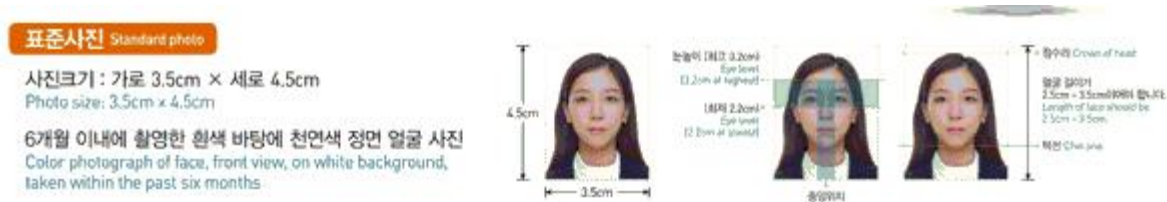


Foreign Resident Registration

Application fees	KRW 41,000	*Cancellation fees for personal reasons: KRW 5,000
Time Required	12 weeks from the submission date	*Do not leave Korea until ARC is issued *Don't need to worry even if it's over 90 days from entering Korea in the case of your foreigner registration application has been petitioned
Required Documents	Application Form + ID Photo	*Double check your e-mail address. All notices to be given by email, (No refund for all the issues caused by costumers' negligence) *Photo taken within last 6months should meet the standard requirement (Refer to *mark below)
	Copy of your passport	*Information page, code below should be clearly shown.
	Visa Grant Notice	*Most recently issued Korean visa on your passport
	Certificate of Enrollment	*Document should be issued after you arrive in Korea
	Proof of Residence	* Must include : the exact address of your residence, personal information, signature of both the tenant and the landlord, and duration of your stay *Residence period on a contract should be 60 days or more. Do not move to other place while issuing ARC (Refer to *mark below for details)

※ **Photo Standard Requirements** The photo you submitted before, **CANNOT BE ACCEPTED.**

- ① **ONLY 3.5*4.5 size, White background, Crown of head-Chin 2.5~3.5cm**
- ② **Both of eyebrows and ears should be exposed clearly**
- ③ **NO Photoshop** ④ **NO Low resolution, blurry photo** ⑤ **Face should be oriented forward, Do not open your mouth**
- ⑥ **Do not wear HOODY, CAP, SCARF. Your neck line should be exposed clearly**
- ⑦ **NO red eyes, NO color lenses**



※ Picture size: 3.5cm x 4.5cm

※ Front view, full face photo with white background and taken within 6 months (Retaking picture of an existing photo is unacceptable. [X])

※ Selfie is also acceptable in case it satisfies all of the conditions above



▶ [More information for distributed 'PHOTO STANDARDS' by Immigration](#)

※Categories for Proof of Residence

Type of Accommodation	Proof Documents	Checklist
Dormitory	① Confirmation of Dormitory Residence	▶Seal of the university president or dean of the dorm
Residence under your name (with your name on the contract)	① Copy of lease or rent contract	▶Must include the exact address of your residence, personal information and signature of both the tenant and the landlord, and the duration of your stay
Residence under other's name (your name not on the contract) Ex)friend's house, parent's house, AirBnB etc.	① Confirmation of Residence/Accommodation ② Copy of the provider's ID card, need both sides(back & front) ③ Copy of lease contract under the provider's name	▶Must include the starting day of your residence period ▶Address on the provider's ID card = Address on the Confirmation of Residence/Accommodation → document ③ unnecessary ▶Otherwise, must submit document ③
Accommodations with Business license Ex)Gosiwon, Gositel, AirBnB, Guesthouse, etc.	① Confirmation of Residence/Accommodation or the accommodation's own contract form ② Business license (to check the address) ③ Receipt for current month's rent payment (to check your residence period).	▶Address on the Confirmation of Residence/Accommodation = Address on the business license of the place ▶Must include the starting day of your residence period ▶Receipt can be replaced by proof of transfer history, order page for AirBnB

<Sample image of confirmation of residence> Must include starting date, full name and signature of the provider

거주/숙소제공 확인서
(Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)			
국적 (Nationality)	CHINA	주민/외국인등록번호 (Resident/Alien Registration No.)	write your birth date
성명 (Full Name)	ZHANG SAN	휴대전화 (Cell phone No.)	010-1234-6789
주소 (Address)	서울시 양천구 목동서로 225 Student's Information		
2. 거주/숙소 제공자 (Landlord / Provider)			
국적 (Nationality)	KOREA	주민/외국인등록번호 (Resident/Alien Registration No.)	870123-1234567
성명 (Full Name)	홍길동		
외국인과의 관계 (Relationship)	<input type="checkbox"/> 친척 (Relative)	<input type="checkbox"/> 고용주 (Employer)	<input checked="" type="checkbox"/> 기타 (Other)
소유형태 (Ownership Type)	<input type="checkbox"/> 자가 (Own)	<input type="checkbox"/> 임대 (Rent)	<input checked="" type="checkbox"/> 기타 (Other)
주거형태 (Residence Type)	<input type="checkbox"/> 개인주택 등 (Private Residence, etc.)	<input type="checkbox"/> 기숙사 (Dormitory)	<input checked="" type="checkbox"/> 숙박시설 (Accommodation)
거주/숙소 제공일 (Starting Date)	2024년 (Year)	03 월 (Month)	2 일 (Date)
위와 같이 거주/숙소를 제공하였음을 확인합니다. (I, the undersigned, confirm the provision of accommodation to the abovementioned foreigner.)			
2024 년 (Year) 03 월 (Month) 2 일 (Date)			
성명 (Name)		provider's name & signature or stamp	
홍길동			
출입국·외국인사무소 (출장소)장 귀하			
<p>1. 외국인을 고용한 업체에서 기숙사 등을 제공하는 경우 작성방법</p> <ul style="list-style-type: none"> - 제공자란에는 고용주, 대표자 또는 법인의 대표자 인적사항 기재 - 확인란에는 대표자 성명과 서명 날인 또는 업체명과 직인 날인 중 택일 <p>2. 숙소제공자가 외국인에게 제공해야 하는 서류</p> <p>(Documents to be provided to the foreign tenant from the accommodation provider)</p> <ul style="list-style-type: none"> - 거주/숙소제공 확인서(Confirmation of Residence/Accommodation) - 제공하는 숙소가 본인 소유 또는 임차 물건임을 증명할 수 있는 서류(등기부등본, 임대차계약서 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) 			
210mm×297mm(백상지 80g/㎡(대형공품))			