

# Visa



## General Information

### What is a visa?

The meaning of visa differs somewhat depending on the country. An 'entry confirmed' stamp serves as a verification of approval for entry to the country by a foreign national, while the 'recommended for entry' stamp given by the consulate to foreign nationals entering the country serves as only the consulate's recommendation for entry. A visa is considered a consul's recommendation for a foreigner's entry. Therefore, even if one carries a valid visa, entry may be denied if one fails to satisfy the requirements of immigration inspection at the airport.

### Visa issuance procedure

A foreign applicant for a visa should confirm his/her eligibility for staying in Korea according to the purpose of his/her entry into the country, and should submit an application along with the corresponding documents to an overseas Korean consular office.

## Types of visa

Visas are classified into single entry visas and multiple entry visas for two or more entries.

## Location of visa application and issuance

- Location of visa application and issuance: Korean embassies or consulates abroad
- Documents required for visa application: passport, visa application form, other documents depending on the type of visa
- ※ For information on the documents required for the respective purposes of stay, go to [www.hikorea.go.kr](http://www.hikorea.go.kr). Additional or fewer documents may be required as deemed necessary for review.

## Stay permit

Classified into short-term, long-term, and permanent residency according to the length of stay. Long-term stay and permanent residency (F-5) visa holders should register as aliens or declare their local address within 90 days of entering Korea.

- Short-term stay: 90 days or less
- Long-term stay: 91 days or longer
- Eligibility for permanent residency (F-5) status: There is no limit to the length of stay.



## Foreigners' employment and scope of permitted activities



- Foreigners may stay in Korea within the scope of their sojourn status and period. Unless permitted by law, foreigners are forbidden from participating in political activities.
- To seek employment in Korea, foreigners are required to hold a visa that permits employment and should work at the designated workplace only.
- To change or add a workplace within the scope of their sojourn status, foreigners must obtain permission in advance. However, persons appointed by Presidential Decree possessing specialized knowledge, skills, and/or functions may report within 15 days of the date of changing or adding their place of employment.
- Visa types under which employment is permitted are as follows:  
 Short-term employment (C-4), university professor (E-1), foreign language/ conversation instructor (E-2), research (E-3), technology transfer (E-4), professional employment (E-5), arts & performances (E-6), special occupation (E-7), non-professional employment (E-9), vessel crew (E-10), working visit (H-2)
- ※ Long-term resident (F-2), foreign spouse (F-6), permanent resident (F-5) visa holders: No restrictions apply to employment activities.
- ※ Overseas Korean (F-4) visa holders may not engage in simple labor (However, employment in manufacturing is permitted.).





## Corporate Investment Visa (D-8)

### Eligible applicants



- 1 Indispensable professional specialists who intend to engage in the management, administration, or in the area of production, technology or research of a Korean company that is recognized as a foreign-invested company under the Foreign Investment Promotion Act (corporate investment [D-8-1] visa).
- 2 Representatives of corporations that have been recognized as “venture businesses” by virtue of possessing superior technology through intellectual properties or whose corporation has been deemed outstanding in terms of technology (corporate investment [D-8-2] visa).
- 3 Indispensable professional specialists who intend to engage in the management, administration, or in the area of production, technology or research of a company run by a Korean national (individual) which is recognized as a foreign-invested company under the Foreign Investment Promotion Act (corporate investment [D-8-3] visa).
- 4 Persons with a bachelor’s degree or higher who is a company founder owning intellectual property or a technology of equivalence (corporate investment [D-8-4] visa).

### Visa application

- Applicant: The relevant person
- Location of application: Korean embassy or consulate

If the applicant has received a visa issuance certificate or a visa issuance certificate number, he/she needs only to submit a passport, a visa issuance application form, and a visa issuance certificate (or visa issuance certificate number).

## Application for visa issuance certificate

- **Applicant:** The relevant person or the inviter
- **Place of application:** The competent immigration office or its liaison office in the location where the inviter has his/her address

The applicant needs to obtain a visa issuance certificate or a visa issuance certificate number, and then apply for a visa at the relevant Korean embassy or consulate.

## Application for change of sojourn status

Foreign investors visiting Korea on a C-3 (short term general) visa or without a visa (limited to citizens of countries that have signed a visa waiver agreement with Korea or to citizens of those countries Korea admits without a visa) who could not obtain the D-8 visa before arriving in Korea can apply for change of sojourn status after their arrival before they engage in business activities. Note that the Investment Consulting Center of KOTRA can handle the procedures within a day.

- **Applicant:** The relevant person
- **Place of application:** The competent immigration office of the applicant's location, or the Investment Consulting Center of KOTRA  
Tel: 82-2-3497-1055/1056

## Documents required for visa application (or visa issuance certificate or application for change of sojourn status)

Documents required for visa application (or visa issuance certificate or application for change of sojourn status)

※More or less documents may be required for review

- Passport (a copy of passport when applying for visa issuance certificate)
- Visa issuance application or visa issuance certificate application
- A copy of the business license certificate
- Certificate of all matters of corporate registration
- HQ's dispatch order (with the period of dispatch recorded) and employment certificate
- A copy of the foreign invested corporation register
- Foreign exchange declaration certificate (if foreign currencies are hand carried)
- Tax payment certificate
- Original copy of statement of change in shareholders
- Office rental agreement
- Residence lease agreement
- One standard size photo (3.5 x 4.5cm)



#### ※Additional documents required (For initial investments)

- Record of operating funds (specification of the use of investment funds, bank note and copy of bank note, goods purchase receipt, etc.)
- Documentary evidence of the remittance of investment funds (permission to carry out foreign currency issued by the customs office or bank of the applicant's country, remittance certificate, original copy of foreign currency purchase certificate, customs declaration, etc.)
- Document verifying the business's operating record (import/export notification certificate, B/L, domestic goods purchase certificate, original copy of export/import certificate)
- A photo of the workplace, office space and signboard

## Dependent Family Visa (F-3)

### Eligible applicants

The spouse of a person eligible for corporate investment (D-8) visa, and his/her children under 20 years of age who have no spouse.

### Visa application

- Applicant: The relevant person
- Place of application: Korean embassy or consulate

If the applicant has received a visa issuance certificate or a visa issuance certificate number, he/she needs to submit only a passport, a visa issuance application, and a visa issuance certificate (or visa issuance certificate number).

### Visa issuance certificate application

- Applicant: The relevant person or the inviter
- Place of application: The competent immigration office or its liaison office in the location of the inviter

The applicant needs to obtain a visa issuance certificate or a visa issuance certificate number. Once that is done, the applicant can apply for a visa at the relevant Korean embassy or consulate.

## Application for change of status of sojourn

- Applicant: The relevant person
- Place of application: The competent immigration office of the applicant's location or the Investment Consulting Center of KOTRA

If the applicant has entered Korea without a visa or is on a short-term visa due to inevitable reasons such as household work arrangements, he/she may apply for a change in stay eligibility. The Investment Consulting Center of KOTRA can handle the procedures within a day.

## Documents required for visa issuance application (or visa issuance certificate, application for change of sojourn status)

※More or less documents may be required for review

- Passport (a copy of passport when applying for visa issuance certificate)
- Visa issuance application or visa issuance certificate application
- Family relationship certificate (marriage certificate, family register or birth certificate)
- Inviter's employment certificate or tax payment certificate
- One standard size photo (3.5 x 4.5cm)
- Processing fee (the amount differs depending on the period of stay)



# Foreign Housekeepers of Foreign Investors and Professional Specialists (F-1)

## Eligible applicants

Housework assistants who have been employed by the inviting investor or indispensable professional specialist for at least one year in an overseas country as of the application date

## Applying for a visa

- Place of application: Korean embassy or consulate

## Required documents

The head of the Korean consulate may request additional documents if they are deemed necessary for the review of the purpose of entry, intent of invitation, the qualification of the inviter and the invitee, etc.

- Passport
- Visa issuance application
- Fee
- One standard size photo
- Copy of foreign-invested company registration certificate
- Documents proving the employer's income qualifications (local employee's income tax withholding certificate, income certificate, certificate of salary payment, copy of bankbook, etc.)
- Housework assistant employment agreement
- Personal reference certificate
- Diploma or other documents proving the invitee's educational status
- A document proving that the invitee has worked as the inviter's housework assistant for one year or longer
- A copy of the inviter's alien registration card
  - ※ In the case of investors investing under US\$ 500,000 (inviters)
    - Local employees' income tax withholding certificates or income certificates
  - ※ In the case of executives of foreign-invested companies
    - Employment certificate





# Granting of Sojourn Status (Foreigners Born in Korea)

## Application for change in stay eligibility

- Eligible applicants: Foreigners born in Korea
- Application period: Within 90 days of the cause for application (birth)
- Place of application: The competent immigration office having jurisdiction over the applicant's address
  - ※Failure to apply for granting of sojourn status within the said 90 days will incur a fine due to violation of the Immigration Act.
- Method of application: The relevant person or his/her proxy should apply to the competent immigration office of his/her location or the Investment Consulting Center of KOTRA
- Required documents
  - Passport
  - Application form
  - Certificate of birth
  - A copy of the alien registration card of the applicant's father or mother
  - Processing fee

# Alien Registration

## Eligible applicants and when to register

- Eligible applicants:
  - Foreigners who wish to stay for more than 90 days in Korea after entering the country
  - Foreigners who wish to stay in Korea for more than 90 days after they are born in the country and are granted status of sojourn
- When to register:
  - Within 90 days of entering the country
  - When sojourn status or change of sojourn status is granted (immediate)
- Place of application: The competent immigration office having jurisdiction: over the applicant's address or the Investment Consulting Center of KOTRA

## Documents required for alien registration

- Required documents:
  - Application form
  - Passport
  - One standard size photo (3.5 x 4.5cm)
  - Processing fee (exempt for corporate investment [D-8] visa holders)

### ※Corporate Investment (D-8)

- A copy of the foreign invested corporation registration certificate
- A copy of business registration certificate

### ※Dependent Family (F-3)

- A copy of the alien registration card of the accompanying person (the spouse or parents)

## Reissuance of alien registration card

- Time for application:
  - Within 14 days of the occurrence of the reason for reissuance
- Place of application:
  - The competent immigration office of the applicant's location or the Investment Consulting Center of KOTRA
- Required documents:
  - Passport
  - Application form
  - Document stating reason for re-issuance application (where lost)
  - Old alien registration card (exempt when lost)
  - One standard size photo (3.5 x 4.5cm)
  - Processing fee (exempt for corporate investment [D-8] visa holders)

## Returning the alien registration card

- When to return
  - Foreign nationals should return their alien registration card to immigration control during the immigration inspection upon leaving the country permanently.

\*A fine will be incurred if the alien registration card is not returned within the above time frame.

## Report of change in alien registration matters

- **Reasons:**
  - Change of name, gender, date of birth and/or nationality
  - Change of passport number, issuance date, and/or validity period
  - Change of corporate investment (D-8) or trade management (D-9) visa holders' organization or group (including change of name)
- **Deadline for report**
  - Within 14 days of occurrence of the cause for report
- **Required documents:**
  - Passport and alien registration card
  - Report form
  - Documents proving the changes

## Extension of Period of Stay

### Extension of period of stay

A foreigner who wishes to outstay the permitted stay period in Korea must obtain approval for such an extension of the stay period.

- **Period of application:**

From two months before expiry of the stay period to the expiry date  
 ※Applications for extension after the expiry date will be fined.
- **Method of application**
  - The relevant person or his/her proxy needs to apply to the competent immigration office or the Investment Consulting Center of KOTRA and submit the required documents.
  - However, if the applicant is staying in the country on the application date, he/she is allowed to apply (application from overseas or via a proxy is not allowed).
- **Required documents:**
  - ※More or less documents may be required for review.
  - Passport
  - Alien registration card
  - Application form
  - A copy of the foreign invested corporation registration certificate (issued by KOTRA or a foreign exchange bank)
  - Transfer order on which the dispatch period is specified (may be replaced with a transfer order submitted for report of change in eligibility of stay if the document specifies the dispatch period)



- Individual income tax payment certificate documents: B-class withholding tax receipt or certificate of tax payment
- A copy of the business registration certificate
- A transcript of the corporate registration certificate
- Corporate tax payment certificate
- Documentary evidence of residence (lease contract, etc.)
- Processing fee (exempted for corporate investment (D-8) visa holders)

## Permission of Activities Beyond the Current Status of Sojourn

### Permission of activities beyond the current status of sojourn

Foreigners who wish to engage in activities beyond the scope of their current sojourn status must receive permission to do so in advance. Should such activities become full-time and the main purpose of their sojourn, however, they must receive permission to change his/her sojourn status.

- How to apply

A foreigner or his/her proxy can make an application by preparing and submitting the required documents to the local immigration office. However, corporate investment (D-8) visa holders seeking to engage in activities permitted under the intracompany transfer (D-7) visa and CEOs and other professional specialists intending to give lectures at universities may receive permission through KOTRA.



# Immigration Priority Card

## What is the Immigration Priority Card?

KOTRA issues the Immigration Priority Card to foreign investors contributing to the Korean economy in order to expedite their airport immigration process. Holders of the Immigration Priority Card can use the fast track immigration lane reserved for investors (and diplomats).

- **Eligible applicants**

Employees of overseas parent companies of foreign-invested firms whose notified amount of FDI to Korea exceeds the following:

Industry	Minimum FDI (Notification basis)
Manufacturing	US\$ 15 million
Finance & Insurance	US\$ 50 million
Tourism	US\$ 10 million
Logistics & Distribution	US\$ 5 million
R&D, Businesses Involving Advanced Technology	US\$ 2 million

- Employees of foreign economic organizations in Korea
- Investment delegations invited by related central and/or local government agencies

※ The number of cards issued for each business establishment may be limited depending on the total number of applicants.



- **How to apply**

Submit application form and required documents to KOTRA on the 1st - 9th of each month.

- **Required documents:**

- An application form
- A copy of employment certificate (or any document proving that the applicant belongs to the company, organization, etc. to which a card has been issued)
- A copy of the foreign-invested company registration certificate (In the case of a foreign economic organizations, a certified copy of corporation registration, and in the case of an investment delegations, a letter of invitation)

- A copy of passport, 2 photos (3cm x 4cm)
- 1 JPG image file

※ Application can be made via email by attaching the application form and the other documents in PDF file format.

• Application and inquiries

Investment Consulting Center, Jiho Park (Assistant Manager)

- Address: Investment Consulting Center, Office No. 203, IKP Building, KOTRA, 7 Heolleung-ro, Seocho-gu, Seoul

- Tel: 82-2-3497-1741

- Fax: 82-2-3497-1129

- E-mail: jhp@kotra.or.kr

※ The above information is subject to change according to the Ministry of Justice guidelines.

## Reentry Permit

### Reentry permit



• Eligibility for reentry permit

- A registered foreigner who has left Korea for more than one year within the stay period and intends to reenter the country must acquire a reentry permit.
- If a foreigner exempted from alien registration has left the country for more than one year and intends to reenter the country, he/she must obtain a reentry permit.

• Required documents:

- Passport
- Alien registration card
- Application form
- Processing fee (exempt for corporate investment [D-8] visa holders)

• How to apply

- The relevant person or his/her proxy (must present relevant personal ID or power of attorney) needs to apply to the competent immigration office or its liaison office and submit the required documents.

- Online application:

Hi Korea Electronic Civil Services ([www.hikorea.go.kr](http://www.hikorea.go.kr))