

Visa-Business Agency Service

We recommend students to use Korea Immigration Service Foundation visa agency service to prevent the spread of COVID-19 virus.

You may get consultation on visa-related issues such as alien registration and visa-extension without making an appointment, or by visiting the immigration office.

Visiting Schedule and Location

Agency	Korea Immigration Service Foundation	
Application Period	Alien Registration	March 17th(Wed.) 9:30 AM – 4:30 PM
	Visa Extension & ARC Pick up	April 28(Wed.) 9:30 AM – 4:30 PM
Application Place	3 rd floor of Korean Language Center	

*** The schedule above can be changed. Please check the bulletin board.**

Agency Business and Price

Works	Fee	
	Visiting in Person	Using Agency Service
Extension of Sojourn Period	60,000	60,000
Change of Status of Sojourn	130,000	130,000
Alien Registration	30,000 (receipt via post 33,000)	40,000
Alien Registration Re-issuance	30,000 (receipt via post 33,000)	40,000

Application Process

Access the website, fill in the on-line application form and print it out (<http://kisfvisa.org> Service available in English and Chinese) -> On the registration day submit it to Visa Agency Booth (Korean Language center) -> Submit the printed application form, power of attorney, and attached documents. -> After evaluation, your application will be processed.



*Application through filling in the application form on the spot (without on-line application on the registration day will be available as well.

Required Documents for Submitting your Application to the Immigration Office			
	Foreigner Registration (takes more than 4 weeks)	Extension of Sojourn Period (takes more than 2 weeks)	Change of Status of Sojourn (takes more than 4 weeks)
Forms to be filled out and printed from online.	Application Form	Application Form	Application Form (※Address, phone number in Home country Required)
	Power of Attorney	Power of Attorney	Power of Attorney
Original	Passport + Photo	Alien Card	Alien Card + Photo
Attached Documents	Copy of Personal Info page, VISA page of Passport	Copy of Personal Info page of Passport	Copy of Personal Info page of Passport
	Certificate of Attendance	Certificate of Attendance	
			Academic Transcript
		Certificate of Tuition Payment	Certificate of Tuition Payment
		Bank Statement (Exempt for those whose attendance rate is 70% or above)	Bank Statement
	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract
			Certificate of Admission
			Certificate of Final Level of Education