Application Fee (KRW)	**Hikorea Online Application: 50,000 won** OIA Application: 60,000won (Reissuance of AR: 35,000won)
Time Required	Approximately 6-8 wks from the submission date (High volatility depending on the situation) ※ Must stay in Korea during processing; exiting Korea cancels the application

Chonnam National University

VISA Extension Guideline (D-2)

■ Required Documents (Organize documents by the order below)

① Alien Registration Card(ARC)
② Application Form
③ Photocopy of your passport
④ Certificate of Enrollment/Completion
⑤ Transcript
⑥ Proof of Financial Capacity(If applicable)
⑦ Certificate of Tuition Fee Payment(If applicable)
⑧ Proof of Residency

[How to apply VISA extension]

[VISA extension via Hikorea website]

Hikorea website(https://www.hikorea.go.kr/Main.pt)

Guideline for Hikorea Online Application (https://international.jnu.ac.kr/Academic/ExChange)

- Students who register, exceed the standard period of study or complete courses but work on the thesis must apply for visa extension via Hikorea website. Students who cannot do visa extension via hikorea website can submit their documents to OIA office in person.
- **After receiving "Approval" for visa extension application via HiKorea, please submit ① your Alien Registration Card, ② Visa Approval Notice to the Office of International Affairs. If reissuance of the ARC is required due to loss or lack of available space, please submit ① your Alien Registration Card (or a Loss Report Form in case of loss), ② the Visa Approval Notice, ③ a copy of your passport, ④ 1 color photo with white background(3.5 x 4.5cm) and ⑤ the reissuance fee of 35,000 KRW to the Office of International Affairs. ※ The submission deadline will be announced at a later date.**

  * VISA Approval Notice: KOREA VISA PORTAL | 조회/발급 > 진행현황 조회 및 출력
  * Loss Report Form: Alien Registration Card < 전남대학교 국제협력과 홈페이지

[VISA extension via OIA offce]

- Students who cannot apply for visa extension via Hikorea website should submit their documents for visa extension to OIA office in person.

  *** Students who cannot do visa extension via Hikorea website:** ① GPA is less than 2.0 within the last year, including the winter/summer semester, ② students with GPA below 2.0

[Required Documents (Detailed)]

① Application Form

[Hikorea Online Application]

- Students who apply for visa extension via Hikorea website do not need to fill out application form.

[OIA Application]

- https://international.jnu.ac.kr/Academic/ExChange → Footer section Download Forms
- Information MUST be typed(Handwritten signature required)
- Phone number(used in Korea) & email address

※ If **reissuance** of ARC required**, attach a photo on the application form**

· Information on photo size for foreigner registration
- Photo size : 3.5cm x 4.5cm
- Color photograph of face, front view, on white background, taken within the past six months
- Without glasses, Showing ears and eyebrows clearly

② Alien Registration Card(ARC) ※ Unnecessary to submit if you apply for visa extension via Hikorea)





※ If there is no more blank column on the backside of ARC, reissuance of ARC is required

③ Photocopy of your passport ※ Unnecessary to submit if you apply for visa extension via Hikorea)



※ Machine Readable Zone (MRZ) must be visible

※ Expiration date: At least 6 months of validity remains

④ Certificate of Enrollment/Completion

*Extra semester, Graduation test, course completion, Thesis → Refer to "Additional Documents" on page 4

Online Issuance	Offline Issuance
○ https://portal.jnu.ac.kr/ → 증명발급	○ G&R Hub 2F Suite 218 Kiosk in front of Global Lounge ○ University Administration 1F General Service Center Kiosk

※ Cautions
- Document should be issued within **1 month** from application
- Document should be issued **after** arrival to Korea

⑤ Transcript

Online Issuance	Offline Issuance
○ https://portal.jnu.ac.kr/ → 증명발급	○ G&R Hub 2F Suite 218 Kiosk in front of Global Lounge ○ University Administration 1F General Service Center Kiosk

※ Caution
- Recently updated transcript should be submitted
  (Ex)Visa expiring in March → Submit the transcript including grades for the last 2025-2nd semester

***Subject to Close Examination** (Refer to **Page 4** for more information)
: If there is a semester with GPA **less than 2.0** within the last year (including seasonal semesters)

⑥ Proof of Financial Capacity (If applicable)

*Exempt ⓐ GKS(Global Korea Scholarship) students
ⓑ Enrolled Students with a total average GPA of **2.0 or higher**(including the previous semester)

*Required for Submission
ⓐ Students failed to meet the above conditions
ⓑ Enrolled Students failed to meet the above conditions (Below 2.0 GPA)
ⓒ Students exceeded the standard period of study -Undergraduate: up to 8 semesters,
-Master/PhD: Up to 4 semesters
-Master/PhD integration: up to 8 semesters
ⓓ Master's and Ph.D. students (Completed Credits)

★★[Choose one from below for submission]

ⓐ Bank Balance Certificate of Korean account : More than **4,000,000 won** (Extending for 6 months)
(Issued within **7 days** from application) More than **8,000,000 won** (Extending for more than an year)

※ **A student should open only one bank account.**
If there's more, then the immigration office may request for additional documents in the future

ⓑ Certificate of **Financial Support** + Advisor's **proof of employment** + Photocopy of **Advisor's ID**
(**A professor**(advisor) can only vouch for **one student** at a time)

ⓒ**"Scholarship Certificate"** to prove tuition fee and living expenses are fully supported (**MUST have the period of scholarship**)

⑦ Certificate of Tuition Fee Payment (If applicable)

***Tuition payment date**: **Aug 18 to Aug 21**, **Certificate can be issued one day after the payment date**

*Exempt ⓐ GKS(Global Korea Scholarship) students
ⓑ Master's and Ph.D. students (Completed Credits)

* Required for Submission
ⓐ Enrolled Students failed to meet the above conditions
ⓑ Students **exceeded** the standard period of study
(**Tuition fee period for Extra semester will be noticed on JNU Website**)
* Standard period
-Undergraduate: up to 8 semesters,
-Master/PhD: Up to 4 semesters
-Master/PhD integration: up to 8 semesters

⑧ Proof of Residency (Choose one from below)

※ If you have changed your place of residence, you are required to file a move-in report for the new address within 15 days.

Type of Accommodation	Documents	Checklist
Dormitory	· Certificate of Dormitory residency	- Online issuance : https://dormitory.jnu.ac.kr/ - Offline issuance : Visit the dormitory administration office
Residence under your name (your name on the contract)	· A copy of lease agreement or rent contract	- MUST have: The exact address of your residence, personal information, signature of both tenant and the landlord, and the duration of your stay
Residence under other's name (your name not on the contract) Ex. Friend/parents' house	· Confirmation of Residence/Accommodation · Provider's ID card (copy of both sides) · Copy of lease agreement under the provider's name	- MUST include the starting day of your residence period
Accommodations with Business license Ex.Air BnB, sharehouse, etc.	· Confirmation of Residence/Accommodation or the accommodations's own contract form · Business license(to check the address)	- Address on the Confirmation of Residence/Accommodation should have same address as the business license of the place

※Additional Documents (Extra Semester, Graduation test, Course Completion, Thesis)

Extra Semester *Download Forms: international.jnu.ac.kr/Academic/ExChange → Download Forms

Extra Credit/Graduation Exam (Download forms)	**Confirmation form of faculty Advisor**	- **Seal/Signature** from the faculty advisor and the administration staff - **MUST** fill in specific monthly plans from the **starting month of the semester (Mar)** - **Including Necessary credits & Date for Graduation/Completion** **※The review process for documents requiring your academic advisor's confirmation has been strengthened. If the content is identical to the documents submitted during your previous visa extension, or if the document is written without sufficient detail, the submission may be rejected. Please make sure to consult your advisor in advance and submit a confirmation letter that includes a specific and detailed schedule.** **※ The advisor's confirmation letter must be typed before submission.**
	Explanation Letter	- MUST state the **reason for taking extra semester handwritten** (Ex. Be sure to mention: remaining credits / exam you are taking) *In case of Language proficiency test(TOEIC, OPIC, etc.), submit the receipt/proof of application

Course Completion (Master's / PhD Degree)

Certificate of Completion	- Online Issuance: https://portal.jnu.ac.kr/ → 증명발급 - Offline Issuance: G&R Hub 2F Suite 218 / Univerisity Administration 1F General Service Center Kiosk
Confirmation Form for Faculty Advisor on a Student's Thesis Schedule (Download form)	- Seal/signature from the faculty advisor and the administration staff - MUST fill in specific monthly plans from the starting month of the semester **(Mar)** - **Including Expected Graduation Date** **※The review process for documents requiring your academic advisor's confirmation has been strengthened. If the content is identical to the documents submitted during your previous visa extension, or if the document is written without sufficient detail, the submission may be rejected. Please make sure to consult your advisor in advance and submit a confirmation letter that includes a specific and detailed schedule.** **※ The advisor's confirmation letter must be typed before submission.**

※Subject to Close Examination:

※ Students with GPA below 2.0 more than one semester(including winter/summer session) for the last one year.

***Additional documents may be required and visa extension may not be permitted if you are selected as a subject for the further examination. Be sure to understand that It is your own responsibility if there are any arising problems.**

Check the example below and the relevant student must submit the documents guided below.

Students who have extended their visa during 2025-2nd semester(August to September 2025):

1. 2025-1st semester(GPA: 1.53) + 2025-2nd semester(GPA: 2.1): **Exempt from submission**
2. 2025-1st semester(GPA: 1.53) + 2025-2nd semester(GPA: 1.9): **Submit below documents**

Students who didn't extend their visa during 2025-2nd semester(August to September 2025):

1. 2025-1st semester(GPA: 1.53) + 2025-2nd semester(GPA: 2.5): **Submit below documents**
2. 2025-1st semester(GPA: 2.68) + 2025-2nd semester(GPA: 1.86): **Submit below documents**
3. 2025-1st semester(GPA: 2.68) + Summer Semester(GPA: 1.0) + 2025-2nd Semester(GPA: 2.0)
   : Explanation Letter regarding Summer semester should be submitted

If you do not currently have enough money to prove your financial capability, you MUST receive them from your family member in your home-country to your student account. (more than 4,000,000 won(6 months extension))

Required Documents	How to issue/prepare
Explanation Letter(Handwritten)*	Download and print out from OIA Webpage
Transaction Statement for the last one year	Bank *ARC Required
Overseas Remittance Statement(To confirm the senders name)	Bank *ARC Required / Issued through App(Ex. E9Pay)
Family Relations Certificate / Birth Certificate (Family member's name = Sender of the money)	Original Document / Notarized

***Download Forms: international.jnu.ac.kr/Academic/ExChange → Download Forms**

Reference

Download Forms	https://international.jnu.ac.kr/Academic/ExChange → Download Forms
Hikorea Reserve Visit	https://www.hikorea.go.kr/ → Reserve Visit

Inquiry

Gwangju Immigration Office	**Phone**	1345(without an area code)
Office of Internatonal Affairs	**Email**	gradia@jnu.ac.kr