

## [Suwon Immigration Office] Restriction on Individual Visit Requests

In accordance with the recent announcement by the Korea Immigration Service of the Ministry of Justice, all international students are restricted to making *individual visits* to the Suwon Immigration Office (effective as of February 1, 2016).

Starting from Spring 2016, immigration services including Visa extension, issuance of alien registration card will be processed according to the following procedures:

### On-Campus Immigration Service

All immigration services for international students will be provided only through 《On-Campus Immigration Service》. \*Staffers from Suwon Immigration Office will visit Ajou University to operate On-Campus service for 1 day.

1. Service Date: March 17(Thursday) 10am~5pm(Lunch Break 12:00~13:00)
2. Location: Rm# 151, Yulgok Hall
3. Procedure: Submission of required documents and application fee(issuance of Alien Registration Card fee - in cash/visa extension fee - to be paid in REVENUE STAMP \*How to get Revenue Stamp? Bring Alien Registration Card(ARC) to Maetan 1-dong Post Office  
- Location : 153-110 Maetan-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do)
4. Process Duration : Approx. 3 weeks

### E-Application Service

1. Application Period: At least 3 business days before expiration of the current permit.
  2. Procedure:
    - (1) Visit the following website: [www.hikorea.go.kr](http://www.hikorea.go.kr) → Sign up or Login
    - (2) Go to *E-APPLICATION* (upper-left) → Click *File an e-Application* (left side)
    - (3) Select *Extension of stay for registered foreigners*
    - (4) Pay service charge online via credit card, bank wire transfer, or mobile payment using Public **\*I-PIN**  
\*How to get I-PIN (Internet Personal Identification Number)?  
 ㉠ Visit your primary bank in Korea (Korean bank where your account is created). Please make sure to bring your Alien Registration Card(ARC) or passport → ㉡ Apply for internet banking service at the bank → ㉢ Apply for issuance of I-PIN via online
    - (5) Attach a scanned copy(as a jpg image file)
  3. Process Duration : 5 days from the application day
- \*Once the process is complete, international students must visit Suwon Immigration Office in order to enter their period of stay

### Services at Program Offices

1. Application Period: Mar. 23 ~ 24, 2016 AM09:00~PM18:00
2. Location: Each program office
3. Procedure: Submission of required documents and application fee(cash will NOT be accepted)
  - Required documents: Please refer to the attached file
  - Application fee: To be paid in **\*Revenue Stamp**  
\*How to get Revenue Stamp? Bring Alien Registration Card(ARC) to Maetan 1-dong Post Office  
- Location : 153-110 Maetan-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do
4. Process Duration : Approx. 3 weeks from the application day
5. Program Offices

Office of International Affairs	#312, Yulgok Hall	Undergraduate, AFP Exchange	admission@ajou.ac.kr incoming@ajou.ac.kr
Office of Graduate School	#305 Yulgok Hall	Graduate (Master, Doctoral)	klove@ajou.ac.kr
Office of GSIS	#155 Yulgok Hall	GSIS Program	gsis@ajou.ac.kr
Language Institute	#411 Campus Plaza	Language Program	koli@ajou.ac.kr

\*For further inquiries, please contact each program office