the emergency call line (hotline 112) from a public phone, you can make a call without a coin. The emergency call feature can be used in other emergency situations other than crimes.
- When a foreigner reports to 112, he/she can receive a three-way video/voice call in his/her own language (request language).
- If you are in a situation where it is difficult to make a phone call, you can also report using the "112 Emergency Call" application on a text message.
- You can download the "112 Emergency Call" app on Google Play or Apple App Store.
- Makes sure to preserve the scene of crime until the police officer or witness to secure evidence. Cooperate with the officer so he/she can inspect the scene.

Need Help? Remember These Numbers

Crime Report & Emergency Calls	
Reporting Crime (National Police Agency)	112
"Social Violence Reporting Center" (National Police Agency)	117
Fire Incident, Emergency Patients, Emergency Rescue (National Fire Agency)	119
Blackmail, Stare	118
Intelligence of Personal Information (ROSA) Ministry of Gender Equality and Family	1366
Ministry of Gender Equality and Family	1577-1366
Other Civil Complaints	
Immigration Control Center (Ministry of Justice)	1345
"National Government Call Center" (Ministry of the Interior and Security)	110
Korea Travel Inquiries Korea Tourism Organization	1330
Human Rights Violation Complaint & Counseling (National Human Rights Commission of Korea)	1331
Ministry of Health and Welfare	132
Child Protection Advocacy (Ministry of Health and Welfare)	129
Youth Cyber Counseling (Ministry of Gender Equality and Family)	1388

Foreigner Support Policies

- The police and the Ministry of Justice is currently operating a "Illegal Resident/Immigrant Notification Exemption System" to protect illegal residents and protect the basic human rights of foreign residents in Korea.
- According to the "Illegal Resident/Immigrant Notification Exemption System", when an illegal resident/immigrant becomes a victim of a crime and report their case to the police, the police shall not send the personal information of the illegal resident/immigrant to the local investigation office.
- The crimes that are subject to this system are as follows.
 - [Criminal Offense]
 - Murder, Assault, Indecent Molestation, Abduction, Abuse, Sexual Coercement, Intimidation, Kidnapping, Abduction, Rape, Harassment, Distribution of False or False, Theft, History Fraud, Bribe
 - [Crimes under Special Law]
 - Penetration of Violence Act, Act on Special Cases Concerning the Punishment of Sexual Crimes, Act on Special Cases Concerning the Settlement of Public Accidents, Employment Security Act (Article 46, 48)
- If you have become a victim of a crime, please do not hesitate to report to 112 for help.
- We have designated multiple multicultural family support centers and NGOs as "Foreigner Support Center/Partner" to make sure you can use for help without visiting the police station in person. Always feel free to use any of the center/partner in case of need.
- How to Use (Process)
 - Crime/Complaint against foreigner occurred
 - Report to Foreigner Support Center/Partner
 - Case sent to foreign police agency
 - Case notified and handled by local police station or relevant agency
- If you need a "Foreigner Support Center/Partner" to report a crime or make a civil complaint, the operator or director of the center will send your case to the foreigner affairs police officer. Then, the case will be handled by the relevant department of the police station or related agency based on the details of your report/case.
- Crime Report & Consultation
 - Reports related to criminal cases such as assault, domestic violence, without evidence, theft, etc., and the related activity by the police department.
 - Reports related to unpaid wages, industrial accident, or violence qualifications, etc. which are related to labor agencies such as the Ministry of Employment and Labor, Ministry of Gender Equality and Family, Ministry of Justice, etc. Then, you will be guided to the relevant embassy or consulate depending on the details of the case/issue.
- If you need information about the nearest foreigner support center/partner, please visit our police department's foreigner affairs office.

- We provide various types of support and education courses such as crime prevention education and driver's license training.
- To support the adaptation and settlement of foreign workers/ students in Korea, we provide the following services.
 - We offer a Crime Prevention Case, a multicultural family support center, working sites, and NGO organizations to provide detailed information on crimes that occur frequently in specific regions (i.e., commercial districts, foreign workers, foreign students, etc.) and how to avoid/prevent them.
 - We offer a "Driving School for Foreigners" free of charge to support foreigners who are willing to obtain a driver's license in Korea. (Participants are provided in 3 different languages)
- Inquires about Driver's License & Driving Tests
 - The Road Traffic Department's License Examination Office
 - 1577-1123 (www.safesociety.net)
- Tests & Exams - Applicable in 2 Different Languages (English, Chinese, Vietnamese)
 - If you are able to use the Crime Prevention Case Center or the Driving School for Foreigners by contacting the nearest police station's Foreign Affairs Department.
- For foreigners who are not familiar with Korean, we provide interpretation services for civil complaints and crime reports.

Interpreting Agency	Details
Korea Travel Inquiries (1330)	<ul style="list-style-type: none"> Language: Korean, English, Spanish Operating Hours: 2-Way Call Available / English/Chinese/Japanese Open All Day / Other Other Languages 09:00-17:00 (KST) Language: English, Chinese, Japanese, Spanish, Vietnamese, Thai, Malay, Bahasa Melayu, Indonesian (2-Languages)
Resort Call Center (1577-1366)	<ul style="list-style-type: none"> Language: Korean, English, Spanish, French, Italian, German, Turkish, Hindi, Swedish (11-Languages) Operating Hours: 2-Way Call Available / English/Chinese/Japanese Open All Day / Other Other Languages 09:00-17:00 (KST) Language: English, Chinese, Japanese, Spanish, Vietnamese, Thai, Malay, Bahasa Melayu, Indonesian, Bahasa Melayu, Indonesian (11-Languages)
Foreigner Help Center (Contact Center) (1345)	<ul style="list-style-type: none"> Language: Korean, English, Chinese, Japanese, Spanish, Vietnamese, Thai, Malay, Bahasa Melayu, Indonesian, Bahasa Melayu, Indonesian (11-Languages) Operating Hours: 2-Way Call Available / All Day Open All Day Language: 07:00-18:00 (KST) on Weekdays
RSS Korea (1588-5844)	<ul style="list-style-type: none"> Language: English, Chinese, Japanese, Korean, Vietnamese, Thai, Malay, Bahasa Melayu, Indonesian, Bahasa Melayu, Indonesian (11-Languages) Operating Hours: 2-Way Call Available (App) / All Day Open All Day

Crime Prevention Guide for Foreigners

* Source: Crime Prevention Guide for Foreigners by the National Police Agency

Tip. Useful Apps for Life in Korea

- Kakao Talk**
 KakaoTalk is the most widely used representative messenger app in South Korea, allowing free calls and chats.
- Kakao Map, Naver Map**
 These apps are used for map searches, along with features like finding fine restaurants and nearby recommendations besides the fastest navigation in Korea.
- Papago**
 The multilingual translation app is useful for studying Korean, such as document translation and dictionary search.
- Naver Pay, Kakao Pay**
 Enable online and offline payments by linking your mobile credit/debit cards.
- Baemin, Yogiyo, Coupang Eats**
 These delivery apps are used for ordering food, desserts, and beverages.
- EVERY TIME, Campuspick, Ssgsag**
 These apps allow you to communicate with other students and obtain information on extracurricular engagements through functions such as creating a timetable, class review, class schedule, university community, and bulletin board use.

Guide 4

Appendix

#Useful tips



National Holidays	66
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National Holidays

Date	Holiday Name
January 1	New Year's Day
January 1 (Lunar Calendar)	Lunar New Year
March 1	Independence Movement Day
April 8 (Lunar Calendar)	Buddha's Birthday
May 5	Children's Day
June 6	Memorial Day
August 15	Liberation Day
August 15 (Lunar Calendar)	Korean Thanksgiving Day
October 3	National Foundation Day
October 9	Hangul Proclamation Day
December 25	Christmas Day

* Substitute Holiday: If a public holiday under the "Act on Public Holidays" falls on a Saturday, Sunday, or other public holiday, a substitute holiday may be designated and operated.



Practical Korean

English	Korean (How to say in Korean)
Hello	안녕하세요. (an-nyeong-ha-se-yo)
What's your name?	이름이 뭐예요? (i-reum-i mue-e-yo?)
My name is ...	제 이름은 ... 입니다. (je i-reum-eun ... im-ni-da)
Where are you from?	어디서 오셨어요? (Eo-di-seo o-syeo-sseo-yo?)
I'm from ...	저는 ... 에서 왔어요. (Jeo-neun ... e-seo wa-sseu-yo)
Pleased to meet you	만나서 반갑습니다. (Man-na-seo ban-gap-seum-ni-da)
Goodbye	안녕히 계세요. (an-nyeong-hi gye-se-yo) - you are leaving 안녕히 가세요. (an-nyeong-hi ga-se-yo) - you are staying
I don't understand	모르겠습니다. (mo-reu-ge-sseum-ni-da)
Do you speak Korean?	한국말 하실 줄 아세요? (han-guk-mal ha-sil jul a-se-yo?)
Yes, a little	예, 조금요. (yae, jo-geum-yo)
How do you say ... in Korean?	... 를 한국말로 어떻게 말해요? (... reul han-guk-mal-lo eo-tteo-ke ma-rae-yo?)
Excuse me	실례하겠습니다! (shil-le-ha-ge-ssum-ni-da)
How much is this?	이거 얼마예요? (i-geo eol-ma-ye-yo?)
Sorry	미안합니다! (mi-an-ham-ni-da)
Thank you	감사합니다. (kam-sa-ham-ni-da)
Can you help me?	좀 도와주실 수 있나요? (jom do-wa-ju-shil ssu in-na-yo?)
Where is the (restroom / pharmacy)?	(화장실/약국)이 어디예요? (Hwa-jang-shil/yak-kuk)-i oe-di-ye-yo?
Can you say it again?	다시 한 번 말씀해 주시겠어요? (da-shihan-ben mal-sseum-hae-ju-shi-ge-sse-yo?)
Can you speak slowly?	천천히 말씀해 주시겠어요? (Cheon-cheo-ni mal-sseum-hae-ju-shi-ge-sse-yo?)
Write it down please!	적어 주세요! (jeok-eo ju-se-yo!)
What is this?	이게 뭐예요? (I-ge mue-ye-yo?)
My Korean is bad.	저는 한국말 잘 못해요. (jeo-neun han-gung-mal jal-mo-tae-yo.)
Yes/ No	네/아니요 (Ne/A-ni-yo)

Introduction to National Institute for International Education

National Institute for International Education



국립국제교육원
National Institute for International Education

This Executive Agency affiliated with the Ministry of Education plays a crucial role as a leading institution in fostering global talents and promoting international education exchange and collaboration.

Key Programs



① Study in Korea

- Hosts the Study in Korea Education Fair* and operates the Study in Korea website** to attract more international students.

* Study in Korea Education Fair ⇔ Hosting fairs tailored to countries, regional fairs in collaboration with local governments, specialized fairs for junior colleges, and theme-based fairs.

** Study in Korea website (www.studyinkorea.go.kr) ⇔ Providing one-stop services for online application for admission and information on studying in Korea.

- Operating the International Student Service Center* to offer tailored consulting service on career paths and employment

* Available languages (8): Korean, English, Chinese, Indonesian, Spanish, Russian, Mongolian, French



② Global Korea Scholarship Program (GKS Program)

- Provides scholarships to outstanding foreign students to support their studies at domestic higher education institutions, contributing to the cultivation of Korea-friendly and Korea-versed global talents.
 - Long-Term Programs ⇔ Support doctoral, master's, undergraduate's, and associate's programs.
 - Short-Term Programs ⇔ Support outstanding foreign exchange students.
- Admission Guide: <https://www.studyinkorea.go.kr> → K Scholarship → GKS Notice



③ Operation of the Test of Proficiency in Korean (TOPIK)

- Conducts the Test of Proficiency in Korean (TOPIK) to assess the Korean language proficiency of overseas Koreans and foreigners.

Eligibility	Overseas Koreans and foreigners who are not native Korean speakers.
Purpose of Examination	Admission to universities, employment, and verification of Korean language proficiency.
Evaluation Areas	TOPIK I (Beginner)/ TOPIK II (Intermediate, Advanced)/ TOPIK Speaking Test

- Official Website: <https://www.topik.go.kr>

Emergency Contact

Crime Report & Emergency Calls	
Crime Report (National Police Agency)	112
School Violence Report Center (National Police Agency)	117
Fire, Emergency Patient, Rescue Report (National Fire Agency)	119
Hacking, Spam, Personal Information Breach Report (Korea Internet & Security Agency)	118
Women's Emergency Counseling Hotline (Ministry of Gender Equality and Family)	1366
Danuri Call Center (Ministry of Gender Equality and Family)	1577-1366

기타 생활 민원	
General Support Center for Foreigners (Ministry of Justice)	1345
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Foreign Tourist Information (Korea Tourism Organization)	1330
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Legal Consultation (Korea Legal Aid Corporation)	132
Child Protection Agency (Ministry of Health and Welfare)	129
Youth Cyber Counseling Hotline (Ministry of Gender Equality and Family)	1388



Contact Information for Foreign Embassies in Korea

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Ghana	02-3785-1427	seoul@mfa.gov.gh / ghanaembassy.seoul.kr@gmail.com
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Guatemala	02-771-7582	embcorea@minex.gob.gt
Holy See	02-736-5725	anunciaturekr@gmail.com
Greece	02-729-1400	greemb.sel@mfa.gr / greekemb@naver.com
Nigeria	02-797-2370	chancery@nigerianembassy.or.kr
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