



Individual Foreign Registration Guide





Foreign Registration

Foreigners intending to stay in Korea for more than 90 days after arrival must apply for foreigner registration and have an FRC(Foreign registration card) issued. (*Note : this registration is different from what you did in the airport.)

■ When?

- Within 90 days if one's arrival in Korea

■ How?

Submit the required documents to the Incheon immigration by yourself.



Foreign Registration Process

**Without the FR card, you cannot travel abroad.
You can go out but cannot come into Korea.**



Step 1. Reserve a visit for Incheon Immigration
www.hikorea.go.kr

Step 2. Prepare the required documents

Step 3. Visit Incheon Immigration on the reservation day
and submit documents

*Address: 393, Seohae-daero, Jung-gu, Incheon (Hang-dong)



Reserve a visit for Incheon Immigration

<http://www.hikorea.go.kr>

Click “English” → Click “Reserve Visit(apply)”



Log in Create your account Guide Customer Center 한국어 **ENGLISH** 中文

Petition Application

Information Lookup

Smart Entry Service

Information sharing corner

News & Announcements

Guide to Online Application for Re-entry Permit

Registered foreigners need to apply for Re-entry Permit via online prior to departure. (Refer to News and Announcements for more information)

[Detail View](#)



Petition Application

[Apply >](#)

[Guide](#)

Smart Entry Service

[Apply >](#)

[Guide](#)

Reserve Visit

[Apply >](#)

[Guide](#)

Lodging Registration

[A shortcut](#)

My Civil Petition Status



My Petition

Confirm
Reservation

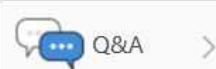
e-Petition Application Status >

Check Visa Application Result >

Reserve Visit Status >

Apply for Automated Immigration Clearance >

[Preliminary Declaration of Voluntary Departure >](#)



Q&A >



Re-entry
Permit >

Favorites Services

[Guide >](#)

[Application form >](#)

[Obligation for Aliens to Report >](#)

[Reference material for naturalization interview >](#)



Reserve a visit for Incheon Immigration

Click “the note box”

→ Click “Visit Reservation Application(Non-member)”

Preliminary Declaration of Voluntary Departure

- Cancellation of reservations: you can cancel a reservation until the day before the appointment date. (You cannot cancel your reservation on the appointment day.)
- Void reservation: please be advised that if you cancel a reservation, or if you do not make an appearance until five minutes past the arranged time or designate a wrong office or counter, your appointment becomes ineffective.

※ As of May 29, 2017, reservations for visit can be made using civil petitioner's real name only.
Therefore, those who want to make reservations for visit are required to log in after signing up for the membership, or become authenticated as non-members.

Please print out your receipt, make sure that all the details of the appointment are in order (such as the office, date and time, counter or reservation number, etc.), and present it when you come for the appointment.

Please go to [My e-Applications > Manage e-Applications] to check your reservation or print out a receipt.

For more information, please call our Immigration Contact Center at ☎ 1345 from anywhere in Korea.

• Notes for Reservation

- The Ministry of Justice will regularly check the IP addresses of persons who make Visit Reservations. Please be noted that those who are caught in wrongful acts, including securing many time slots for Visits using others' personal information, will face criminal punishment.
- If you have paid your delinquent health insurance premiums within the past 5 days through a Utility Bill Payment Machine or through the Internet Giro Service (www.giro.or.kr), please make sure to bring the receipt of your payment with you when visiting the Immigration (Branch) Office.
- Please reserve a date before expiry date of Period of Stay or the statutory reporting period.
- Visiting after expiry date of Period of Stay or the statutory reporting period may result in imposition of administrative fines (or penalty).
- In case no time slots are available before expiry date of Period of Stay or the statutory reporting period, please visit a local immigration office prior to the expiry date.
- Please note that reserving a visit is to reserve a time slot to visit a relevant immigration office and does not mean receipt of civil petitions.

TOP



☒ I have read and understood the information above.

Visit Reservation Application (Member)

Visit Reservation Application (Non-member)



Reserve a visit for Incheon Immigration

Click “Identity verification using passport number”
→ Put your passport information -> click “Confirm”

Petition Application

e-Application

Reserve Visit

Visit Reservation Application

Reserve Visit Status (non-member)

Preliminary Declaration of Voluntary Departure

Petition Application > Reserve Visit > Visit Reservation Application

Identity Verification for Visit Reservation

How to use Visit Reservation verification Fill in the application form

Notes for Visit Reservation

An applicant must carefully choose a reservation date to visit an office in consideration of his or her visa expiration date or the deadlines for reporting changes regarding his or her stay. Failure to do so will cause him or her a penalty or other disadvantages.

Identity authentication Identity verification using passport number Identity Verification for Visa Issuance Number

* Passport No.

※ Identity verification through passport number is not available for overseas residents
※ Enter your DoD ID if you are active duty and get repeated message that your passport number does not match.
※ If you have any questions, please contact the Call Center (1345 without area code).

* Nationality

☐ CHINA P. R.

☐ CHINA P. R.

☐ INDIA

☐ INDONESIA

☐ JAPAN

☐ KOREA

☐ MONGOLIA

☐ PHILIPPINES

☐ RUSSIA

☐ RUSSIA

☐ THAILAND

☐ UNITED STATES

☐ VIETNAM

☐ Others

Select a country

* Date of Birth

(Enter 8 characters., ex.19701123)

See an example

대한민국 REPUBLIC OF KOREA

여권 PASSPORT

종류 Type

DR1234567

1

2

3

01 JAN 2005

01 JAN 2010

01 JAN 2010

DR12345670KOR7001017M10010151234567V13288126

Confirm

Cancel



Reserve a visit for Incheon Immigration

e-Application

Reserve Visit

Visit Reservation Application

Reserve Visit Status (non-member)

Preliminary Declaration of Voluntary Departure

Visit Reservation Application

Online reservation verification Fill in the application form

Please fill in all required fields.

* Competent Authority

Incheon Immigration Office

Choose "Incheon Immigration Office"

Detailed Search

Detailed Search

* Your application cannot be processed when filed to an office outside its jurisdiction.

* Booth category

☒ [Incheon Immigration Office] Foreigner Residence Control(2019.5.14~)(2021.05.01 ~)

☐ Scheduling Appointment for Naturalization, Recovery of Nationality etc.

☐ [Gimpo Immigration Support Center] Alien Registration and Extension of Stay(E-9, F-4, F-6, H-2) (Location : 1F, Gimpo Foreign Resident Support Center)(2021.05.01 ~)

* The operation of "Reservation window" has been halted since Feb.25 (Mon) for efficient refugee determination procedures. Visit Refugee Office for refugee status application without reservation.

Choose [Incheon Immigration Office] Foreigner Residence Control

Booth details

Registration, Extension of stay, Change of status, Re-entry permission, Notification, Counseling, etc for Foreigners, Notification of residency for Overseas Korean.

* Accepted applications

☒ Application of Sojourn

* Visitor Name

Unable to change Visitor name

* Select a task

Registration

Residence Report

☒ Foreign Resident Registration

☐ reissue of Alien Registration Card

☐ visa extension

☐ change of visa status

☐ granting a visa

☐ permit for other activities beyond current visa status

☐ change/addition of workplace

☐ re-entry permit (single/multiple)

☐ change of residence

☐ Change of Registration Matters (Passport Information)

Choose "Foreign Resident Registration"

Phone Number

Mobile number

Select

* If you don't fill your mobile phone number, messages will not be sent out. When you visit our 여디, please bring the reservation confirmation letter with you.

You should remember the password to change or cancel the reservation

* Password(4-digit Number)

* Date of Visit

* Failure to extend your stay before your visa expiration date or report changes considering your stay before given deadlines will incur a penalty or other sanctions. If you fail to make a reservation to extend your stay before the visa expiry date, you must visit a local immigration office and seek instructions.

Apply

Click apply to submit application



Required Documents

1. Application Form – [Click here to download it](#)
2. Passport size face photo
(Front view, full face photo with white background, taken within last 6months)



3. Copy of the I.D. page of your passport
 4. Copy of Visa grant notice – [Click here to issue it](#)
 5. Certificate of enrollment – [Click here to issue it](#)
 6. 30,000 KRW in cash
 7. Copy of Housing Contract
-



Preparation

1. Application Form ([Click here to download the form](#))

■ 출입국관리법 시행규칙 [별지 제34호서식]

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

☐ 업무선택 SELECT APPLICATION

<input checked="" type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 재류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 재류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 재류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 재주거 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 재류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name in Full	성 Surname Kim (in passport)	명 Given names Jane (in passport)	漢字姓名 金 姬蓮	성별 Gender	성별 Gender	[V] 남 M [] 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (if any)	년 Year 1993	월 Month 03	일 Day 20	외국인등록번호 후단 Registration No.	국적 Nationality	USA
여권 번호 Passport No.	M64250000		여권 발급일자 Passport Issue Date	July 20, 2014		여권 유효기간 Passport Expiry Date
대한민국 내 주소 Address in Korea						
인행사 남구 소성로 71 인화대학교 제2생물관 (Should be written in Korean)						
전화 번호 Telephone No.	+1-100-100-1000		휴대 전화 Cell phone No.	+1-100-1000-1000		
본국 주소 Address in Home Country	25 North Avenue Street, Chicago, IL, USA (in English)					
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.	+1-100-1000-1000		
예정 근무처 New Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.				
재입국 신청 기간 Intended Period of Reentry	이메일 E-Mail					
반환금 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration						

신청일 Date of application March 2, 2015 신청인 서명 또는 인 Signature/Seal Jane Kim

신청인 제출서류 '출입국관리법 시행규칙, 별표 5의2(재류자격외활동허가신청 등 첨부서류)의 재류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항 '출입국관리법 시행규칙, 별표 5의2(재류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기
사장전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

행정정보 공유이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공유이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.
I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. *If you disagree, you will present all related documents yourself.

신청인 Jane Kim 서명 또는 인 신청인의 배우자 서명 또는 인 신청인의 부 또는 모 서명 또는 인
Applicant signature/seal Spouse of applicant signature/seal Father/Mother of applicant signature/seal

공용란 (For Official Use Only)

기본 사항	최초입국일	재류자격	재류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	재류자격 재류기간
결 재	담 당	소 장	가 / 부

수납인지 확인 Revenue Stamp Here / 수수료 면제(exemption) [] (면제사유)

210mm×297mm(백상지 80g/㎡(재활용품))

■ 출입국관리법 시행규칙 [별지 제34호서식]

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

☐ 업무선택 SELECT APPLICATION

<input checked="" type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 재류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	
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<input type="checkbox"/> 재류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 재류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 재주거 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 재류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name in Full	성 Surname	명 Given names	漢字姓名	성별 Gender	성별 Gender	[V] 남 M [] 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (if any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality	
여권 번호 Passport No.			여권 발급일자 Passport Issue Date	July 20, 2014		여권 유효기간 Passport Expiry Date
대한민국 내 주소 Address in Korea						
인행사 남구 소성로 71 인화대학교 제2생물관 (Should be written in Korean)						
전화 번호 Telephone No.	+1-100-100-1000		휴대 전화 Cell phone No.	+1-100-1000-1000		
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예정 근무처 New Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.				
재입국 신청 기간 Intended Period of Reentry	이메일 E-Mail					
반환금 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration						

신청일 Date of application March 2, 2015 신청인 서명 또는 인 Signature/Seal Jane Kim

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사장전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

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Applicant signature/seal Spouse of applicant signature/seal Father/Mother of applicant signature/seal

공용란 (For Official Use Only)

기본 사항	최초입국일	재류자격	재류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	재류자격 재류기간
결 재	담 당	소 장	가 / 부

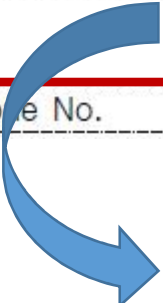
수납인지 확인 Revenue Stamp Here / 수수료 면제(exemption) [] (면제사유)

210mm×297mm(백상지 80g/㎡(재활용품))



Preparation

여권 번호 Passport No.	여권 발급일자 Passport Issue Date	여권 유효기간 Passport Expiry Date
대한민국 내 주소 Address In Korea		
전화 번호 Telephone No.	휴대 전화 Cell phone No.	



- Dormitory 2
인천 미추홀구 소성로 71 인하대학교 제2생활관 000호
[*Click here to download the form of confirmation of dormitory residence](#)
- Off-campus apartment introduced by Inha
It should filled in the same address as the one on your contract
- Off-campus apartment that you looked for by yourself
You should write the address of the contract by yourself



5. Housing Contract 6. KRW 30,000

4. Certificate of enrollment of Inha

3. Copy of Visa grant notice

2. Copy of ID page

1. Application Form with a photo

INHA UNIVERSITY
100 Inha-ro, Michuhol-gu
Daegu 708-702, Korea

MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA

4. Certificate

| 2195287

Name in Full _____
Date of Birth _____
Sex _____
Nationality _____
College _____
Division / Department _____
Major _____
Date of Admission _____

VISA GRANT NOTICE
사증발급확인서

Visa No. (사증번호) _____

1. DETAILS OF APPLICANT 신청자	
Full Name 성명	_____
Date of Birth 생년월일	_____
Nationality 국적	_____
Passport No. 여권번호	_____
Passport Type 여권종류	_____

2. VISA DETAILS 사증사항	
Status of Stay 체류자격	D-2-1
Date of Issue 발급일	2009.11.04
Remarks 비고	서울대학교 연

This document confirms that the visa is currently valid pursuant to the Enforcement Decree of the Immigration Control Act of the Republic of Korea.

< 주의사항 NOTICE >

- 이 사증발급확인서는, 신청자의 대외적으로 유효성을 인정할 수 있는 증명서로써, 사증의 효력을 증명하는 데 사용됩니다. 이 증명서는 사증과 함께 제시되어야 합니다. 이 증명서의 효력은 사증에 있습니다. 사증의 효력이 만료되면, 이 증명서의 효력도 만료됩니다.
- 이 증명서를 소지한 외국인은 출입국관리법 제 24조 제 1항 제 2호를 위반하여 입국할 수 없습니다. 즉, 이 증명서를 소지하고도 입국이 거부될 경우, 입국거부 사유는 "비합당한 이유"입니다.
- 본 사증을 잃어버렸거나, 훼손된 사증으로 사용할 수 없습니다. 분실 또는 파손 시 즉시 신고해야 하며, 신고 후 재발급을 받을 수 있습니다.
- 확인이 필요할 경우, 해당 관공서에 문의하십시오.
- 이 증명서의 효력은 사증의 효력에 종속됩니다. 사증이 만료되거나 폐기되면, 이 증명서의 효력도 만료됩니다.

Entry may be denied about the possessor if the passport is expired or invalid.

VISA GRANT NOTICE
사증발급확인서

이 여권은 별도의 기
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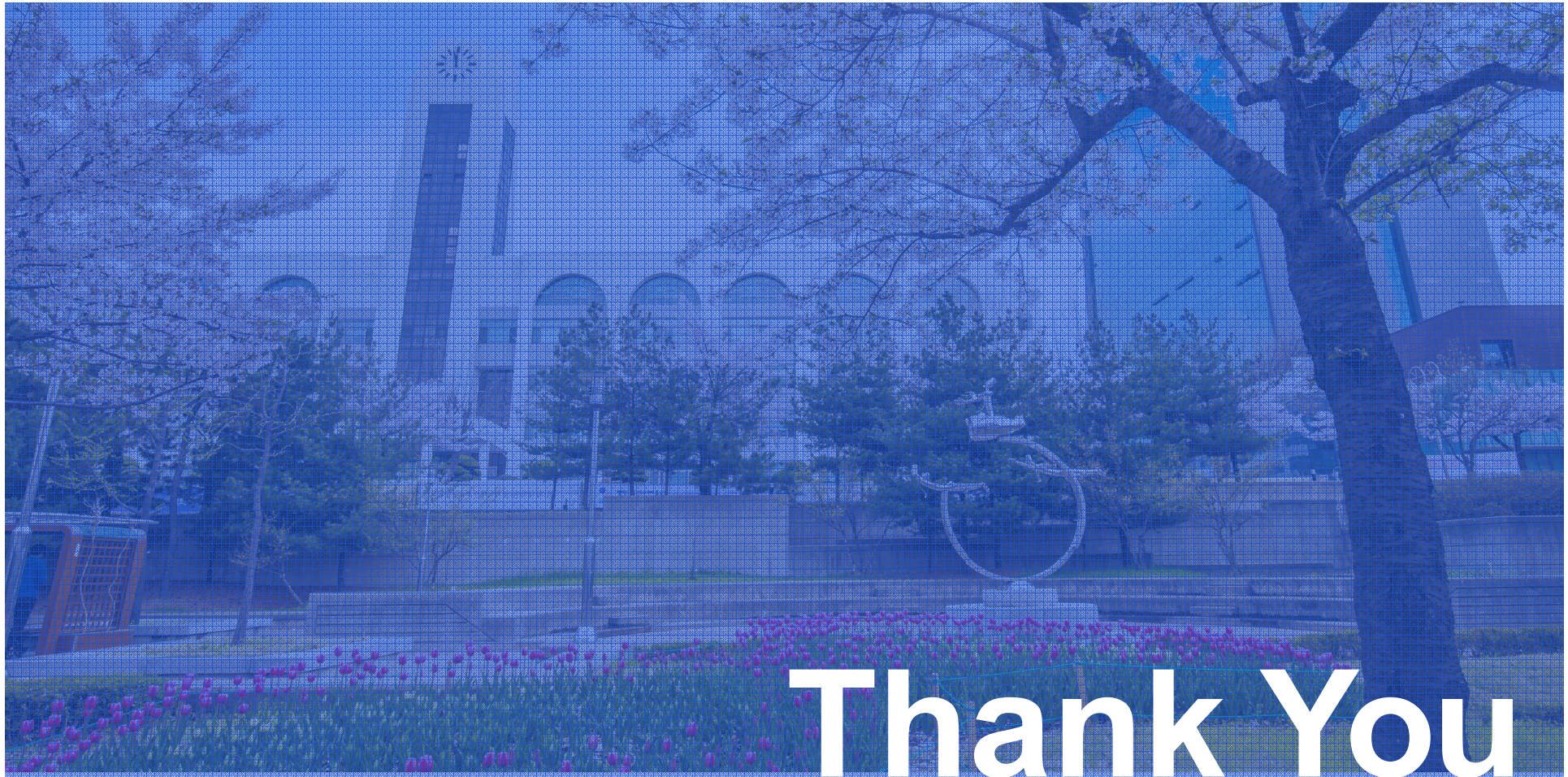
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