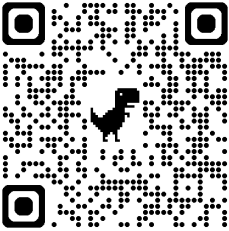# Notification for Newly Admitted Graduate Students–Fall 2024 additional round

Congratulations on your admission to Chonnam National University! Please take these necessary steps for your registration and enrollment in the university, visa issuance, course enrollment, dormitory application, etc. The information you need to be aware of are listed below. You must report any changes in your contact information and the address you filled out on your application form to the coordinator of the Office of International Affairs.

1. Submission of Survey ▶ Please check the submission date.

Division	Confirmation of Enrollment
Survey QR	
Survey URL	https://forms.gle/1y7wcGzBuXYWtdc6
Deadline	**Deadline : August 16, Friday(KST)**
Note	▪ Every applicant must submit a "Confirmation of Enrollment" through the above survey before the deadline. ▪ If the applicant does not submit it by the deadline, admission will be revoked and CNU will not issue that applicant's visa documents. (Even if the applicant is a recipient of a scholarship with full exemption of tuition fees, admission will be cancelled if this step is not completed.) ▪ To issue the visa documents, all successful applicants should submit the survey before the deadline.(Expected date for sending visa documents : after August 19th 2024) ▪ Be sure to put the English address with postcode when you fill out the survey(Not Chinese or other language).

※ Once you have completed a survey, you cannot change it at a later date. If you fill in the wrong information, then you might have problems with receiving your Visa related documents. Please carefully check the information you are filling out through the survey before submitting it.

※ If the applicant fills out incorrect information and are uncontactable, the OIA cannot deliver the Visa-related documents and the admission will be revoked. The applicant will be responsible for all the inconveniences resulting from those mistakes.

2. Tuition fee payment

(1) Period : **August 12(Mon) ~ August 16(Fri), 2024 16:00pm (KST)****

※ If the tuition fee is not wired within the period, your admission will be automatically revoked

(2) Tuition Fee Invoice : Check in the official International Affairs website **(Admission ▶ Notice_Admission)**

1) Please view "How to check the invoice" first before you print out the invoice.

2) Official website of International Affairs: https://international.jnu.ac.kr/Board/Board.aspx?BoardID=11

(3) Method of payment : Wire transfer

(4) Account Information :

○ Bank : Kwangju Bank(Swift Code : KWABKRSE)
○ Account Owner : Your own name
○ Account Number : **Individualized Virtual Account**

(5) Important Notes :

1. Virtual Account: CNU assigns an <u>individualized virtual account number</u> to every successful applicant. Therefore, kindly note that every successful applicant has a different account number. Please do not use others' virtual account numbers. **You have to use your own virtual account number.**

2. The tuition fee amount and individual account number will be announced on the official website of the Office of International Affairs.

3. If an applicant receives a first-semester tuition fee waiver and does not need to pay any fees as the tuition fee amounts to 0 KRW, the applicant must submit a "Survey (Confirmation of Enrollment)" to be admitted, at the latest by August 16.2024.

4. Admission will be revoked if an admitted applicant does NOT pay the tuition fee within the designated period (August 16, 2024, 16:00). **Please be sure to make your payment by August 16rh (Fri) at 16:00 KST.** (NO additional payment period after August 16th)

5. **Tuition Fees should be paid fully with exact amount in Korean Currency.**

6. Payment transferred from outside of Korea should be done at least 4 working days(August 13th Tue, 2024) before the due date, considering banking and payment procedures**. (Tuition fee must be checked by CNU finance department by the deadline. If the tuition fee is not wired by the deadline due to banking procedures or other situations, the admission will be revoked and applicants are responsible to fulfill the tuition payment deadline).**

7. If you transfer money in USD, you must send enough money to cover whole tuition fee amount and transfer the service fee to the bank. <u>If the tuition fee including the transfer service fee is not fully wired, it is considered that the tuition fee is not paid</u> and the admission will be revoked. (Overpaid money except for tuition fee and service fee will be refunded)

8. Tuition fee can be increased according to the result of the university council committee. Please understand there is a possibility to request an additional tuition fee.

[Criteria for the tuition fee refund]

Division	Reason of Return Occurrence Date	Amount of Refund	Minimum Notification Date
Before the beginning of the semester	Before the beginning of the semester (before the date of admission)	full amount of the tuition fee already paid	2024/08/23 (Fri)
After the beginning of the semester	After 30 days from the beginning of the semester	five-sixth of the tuition fee	
	After 30~60days from the beginning of the semester	two-thirds of the tuition fee	
	After 60~90days from the beginning of the semester	half of the tuition fee	
	after 90days from the beginning of the semester	No refund	

※ Applicants who wish to withdraw from the university should notify the coordinator of OIA before the minimum notification date. You must receive an application for withdrawal and complete it with your signature. Then, you must submit it to the OIA coordinator and get final confirmation by the minimum notification date to receive the refund according to the reason for the return occurrence date.

※ After the beginning of the semester, applicants who wish to withdraw from the university should notify the department according to the reason for the return occurrence date and follow the instructions.

3. Verification Documents of Academic Degree/Background

(1) For Whom: Successful applicants who submitted expected graduation certificate

(2) Deadline: **Aug 26th (Mon.), 2024**

※ **The admission will be revoked if applicants do not submit final verification documents by above mentioned deadline under any circumstances.**

※ **If you don't submit the proper academic degree./background certificate, we cannot send the visa document for applicant.**

※ The validity period of the official graduation certificate as stated by the Ministry of Justice as part of the issuance date of admission letter criteria is three months. Successful applicants who have submitted the final graduation certificate (apostilled, consular confirmed or CHSI Certificate) issued before three months of the issuance date of the university admission letter must re-submit an original apostillled or consular confirmed documents, or CHSI Certificate to the person in charge of admission by post or in person after the announcement of the successful applicants (2024.08.08.)

(3) Required Documents: Successful applicants MUST submit one of the verified documents below:

Category	Require document
Apostille Convention Countries	- Required document: Apostilled Graduation certificate(Degree certificate) - Issuing Institution: Institutions designated by the government of the country concerned ※ Information about Apostille: https://www.hcch.net/en/instruments/specialised-sections/apostille
Countries outside the Apostille Convention	- Required document: Degree certificate verified by consular - Issuing Institution: Korean consulate in applicant's country or Embassy of applicants' home country in Korea
Applicants who graduated from Chinese university	- Required document: Verification Report of Higher Education Degree Certificate issued through CHSI(=CSSD) - Issuing Institution: Center for Student Services and Development, Ministry of Education, P.R. China (www.chsi.com.cn) ※ ONLY Certificate issued by CHSI will be accepted.

[Prospective graduates]

Must submit their final academic Certificate by August 26, 2024 (Monday) following one of the 3 available submission methods as above.

*Failure to submit the final academic credentials within the specified deadline will result in the cancellation of acceptance.

[For Applicants Who Already Hold a Degree] 1. Apostille in original. 2. Original consular confirmation. 3. Original CHSI issued document.

- Applicants who provided the original English version of the graduation certificate or a translated and notarized original at the time of application MUST submit additional final academic certificates (choose one from 1, 2, or 3).

※ Even if the original Apostille, original consular confirmation, and original CHSI issued document was submitted during the application, if 3 months have passed since the issuance date following the Admission letter, further submission may be required.

※ If the degree is obtained from a university or institution within Korea, the original graduation certificate (or degree conferment certificate) must be submitted.

※ Final academic Certification not written in Korean or English must be accompanied by an official Korean or English translation.

Note: Provisional Certificates issued by some countries will not be recognized as final academic certificates. Therefore, after confirming with the prospective graduating institution, the Apostille and consular confirmation for the final academic credentials must be submitted within the submission deadline (August 26, 2024).

4. Important Dates

(1) Course Enrollment

○ Course Enrollment Period : Aug 6th (Tue) ~ Aug 13th (Tue), 2024

- Please get advice from the professors or the coordinators in your department offices before you add/drop the course. (Department's contact information can be checked on "https://webgs.jnu.ac.kr/Eng/default.aspx")

- The application periods vary by grade level, so applicants must check Chonnam National University website for specific dates. https://webgs.jnu.ac.kr/WebApp/web/HOM/TOP/Schedule300.aspx

○ Course Add/Drop : September 2nd (Mon) ~ September 6th (Fri), 2024

○ Portal Sign up : from August 12(Mon), 2024

※ How to login CNU portal

Division	Create Portal ID and PW
ID	Applicants create their own ID
PW	Applicants create their own PW
Sign up	From August 12(Mon), 2024
How to use	- Create portal ID and PW after 2024 August 12 -Use the ID and PW for 1. application for courses 2. course add/drop 3. dormitory application - Check the manual "How to create portal ID" to create your own ID and PW. (Check separate attachment)
Website	- Course Enrollment: http://hak.jnu.ac.kr/ARSAMWeb/HAK/MAIN/Login.aspx - CNU Portal: https://portal.jnu.ac.kr - Graduate School(Department contact information): https://webgs.jnu.ac.kr/Eng/default.aspx

(2) Orientation for newly admitted students

○ Date : Expected to be on September 2nd (Mon) ※ Mandatory for newly admitted students

○ The orientation program will provide information on academic affairs and sojourns in the country; ALL new international students must attend. (Time and Venue will be notified later by email.)

5. Visa

Division		Applicants in Korea	Applicants in their own country	
Documents Issuance	**Completed Language Course**	August 6th ~ August 8th 2024 (Only those subjected to Visa change)	August 19th, 2024 ~(Expected) (Visa survey completed & Proper Degree certificate submitted only)	
	Completed Degree Program	August 26th ~ August 30th 2024		
Documents		Chonnam National University	Successful applicants themselves	Chonnam National University	Successful applicants themselves
		① Certificate of Admission ② Tuition payment certificate ③ Business license of Chonnam National University ④ Scholarship certificate(해당자)	※ Refer to required documents based on Visa Type below	① Certificate of Admission ② Tuition payment certificate ③ Business license of Chonnam National University ④ Scholarship certificate(해당자)	④ A photocopy of passport, national Identification card ⑤ Other required documents (※Before visiting the Korean embassy, please inquire if there are any other documents required for visa issuance)
Application method		Visit the Office of International Affairs, CNU	Visit Korean embassy with required documents	

※ Successful applicants residing in Korea with Long-Term Residency Visa must submit the required documents to the OIA of CNU, referring current visa expiration date and the below notes. Gwangju Immigration Office does not allow students to submit documents individually, so please visit OIA for your Visa matters. Regarding the requirements, please find the information below.

※ Students who currently reside in Korea are recommended to apply for a visa in Korea as soon as possible. If you must go back to your country due to an inevitable situation, you must contact OIA in advance to get a confirmation.

★List of required documents according to VISA type for the applicants residing in Korea:

※ The documents(eg. final verification documents) which you submitted for the admission cannot be used for VISA. So, please prepare the documents again and submit them with the rest of documents

※ If you currently hold the VISA which is not mentioned below (Ex. D-10 or others), you must prepare "Proof of Bank Balance" with 16,000,000KRW even though you graduated from Chonnam National University.

▶ Language Trainee VISA(D-4) to CNU Student VISA(D-2) Change

※ Please submit all required documents before current VISA expiration date

(1) Application Form (Must type with Computer. NO Handwriting. Refer to Last page)

(2) Certificate of Admission (pick up at OIA)

(3) - A photocopy of the passport

- Alien Registration Card,
- Application fee of 130,000KRW (Visa Change:100,000 KRW, New Alien Registration Card 30,000 KRW)
- Passport photo (must have white background)

(4) Certificate of Tuition Payment (pick up at OIA)

(5) Transcript of Grades, certificate of course completion from Language Education Center

(6) Verification Documents of Academic Degree/Background

- Please refer to article 3 above / You cannot use verification documents which you submitted for the admission and must prepare this again for VISA purposes

(7) Proof of Residency (Must be valid and be before contract expiration date)

- The contract under your name: lease contract or confirmation of residence/accommodation(dormitory)
- The contract under other's name: confirmation of residence/accommodation and ID card of contractor

(8) Proof of Bank Balance needed (from a Korean bank under the applicant's name and should be issued during August, 2024.)

- CNU LEC Students: 8,000,000 KRW
- Students from other universities: 16,000,000 KRW

※ Certificate of scholarship : Submit a scholarship certificate if you have received a scholarship. You need to prove your financial ability with the exception of scholarship fee

▶ Exchange Students VISA to CNU Regular Degree Program VISA (D-2-6→D-2-3, D-2-4):

(1) Application Form (Must type with Computer. NO Handwriting. Refer to Last page)

(2) Certificate of Admission (pick up at OIA)
(3) - A photocopy of the passport
  - Alien Registration Card,
  - Application fee of 60,000KRW
(4) Certificate of Tuition Payment (pick up at OIA)
(5) Official Transcript
(6) **Verification Documents of Academic Degree/Background**
  - **Please refer to article 3 above / You cannot use verification documents which you submitted for the admission and must prepare this again for VISA purposes**
(7) Proof of Residency (Must be valid and be before contract expiration date)
  - The contract under your name: lease contract or confirmation of residence/accommodation(dormitory)
  - The contract under other's name: confirmation of residence/accommodation and ID card of contractor
(8) Proof of Bank Balance needed (from a Korean bank under the applicant's name and should be issued during August, 2024.)
  - CNU Students: 8,000,000 KRW
  - Students from other universities: 16,000,000 KRW
※ Certificate of scholarship : Submit a scholarship certificate if you have received a scholarship You need to prove your financial ability with the exception of scholarship fee

▶ **Regular Degree Program → Regular Degree Program at Higher course**
  (Undergraduate → Master, Integrated Program or Master → Ph.d.) (D-2-2→D-2-3, D-2-3→D-2-4)
※ **It's compulsory to register for VISA before semester begins (Sep 2nd, 2024) regardless of VISA expiration date on the alien registration card.**
(1) Application Form (Must type with Computer. NO Handwriting. Refer to Last page)
(2) Certificate of Admission (pick up at OIA)
(3) - A photocopy of the passport
  - Alien Registration Card,
  - Application fee of 60,000KRW
(4) Certificate of Tuition Payment (pick up at OIA)
(5) Official Graduation Certificate from CNU
  - **Please refer to article 3 above / You cannot use verification documents which you submitted for the admission and must prepare this again for VISA purposes**
(6) Official Transcript from CNU
(7) Proof of Residency (Must be valid and be before contract expiration date)
  - The contract under your name: lease contract or confirmation of residence/accommodation(dormitory)
  - The contract under other's name: confirmation of residence/accommodation and ID card of contractor
(8) Proof of Bank Balance needed (from a Korean bank under the applicant's name and should be issued during August, 2024.)
  - CNU Students: 8,000,000 KRW
  - Students from other universities: 16,000,000 KRW
※ Certificate of scholarship : Submit a scholarship certificate if you have received a scholarship You need to prove your financial ability with the exception of scholarship fee

▶ **Changes in VISA due to Visa extension or registration by enrolling in CNU after dropping out of CNU or other university**
※ **It's impossible to extend or change your VISA in Korea in principle except for some cases in which the concerning unavoidable circumstances is fully explained. In this case, please check with Gwangju Immigration Office.**

▶ **Changes in VISA due to Visa extension or registration by taking same degree**
  (For example, the applicants who already had the master degree apply master program again)
※ **In principle, it's impossible to extend or change your VISA in Korea except for some cases.**

※ Alteration of Residence: If you have changes in residency status, it's compulsory to report the alteration of residence **within 14 days**. If there is a blank space to write down the new address on the back side of the alien registration card, it's possible to register a new address at the nearby district office. If there is no blank space, it's compulsory to issue a new card and report an alteration of residence by visiting the Gwangju Immigration office. (Application fee 30,000KRW). If alteration of residence is not reported within 14 days, you will be charged with a fine.

※ **Inquiries regarding VISA: (Tel) +82-62-530-5345 (E-mail) jwchai@jnu.ac.kr.**

6. Visa Matters (Etc.)
Citizens of the 21 countries listed below in the Ministry of Justice's notice or people who obtained an academic degree in the notified countries may be required to submit a Verification of Academic Degree/Background and Proof of Financial Guarantees.
* **How to verify your Academic Degree/Background: Please refer to article 3. above.**

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kirgizstan, Ukraine, Nigeria, Egypt, Ghana, Peru (Total of 21 countries)

** **Requirements for a proof of financial guarantees:**

- It MUST show the financial guarantees for a year (tuition + living expenses).
- You can submit one of the documents listed below as your proof of financial guarantees.
  a. Bank statement
  b. Bankbook
  c. Certificate of scholarship
- **More than 16,000,000 KRW must be guaranteed.**
※Please inquire at the consular section of Korean Embassy in your countries for more details.

○ If the document is not written in English but in other foreign languages, it MUST be translated to either Korean or English.
○ **Please inquire at the Korean embassy in your own countries about the requirements for visa application.**

7. Dormitory Application
If applicants want to live in dorm, you should apply for it individually by yourself.
※ If you want to apply for the dormitory by yourself, please check the information on the dormitory webpage (http://dormitory.jnu.ac.kr/). You must apply for a dormitory, including choosing Hall and room types yourself on the dormitory web page within the designated period.

(1) Individual Dormitory Application
○ For whom: Applicants who do not apply for the dormitory through OIA
○ Appliance website: https://dormitory.jnu.ac.kr/
○ Application Procedure: * Log-in Portal **ID**: & **PW**:(refer to the "how to create portal ID" attachment)
○ Appliance Period: Check the details dormitory web-site for the details
  * **You must check if you can apply for the dorm with dormitory office.**
    Email address: dormitory@jnu.ac.kr
※ If you apply for the dormitory individually, must apply for dormitory and choose hall and room by yourself within the designated period.
※ if you want to extend you stay during the vacation period, You must apply it through the dorm office.

Campus	Room Type			Dormitory Fee(KRW)	Residency Period
Gwangju	Hall No. 9		Studio Type (Two-person sharing room)	637,200	Short-term (4 months excluding vacation period)
			APT Type: 6 person suite (2 persons in 3 rooms)	590,000	Short-term (4 months excluding vacation period)
Yeosu	Pu Reun dormitory (Female) Yeol Lin dormitory (Male) Mi Rae dormitory (Male)		APT Type: 6 person suite (2 persons in 3 rooms)	609,500	Short-term (4 months excluding vacation period)

※ The above fees are based on the 2024 Spring semester and Fees are subject to change.
※ Please check general information(dormitory application, dormitory fee and others) at dormitory webpage(https://dormitory.jnu.ac.kr/) and finish the duties within the designated period (Except for the applicants who apply for dormtiroy through OIA).
※ If Residents' 'academic status' at CNU is different from the previous semester:
(e.g. undergraduate of CNU → graduate of CNU, graduate(master) of CNU → graduate(Ph.D.), CNU language education center of CNU → graduate of CNU)
The residents are considered as '**new residents**'. They have to use their **new portal ID and PW** when they are applying for CNU dormitory and are **not able to extend** use of their current rooms.

8. Others

(1) Important Schedule

Date	Contents
2024/08/01(Thu) ~ 2024/08/02(Fri)	Pre-course registration
2024/08/06(Tue) ~ 2024/08/13(Tue)	Course Registration
2024/09/02(Mon)	**Opening of Spring semester & Orientation(Expected)**
2024/09/02(Mon) ~ 2024/09/06(Fri)	Course Registration Add/Drop period (Inquiries to your department office)

(2) Student number and Student ID card

○ Student number: Students will receive it via e-mail after opening of Fall semester

○ Student ID card: Students will receive it around at the end of September

(3) Insurance

○ From 2021 March onwards, all of the international students will be insured as National Health Insurance subscribers following the [National Health Insurance Act] of Korean government. Cost of insurance and coverage information will be further noticed to the successful applicants.

9. Contact Information

Division	Person In charge	Contact Information
Admission	Yena OH	(TEL) +82-62-530-5952, (FAX) +82-62-530-1269 (E-MAIL) internia@jnu.ac.kr
VISA	Jaewon Chae	(TEL) +82-62-530-5345 (E-MAIL) jwchai@jnu.ac.kr
Dormitory	Gwangju Campus	(TEL) +82-62-530-3733~4 (WEB) https://dormitory.jnu.ac.kr/Main.aspx
Dormitory	Yesou Campus	(TEL) +82-61-659-6813~4 (WEB) https://house.jnu.ac.kr/default.aspx

○ **University Address**

(KR)광주광역시 북구 용봉로 77번지 G&R Hub 214호 전남대학교 국제협력과 우편번호: 61186

(CN)大韩民国光州广域市北区龙路77号 全南大学国际协力本部2楼 214号　邮编:61186

(EN) Office of International Affairs, 214, Yongbong-ro 77, Buk-gu, Gwangju, 61186, South Korea

August 8th, 2024

President, Chonnam National University

통합신청서 (신고서)
APPLICATION FORM (REPORT FORM)

□ 업무선택 SELECT APPLICATION

		PHOTO 여권용 사진(35㎜×45㎜) 촬영일부터 6개월이 경과하지 않아야 함 taken within last 6 months
[ ] 외국인 등록 FOREIGN RESIDENT REGISTRATION	[ ] 체류자격외 활동허가 (희망 자격 :　　) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for (　　)	
[ ] 등록증 재발급 REISSUANCE OF REGISTRATION CARD	[ ] 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
[ ] 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	[ ] 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)
[ ] 체류자격 변경허가 (희망 자격:　　) CHANGE OF STATUS OF SOJOURN / Status to apply for (　　)	[ ] 체류지 변경신고 ALTERATION OF RESIDENCE	
[ ] 체류자격 부여 (희망 자격:　　) GRANTING STATUS OF SOJOURN / Status to apply for (　　)	[ ] 등록사항 변경신고 CHANGE OF INFORMATION ON FOREIGN RESIDENT REGISTRATION	

성 명 Name In Full	성 Surname	명 Given names	漢字姓名

생년월일 Date of Birth	년 yy	월 mm	일 dd	성 별 Sex	[ ]남 M [ ]여 F	국 적 Nationality/Others

외국인등록번호 Foreign Resident Registration No. (If any)			

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.	

본국 주소 Address In Home Country		전화 번호 Telephone No.	

재학 여부 School Status	초[ ], 중[ ], 고[ ] Elementary[ ], Middle[ ], High[ ]	학교 이름 Name of School	전화 번호 Telephone No.

근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.

연 소득금액 Annual Income Amount	만원(ten thousand won)	직업 Occupation	

재입국 신청 기간 Intended Period Of Reentry	전자우편 E-Mail	

반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident Registration	

신청일 Date of application	신청인 서명 또는 인 Signature/Seal

신청인 제출서류	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고

행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다.　*동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출해야 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 'Disagree'. the Applicant has to submit all required documents IN PERSON.

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

공 용 란 (For Official Use Only)

기본 사항	최초입국일		체류자격		체류기간	
접수 사항	접수일자		접수번호			
허가(신고) 사항	허가(신고) 일자		허가번호		체류자격	
					체류기간	
결 재	담 당				청(소)장	
					가 / 부	

수입인지 첨부란(Revenue Stamp Here) / 수수료 면제(exemption) [ ] (면제사유　　　)	심사 특이사항

210㎜×297㎜[백상지(80g/㎡) 또는 중질지(80g/㎡)]