



Registration Card (new) group application Guide

APPLICATION LINK

www.hirevisa.com/sogangklec

Please click the link
for your University



Check the university name

(ENG) Sogang University Korean Language Education Center

🇰🇷 (한국어) 서강대학교 한국... 🇨🇳 (中文) 西江大学韩国语教... 🇯🇵 (日本語) 西江大学韓国...

[Go to immigration work](#)

Language Options

🔔 Notice

- 📄 Notice! Departure guidelines before issuing the ARC 2023/02/10
- ! PC version recommended for information verification and application 2023/02/10

🎆 Event

Only for **international talent**

- 🚌 AIRD Airport Shuttle 2023/02/14
- 📱 Mobile solution especially for HireVisa 2023/02/13
- 🎁 Special Housing sponsor 2023/01/31

🏠 Immigration Work (Click to access the page)

New RC(ARC) Application

Click

PROCEDURE

New RC(ARC) Application

Please read the following information carefully.

Check the procedure and period

Application Procedure (step 1 ~ step 5)

1. Prepare documents	2. application period	3. submit supplementary documents (only when needed)	4. Fingerprint Registration	5. Residence Card Pick-up
List of documents	3.16 ~ 3.22 6PM	3.26 6PM	Announced later	Announced later

1. Please read carefully detailed information about the required documents and prepare them.
 2. Click **APPLY** button below to apply.
 3. If you need to submit supplementary documents, you will get an e-mail about it.
Please submit supplementary documents until the **deadline**.
 4. You will get the notice about **fingerprint registration** by **e-mail** after the exact date is confirmed.
 5. You will get the notice about **residence card pick-up** by **e-mail**.
- Please follow the instructions in the e-mail.

Follow the information the below

*List of document

Required documents

1. Residence documents

2. ID Photo

3. Passport Copy

4. GKS Certification

(Only for relevant students)

If you do not do Group and do yourself, you need to have more documents.

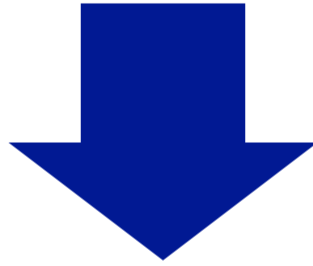
1. Application Form
2. Visa Grant Notice
3. Certificate of Enrollment

PROCEDURE

1. Prepare documents	2. application period	3. submit supplementary documents (only when needed)	4. Fingerprint Registration	5. Residence Card Pick-up
List of documents	3.16 ~ 3.22 6PM	3.26 6PM	Announced later	Announced later

You can apply only during application period

Application is closed.



Apply

1. Prepare documents	2. application period	3. submit supplementary documents (only when needed)	4. Fingerprint Registration	5. Residence Card Pick-up
List of documents	3.16 ~ 3.22 6PM	3.26 6PM	Announced later	Announced later

PROCEDURE

Please fill out the information

Student Number *

Course to register (according to the Visa Grant Notice) *

Degree (D-2-2/D-2-3/D-2-4/D-2-7)
 Exchange students(D-2-6/D-2-8)
 Korean language training (D-4-1)



***Every procedure will send via e-mail, you please write e-mail address you often use.**

Email Verification *

During the application for a new RC, emails will be sent about important notices and processes.

If you enter an incorrect email address, you will not be able to receive the email. This is why email verification is required.

이메일 인증 / Email Verification / 邮箱认证

Jotform <noreply@jotform.com>
 To
 아래는 이메일 확인 코드입니다.
 폼에 코드 입력 후 이메일 인증 완료를 해주세요.

코드:
1e9ac9ff67ae3d76e7b17687e6dcf2d5

코드 입력 후 외국인 등록증 신청 마무리를 해주세요.

Below is the email verification code.
 Please enter the code in the form and complete the email verification.

Your verification code:
1e9ac9ff67ae3d76e7b17687e6dcf2d5

After entering the code, please complete the ARC.

下方为邮箱确认代码，请将代码复制后完成邮箱认证。

代码:
1e9ac9ff67ae3d76e7b17687e6dcf2d5

代码输入完代码完成认证后请接着完成申请

NOTICE

Residence document

You must submit your residence documents for **a contract period of 60 days or more** so that you do not have to move during the application period.

	Type of residence	Required Documents
A	school dormitory	dormitory residence certificate
B	property contracted in own name	1. Rental contract document (2. business license of the accommodation -only when a leaser is a corporation (business))
C	property contracted in another's name ex) Friend, acquaintance.	1. Confirmation of residence provision 2. Rental contract in the name of a residence provider 3. front & back of residence provider's ID card
D	Accommodation with a business license e.g. Gosiwon, guest house, hotel, AirBnB, etc	1. Confirmation of residence provision 2. Business license of the accommodation 3. Monthly rent receipt within the last month (4. Airbnb Order Page)
E	Accommodation without business license e.g.) Boarding, Sharehouse, AirBnB, etc	1. Confirmation of residence provision 2. Rental contract in the name of a residential provider 3. Front & back of residence provider's ID card (4. Airbnb Order Page)

A. School dormitory

Dormitory residence certificate

Issue the document at school and submit to HireVisa

D. Accommodation

with a Business license

Ex. Gosiwon, Guest house, Hotel, AirBnB, etc

1. Confirmation of Residence/ Accommodation

거주/숙소제공 확인서
(Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)			
국적 (Nationality)		외국인등록(거소)번호 (Alien/Domestic Residence Registration No.)	
성명 (Full Name)		전화번호 (Telephone No.)	
		휴대전화 (Cell phone No.)	
주소 (Address)	Korean Address		
2. 거주/숙소 제공자 (Landlord / Provider)			
국적 (Nationality)		주민/외국인등록번호 (Resident/Alien Registration No.)	
성명 (Full Name)			
외국인과의 관계 (Relationship)	<input type="checkbox"/> 친척 (Relative)	<input type="checkbox"/> 고용주 (Employer)	<input type="checkbox"/> 기타 (Other)
소유형태 (Ownership Type)	<input type="checkbox"/> 자가 (Own)	<input type="checkbox"/> 임대 (Rent)	<input type="checkbox"/> 기타 (Other)
주거형태 (Residence Type)	<input type="checkbox"/> 개인주택 등 (Private Residence, etc.)	<input type="checkbox"/> 기숙사 (Dormitory)	<input type="checkbox"/> 숙박시설 (Accommodation)
	<input type="checkbox"/> 숙박시설 (Accommodation)	<input type="checkbox"/> 기타 (Other)	
거주/숙소 제공일 (Starting Date)	년(Year)	월(Month)	일(Date) Move-in date
위와 같이 거주/숙소를 제공하였음을 확인합니다. (I, the undersigned, confirm the provision of accommodation to the abovementioned foreigner.)			
	년(Year)	월(Month)	일(Date) written date
성명 (Name)	Landlord / Provider's (서명) (Signature)		
업체명 (Company Name)	Name & signature (직인) (Official Seal)		
출입국관리사무소(출장소)장 귀하			
<p>1. 외국인용 고령한 임대에서 기숙사 등을 제공하는 경우 직상방범</p> <p>- 계약지침에는 고령주, 대표자 또는 본인의 대표자 인척사항 기재</p> <p>- 확인란에는 대표자 성명과 사본 날인 또는 임대인과 직인 날인 중 택일</p> <p>2. 숙소제공자가 외국인에게 제공해야 하는 서류</p> <p>(Documents to be provided to the foreign tenant from the accommodation provider)</p> <p>- 거주/숙소재의 확인서(Confirmation of Residence/Accommodation)</p> <p>- 제공하는 숙소가 본인 소유 또는 임차 물건을 증명할 수 있는 서류(등기부등본, 임대사계약서 등)</p> <p>(Documents of evidence regarding ownership of the provided property: Certified Copy of Register, Residential Lease Agreement, etc.)</p> <p>- 숙소제공자 신분증 사본(Copy of accommodation provider ID Card)</p>			

2. Business license

사업자등록증
(일반과세자)

등록번호 : _____

생년월일 : _____

생명 : _____

계업연월일 : _____

사업장소재지 : _____

사업의종류 : _____

발급사유 : _____

공통사업자 : _____

세무서장

3. Monthly rent receipt within the last month

영수증

귀하

일금 : 일금 원정 (₩)

내역 :

상기 금액을 정히 영수합니다.

발행일 20 . . . 발행인 ○○○ (인)

※ 수납인이 없는 것은 무효임.

4. Airbnb Order Page

2 Room

2022 2022
4:00 PM 12:00 PM

Who's coming

Confirmation code

Address

Hosted by

Payment details
Total cost:

Sample

E. Accommodation

without a Business license

Ex. Boarding, Share house, AirBnB, etc

1. Confirmation of Residence/ Accommodation

거주/숙소제공 확인서
(Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)	
국적 (Nationality)	외국인등록(거소)번호 (Alien/Domestic Residence Registration No.)
성명 (Full Name)	전화번호 (Telephone No.) 휴대전화 (Cell phone No.)
주소 (Address)	Korean Address
2. 거주/숙소 제공자 (Landlord / Provider)	
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성명 (Full Name)	
외국인과의 관계 (Relationship)	<input type="checkbox"/> 친척 (Relative) <input type="checkbox"/> 고용주 (Employer) <input type="checkbox"/> 기타 (Other)
소유형태 (Ownership Type)	<input type="checkbox"/> 자가 (Own) <input type="checkbox"/> 임대 (Rent) <input type="checkbox"/> 기타 (Other)
주거형태 (Residence Type)	<input type="checkbox"/> 개인주택 등 (Private Residence, etc.) <input type="checkbox"/> 기숙사 (Dormitory) <input type="checkbox"/> 숙박시설 (Accommodation) <input type="checkbox"/> 기타 (Other)
거주/숙소 제공일 (Starting Date)	년(Year) 월(Month) 일(Date) Move-in date
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년(Year) 월(Month) 일(Date) written date	
성명 (Name)	주민/외국인등록번호 (Resident/Alien Registration No.)
업체명 (Company Name)	서명 (Signature) (직인) (Official Seal)
출입국관리사무소 (출장소)장 귀하	
<p>1. 외국인용 고층형 임대에서 기숙사 등을 제공하는 경우 적성방범 - 제공하려는 고층주, 대표자 또는 본인의 대표자 인척사항 기재 - 확인란에는 대표자 성명과 서명 날인 또는 업체명과 직인 날인 중 택일</p> <p>2. 숙소제공자가 외국인에게 제공해야 하는 서류 (Documents to be provided to the foreign tenant from the accommodation provider) - 거주/숙소제공 확인서(Confirmation of Residence/Accommodation) - 제공하려는 숙소가 본인 소유 또는 임차 물건을 증명할 수 있는 서류(등기부등본, 임대사계서 등) (Documents of evidence regarding ownership of the provided property: Certified Copy of Register, Residential Lease Agreement, etc.) - 숙소제공자 신분증 사본(Copy of accommodation provider ID Card)</p>	



3. Monthly rent receipt within the last month

영 수 증

귀하

일 금 : 일금 원정 (₩)

내역 :

상기 금액을 정히 영수합니다.

발행일	20 . . .	발행인	○○○ (인)
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※ 수납인이 없는 것은 무효임.

4. Airbnb Order Page

2 Room

2022 2022
4:00 PM 12:00 PM

Who's coming

Confirmation code

Address

Hosted by

Payment details
Total cost:

Sample

KEY POINT

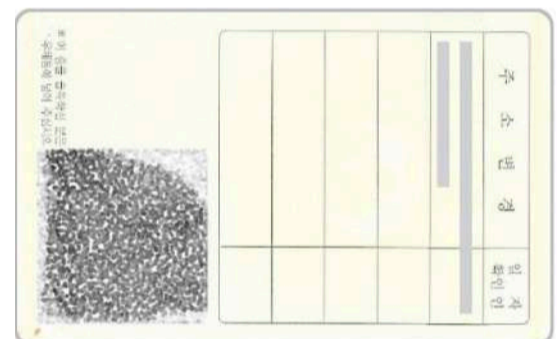
personal identification

Must **Front**
AND
Back side

Front



Back



Identification
(**Business Registration**)

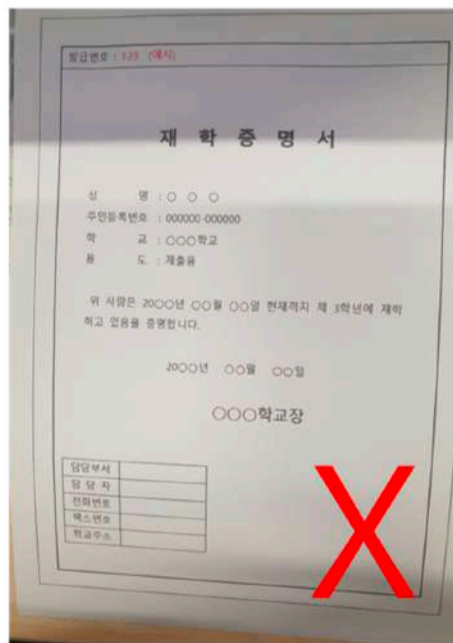
국세청
사업자등록증
(일반과세자)
등록번호 :
상 호 :
성 명 : 생년월일 :
개업연월일 :
사업장소재지 :
사업의종류 :
발급사유 :
권한사업자 :
국세청
사업자 단위 과세 적용사업자 여부 : 여() 부(✓)
전자세금계산서 전용 전자우편주소 :
세무서장

HOW TO CHECK?

1. Ask the contractor if they are a business or an individual
2. If the contractor is not in the name of a person, it is likely to be a business
3. Hotel, Guest house, Gosiwon = 99% Business



PRECAUTIONS WHEN SUBMITTING DOCUMENTS

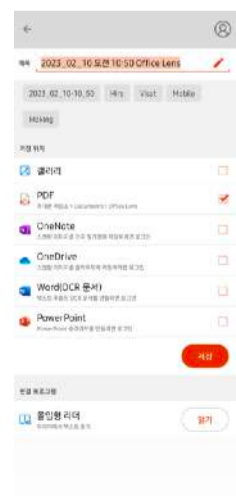


How to USE Office Lens



NO photo but SCANNED

Please use app or Scanner



Q&A

E-MAIL



Emails sent from abroad might be in spam folder.
Please check your spam mailbox if you do not receive the email.

CONTACT INFORMATION

One the page, right bottom side, you can see the button.

(ENG) Sogang University Korean Language Education Center

(한국어) 서강대학교 한국... (中文) 西江大学韩国语教... (日本語) 西江大学韓国...

[Go to immigration work](#)

Notice

- Notice! Departure guidelines before issuing the ARC 2023/02/10
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Event

- Only for international talent
- AIRD Airport Shuttle 2023/02/14
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- Special Housing sponsor 2023/01/31

[Immigration Work \(Click to access the page\)](#)

New RC(ARC) Application



Multi languages supports

Hirevisa에 문의하기

보통 수심 분 내 답변

오후 1:40

Hirevisa

안녕하세요. HireVisa입니다. 무엇을 도와드릴까요?
아래 링크를 통해 FAQ에 접속하여, 빠른 답변을 찾아보실 수 있습니다.

Hello, this is HireVisa. How may I help you? Click the FAQ link below to find out quick answers.

您好，这里是HireVisa。请问有什么可以帮您的吗？您可以通过下面的链接查看常见问题可以更快地找到答复。

[자주 묻는 질문 - FAQ](#)

진행 상황 / Tracking progress / 申请进度

신규등록 / New RC Application / 外国人登陆证申请

체류기간연장 / Extension of sojourn period / 滞留资格变更