

Alien Registration Card Application Notice

All the students who will stay in Korea more than 90 days are required to apply for a Alien Registration Card. Since you have to register your fingerprint by visiting Immigration Office, PSPS will arrange a bus for you during designated schedule.

1. Submission of documents

◎ **Date & Time : ~ 4 pm / 8th March (Wed), 2017**

(after opening a bank account)

※ Please be sure to open a bank account before submission. If you submit passport, it will not be back to you until 17th March (Fri), 2017.

◎ **Where to submit : PSPS office**

◎ **What to submit ;**

1. Completed application form with colored ID picture with white background
2. Passport
3. Application fee (34,000 KRW)
4. House Contract for off-campus housing residents
If the contract is under the other student's name, contractor's agreement is also required.
5. Medical Check-up Result – will be prepared by PSPS if you submit the receipt
6. Certificate of Attendance – will be prepared by PSPS



2. Visiting Immigration Office

◎ **12 pm 17th March (Fri), 2017**

◎ **Where to come : PSPS office**