**Additional Immigration Service**

**for International Students**

**(Alien Registration ONLY)**

As you know the ON-Campus Immigration Service was over last Friday (Sep. 7th), however; additional service will be provided only to the Alien Registration:

1. For those who did not apply for Alien Registration on Sep. 7th

* Please submit the required documents to OIA by Wednesday (Sep. 12th) 18:00. On Ajou international students’ behalf, OIA will register your alien registration application forms as a group to the Suwon Immigration Office. Please check the required documents again from the below information.
* OIA will inform you passport pick up time and date, and when to visit the Immigration office for finger prints registration and receipt of the card.
* Alien Registration application processing time is normally 2-3 weeks.

1. For those who applied to the OIA interns and received a small notice:

* Will be able to pick up your passport at the OIA from Friday (Sept. 14th) 13:00
* OIA will inform you passport pick up time and date, and when to visit the Immigration office for finger prints registration and receipt of the card.
* Alien Registration application processing time is normally 2-3 weeks.

1. Applicants for Change of Visa and Visa Extension should visit the Suwon Immigration Office by themselves.

Documents for Alien Registration:

1. Passport
2. Copy of Passport and Visa (front page of your passport showing your photo and the visa page)
3. 1 color photo (Size: 3.5cm\*4.5cm) → Background white color
4. Application form for foreign registration
5. Certificate of Enrollment(issued at Ajou Service Center, cost: KRW 500)
6. Fee: Tax stamp KRW 10,000

*\*This service is provided only for students who apply for ‘Alien Registration’ except ‘Extension of Stay’ and ‘Chang the Visa’.*