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2024 Visa Guide for Investing in Korea

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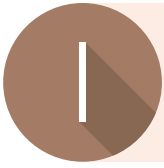
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Visa

[1] | About the visa

What is a visa?

- A visa is originally a kind of endorsement or acknowledgment, and the specific meaning of a visa differs depending on the relevant government policy.
- It can mean “permission to enter” a country, or “a consul’s recommendation for a foreigner’s entry into a country” for a foreigner’s request to enter.
- In Korea, the latter of the two meaning is used in Korea. Therefore, even if a foreigner has a Korean visa, he/she can still be denied entry if an immigration officer finds that some entry requirements are not met.

Entry without a visa

- A visa is a basic requirement for entry, and in principle, a foreigner intending to enter Korea must have a visa. However, a person falling under the following can enter without a visa (Article 7 (2) of the Immigration Act):
 - ① A person who has obtained permission to reenter or is exempted from permission for reentry, and enters the Republic of Korea before the period of such permission or exemption expires

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- ② A person who is a national of a country which has entered into the Visa Exemption Agreement with the Republic of Korea and eligible for a visa exemption under such Visa Exemption Agreement
 - ③ A person who enters the Republic of Korea for international friendship, sightseeing or in the interests of the Republic of Korea, etc., with entry permission he or she has obtained otherwise, as prescribed by Presidential Decree
 - ④ A person who departed from the Republic of Korea with a refugee travel document issued, and enters the Republic of Korea before the term of validity of such certificate expires
-

Types of visas

- Single visa

- ① Entry is permitted only once within the valid period of the visa.
- ② Valid period: 3 months from the date of issuance

- Multiple visa

- ① Two or more entries are permitted within the valid period of the visa.
 - ② Valid period: The following period from the date of issuance
 - Diplomacy (A-1)/Conventions & Agreements (A-3) visa
: 3 years from the date of issuance
 - Visas under a multiple-visa issuance agreement
: Period specified by the agreement
 - Visa provided based on reciprocity or in consideration of other national interests
: The period specified by the Ministry of Justice
-

{ 2 } | Visa issuance procedure

Where to apply for visa issuance

- Embassy or consulate of the Republic of Korea

A visa is issued from a diplomatic mission (Korean embassy or consulate) by the head of the diplomatic mission under the authority delegated by the Minister of Justice (Article 8 (2) of the Immigration Act, Article 9 and 11 of the Enforcement Rules of the Immigration Act).

- ※ In special cases, a foreigner may apply for a visa after receiving a certificate of visa issuance from the immigration office, before a visa is issued by a diplomatic mission (Article 9 of the Immigration Act, Article 17 of the Enforcement Rules of the Immigration Act).

Documents to be submitted when applying for visa issuance

- Passport
- Visa issuance application
- For documents required for each type of visa, refer to the “manual of visa issuance for all visas” on the Hi Korea website (www.hikorea.go.kr) of the Ministry of Justice.
- ※ Where a certificate of visa issuance confirmation is issued, submit it with the visa application form or submit a visa application form with the visa issuance confirmation number recorded.

Note

- The head of a diplomatic mission can only issue visas for which visa issuance authority has been delegated.
- For visas for which visa issuance authority is not delegated, a request for approval should be made to the Ministry of Justice (Article 8 (1) of the Enforcement Rules of the Immigration Act).
- Where a person subject to visa issuance does not submit a certificate of visa issuance, the head of the diplomatic mission may issue a visa after obtaining the approval of the Minister of Justice according to the procedure for requesting visa issuance approval.

Caution

- If a visa applicant enters Korea before visa issuance is granted, it will be assumed that the applicant is withdrawing their application, and visa issuance shall be declined.
- Where a foreigner wishes to obtain a visa after the issued visa is expired or after three months have passed since the date of receiving a visa issuance approval from the Minister of Justice, a new visa issuance application should be made.



[3] | Confirmation of visa issuance

- Prior to visa issuance by an overseas diplomatic mission, the Minister of Justice or the head of an immigration office may, where it is deemed specially necessary, conduct a preliminary screening of visa applicants on the request of the foreigner or an invitor of the foreigner in Korea and issue a certificate of visa issuance confirmation or notify the particulars of the confirmation such as the visa issuance confirmation number.
- For foreigners who submit a certificate of visa issuance confirmation or apply for a visa by recording the visa issuance confirmation number (limited to persons who were notified of the particulars of confirmation of visa issuance), the head of the relevant diplomatic mission issues a visa without the approval of the Minister of Justice (Article 9 of the Immigration Act, Articles 17, 17-2, 18 and 76 of the Enforcement Rules of the Act).

[4] | Visa for foreign investors and their families

Business Investment (D-8) visa

- A Business Investment (D-8) visa is issued to indispensable professional specialists* dispatched from a foreign investor who established and operates a foreign-invested company in Korea by investing KRW 100 million or more or the overseas parent company of a foreign-invested company established in Korea (or an overseas branch or office of a foreign-invested company).

* Indispensable professional specialists mean executives or senior managers engaged in the management and operation of foreign-invested companies and engineers with highly professional experience and knowledge dispatch for technical support.

Scope of indispensable professional specialists

- **Executive**

Those who primarily direct organizational management within an organization, exercise extensive authority in decision-making, and receive only general command and supervision from the BOD and shareholders as their companies' executives (Executives may not directly perform tasks related to the actual supply of services or their organizations' services)

- **Senior Manager**

Those who establish and enforce corporate and departmental goals and policies; have authority over planning, directing and supervision; have the right to hire, dismiss or recommend employees; decide, supervise or control other supervisors, professionals and managers; or exercise discretion in daily operations (not including first-line supervisors of nonprofessional service providers or those who directly provide services)

- **Specialist**

Those with a high level of professional and exclusive experience and knowledge necessary for research, design, technology and management of their companies' services

Scope of activities and eligibility

- ① Indispensable professional specialists* intending to engage in the management, business administration, production, technology or research** of a Korean company*** that is considered a foreign-invested company pursuant to the Foreign Investment Promotion Act

* "Research" is restricted to research personnel of foreign-invested companies qualified as "research and development facilities" under Article 16 of the Enforcement Rules of the Foreign Investment Promotion Act and foreign-invested companies in the field of disease containment, parts and materials and equipment.

** Limited to companies whose establishment is completed, including "regional headquarters (Article 9-4)" designated by the Minister of Trade, Industry & Energy and "research and development facilities (Article 16)"

*** Excluding persons employed in Korea

- ② Among persons who established a venture business pursuant to Article 2-2 (1) 2 (c) of the Act on Special Measures for the Promotion of Venture Businesses with advanced technology such as possessing intellectual property rights, a representative of a company confirmed as a venture business pursuant to Article 25 of the same Act or the representative of a business appraised as having high technology
- ③ Indispensable professional specialists* intending to engage in the management, operation or production, technology or research** of a company*** run by a national (individual) of the Republic of Korea who qualifies as a foreign-invested company pursuant to the Foreign Investment Promotion Act

* Persons in “research” are limited to research personnel in research and development facilities under Article 16 of the Enforcement Rules of the Foreign Investment Promotion Act and foreign-invested companies in the fields of disease containment, parts and materials, and equipment.

** Including research and development facilities (Article 16) designated by the Minister of Trade, Industry and Energy under the Enforcement Rules of the Foreign Investment Promotion Act

*** Excluding persons employed in Korea

- ④ A person who obtained an associate degree or higher in Korea or a bachelor’s degree or higher in overseas or a person recommended by the head of a related central administrative agency, who is the founder of a company that owns intellectual property rights or technology equivalent thereto

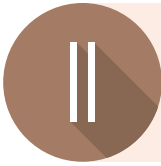
Documents to be submitted when applying for Business Investment (D-8) visa (for overseas diplomatic missions)

- ① Application for visa issuance, passport, one standard size photo (3.5 cm x 4.5 cm) processing fee
- ② Dispatch order for dispatched employees (the dispatch period should be stated) and certificate of current employment
- ③ Copy of foreign-invested company registration certificate
- ④ Copy of business registration certificate, certificate of incorporation registration, original copy of statement of change in shareholders

- ⑤ Documents proving the introduction of investment funds
 - (a) Investment in cash
 - Permission (or declaration) to carry out foreign currency issued by the tax office or bank (financial institution) of the investor's home country (if applicable)
 - Specification of introduced investment funds (e.g., certificate of remittance, certificate of purchase of foreign currency, customs declaration)
 - (b) Investment-in-kind
 - Copy of certificate of completion of investment-in-kind
 - Copy of certificate of import declaration
- ⑥ Additional documents required for individual investors investing less than KRW 300 million
 - Documents certifying expenditure of capital(purchase receipts, office decor expenses, deposit and withdrawal records on domestic account etc.)
 - Documents certifying existence of a place of business (office lease contract, photo of place of business, office space, signage, etc.)
 - Documents from the investor's home country proving business experience in the relevant field (if applicable)
- ❖ **The head of the overseas diplomatic mission may require additional documents to screen the applicant's purpose of stay, authenticity of invitation, the qualification of the inviter and invitee, etc.**

Dependent Family (F-3) visa for the spouse and underage children of D-8 visa holders

- The spouse and underage children of persons with a Business Investment (D-8) visa are granted an F-3 visa as their dependent families. The F-3 visa is valid until the D-8 visa holder's visa expires. However, if the valid period of dependent families' passport is shorter than the expiry date of the sojourn period of the D-8 visa holder, the visa will be valid until the passport expires.
- Documents to be submitted when applying for Dependent Family (F-3) visa (for overseas diplomatic missions)
 - ① Application for visa issuance, passport, one standard photo, processing fee
 - ② Documents certifying family relations
 - Certificate of marriage, certificate of family relations, birth certificate, etc.
 - ③ Documents proving ability to support a livelihood
 - Certificate of inviter's current employment and certificate of tax payment etc.
- ❖ **The head of the overseas diplomatic mission may require additional documents to screen the applicant's purpose of stay, authenticity of invitation, the qualification of the inviter and invitee, etc.**



Entry Process

(1) | Favorable treatment of Business Investment (D-8) visa holders

- The Korean government provides favorable treatment to foreign investors in relation to their arrival, departure, and stay in Korea. Foreign investors can receive favorable immigration-related services, permanent residence if qualifications are met, and permission to hire foreign housekeepers. In addition, services for changing the status of stay, alien registration, and extension of the period of stay can be processed in the same day for maximum convenience.
- A business investment (D-8) visa holder can use the exclusive immigration fast track and is exempt from processing fees concerning status of stay.
 - List of fee exemptions: Issuance of alien registration card (KRW 30,000), permission for extension of the period of stay (KRW 60,000), permission to change status of stay (KRW 100,000), re-entry permit (KRW 30,000-50,000)
 - ➔ The processing fees for granting of permission of activities beyond the current status of stay (KRW 120,000) or issuance of certificate of confirmation of alien registration (KRW 2,000) are not exempted.

(2) | Immigration Priority Card

- An Immigration Priority Card is issued for the management of the overseas headquarters or Asian local headquarters of a foreign-invested company who meet certain qualifications. The cardholder can take advantage of the exclusive immigration fast track and the exclusive security checkpoint, etc.
- Requirements for the issuance of immigration priority card

Business	Foreign investment amount (notification basis)
Manufacturing	At least USD 15 million
Finance, insurance	At least USD 50 million
Retail & wholesale, logistics, warehousing	At least USD 5 million
Others	At least USD 10 million
R&D	At least USD 2 million
Businesses accompanying technologies for new growth engine industries	

- ➔ The arrived investment amount should be at least 50% of the notified amount to renew the expired Immigration Priority Card.
Application and contact: KOTRA's Foreign Investor Support Center (02-3497-1741)



Stay in Korea

(1) | Foreigners' stay in Korea and scope of permitted activities

Stay of foreigners

- Foreigners' stay in Korea is classified into short-term stay, long-term stay and permanent residence depending on the period of stay
 - Short-term stay: Up to 90 days
 - Long-term stay: 91 days or longer
 - Permanent residence: No limit in period of stay
 - ※ In the case of long-term stay and permanent residence, alien registration or report of domestic place of stay should be completed within 90 days of the date of entry.

Scope of permitted activities and employment in Korea

- A foreigner may stay in Korea as permitted by his/her status of stay and within the authorized period of stay, and cannot engage in political activities excluding cases prescribed by law.
 - Where a foreigner intends to engage in employment in Korea, it should be permitted under his/her status of stay, and he/she should work only at the designated place of employment.
 - Where a foreigner intends to change his/her place of employment, he/she should report to or obtain permission from the jurisdictional immigration office in advance or within a certain period after change.
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- The types of visas that permit employment activities are as follows:

Short-Term Employee (C-4)	Professor (E-1)	Foreign Language Instructor (E-2)
Researcher (E-3)	Technical Instructor/ Technician (E-4)	Professional (E-5)
Arts/Athlete (E-6)	Foreign National of Special Ability (E-7)	Non-professional (E-9)
Maritime Crew (E-10)	Resident (F-2)	Overseas Korean (F-4)
Permanent Resident (F-5)	Marriage Migrant (F-6)	Working Holiday (H-1)

- It is prohibited to hire a foreigner whose status of stay does not allow employment or broker or recommend the employment of such foreigner.
- Unlawful employment of a foreigner or unlawful brokering or recommendation of a foreigner shall be punished for violation of the Immigration Act.
- When hiring a foreigner, the employer should check whether the foreigner has a foreigner registration card and a status of stay that allows employment.
- Even if a foreigner has a foreigner registration card, employment activities may be restricted, so employment should be decided after consulting the jurisdictional immigration office.

{ 2 } | Application for visa and application by an agent

Basic principle for visa application and receipt

- Application for visa-related permits should be made by the applicant in person. However, if the applicant is under the age of 17, or if there is an inevitable cause such as illness, family affairs, or business reasons, an agent can apply instead by receiving a letter of attorney by the applicant.
- However, in the case of application for permission for activities not granted under the current visa, permission for change or addition of place of work, additional report of change of place of work, granting of status of stay, permission for change of status of stay, permission for extension of stay period, re-entry permit, foreigner registration (only for foreigners who completed fingerprint registration), and report of changes in foreigner registration matters, the foreigner should be staying in Korea as of the date of application to apply by an agent (application by an agent not possible if foreigner is residing abroad).
- Application and receipt that can be made by an agent
 - Permission for activities not permitted under the current status of stay, permission for change or addition of place of employment, report of change or addition of place of employment, granting of status of stay, permission for change of status of change, permission of extension of stay period, re-entry permit, issuance of certificate of confirmation of visa issuance, alien registration, report of change in alien registration matters, receipt of alien registration card, report by employers of foreigners, etc.

- Qualification of an agent
 - Regulations on the application for permission to engage in activities outside his/her status of stay and the receipt thereof by an agent (agent publicly announced by the Ministry of Justice no. 2020-520)
 - ※ In the case of Business Investment (D-8) visa, the following can be agents:
 1. Employee of foreign-invested company that the applicant works for or will work for
 2. The person who acts as an agent for incorporation of the company
- Documents to be submitted in the case of application/receipt by an agent
 - ① Documents to be submitted for application
 - Resident registration card, driver's license, passport, alien registration card or other identification of the agent
 - Power of attorney
 - A document certifying the relationship between the agent and the applicant, such as certification of family relations, certificate of resident register/abstract, certificate of current employment etc.
 - ※ A document certifying the relationship between the agent and the applicant can be omitted in the following cases: where application is made on behalf of lineal family members; where the head of an organization acts on behalf of its employees; where an employee from an agency for the employment permit system, the Korea Shipping Association, or the National Federation of Fisheries Cooperatives represents the contracted agent's employees, etc.
 - ② Documents to be submitted for receipt of visa
 - Personal identification of the agent

- Restriction of application by agent
 - Where it is recognized that the applicant needs to apply in person because the cause for application, the status of stay of the applicant, etc. should be reviewed, application by an agent is not permitted and application should be made in person.
 - Where it is discovered that the agent applied for permits, etc. through false or other unlawful means, the permits, etc. shall be revoked or changed.

[3] | Prior permits and reports required in advance (Overview)

(1) Prior permits required

Permission to engage in activities not covered under the current status of stay

- If a foreigner staying in the Republic of Korea intends to engage in activities permitted under a different status of stay, in addition to those activities permitted under his or her original status of stay, he/she should obtain permission from the Minister of Justice, as prescribed by Presidential Decree (Article 20, Immigration Act).
 - For example, where a foreigner engages in a business activity generating income which is not covered under his/her current status of stay or engages in activities that are permitted under a different status of stay, such as employment activities receiving remuneration, a permission to engage in activities not covered in the current status of stay should be obtained.

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- Where a foreigner that completed alien registration* intends to receive education from a formal education institute (elementary, middle, high school and university), a permit is unnecessary within the foreigner's stay period.

* Arts and Culture (D-1), Long-term News Coverage (D-5), to International Trade (D-9), Professor (E-1) to Foreign nationals with special ability (E-7), Visiting & Joining Family (F-1), Family Dependents (F-3), Work and Visit (H-2) visas.

Permission of change or addition of workplace

- If a foreigner staying in the Republic of Korea intends to change or add his or her workplace within the scope of his or her status of stay, he or she shall obtain prior permission from the Minister of Justice. Provided, That a person prescribed by Presidential Decree who has expert knowledge, skill or ability shall report to the Minister of Justice within 15 days of change or addition of his or her workplace (Article 21, Immigration Act).
 - Foreigners who are subject to prior permission of change or addition of workplace are foreigners with a status of stay that allows employment activities, such as Short-Term Employment (C-4), Culture and Entertainment (E-6, certain types), Foreign Nationals with Special Ability (E-7, certain types), Non-Professional Employment (E-9), Vessel Crew (E-10), Working Holiday (H-1) visa, etc. (Inquire the jurisdictional immigration office beforehand).
 - Professor (E-1) to Foreign Nationals with Special Ability (E-7) visa holders should report change or addition of workplace, so a report should be filed to the Minister of Justice within 15 days of changing or adding a place of work.
-

Granting of status of stay

- Where a foreigner stays in Korea without a status of stay, he/she should obtain a status of stay within the following period: (Article 23, Immigration Act)
 - A foreigner born in the Republic of Korea: 90 days from the date of his/her birth.
 - A foreigner who has any other reason, such as loss or renunciation of the Republic of Korea while staying in the Republic of Korea: 60 days from the date such reason occurs.
-

Permission of change of status of change

- If a foreigner staying in the Republic of Korea intends to engage in activities permitted under a different status of stay, in addition to those activities permitted under his or her original status of stay, he/she should obtain permission to change his/her status of stay from the Minister of Justice (Article 24, Immigration Act).
 - In principle, holders of Visa Exempted (B-1) visa, Tourist/Transit (B-2) visa and short-term visa holders are not permitted to change their status of stay. However, permission to change to Business Investment (D-8) visa and Family Dependents (F-3) visa are exceptionally allowed.
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Permission of extension of period of stay

- Every foreigner who intends to continue to stay in excess of the permitted period of stay shall obtain permission to extend his/her period of stay from the Minister of Justice before the expiration of the permitted period of stay (Article 25, Immigration Act).
-

Re-entry permit

- Where a foreigner who has filed for alien registration or is exempted from such registration intends to reenter the Republic of Korea after departure within his or her permitted period of stay, the Minister of Justice may permit such reentry upon application of the foreigner. However, the exemption from reentry permission may apply to a foreigner granted the status of permanent residency in the Republic of Korea and a foreigner determined by Ordinance of the Ministry of Justice as having a fair ground to be exempted from reentry permission (Article 30, Immigration Act).

Alien registration

- For a foreigner to stay in Korea in excess of 90 days from the date of his/her entry in Korea, he/she should file for alien registration to the head of the jurisdictional immigration office within 90 days from the date of entry (Article 30, Immigration Act).

(2) Post reporting duty

Report of change of place of stay

- Where a foreigner who has filed for alien registration changes his or her place of stay, the foreigner shall file a moving-in report with the head of the Si/Gun/Gu or Eup/Myeon/Dong where the new place of stay is located, or with the head of the Regional Immigration Service having jurisdiction over the new place of stay within 15 days from the date the foreigner moves into the new place of stay (Article 36, Immigration Act).

Report of change in matters registered by foreigners

- A foreigner who has filed for registration shall report changes in registered matters to the head of the Regional Immigration Service having jurisdiction over his or her place of stay within 15 days, if any of the following matters is changed (Article 35, Immigration Act):
 - Changes that should be reported
 - Change of number, date of issuance and term of validity of passport
 - Change of number, date of issuance and term of validity of passport
 - Where the organization or entity to which a foreigner with a Korean Arts and Culture (D-1), Student (D-2), General Trainee (D-4), News Coverage (D-5), Religious Worker (D-6), Intra-Company Transfer (D-7), Business Investment (D-8), International Trade (D-9) visa belongs to has changed (including change of name)
 - Enrollment in elementary school, middle school or high school
 - Where a foreigner with a Work and Visit (H-2) visa is employed by an individual, organization, group or company for the first time in Korea, the commencement of employment
 - Where the individual, organization, group or company to which a foreigner with a Work and Visit (H-2) visa is employed is changed (including change of name)
 - Change in occupation or annual income amount for following visa holders: Intra-Company Transfer (D-7) to International Trade (D-9), Professor (E-1) to Vessel Crew (E-10), Resident(F-2), Overseas Korean (F-4), Marriage Migrant (F-6), Work and Visit (H-2)

- ❖ For details on the alien registration, extension of stay period, change of status of stay, granting of status of stay, etc. of foreigners with a Business Investment (D-8) and Family Dependents (F-3) visa, refer to the sections IV to IX below.

[4] | Exclusive visa service for foreign investors

- To assist foreign investors in visa and stay related matters, KOTRA's Investment Consulting Center (ICC) provides visa-related administrative services such as permission for change of status of stay for Business Investment (D-8) visa holders and their dependent family members, permission of extension of period of stay, re-entry permit, granting of status of stay for foreigners' children born in Korea and alien registration, change of alien registration matters, report of change of place of stay, etc.
- The Seoul Immigration Office also provides exclusive services for foreign investors and grant permission for extension of stay period for Business Investment (D-8) visa holders.



(5) | Reservation for immigration office visits and online assistance

Reservation for immigration office visit

- For the convenience of foreigners staying in Korea, immigration offices all over the country have a reservation system for handling matters regarding foreigners' status of stay. Also, foreigners can log onto the Hi Korea website (www.hikorea.go.kr) to reserve the date and time of walk-in and visit the immigration office with the receipt for reservation to receive services without the need to wait.
 - When to make reservation
 - Throughout the year
 - Eligibility
 - Hi Korea members and non-members
 - Available time of visit
 - Visits can be booked starting from the day after the reservation.
 - ※ For permission of extension of the period of stay, application can be made starting from four months before the expiration of the period of stay.
 - Cancellation of reservation
 - Reservations can be cancelled up to one day before the scheduled day (cancellation is not possible on the reserved day).
 - Annulment of reservation
 - Cancellation on the reserved date or where the applicant arrives late for over five minutes.
 - Where the applicant designated the wrong immigration office or help channel.
-

- **Note**

- Reservation can be made using the real name of the applicant, and in the case of reservation through an agent, reservations should be made for each applicant (an administrative agent should reserve using the personal information of the applying foreigner).
 - When visiting, check the receipt for reservation or SMS stating the visiting immigration office, date and time of visit, designated help window number.
 - The reservation status can be checked online.
 - For other questions, call the 1345 Immigration Contact Center (call 1345 without the area code).
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Online application for visa services

- The Ministry of Justice operates the online website Hi Korea (e-Government for Foreigners) so that foreigners can apply for visa services such as permission of extension of period of stay, re-entry permit, report of change of place of stay, etc. online.
- For online services provided through Hi Korea, refer to notice 2021-420 of the Ministry of Justice.

Public Notice of the Ministry of Justice no. 2021-420

**Notice on the Operation of Electronic Immigration Service
[Attached Table]**

1 Hi Korea

Eligibility	Available Services		Eligible Visa Types
	Category (legal ground)	Sub-category	
All visas	Permission of extension of period of stay (Article 25, Immigration Act)	Permission of extension of short-term stay	All visas
		Permission of extension of stay of registered (resident) foreigners	All visas ※ Excluding the following visas Excluded visas Industrial Trainee (D-3), Business Investment(D-8), Foreign National of Special Ability (E-7), Resident (F-2), Marriage Migrant (F-6), Others(G-1), certain Visiting & Joining Family (F-1)
		Permission of extension of period stay for registered (resident) foreigners and short-term residents for departure from Korea	All visas
	Re-entry permit (Article 30, Immigration Act)	Permission of re-entry	All visas
	Report of change of alien registration matters (Subparagraph 2 of Article 35, Immigration Act)	Change of passport number, issuance date, period of validity	All visas
	Report of change of place of stay/residence (Article 36 of Immigration Act, Article 11 of Act on the Immigration and Legal Status of Overseas Koreans)	Report of change of place of stay and residence	All visas
	Certain visas	Permission of change of status of stay (Article 24, Immigration Act)	Permission of change of status of stay of registered aliens - Including issuance of alien registration card or certificate of report of residence required for permission
Permission of change of place of work (Article 21, Immigration Act)		Permission of change of place of work	Non-Professional (E-9)
Permission to engage in activities other than ones permitted in current status of stay (Article 20, Immigration Act)		Part-time employment permit	Student (D-2), General Trainee (D-4)
Report of occurrence of cause for change of foreign employees or trainees (Article 19, Immigration Act)		Occurrence of cause for change of foreign employees or trainees (retirement, abandonment, etc.)	Industrial Training (D-3), Professor (E-1)~Vessel Crew (E-10), Work & Visit (H-2)
Report of change of alien registration matters (Subparagraph 3 of Article 35 of the Immigration Act)		Report of commencement of employment and change of place of work	Work & Visit (H-2)



Alien Registration

(1) | Alien registration system

Legal basis

- Article 31 of the Immigration Act

Where to register

- Jurisdictional immigration service or office.

Who should register

- Persons intending to stay in Korea in excess of 90 days from the date of entry into Korea.
- A foreigner who has lost his/her Korean nationality upon the acquisition of foreign nationality, or who plans to stay for more than 90 days from the date on which his/her status was granted after being born in Korea.
- Foreigners staying in Korea who are staying in excess of 90 days from the date of entry after obtaining a permission of change of status of stay.

When to register

- Persons intending to stay in Korea in excess of 90 days
 - ➔ Within 90 days from the date of entry.
 - Persons who are granted a status of stay or obtained permission of change of status of stay
 - ➔ When the permission is obtained (immediately).
-

Documents to be submitted (common)

- Application form (attached Form no. 34 of the Enforcement Rules of the Immigration Act).
 - Passport or permission to enter the country.
 - Standard size photo (3.5cm × 4.5cm).
 - Processing fee: KRW 30,000 (cash).
 - Documents proving place of residence.
 - Alien registration card (limited to persons who are listed as dependents on the alien registration application form).
-

Re-issuance of alien registration card

- Causes for re-issuance
 - Where the card is lost.
 - Where the card is worn or torn.
 - Where there is not enough space to record the necessary matters.
 - Where there are changes in alien registration matters (change in name, gender, date of birth and nationality) - Application should be made within 15 days of the date on which the cause for change occurred.
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- Documents to be submitted for reissuance
 - Passport.
 - Application form.
 - Statement of cause for application for reissuance (where card is lost).
 - One color photo (3.5 cm × 4.5 cm) (if previous photo was taken six months ago or longer).
 - Previous alien registration card (where the card is unusable, there is not enough space to record the necessary matters, where change of alien registration matters is reported under subparagraph 1 of Article 35 of the Immigration Act).
 - Processing fee.
 - Place of reissuance: Local immigration office having jurisdiction over the address.
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Causes for return of alien registration card

- The alien registration card should be returned to the local immigration office having jurisdiction over the place of residence.
 - When a registered alien leaves the country permanently
 - Where a registered alien waived his/her foreign nationality and obtained Korean nationality
 - Where a registered alien has died
 - Where a registered alien is exempted from alien registration
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When to return the alien registration card

- When departing the country permanently
- Where a foreigner has become a national of Korea, the foreigner, his/her spouse, parent or person responsible for applying for permission, etc. on his/her behalf shall return the alien registration card within 30 days along with a document certifying nationality of Korea, and documents proving the loss of foreign nationality.
- Death
 - The deceased foreigner's spouse, parent or person responsible for applying for permission, etc. on his/her behalf, or the owner or manager of the building or land where the foreigner died shall attach documents certifying the foreigner's death such as a death certificate or autopsy report to the alien registration card and return them within 30 days of the date of becoming aware of the foreigner's death.
- Failure to return the alien registration card within the above dates shall result in an administrative fine.

Obligation to carry and present alien registration card

- A foreigner residing in Korea should carry his/her passport, entry permission or alien registration card at all times (excluding foreigners under the age of 17).
 - Where a foreigner is asked to present his/her passport and alien registration card by an immigration service official or a public official with related authority for the purpose of handling official matters (alien registration related matters), the foreigner shall comply with such request.
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- Where a foreigner does not comply with an official request to present his/her passport and alien registration card, he/she shall face penalties pursuant to Article 27 of the Immigration Act.

(2) | Alien registration process for foreign investors and their family members

Documents to submit when a Business Investment (D-8) visa holder files for alien registration

- Where D-8 visa was obtained after a certificate of confirmation of visa issuance
 - ① Application (attached Form no. 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport (original, copy), one standard size photo (3.5cm × 4.5cm)
 - ③ Copy of business registration certificate, foreign-invested company registration certificate
 - ④ Certified copy of incorporation register (for corporations)
 - ⑤ Documents certifying place of stay: Real estate lease contract, certificate of provision of residence/lodging, copy of ID of person providing residence/lodging
 - ※ Certificate of provision of residence/lodging: Required where the lessee on the lease contract is not the applicant
 - ⑥ Report of foreigner's occupation and annual income
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**

Documents to be submitted for the alien registration of Dependent Family (F-3) visa holders

- ① Application (attached Form no. 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport (original, copy), one standard size photo (3.5cm × 4.5cm) copy of spouse or parent's alien registration card
 - ③ Processing fee: KRW 30,000 (cash)
 - ④ Documents certifying place of stay: Real estate lease contract, certificate of provision of residence/lodging, copy of ID of person providing residence/lodging
 - ※ Certificate of provision of residence/lodging: Required where the lessee on the lease contract is not the applicant
 - ⑤ Foreigner aged between six and 18: Certificate of studentship (to confirm current enrollment in elementary, middle or high school)
 - ⑥ Report of matters related to foreigner's studentship in elementary, middle and high school (refer to form in hikorea.go.kr)
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**





Extension of Period of Stay

(1) | Summary

What is an extension of period of stay?

- For a foreigner who intends to stay in Korea in excess of the previously permitted period of stay, a permission for extension of period of stay should be obtained.

Period for applying for permission of extension of period of stay

- A foreigner who intends to apply for extension of the period of stay should apply starting from four months before the expiration of the current period of stay to the date of expiration of the period.
- If an application for permission of extension of the period of stay is filed after the expiration of the period of stay, penalty is imposed (Article 25, Immigration Act).

How to apply to permission of extension of period of stay

- The applicant or his/her agent shall prepare the necessary documents (documents required for each type of status of stay) and submit them to the jurisdictional immigration office.
- Application can only be made when the applicant is residing in Korea as of the date of application (civil petition cannot be filed by the applicant or from an agent from overseas).

[2] | Extension of period of stay of foreign investors and their family members

Documents to be submitted for Business Investment (D-8) holder's extension of period of stay (in the case of investors operating a business at a foreign-invested company)

- ① Integrated application form (Attached form 34 of the Enforcement Rules of the Immigration Act)
- ② Passport, copy of passport, alien registration card
- ③ Certificate of registration of foreign-invested company
- ④ Copy of business registration certificate, certified copy of incorporation register issued within the past three months
- ⑤ Specification of change of shareholders (attached Form no. 54 of the Enforcement Rules of the Corporate Tax Act)
- ⑥ Document certifying sales record
 - Previous year: Income statement, balance sheet
 - Certificate of tax payment (property tax, wage & salary income, VAT, etc)
 - Documents certifying import/export records (certificate of declaration of import/export: past one year)
 - Documents certifying payment for goods for import/export (withdrawal and deposit record on bank book)
 - Statement of tax adjustment for the previous year
- ⑦ Applicant's tax payment records (issued online on www.hometax.go.kr or www.gov.kr, an unmanned civil service issuing machine, or through mobile)

- Certificate of tax payment (issued by National Tax Service), certificate of income (issued by National Tax Service), wage & salary income withholding certificate (issued by company)
- ⑧ Statement of foreigner's occupation and annual income (check form on hikorea.go.kr)
- ⑨ List of subscribers to employment insurance
 - ※ The list is issued from the Social Insurance Information System (www.4insure.or.kr) website
- ⑩ Copy of corporate bankbook and transaction records
- ⑪ Copy of contract for lease of place of business (e.g., office, warehouse, factory) and documents proving payment of rent (e.g., tax invoice, certificate of deposit)
 - ※ In the case of sublet, a copy of sublet agreement should be submitted (check the consent or permission of the building owner on the copy of the contract)
- ⑫ Documents proving status of stay: Contract of real estate lease, certificate of provision of place of residence and copy of ID of the provider
 - ※ Certificate of provision of real estate: Required where the lessee is not the applicant
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**

Documents to be submitted for Business Investment (D-8) holder's extension of period of stay (in the case of employees/executives dispatched to a foreign-invested company)

- ① Integrated application form (form 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport, copy of passport, alien registration card
 - ③ Dispatch order (issued by overseas headquarters), certificate of current employment (work responsibilities at the Korean company should be stated)
 - ④ Copy of business registration certificate, certified copy of incorporation register issued within three months
 - ⑤ Specification of change in shares, etc (form 54 of the Enforcement Rules of the Corporate Tax Act)
 - ⑥ Certificate of registration of foreign-invested company
 - ⑦ Documents proving sales performance
 - Certificate of VAT tax base
 - Certificate of payment of tax and specification of payment (property tax, wage & salary income tax, VAT, etc., issued during the past three months)
 - Income statement and balance sheet
 - ⑧ Documents proving applicant's employment income in Korea (one of the following)
 - Certificate of tax payment (issued by National Tax Service), receipt of wage & salary income tax withholding, class B employment income withholding receipt (class B taxpayer association)
 - ※ Certificate of tax payment can be issued from Hometax (www.hometax.go.kr) or e-government (www.gov.kr).
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- ⑨ Statement of foreigner's annual employment income (check form on hikorea.go.kr)
 - ⑩ List of subscribers to employment income (where there are too many employees, only the first and last pages): Optional.
 - ⑪ Copy of contract for lease of place of business (e.g., office, warehouse, factory) and document proving payment of lease (e.g., tax invoice, certificate of deposit): Contract under corporate name
 - ※ In the case of sublet, a copy of sublet agreement should be submitted (check the consent or permission of the building owner on the copy of the contract).
 - ⑫ Documents proving status of stay: Contract of real estate lease, certificate of provision of place of residence and copy of ID of the provider
 - ※ Certificate of provision of real estate: Required where the lessee is not the applicant
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**
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Document to be submitted for Dependent Family (F-3) visa holder's period of stay

- ① Integrated application form (form 34 of Enforcement Rule of the Immigration Act)
 - ② Passport (original and copy)
 - ③ Alien registration card
 - ④ Tuberculosis (TB) test certificate for nationals from high TB-burden countries (issued by local community health center or hospital designated by the Ministry of Justice)
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- ⑤ Copy of alien registration certificate of Business Investment (D-8) visa holder
 - ⑥ Document certifying place of stay (e.g., real estate lease contract)
 - ⑥-1. Where the lessee on the contract is not the applicant, a certificate of place of residence or stay should be submitted.
 - ⑦ Processing fee
 - KRW 60,000 for revenue stamp (administrative fee)
 - ⑧ Foreigner aged 6 to 18: Certificate of studentship (to confirm current enrollment in elementary, middle or high school)
 - ⑧-1. Report of foreigner's enrollment in elementary, middle or high school
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**





Change of Status of Stay

(1) | Summary

What is a change of status of stay?

- It means where a foreigner discontinues activities permitted under his/her current status of stay and intends to engage in activities permitted under a different status of stay.

Basic principle for permitting status of stay

- In principle, where intending to discontinue the activities permitted under his/her current status of stay and intends to engage in activities permitted under a different status of stay, the foreigner should depart Korea and then re-enter after obtaining the relevant status of stay (visa).
- However, where the foreigner is able to satisfy the requirements for a change of status of stay in Korea, change of his/her status of stay may be permitted after a strict screening process.

When to apply for permission to change status of stay

- Permission to change status of stay should be obtained from the jurisdictional immigration service or office before engaging in activities permitted under a different status of stay.

How to apply for permission to change status of stay

- The foreigner or his/her agent should prepare the required documents (refer to documents to be submitted for each visa type) and apply at the jurisdictional immigration service or office.
-

Where an application for change of status of stay should be filed (examples)

- Where a foreigner with a Short-term Visit (C-3) visa intends to invest in Korea (D-8 visa) at an immigration service or office
- Where a foreigner with a Korean Language Program (D-4) visa intends to enroll in university (D-2 visa)
- Where a foreigner married to a Korean intends to change his/her status of stay to Marriage Migrant (F-6)

[2] | Change of status of stay for foreign investors and their dependent family members

Documents to be submitted for change of status of stay to Business Investment (D-8) (in the case of investors operating a business at a foreign-invested company)

- ① Integrated application form (form no. 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport, copy of passport, one passport photo (3.5cm x 4.5 cm)
 - ③ Tuberculosis (TB) test certificate for nationals from high TB-burden countries (issued by local community health center or hospital designated by the Ministry of Justice)
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- ④ Copy of business registration certificate, certified copy of incorporation register issued within the past three months
- ⑤ Original copy of specification of change of shareholders (attached Form no. 54 of the Enforcement Rules of the Corporate Tax Act)
- ⑥ Copy of certificate of registration of foreign-invested company
- ⑦ Documents certifying introduction of investment funds
 - (a) Cash investment
 - Permission (or declaration) to carry out foreign currency by the customs office or bank (financial institution) of the investor's home country
 - Specification of introduction of investment funds (certificate of remittance certificate of foreign currency purchase, customs declaration form, etc)
 - (b) Investment-in-kind
 - Copy of certification of completion of investment-in-kind (issued by head of customs office)
 - Copy of certificate of import declaration
- ⑧ Specification of expenditure of capital and supporting documents
 - Specification of expenditure of capital (statement of how capital was spent) and statement of deposit and withdrawal on company bank account
 - Receipt for various fees related to incorporation, receipt for purchase of office supplies and company vehicle, office decor expense, certificate of subscription to auto insurance, etc.

- ⑨ Document proving existence of place of business
 - Contract for lease of office and documents proving payment of rent (tax invoice, certificate of deposit etc.)
 - Photos of place of business, office space, company signage, etc.
 - Lease contract for factory and warehouse, certificate of factory registration, etc.
 - ⑩ Documents proving business experience in the relevant business or field in the home country
 - ⑪ Documents proving sales performance (where applicable)
 - Certificate of VAT tax base
 - Certificate of payment of tax (including property tax wage & salary income tax, VAT, etc.)
 - Documents certifying import/export records (certificate of declaration of import/export: past one year)
 - Documents proving payment for export (withdrawal and deposit record on bank book)
 - Statement of tax adjustment for the previous year
 - ⑪-1. Applicant proving income of the applicant (for the previous year/only if there was income)
 - ⑪-2. Statement of foreigner's occupation and annual income (state as "no income" if no income incurred in the previous year)
 - ⑫ Copy of corporate bankbook and transaction records
 - ⑬ Copy of contract for lease of place of business
 - ※ In the case of sublet, a copy of sublet agreement should be submitted (Check the consent or permission of the building owner on the copy of the contract).
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⑭ Documents proving status of stay: Contract of real estate lease, certificate of provision of place of residence and copy of ID of the provider etc.

※ Certificate of provision of real estate: Required where the lessee is not the applicant.

❖ **Note: Additional documents may be required if deemed necessary in the screening process.**

Documents to be submitted for change of status of stay to Business Investment (D-8) (in the case of employees/executives dispatched to a foreign-invested company)

① Integrated application form (Attached form 34 of the Enforcement Rules of the Immigration Act)

② Passport, copy of passport, photo for passport (3.5cm x 4.5cm)

③ Tuberculosis (TB) test certificate for nationals from high TB-burden countries (issued by local community health center or hospital designated by the Ministry of Justice)

④ Dispatch order and certificate of employment

※ The dispatch order should be issued from the overseas headquarters or the overseas headquarter's local company in a third country, and the dispatch period must be stated.

※ Where the dispatching company on the dispatch order does not match the investor on the foreign invested-company registration certificate, documents proving affiliation between the two should be submitted.

⑤ Documents proving status as essential professional personnel (e.g., executives, high-ranking managers, professionals) - Not required for executives listed in the incorporation register (document for submission in attached form in the case of businesses subject to business-unit taxation)

- ⑥ Copy of business registration certificate, certified copy of incorporation register issued within three months
 - ⑦ Specification of change in shares, etc.
(form 54 of the Enforcement Rules of the Corporate Tax Act)
 - ⑧ Copy of foreign-invested company registration certificate
 - ⑨ Documents certifying introduction of investment funds
 - (a) Cash investment
 - Permission (or declaration) to carry out foreign currency by the customs office or bank (financial institution) of the investor's home country
 - Specification of introduction of investment funds (certificate of remission, certificate of foreign currency purchase, customs declaration form, etc.)
 - (b) Investment-in-kind
 - Copy of certification of completion of investment-in-kind (issued by head of customs office)
 - Copy of certificate of completion of import declaration issued by the customs office
 - ⑩ Documents proving sales performance (if applicable)
 - Certificate of VAT tax base, certificate of payment of tax and specification of payment (property tax, wage & salary income tax, VAT, etc.)
 - Documents certifying import/export records (certificate of declaration of import/export)
 - Document certifying payment for export (statement of withdrawal/deposit in bank account)
 - Income statement and balance sheet for the previous year
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- ⑩-1. Document certifying applicant's income (for the previous year)
 - ⑩-2. Statement of foreigner's occupation and annual income (check form on hikorea.go.kr)
 - ⑪ Copy of contract for lease of place of business
 - ※ In the case of sublet, a copy of sublet agreement should be submitted (check the consent or permission of the building owner on the copy of the contract).
 - ⑫ Documents proving status of stay: Contract of real estate lease, certificate of provision of place of residence and copy of ID of the provider etc.
 - ※ Certificate of provision of place of residence: Required where the lessee is not the applicant.
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**
-

Documents to be submitted for change to Dependent Family (F-3) visa

- ① Integrated application form (Attached form 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport (original and copy)
 - ③ One passport photo
 - ④ Tuberculosis (TB) test certificate for nationals from high TB-burden countries (issued by local community health center or hospital designated by the Ministry of Justice)
 - ⑤ Copy of the alien registration card of Business Investment (D-8) visa holder
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- ⑥ Certificate of family relations
 - China: Family register, marriage certificate
 - Japan: Certificate of family relations
 - Other countries: Marriage certificate (spouse), birth certificate (child)
- ⑦ Documents certifying status of stay
 - Real estate lease contract, etc.
- ⑦-① Certificate of provision of real estate: Required where the lessee is not the applicant
- ⑧ Processing fee
 - Change of status of change: Revenue stamp of KRW 100,000 (administrative fee)
 - Card fee: KRW 30,000 in cash
- ⑨ Foreigner aged 6 to 18: Certificate of studentship (to confirm current enrollment in elementary, middle or high school)
- ⑨-1. Report of foreigner's enrollment in elementary, middle or high school
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**



Granting of Status of Stay

(1) | Summary

What is the granting of status of stay?

- It refers to giving permission to stay in Korea to a foreigner who is staying in Korea without any such permission, such as a former Korean who lost/gave up Korean nationality or a newborn child born in Korea who has foreign parents.

Eligibility

- Foreigners who lost/gave up their Korean nationality
- Other foreigners who are currently in Korea without a status of stay due to causes such as being born in Korea

Application period

- An eligible foreigner should apply for granting of status of stay within the following days:
 - (a) A foreigner born in Korea: Within 90 days of the date of birth
 - (b) A foreigner who is currently in Korea without a status of stay due to loss of Korean nationality or other causes: Within 30 days of the day on which the cause occurred
 - Failure to apply within the above dates shall result in a fine for violation of the Immigration Act.
 - An eligible foreigner leaving Korea within 30 days (90 days in the case of foreigners born in Korea) of the day on which the cause occurred can depart Korea without being granted a status of stay.

How to apply

- The applicant or his/her agent shall prepare the necessary documents and apply to the jurisdictional immigration service or office.

[2] | Granting of status of stay to the children of foreign investors born in Korea

Documents to be submitted when granting status as a Dependent Family (F-3)

- ① Integrated application form (Attached form 34 of the Enforcement Rules of the Immigration Act)
 - ② Passport (original and copy)
 - ③ One photo for passport
 - ④ Copy of alien registration card of Business Investment (D-8) visa holder
 - ⑤ Birth certificate issued by a Korean hospital
 - ⑥ Documents certifying place of stay (real estate lease contract, etc.)
 - ⑥-① Certificate of provision of real estate: Required where the lessee is not the applicant
 - ⑦ Processing fee
 - Revenue stamp of KRW 80,000 (for administrative fee)
 - Card fee: KRW 30,000 in cash
- ❖ **Note: Additional documents may be required if deemed necessary in the screening process.**



Report of Change of Place of Stay

[1] | Eligibility and period for application

Eligibility

- Foreigners with alien registration having a status of stay of Business Investment (D-8) or Dependent Family (F-3)

Period

- Within 15 days of moving in

[2] | Documents to submit

Documents

- Passport, alien registration card, documents proving place of stay*.
* Jeonse or monthly lease contract, mail or utility bills (for company-provided housing, a certificate of provision of housing is required)

Note

- Where a foreigner with alien registration has failed to report change of place of stay within 15 days of the change, a fine of up to KRW 1 million shall be imposed for violation of Article 36 of the Immigration Act.



Other Permissions and Reports

(1) | Permission of activities not covered by current status of stay

Summary

- What are permission of activities not covered by current status of stay?
 - It refers to cases where a foreigner staying in Korea intends to maintain his/her current status of stay while engaging in activities not covered by that status of stay.
 - Where a foreigner staying in Korea intends to engage in an activity permitted under a status of stay that he/she does not have, a permission of activities not covered by current status of stay should be obtained.
 - Where the activity that the foreigner intends to engage in is full-day work or other major activities, a permission is not granted, so in such cases, the foreigner should re-enter Korea with a new visa after departing the country or obtain a permission of change of status of stay.
 - Basic principle of permission of activities not covered by current status of stay
 - A foreigner with a short term visa of not longer than 90 days cannot engage in activities not covered by the current status of stay.
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- If the additional activity has longer work hours or has higher wage compared to the original place of work, engagement in the activity shall be restricted.
 - Activities not covered by the current status of stay shall not be permitted if the foreigner has multiple jobs and engaging in the activity may damage national interest.
 - Period for applying
 - A foreigner should obtain permission from the jurisdictional immigration service or office before engaging in an activity not covered by his/her current status of stay.
 - How to apply
 - The applicant or his/her agent shall prepare the necessary documents and submit them to the jurisdictional immigration service or office.
-

Documents to submit when a Business Investment (D-8) visa holder applies

- In principle, a foreigner staying in Korea with a Business Investment (D-8) visa is permitted to engage in activities covered by other visa types, and the documents to submit for application is identical to the ones to be submitted when applying for change of status of stay to Business Investment (D-8).

Documents to submit when a foreigner with Business Investment (D-8) status applies for permission of activities covered by a different status of status

- Documents to be submitted when applying for permission of activities covered by a different status of stay as prescribed in Table 5-2 of the Enforcement Rules of the Immigration Act.
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Where a foreigner staying in Korea who completed alien registration (including foreigners exempted from alien registration*) intends to receive education from a formal education institute (elementary school, middle school, high school and university) within the extent that the original purpose of stay is not violated, a permission is not necessary within the original period of stay, a permission does not have to be obtained.

* Performance and Culture (D-1), News Coverage (D-5) to International Trade (D-9), Professor (E-1) to Foreign Nationals with Special Ability (E-7), Visiting & Joining Family (F-1), Dependent Family (F-3), Work and Visit (H-2).

(2) | Re-entry permit

Summary

- Eligibility
 - A foreigner who completed alien registration or is exempted from alien registration who has departed Korea within the period of stay and intends to re-enter Korea.
- Exemptions from re-entry permit
 - ① Diplomacy (A-1), Official Business (A-2), International Agreement (A-3) visa holders
 - ② Arts and Culture (D-1), Student (D-2), Industrial Trainee (D-3), General Trainee (D-4), News Coverage (D-5), Religious Worker (D-6), Intra-Company Transfer (D-7), Business Investment (D-8), International Trade (D-9), Job Seeker (D-10), Professor (E-1), Language Instructor (E-2), Researcher (E-3), Technical Instructor/Technician (E-4), Professional (E-5), Arts/Athlete (E-6), Foreign National of Special Ability (E-7), Non-Professional (E-9), Maritime Crew (E-10), Visiting & Joining Company (F-1), Resident (F-2), Dependent Family (F-3) visa holders
 - ③ Marriage Migrant (F-6), Others (G-1), Working Holiday (H-1), Work and Visit (H-2) visa holders
 - ➔ Where a foreigner with the above ①, ②, ③ status of stay whose stay period on the alien registration card has not expired intends to re-enter Korea within one year of the date of departing Korea, re-entry permission is exempted.
 - ※ However, where the remaining period of stay is shorter than one year, re-entry permission is exempted within the status of stay.

- A foreigner with a Permanent Resident (F-5) visa who intends to re-enter Korea within two years of the date of departure, re-entry permission is exempted. Also, a Korean with foreign nationality who reported residence in Korea shall be exempted from re-entry permission pursuant to the Act on the Immigration and Legal Status of Overseas Koreans (Article 10 (3)).
- Types of re-entry permission and required documents
 - A re-entry permission is classified into single re-entry permit allowing entry for only one time, and multiple re-entry permit allowing multiple re-entries.

Type	Detail	Max. Stay	Documents
Single re-entry	One-time re-entry	1 year	<ul style="list-style-type: none"> • Diplomacy (A-1) ~ International Agreements (A-3): Certificate of employment • For other statuses of stay, the cause shall be stated on the application form without submitting other documents
Multiple re-entry	Multiple re-entries	2 years	<ul style="list-style-type: none"> • Diplomacy (A-1) ~ International Agreements (A-3): Certificate of employment • For other statuses of stay, the cause shall be stated on the application form without submitting other documents

- Foreigners who are large investors investing USD 500,000 or more shall be permitted multiple re-entry for up to three years.

{ 3 } | Report of change of registration

Summary

- Where a cause corresponding to the following occurs, a report of change of alien registration matters should be filed to the jurisdictional immigration service or office within 15 years of the date on which the cause for report occurred.
- Causes for report
 - Where there are changes in name, gender, date of birth or nationality
 - Where the number, issuance date and valid period of the passport is changed
 - Where the organization or entity that a foreigner with the following visas belongs to has changed (including change of name of organization or entity): Korean Arts and Culture (D-1), Student (D-2), General Trainee (D-4), News Coverage (D-5), Religious Worker (D-6), Intra-Company Transfer (D-7), Business Investment (D-8), International Trade (D-9)
 - Change of enrollment in school: Elementary school, middle school, high school
 - Where a foreigner with a Work and Visit (H-2) visa is employed by an individual, organization, entity or business for the first time, the fact of commencing such employment
 - Where the individual, organization, entity or business to which a foreigner with a Work and Visit (H-2) visa belongs has changed (including change of name)

- Occupation or annual income amount: Intra-Company Transfer (D-7) to International Trade (D-9), Professor (E-1) to Vessel Crew (E-10), Resident (F-2), Overseas Korean (F-4), Marriage Migrant (F-6), Work and Visit (H-2)
- Period for reporting
 - Within 15 days of the day on which the above causes occurred
- Documents to submit
 - Passport and alien registration card
 - Report form
 - Document certifying the change
 - Report of studentship of foreigner
 - Report of occupation and annual income amount
- ❖ **Note: More or less documents may be needed in the screening process**
- Note
 - Where a foreigner who filed alien registration does not report the immigration service or office within 15 days of the day on which alien registration matters were changed, an administrative fine will be imposed for violation of Article 35 of the Immigration Act.

Report of change to be filed by investor with Business Investment (D-8)

- Changes to be reported
 - Change in organization or entity that the foreigner belongs to (including change of name), relocation to subsidiary under the same company, etc.

Example 1: Where a Business Investment (D-8) visa holder dispatched to foreign-invested company A intends to change its place of work to foreign-invested company B, which is another subsidiary, change of alien registration matters should be reported.

Example 2: Where an investor with a Business Investment (D-8) visa engaging in management activities in foreign-invested company A intends to concurrently hold the post of outside director at foreign-invested company B, he/she should file a report of change in alien registration matters.

- Required documents
 - Application form, passport, alien registration card dispatch order, document proving relocation to another subsidiary, certificate of tax payment of additional or new place or work, certificate of incorporation register of additional or new place of work, business registration certificate, foreign-invested company registration certificate, etc.
- ❖ **Note:** Additional documents may be required if deemed necessary in the screening process.

[Note] List of jurisdictional immigration offices/branches

[1] | Seoul / Incheon / Gyeonggi

Office	Jurisdiction	Address	Phone/Fax
Incheon Airport Immigration Office	Incheon Int'l Airport immigration examination	272 Gonghang-ro, Jung-gu, Incheon-si (22382)	※Service center (immigration certificate issuance, etc.) [Terminal 1] T. 032-740-7391~2 F. 032-740-7395 [Terminal 2] T. 032-740-7361~2 F. 032-740-7360
Incheon Airport Immigration Office Seoul Station Branch	Immigration examination	B2, Seoul Station, 405 Hangangdae-ro, Yongsan-gu, Seoul (04301)	T. 02-362-8432 F. 02-362-8436
Incheon Airport Immigration Office Gwangmyeong Station Branch (Not in operation)	Immigration examination	Gwangmyeongyrok-ro, Gwangmyeong-si, Gyeonggi-do (KTX Gwangmyeong station 4F exit, B1) (14347)	T. 02-899-9167 F. 02-899-9169
Seoul Immigration Office	Seoul (9 districts – Gwangak, Gwangjin, Gangnam, Gangdong, Dongjak, Songpa, Seongdong, Seocho, Yongsan), and 4 other cities (Seongnam, Hanam, Gwacheon)	151 Mokdong dong-ro, Yangcheon-gu, Seoul (08013)	T. 02-2650-6214 F. 02-2650-6295 [Inquiries] 1345 without area code

Office	Jurisdiction	Address	Phone/Fax
Seoul Immigration Office Sejongro Branch	Jongro-gu, Jung-gu, Eunpyeong-gu, Dongdaemun-gu, Jungrang-gu, Dobong-gu, Seongbuk-gu, Gangbuk-gu, Nowon-gu	2F & 3F, Seoul Global Center, 38 Jongro, Jongro-gu, Seoul (03188)	T. 02-731-1799 F. 02-731-1791
Incheon Immigration Office	Incheon metropolitan city (excl. Incheon Int'l Airport), Bucheon-si, Gimpo-si	393 Seohaedaero (Hangdong 7-ga 1-31), Jung-gu, Incheon-si (22306)	T. 032-890-6300 F. 032-890-6400
Incheon Immigration Center Gimpo Immigrant Plus Center	Gimpo-si, Ganghwa-gun	52 Hwanggeum-ro, 110 beon-gil (Hakun-ri 2769), Yangchon-eup, Gimpo-si, Gyeonggi-do (10047)	T. 031-981-0042 F. 031-981-0400
Suwon Immigration Office	Euiwang-si, Suwon-si, Yongin-si, Icheon-si, Hwaseong-si, Gwangju-si, Yangpyeong-gun, Yeosu-si	38 Bandal-ro (Yeongtong-dong), Yeongtong-gu, Suwon-si (16705)	T. 031-695-3817 F. 031-695-3810 ※ Issuance of immigration certificates T. 031-695-3846 F. 031-695-3380
Suwon Immigration Office Pyeongtaek Branch	Pyeongtaek-si (excl. Pyeongtaek port), Anseong-si, Osan-si, Osan military air base	3F & 4F, CK Tower, 1375 Gyeonggi-daero, Pyeongtaek-si, Gyeonggi-do (17774)	T. 031-8024-9612 F. 031-8024-9640
Suwon Immigration Office Pyeongtaek Port Office	Pyeongtaek port	Pyeongtaekhangman-gil, Poseung-eup, Pyeongtaek-si, Gyeonggi-do (17962)	T. 031-683-6938 F. 031-682-1794
Seoul Southern Immigration Office	Seodaemun-gu, Mapo-gu, Gangseo-gu, Yangcheon-gu, Yeongdeungpo-gu, Guro-gu, Geumcheon-gu (Seoul)	48 Magokseo 1-ro, Gangseo-gu, Seoul (07799)	T. 02-6980-4812 F. 02-6980-4990 [Inquiries] 1345 without area code
Seoul Southern Immigration Office Yeongdeungpo Branch	Seodaemun-gu, Mapo-gu, Gangseo-gu, Yangcheon-gu, Yeongdeungpo-gu, Guro-gu, Geumcheon-gu (Seoul)	40 Doshin-ro, Yeongdeungpo-gu, Seoul (07379)	T. 02-3284-6000 F. 02-3284-6050

Office	Jurisdiction	Address	Phone/Fax
Ansan Immigration Office	Ansan-si, Siheung-si, Anyang-si, Gunpo-si, Gwangmyeong-si (excluding sojourn, visa, nationality, certificate issuance services)	88, Gwangdeok 4-ro (5F), Danwon-gu, Ansan-si, Gyeonggi-do (15458)	T. 031-364-5700 F. 031-401-5721
Ansan Immigration Office Immigration Service Center	Ansan-si, Siheung-si, Anyang-si, Gunpo-si, Gwangmyeong-si (sojourn, visa, nationality, certificate issuance services)	96, Gwangdeok 4-ro (2F), Danwon-gu, Ansan-si, Gyeonggi-do (15458)	T. 031-364-5719 F. 031-401-5734
Ansan Immigration Office Ansan Immigrant Plus Center	Ansan-si, Siheung-si, Anyang-si, Gunpo-si, Gwangmyeong-si	Multiculture support center (3F), 43, Bubu-ro (Wongok-dong 991-1), Ansan-si, Gyeonggi-do (15377)	T. 031-364-5750 F. 031-494-5724
Ansan Immigration Office Siheung Immigration Plus Center	Ansan-si, Siheung-si, Anyang-si, Gunpo-si, Gwangmyeong-si	Siheung-si foreigner welfare center (2F), 5, Gongdan 1 dae-ro 259 beon-gil, Siheung-si, Gyeonggi-do (15079)	T. 031-364-5762 F. 031-432-5701
Yangju Immigration Center	Euijeongbu-si, Dongducheon-si, Guri-si, Namyangju-si, Yangju-si, Yeoncheon-gun, Pocheon-si (excl. Goyang-si, Paju-si), Cheolwon-gun in Gangwon-do	23, Pyeonghwa-ro, 1475 beon-gil (Deokgye-dong 467-2), Yangju-si, Gyeonggi-do (11443)	T. 031-828-9306 F. 031-828-9461
Yangju Immigration Center Goyang Branch	Goyang-si, Paju-si	50, Hwajung-ro, 104 beon-gil, Hwajeong-dong, Deokyang-gu, Goyang-si, Gyeonggi-do (10497)	T. 031-936-5018 F. 031-919-7663
Gimpo Immigration Office	Gimpo Airport immigration	38, Haneul-gil, Gangseo-gu, Seoul (07505)	T. 02-2664-6202 F. 02-2664-8096

Office	Jurisdiction	Address	Phone/Fax
Hwaseong Immigration Detention Center	Immigration detention	739 Hwaseong-ro (Seulhyang-ri 215-7), Mado-myeon, Hwaseong-si, Gyeonggi-do (18538)	T. 031-8055-7000 F. 031-355-2019
Immigration & Foreigner Support Center	Nationwide	123 Yeongjong Haeanbuk-ro 1204 beon-gil, Jung-gu, Incheon (22356)	[Daytime] (09:00~18:00) T. 032-745-3300 F. 032-745-3330 [Nighttime, holidays] T. 032-745-3371 F. 032-745-3330

[2] | Busan / Gyeongnam

Office	Jurisdiction	Address	Phone/Fax
Busan Immigration Office	Busan metropolitan city (excl. Gimhae Int'l airport, Gamcheon port, Dadaepo Port), Yangsan-si in Gyeongnam (excl. sojourn, visa, nationality and certificate issuance services)	22-1 Chungjangdaero, Jung-gu, Busan (48940)	T. 051-461-3091~5 F. 051-463-7255
Busan Immigration Office Foreigner Support Center	Busan metropolitan city (excl. Gimhae Int'l airport, Gamcheon port, Dadaepo Port), Gimhae-si, Yangsan-si, Milyang-si in Gyeongnam (sojourn, visa, nationality, certificate issuance services)	1F, 2F Korean Air Bldg., 146 Jungangdaero, Jung-gu, Busan (48936)	T. 051-461-3162 F. 051-461-3128
Busan Immigration Office Gamcheon Branch	Gamcheon port, Dadaepo port in Busan	11F, 35, Wonyang-ro (Annam-dong), Seogu, Busan (49277)	T. 051-254-3917 F. 051-254-3919

Office	Jurisdiction	Address	Phone/Fax
Busan Immigration Office Gimhae Branch	Gimhae-si, Milyang-si	5F, 58, Buwon-dong post office, Garak-ro (Buwon-dong 830-1), Gimhae-si, Gyeongnam (50921)	T. 055-344-7830~5 F. 055-344-7812
Gimhae Airport Immigration Office	Gimhae Int'l Airport immigration	108. Gonghangjinin-ro, Gangseo-gu, Busan (46718)	T. 051-979-1300 F. 051-979-1305
Ulsan Immigration Office	Ulsan-si, Gyeongju-si	405-1, Jongga-ro, Jung-gu, Ulsan (44543)	T. 052-279-8024 F. 052-279-8028
Changwon Immigration Office	Gyeonnam (excluding Gimhae-si, Milyang-si, Yangsan-si)	30, Budu-ro 2, Masan Hapcho-gu, Changwon-si, Gyeongnam (51716)	T. 055-981-6000 F.055-247-9150
Changwon Immigration Office Geoje Branch	Geoje-si in Gyeongnam	24, Yeonsa 1-gil, Yeoncho-myeon (302 Yeonsa-ri, Yeoncho-myeon), Geoje-si, Gyeongnam (53209)	T. 055-681-8133 F. 055-682-2433
Changwon Immigration Office Sacheon Branch	Sacheon-si, Namhae-gun, Hadong-gun in Gyeongnam	450 beonji (Dongrim-dong 181-29), Samcheonpodaegyo-ro, Sacheon-si, Gyeongnam (52557)	T. 055-835-3988 F. 055-835-4087
Changwon Immigration Office Tongyeong Branch	Tongyeong-si, Gyeongnam	5 Nammang-gil (Dongho-dong 171-10), Tongyeong-si, Gyeongnam (53051)	T. 055-645-3405 F. 055-645-3441

[3] | Gwangju / Jeolla / Jeju

Office	Jurisdiction	Address	Phone/Fax
Jeju Immigration Office	Jeju Special Self-Governing Province	3, Yongdam-ro, Jeju-si, Jeju Special Self-Governing Province (63150)	T. 064-741-5411~6 F. 064-741-5491
Yeosu Immigration Office	Yeosu-si, Suncheon-si in Jeonnam	265 Museon-ro, Yeosu-si, Jeonnam (59638)	T. 061-689-5511 F. 061-684-6974 [Nighttime] T. 061-689-5551
Yeosu Immigration Office Gwangyang Branch	Gwangyang-si in Jeonnam	23, Jung-dong 2-gil, Gwangyang-si, Jeonnam (57784)	T. 061-792-1139 F. 061-792-9928
Gwangju Immigration Office	Gwangju metropolitan city, Jeonnam (excl. Mokpo, Wando, Shinan, Myan, Jindo, Yeongam, Haenam, Yeosu, Suncheon, Gwangyang)	22, Sangmudae-ro 911 beon-gil, Seogu, Gwangju-si (61969)	T. 062-605-5280 F. 062-605-5299
Immigration Office Muan Airport Branch	Immigration screening	970-260, Gonghang-ro, Mangwoon-myeon, Muan-gun, Jeonnam (58533)	T. 061-453-8846 F. 061-453-8845
Gwangju Immigration Office Mokpo Branch	Mokpo-si, Wando-gun, Shinan-gun, Muan-gun, Jindo-gun, Yeongam-gun, Haenam-gun in Jeonnam	26 Baeknyeondaero, 412 beon-gil, Mokpo-si, Jeonnam (58684)	T. 061-283-7294 F. 061-282-7293
Jeonju Immigration Office	Jeonbuk (excl. Gunsan-si)	857 Dongbudaero, Deokjin-gu, Jeonju-si, Jeonbuk (54903)	T. 063-249-8693~4 F. 063-245-6165
Jeonju Immigration Office Gusan Branch	Jeonbuk Gunsan-si, Janghang Port, Gunsan US Air Base	151-1, Daehak-ro (877-21, Munhwa-dong), Gunsan-si, Jeonbuk (54115)	T. 063-440-8400 F. 063-440-8405

[4] | Daegu / Gyeongbuk / Gangwon

Office	Jurisdiction	Address	Phone/Fax
Daegu Immigration Office	Daegu metropolitan city, Gyeongbuk (excl. Pohang-si, Uljin-gun, Yeongdeok-gun, Ulleung-gun, Gumi-si, Gimcheon-si, Sangju-si, Mungyeong-si, Chilgok-gun)	345 Innovalley-ro, Dong-gu, Daegu-si (41069)	T. 053-980-3512 F. 053-980-3580
Daegu Immigration Office Pohang Branch	Gyeongbuk Pohang-si, Uljin-gun, Yeongdeok-gun, Ulleung-gun	Wuchangdong-ro, Buk-gu, Pohang-si, Gyeongbuk (37636)	T. 054-247-5363 F. 054-240-5492
Daegu Immigration Office Gumi Branch	Gyeongbuk Gumi-si, Gimcheon-si, Sangju-si, Mungyeong-si, Chilgok-gun	Gumi-si Business Support Center, 350-27, Gumidaero, Gumi-si, Gyeongbuk (39253)	T. 054-459-3505 F. 054-459-3580
Chuncheon Immigration Office	Gangwon-do (excl. Donghae-si, Gangneung-si, Samcheok-si, Taebaek-si, Jeongseon-gun, Sokcho-si, Yangyang-gun, Goseong-gun, Cheolwon-gun), Gapyeong-gun in Gyeonggi-do	12 Saam-gil, Dongnae-myeon (Hakgok-ri 29-1), Chuncheon-si, Gangwon-do (24408)	T. 033-269-3210 F. 033-269-3294
Chuncheon Immigration Office Goseong Branch	Goseong Terminal Inter-Korea Immigration	9097 Donghaedaero, Hyunnae-myeon, Goseong-gun, Gangwon-do (24701)	T. 033-680-5100 F. 033-680-5102
Chuncheon Immigration Office Donghae Branch	Donghae-si, Gangneung-si, Samcheok-si, Taebaek-si, Jeongseon-gun in Gangwon-do	225 Haean-ro, Donghae-si, Gangwon-do (25769)	T. 033-535-5723 F. 033-533-8153
Chuncheon Immigration Office Sokcho Branch	Sokcho-si, Yangyang-gun, Goseong-gun in Gangwon	189, Sokcho legal complex, Cheongcho Hoban-ro, Sokcho-si, Gangwon-do (24854)	T. 033-636-8614 F. 033-636-8615

[5] | Daejeon / Chungnam

Office	Jurisdiction	Address	Phone/Fax
Daejeon Immigration Office	Daejeon metropolitan city, Chungnam (excl. Cheonan-si, Asan-si, Seosan-si, Dangjin-si, Yesan-gun, Taean-gun, Hongseong-gun, Dangjin Port, Janghang Port, Boryeong Port), Yeongdong-gun, Okcheon-gun in Chungbuk, Sejong special administrative city	7, Mokjung-ro, 26 beongil, Jung-gu, Daejeon-si (34812)	T. 042-220-2001~2, 4 F. 042-256-0496 ※ Fax for sojourn matters: F. 042-255-0496
Daejeon Immigration Office Cheonan Branch	Cheonan-si, Asan-si, Yesan-gun	403 Chungnam Northern Chamber of Commerce, 215 Gwangjang-ro Seobuk-gu, Cheonan-si, Chungcheongnam-do (31169)	T. 041-621-1347 F. 041-622-1345
Daejeon Immigration Office Cheonan Branch Asan Immigrant Plus Center	Cheonan-si, Asan-si, Yesan-gun	Immigrant Plus Center 1F, 29 Shijang-gil, Asan-si, Chungcheongnam-do (31513)	T. 041-549-7441 F. 041-549-7443
Daejeon Immigration Office Seosan Branch	Seosan-si, Taean-gun, Hongseong-gun, Boryeong Port in Chungnam	28, Eupnae 3-ro, Seorim Bldg 6F, Seosan-si, Chungcheongnam-do (31984)	T. 041-681-6188 F. 041-681-6182
Daejeon Immigration Office Dangjin Branch	Dangjin port in Chungnam	79-33 Godaegondan-2-gil, port support center (2F), Songak-eup, Dangjin-si, Chungcheongnam-do (31719)	T. 041-352-6174 F. 041-352-6170
Cheongju Immigration Office	Chungbuk (excl. Yeongdong-gun, Okcheon-gun), Cheongju Int'l Airport	52, Biha-ro, 12 beon-gil, Heungdeok-gu, Cheongju-si, Chungcheongbuk-do (28365)	T. 043-230-9000 F. 043-236-4907
Cheongju Immigration Detention Center	Immigration detention	49, Cheongnam-ro, 1887 beon-gil, Seowon-gu, Cheongju-si, Chungcheongbuk-do (28634)	T. 043-290-7512 F. 043-290-7590

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