**List of Documents by Visa**





Chinese counseling - wechat ID : JYP-JJ English & Korean Counseling kakaotalk ID : onepublic

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| **Division** | **Alien Registration** | **Change of Status of Sojourn (D-2)** | **Extension of Sojourn of Period (D-2)** |
| **Documents** | 1. An application form  2. A Copy of Passport (Information & Visa page)  3. A color photograph (White background 3\*4cm)  4. A Certificate of enrollment  5. A copy of lease contract | 1. An application form  2. A Copy of Passport  3. An alien registration card  4. A color photograph (White background 3\*4cm)  5. A standardized acceptance letter  6. A doc of final level of education  7. A doc of bank account balance (over 20 million won)  8. A Certificate of enrollment  9. A transcript (attendance rate)  10. A Certificate of tuition fee payment  11. A copy of lease contract  12. A statement of reasons (nor needed by all ) | 1. An application form  2. A Copy of Passport  3. An alien registration card  4. A Certificate of enrollment  5. A Certificate of tuition fee payment  6. A transcript (all semester)  7. A copy of lease contract  8. A doc of bank account balance  (nor needed by all / over 5million won )  9. A statement of reasons (nor needed by all )  10. A confirmation document of your academic adviser in  The university (nor needed by all) |
| **※ Read the notice carefully.**  **1. Change of Status of Sojourn (D-2)**  - Those who with less than 70% attendance rate on the Korea language school or less than 2.0 in your transcript on the university prepare to bank account balance.  **2. Extension of Sojourn of Period (D-2)**  - Those who with less than 2.0 in your transcript on the university prepare to bank account balance.  - Those who graduation was postponed due to poor performance prepare to “A confirmation document of your academic adviser in the university.”  - In the above mentioned document, it is mandatory to have sign of a tutor and a staff member for foreign students.  **3. Lease contract**  - If you live in a property contracted in the name of a friend : A copy of lease contract + Residence confirmation with a friend's name signed +A copy of your friend's ID card.  - Those who live in Dormitory or Accommodation : Please need to get a Residence confirmation from the manager of Dormitory or Accommodation.  **4. Writing method of “A statement of reasons.”**  -Write down the reasons for poor performance by hand on A4 paper in Korean language. | | | |