

Guidebook for Making a Visit Reservation for Visa Extension

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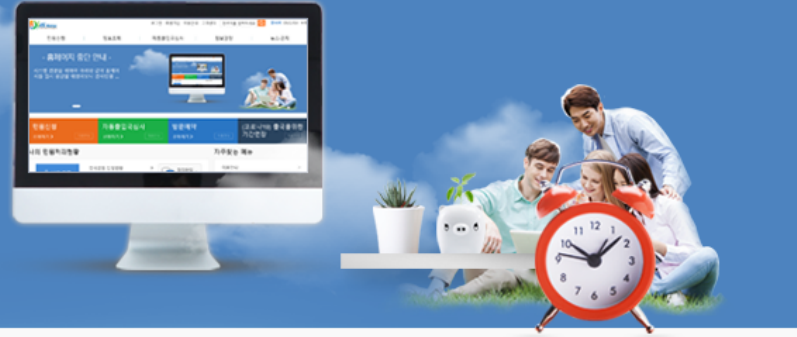
1.

1. On the main page,
Change the language to **English**.

Notice on Top-Tier Visa

Notice on Top Talent Resident (F-2-T), Family of Top Talent Resident (F-2-T1), Top Talent Specific Activity (E-7-T), Top Talent Job Seeker (D-10-T), Top Talent Permanent Resident (F-5-T), Family of Top Talent Permanent Resident (F-5-T1) Visa

Detail View



< ● — || >

Reserve Visit

Apply >

Guide

Apply >

Guide

Apply >

Guide

A shortcut

A shortcut

VISA NAVIGATOR

(Customized Stay Guide) A shortcut

Customized Guide for Foreign

National Koreans A shortcut

Residency Status Information

Manual A shortcut

Immigration/Stay Guide

A shortcut

2. Click “Reserve Visit.”

My Civil Petition Status

My Petition

Confirm Reservation

e-Petition Application Status >

Check Visa Application Result >

Reserve Visit Status >

Apply for Automated Immigration Clearance >

Preliminary Declaration of Voluntary Departure >

Refugee Appeal Application >

Q&A >

Favorites Services

Guide >

Application form >

Obligation for Aliens & Employers >

Reference material for naturalization interview >



Petition Application

e-Application

Reserve Visit

Visit Reservation Application

Reserve Visit Status(non-member)

Preliminary Declaration of Voluntary Departure

Home > Petition Application > Reserve Visit > Visit Reservation Application

How to use Visit Reservation

How to use Visit Reservation

verification

Fill in the application form

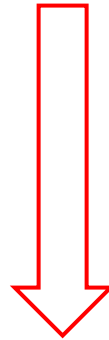


※ Using another person's personal information (such as passport number or alien registration number), you may be subject to criminal penalties under the Personal Information Protection Act and the Criminal Act (Forgery or Use of Electronic Records), with punishment of up to five (5) years of imprisonment or a fine of up to 50 million KRW.

※ If you do not voluntarily cancel any illegally pre-occupied reservations by November 30, your reservation data (including IP address and log records) will be analyzed and referred to the investigative authorities.

Are you planning to visit

1.



Scroll Down

immigration office on the date of reservation and reserved time, and submit the receipt.

※ How to print a receipt

: Printable on [Visit Reservation - Visit Reservation Application Status]

Thank you for using the online visit reservation system.

For more inquiries on Visit Reservation, please contact the Immigration Contact Center (☎1345).

< Important Note for Reservation >

- ① The Ministry of Justice plans to regularly check the internet IP of reservation applicants.
 - Please note that criminal penalties will be imposed for act of reserving too many slots by illegally using others' personal information.
- ② If you have paid health insurance premiums in arrears within the last 5 days through a utility bill payment machine or Internet Giro (www.giro.or.kr), be sure to bring the receipt.
- ③ Please make a reservation for the date before the expiry date of the period of stay or the statutory reporting period.
 - If you visit after the expiry date of your stay or the statutory reporting period, a penalty (or fine) may be imposed.
 - If there is no date available for reservation within the expiration date of the period of stay or within the statutory reporting period, please visit a jurisdictional immigration office before the reporting period ends.
- ④ Please note that applying for a visit reservation is merely an act of making an appointment to visit an immigration office for the date, and does not guarantee the approval of your petition.

2.

3.

I have read and understood the information above.

TOP

Visit Reservation Application (Member)

Visit Reservation Application (Non-member)

1. When the page appears, scroll down to the bottom.

2. Check the box indicating that you have read and understood the instructions.

3. Click “**Visit Reservation Application (Non-member)**” to proceed with the reservation as a non-member.

[Home](#) > [Petition Application](#) > [Reserve Visit](#) > [Visit Reservation Application](#)

Petition Application

- e-Application
- Reserve Visit
- Visit Reservation Application >
- Reserve Visit Status(non-member) >
- Preliminary Declaration of Voluntary Departure

Identity Verification for Visit Reservation

How to use Visit Reservation
verification
Fill in the application

Notes for Visit Reservation
 An applicant must carefully choose a reservation date to visit an office in consideration of his or her visa expiration date or the deadlines for reporting changes regarding his or her stay. Failure to do so will cause him or her a penalty or other disadvantages.

1.

Identity authentication
Identity verification using passport number
Identity Verification for Visa Issuance Number

2.

Korean
 Foreigner

* Registration Number	3. <input style="border: 2px solid red;" type="text"/> - <input style="border: 2px solid red;" type="text"/>
* Date of Issuance	4. <input style="border: 2px solid red;" type="text"/> <small>(Enter 8 characters., ex.19701123)</small>
* Confirm input	5. <input style="border: 2px solid red;" type="text"/> <small>(옆 그림의 숫자를 입력하십시오.)</small>

Confirm
Cancel


1. Click **“Identify authentication”** and proceed with the reservation by verifying your identity using the ARC information.

2. Select **“Foreigner.”**

3 / 4. Enter the foreign registration number and the expiration date of stay as shown on your ARC.

5. On the **“Confirm input”** page, enter the numbers shown on the side exactly as they appear.

Please fill in all required fields.

Detailed Search	Detailed Search * Your application cannot be processed when filed to an office outside its jurisdiction.
* Competent Authority	1. Daejeon Immigration Office
* Booth category	2. Others(2023.08.15.-~)
Booth details	Registration, Extension of stay, Change of status, Re-entry permission, Visa Issuance Certifications(except H-2 Visa), Notification, Counseling, etc for Foreigners, Notification of residency for Overseas Korean.
* Accepted applications	<input checked="" type="radio"/> Application of Sojourn
* Visitor Name	Unable to change Visitor name
* Select a task	3. <input checked="" type="checkbox"/> visa extension
Phone Number	4. [] - [] - []
Mobile number	4. Select - [] - []
* Password(4-digit Number)	5. []
* Date of Visit	6. [] 
Purpose of Visit	

7.

1. Select **Daejeon Immigration Office** under **Competent Authority**.

2. In the **“Booth category”** section, select **“others (2023.08.15.~)”**.

3. In **“Select a task,”** choose **“Visa extension.”**

4. Enter the same phone number for both **Phone Number** and **Mobile Number**, using your own contact number.

5. Please enter a 4-digit temporary password that will be used if you need to modify your reservation.

6. Click the **calendar icon** to check the available reservation dates and times.

7. Click **“Apply”** to complete the reservation application.



방문예약 접수증
(Appointment Receipt)

■ 접수번호(Receipt No.) [redacted] (접수일자 : [redacted])

■ 담당기관(Office Name) 대전출입국·외국인사무소
(Daejeon Immigration Office)

대전광역시 중구 목종로26번길 7

■ 접수창구 구분(Window Name) 체류허가 신청 접수예약(2023.08.15.~)

Others(2023.08.15.~)

■ 방문예약일시(Appointment Date/Time) [redacted]
(※ 예약시간 10분 전에 방문하여 주시기 바랍니다.)

■ 호출번호(Call No.) [redacted]

■ 방문자 성명(Applicant Name) [redacted]

■ 방문자 수 또는 초청자 수 (Number of foreigners) [redacted]

■ 방문목적(Purpose of visit) [redacted]

- 방문 시 유의사항
 - 예약자 성명과 다른 사람이 방문한 경우 예약자로 인정하지 않습니다.
 - 예약 1건당 민원처리 가능인원은 1명입니다. 예약수보다 많은인원이 방문한 경우 업무처리가 불가합니다.
- 통합신청서 및 제출서류 준비
 - 1건의 예약 당 민원처리 시간이 제한되어 있으므로, 신속한 업무처리를 위해 통합신청서 및 제출서류를 미리 준비하여 방문 당일 직원에게 제출해주시기 바랍니다.
 - ※ 필요한 서류를 구비하지 않은 경우 방문 당일 민원처리가 어려울 수 있습니다.
 - 통합신청서 다운로드 : [하이코리아(www.hikorea.go.kr)] - [뉴스·공지] - [민원서식]
 - 제출서류 목록 확인 : [하이코리아(www.hikorea.go.kr)] - [정보광장] - [체류자격별 안내메뉴얼] 혹은 외국인종합안내센터(☎1345)
- 수입인지 구입안내
 - 각종 체류인원 처리 시 발생하는 수수료 납부를 위해서는 (종이형)수입인지를 구매하셔야 합니다.
 - 방문 당일 현장에서 수입인지를 구매하실 경우, 결제는 '현금'으로만 가능합니다. (신용카드 사용 불가)
 - 신용카드 결제를 원하시는 경우에는 방문 전 미리 '전자수입인지 홈페이지(e-revenuestamp.or.kr)'에서 수입인지를 구매하신 후 수입인지를 출력하여 방문 당일 직원에게 제출해주시기 바랍니다.
 - ※ 단, '외국인등록 수수료'는 방문 당일 현금 결제만 가능합니다. (수입인지 납부 및 신용카드 사용 불가)
- 예약 취소 및 예약 부도 안내
 - 예약 취소 : 방문 예정일 1일 전까지 취소 가능합니다.
 - 예약 부도 : 방문 당일 일정을 취소하거나 예약시간에서 5분이 경과할 경우 예약 부도 처리됩니다.
 - ※ 3회 이상 예약부도 시 일정기간 방문예약 서비스 이용이 제한되오니 유의하시기 바랍니다.

Once all reservation steps are completed, you will be able to see an **Appointment Receipt** like the one shown below.

Important Notes

- Please print out the Appointment Receipt and bring it with you when you visit.
- You must arrive at the Immigration Office at least **20 minutes before** your reserved time.
- After arriving, check the waiting area for your **reserved Call number** being called.

Once you complete the visit reservation, **please inform the Faculty Human Resources Team.**

We will guide you on the required documents and assist you with the forms that need to be submitted to the Immigration Office.

- Email: wshrsupport@wsu.ac.kr
- Location: Woosong Building (W7), Room 220-1

Notes and Important Information

Our **Faculty Human Resources Team** is responsible for assisting **faculty members** with matters related to their employment. Unfortunately, we are **not able to** provide HR support for family members.

We kindly ask for your understanding, and request that the reservation procedures and related steps be completed directly by the professor.

If any issues arise or if you have questions regarding **visa-related documents or procedures**, please feel free to contact the Faculty Human Resources Team. We will be happy to assist you.

Visa extensions can be applied for starting **four months (120 days) prior to the expiration date**.

For holders of the **F-2 visa**, the extension must be completed **in person** at the Daejeon Immigration Office.

Please be advised that appointments at the Daejeon Immigration Office often fill up in advance, so we recommend planning ahead and making your reservation early.

For inquiries or document submissions, please email: **wshrsupport@wsu.ac.kr**