

Visa Extension

Manual by HR Assistant (Jeongwoo Lim)

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Open “Hi Korea” website

Website link-

<https://www.hikorea.go.kr/Main.pt>

For optimal access to the website, we recommend opening it on a PC rather than using the mobile version.

Hi Korea
Government of Singapore

로그인 회원가입 이용안내 고객센터 한국

민원신청 | 정보조회 | 자동출입국심사 | 정보광장 | 뉴스

하이코리아 서비스 지연 안내

일시적인 시스템 부하로 인해 하이코리아 서비스 지연이 발생할 수 있으니 이용에 참고 바랍니다.

- 8. 22.(목), 9:00 ~ 10:00
- 8. 23.(금), 9:00 ~ 10:00

[자세히보기](#)

민원신청 신청하기 > [이용안내](#) | 자동출입국심사 신청하기 > [이용안내](#) | 방문예약 신청하기 > [이용안내](#) | 단기체류외국인신고

나의 민원처리현황

- 나의 민원
- 방문예약확인
- 전자민원 신청현황 >
- 사증신청 결과조회 >
- 방문예약 신청현황 >
- 자동출입국심사신청 >
- 자진출국 사전신고 >
- 난민 이의신청 >
- 국적심사 진행상황 조회 >
- 질의응답 (Q&A) >

자주찾는 메뉴

- 이용안내
- 민원서식
- 법령지침정보
- 외국인 및 고용주의 신고의무
- 귀화면접심사 참고자료

Create an account

To apply for a visa extension, you **must** have a HiKorea account.

If you don't have an account- press "Create your account" button

In case you already have an account- press "Log in" and move to slide 11.

If the website appears to be in Korean- use one of the language options listed in the upper right corner.

The screenshot shows the HiKorea website homepage. At the top right, there are navigation links: "Log in", "Create your account", "Guide", "Customer Center", and language options: "한국어", "ENGLISH", and "中文". A yellow box highlights the language options with the text "Language options". Below the navigation bar, there is a banner with a computer monitor and a person. An orange box labeled "Already a user" points to the "Log in" button, and another orange box labeled "New user" points to the "Create your account" button. Below the banner, there are four main service categories: "Petition Application", "Smart Entry Service", "Reserve Visit", and "Lodging Registration". Each category has an "Apply" button and a "Guide" button. Below these, there are sections for "My Civil Petition Status" and "Favorites Services". The "My Civil Petition Status" section includes links for "My Petition", "Confirm Reservation", and a list of services like "e-Petition Application Status", "Check Visa Application Result", "Reserve Visit Status", "Apply for Automated Immigration Clearance", "Preliminary Declaration of Voluntary Departure", "Refugee Appeal Application", and "국적심사 진행상황 조회". The "Favorites Services" section includes links for "Guide", "Application form", "Obligation for Aliens & Employers", and "Reference material for naturalization interview". At the bottom, there are three icons: a globe with arrows, a card with a clock, and a calendar with a hand pointing to a date.

After pressing "Create your account" scroll down and agree with the terms and policies

Processing of Personally Identifiable Information

Processing Details of Personally Identifiable Information

Item	Purpose of Collection and Use	Period of Retention and Use
<u>Passport Number</u>	Work processing on HiKorea website	<u>Permanent</u>

- You have the right to deny consent to the Processing of Personally Identifiable Information.
- If you do not consent, use of services on HiKorea is restricted.

I agree.

(For children under the age of 14) Consent of legal representative

I agree.

I agree to all of the above.

Create your account



Click "Registered foreigners" button

HiKorea provides convenient online application services.

Membership > Create your account

Member type Selection

Please select type of member.

Individual Membership
Type of Individual member includes nationals, foreigners, overseas compatriots

Corporate Membership
Corporate membership is divided into domestic and overseas company.

Korean nationals | **Registered foriegners** | Short-term residents | Overseas Compatriots

Domestic Company | Overseas Company | Administrative Agency

Fill out the form and click “confirm” button

1- Alien Registration Number- the number written on your ARC card

2- Name- write it exactly how it is written on your ARC

3- Confirm input- write the numbers displayed on the screen

4- Press “Confirm”

Please refer to the photo example for a better understanding

A registered foreigner(an Alien Registration Card holder)

* Alien registration number①	<input type="text"/> - <input type="text"/>	1
* Name②	<input type="text"/> ※ Enter your name in the same order as the name on the Alien Registration Card If the name is long and includes '-', enter the name without '-' ※ Enter the name on your Alien Registration Card.If you are Chinese, enter a space between the last name and the first name. Please enter the first name without spaces. (An example) YUAN RONGMEI	2
* Confirm input	<input type="text"/> (Please enter the numbers shown.)	3
See an example		1 2

4

Check your Name, ARC number, Nationality and Date of Birth

■ 회원 기본정보

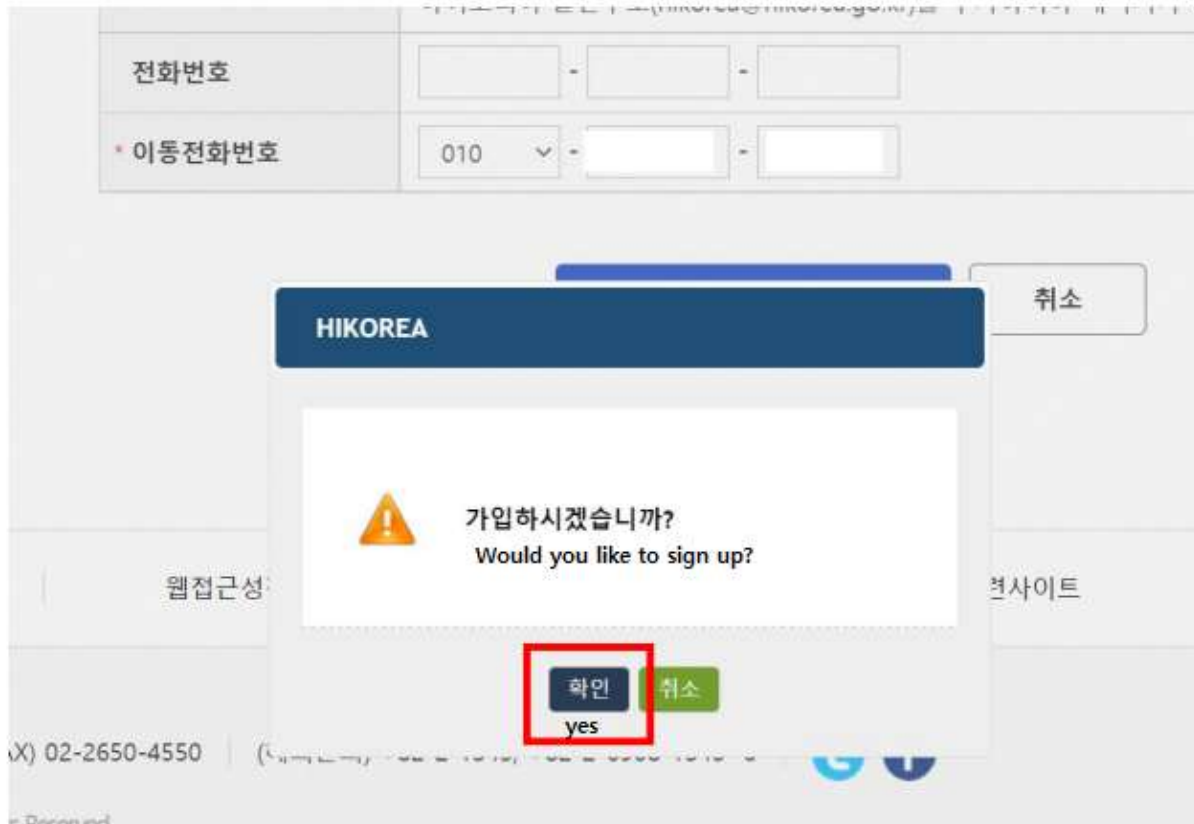
· 성명(영문) Full Name (in English)	<input type="text"/>
· 외국인등록번호 ARC number	<input type="text"/>
· 국적 Nationality	<input type="text"/>
· 생년월일 Date of Birth	<input type="text"/>
· 이메일 e-mail	<input type="text" value="gmail.com"/> @ gmail.com <input type="text" value="gmail.com"/> <input type="text"/>
전화번호 Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
· 이동전화번호 Phone Number	010 <input type="text"/> - <input type="text"/>

Hotmail.com 또는 msn.com을 사용할 경우 메일 환경설정 > 그림에 달린다 > 특정메일의 수신여부확인에 하이코리아 발신주소(hikorea@hikorea.go.kr)를 추가하여야 내역서가 정상적으로 수신될 수 있습니다.

Register

Click to continue

Click “yes” to continue



The image shows a web browser window with a sign-up confirmation dialog box. The dialog box has a blue header with the text "HIKOREA" and a "취소" (Cancel) button. The main content area contains a warning icon (a yellow triangle with an exclamation mark) and the text "가입하시겠습니까?" (Would you like to sign up?) and "Would you like to sign up?". At the bottom of the dialog box, there are two buttons: a blue button labeled "확인" (Confirm) with "yes" written below it, and a green button labeled "취소" (Cancel). The "확인" button is highlighted with a red square. The background of the browser window shows a form with fields for "전화번호" (Phone number) and "이동전화번호" (Mobile phone number).

- Now your account is connected to your e-mail address as well as your phone number
- If you forget your ID or password, you can easily find it by pressing "find password/ID" on a log in page and entering your e-mail address

3. Visa Extension Process

Log in and go to the main page

Press "Petition Application"-> "Apply"

Logged in. Log out My Page Guide Customer Center 한국어 ENGLISH 中文

Petition Application | Information Lookup | Smart Entry Service | Information sharing corner | News & Announcements

1. Petition Application Apply > Guide Smart Entry Service Apply > Guide Reserve Visit Apply > Guide Lodging Registration A shortcut

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 >
- 국적심사 진행상황 조회 >

Favorites Services

- Guide >
- Application form >
- Obligation for Aliens & Employers >
- Reference material for naturalization interview >

Q&A >

For Visa Extension click "Extension of Stay for Registered Foreigners"

The screenshot shows the 'Petition Application' e-Application interface. The breadcrumb trail is: Home > Petition Application > e-Application > e-Application. The main navigation menu on the left includes: Petition Application, e-Application (selected), e-Application Guide, e-Application, Reserve Visit, and Preliminary Declaration of Voluntary Departure. The main content area is titled 'e-Application' and has four steps: 1. Select Civil Petition, 2. verification, 3. Please complete your enquiry, and 4. Enquiry submission result. Under '1. Select Civil Petition', there are radio buttons for 'Apply(principal)' (selected) and 'Apply(agent)'. Below this is a list of petition types with radio buttons:

- Re-entry Permit(Multiple)
- Permit to change employment for foreign worker with a Non-professional Work Visa (E-9)
- Extension of stay for registered foreigners** (highlighted with a red box and a '2.' label)
- Extension of Sojourn period for Overseas Korean (F-4)
- Permission for Extension of stay for short-term visitor
- Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace
- Change of status for registered foreigners
- Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Report Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Report Change of Domestic Residence of Overseas Korean
- Declaration of C3 re-entry person's place of residence
- Temporary extension of stay for departure of registered foreigners

A 'TOP' button is located on the right side of the list.

Scroll down and agree with the terms and policies

▼ Reporting Change in Passport	<input type="radio"/>
▼ Reporting Change in Enrollment (Elementary/Middle/High School) Information	<input type="radio"/>
▼ Reporting Change in Occupation	<input type="radio"/>
▼ Address change declaration	<input type="radio"/>

※ I agree that a civil servant in charge may check the relevant information in relation to this work, through Sharing Administrative Information pursuant to Article 36 of the Electronic Government Act.

Immigration authorities may request you to appear at a local immigration office for review of application or conduct fact-finding investigations in accordance with the Immigration Act. In addition, applications may be denied based on review results.

I agree.

Next

3.

TOP

Unclick the “Reporting Change in Occupation” tick (if not needed) and press “Next”

The screenshot shows the 'Petition Application' e-Application interface. The left sidebar contains navigation options: 'Petition Application', 'e-Application', 'e-Application Guide', 'e-Application', 'Reserve Visit', and 'Preliminary Declaration of Voluntary Departure'. The main content area shows a progress bar with four steps: '1. Select Civil Petition', '2. verification', '3. Please complete your enquiry', and '4. Enquiry submission result'. Below the progress bar, there is a note about additional services. The main section is titled 'Extension of stay for registered foreigners' and contains three items with checkboxes: 'Reporting Change in Passport' (unchecked), 'Reporting Change in Enrollment (Elementary/Middle/High School) Information' (unchecked), and 'Reporting Change in Occupation' (checked). A blue callout box points to the 'Reporting Change in Passport' checkbox with the text: 'Note: if your passport information has changed, click “Reporting Change in Passport” tick'. A red box highlights the 'Reporting Change in Occupation' checkbox with the text: '4. unclick if not needed'. At the bottom, there are two buttons: 'Go back to previous page' and 'Next'. A red box highlights the 'Next' button with the text: '5. Press next'. A 'TOP' button is also visible on the right side.

Petition Application

e-Application

e-Application Guide >

e-Application >

Reserve Visit

Preliminary Declaration of Voluntary Departure

Home > Petition Application > e-Application > e-Application

e-Application

1. Select Civil Petition | 2. verification | 3. Please complete your enquiry | 4. Enquiry submission result

※ Additional services are available for the following applications.
☞ Select the application you need and proceed to the next step.
☞ If no application is necessary, proceed directly to the next step.

Extension of stay for registered foreigners

Note: if your passport information has changed, click “Reporting Change in Passport” tick

Reporting Change in Passport

Reporting Change in Enrollment (Elementary/Middle/High School) Information

Reporting Change in Occupation

Go back to previous page | Next

4. unclick if not needed

5. Press next

TOP

Check your personal information, input your email address and phone number and scroll down

e-Application Guide >

e-Application >

Reserve Visit

Preliminary Declaration of Voluntary Departure

Extension of stay for registered foreigners

▼ Extension of stay for registered foreigners

Civil Petitioner Information

Name	姓 名	Gender	性別
Nationality	国籍	Date of Birth	生 日
Alien registration number	在留カード番号	Passport No.	パスポート番号
Passport Validity	パスポートの有効期限	* Phone Number	<input type="text"/>
* Email address	<input type="text"/>	* Phone Number (Mobile)	<input type="text"/>
Authorized Period of Stay	Input your e-mail address Input your phone number		
Reason for Application	Leave blank		
Date of application	2024-08-27	Competent Immigration Office for foreigners	入国管理局

Please make sure to check your authorized period of stay. (Effective from July 1, 2021)

The reporting of occupational information has been made mandatory. It is categorized into **Occupation**, **Industry type**, and **Income**.

Occupation

* 대분류	<input type="text"/>
* Sub-major Group	<input type="text"/>
* Minor Group	<input type="text"/>
* 세분류	<input type="text"/>
* Sub-unit Group	<input type="text"/> Occupation Search

Industry type

* 대분류	<input type="text"/>
* Sub-major Group	<input type="text"/>
* Minor Group	<input type="text"/>
* 세분류	<input type="text"/>
* Sub-unit Group	<input type="text"/> Industry Search

TOP

Income

* Income	<input type="text" value="Select"/>
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Occupation

Occupation

* 대분류	<input type="text"/>
* Sub-major Group	<input type="text"/>
* Minor Group	<input type="text"/>
* 세분류	<input type="text"/>
* Sub-unit Group	<input type="text"/>

1.

Occupation Search

1. Click the “**Occupation Search**” button.
2. Search for “**Education**”.
3. Select “**Education Professors**”.

2.

Occupation Name	education	Search
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Sub-unit Group	Classification code
Education Managers n.e.c.	13129
Vocational Education and Training and Lifelong Learning Institute Program Managers	13125
Local Government Legislators and Members of the Board of Education	11112
Education Instructors	26121
Physical Education (PE) and Instructors n.e.c.	26129
Arts and Physical Education Teachers	26215
3. Physical Education (PE) and University Professors n.e.c.	26119
Education Professors	26111
Education Researchers	21215
Vocational Education Teachers	26216
Special Education Teachers for the Visually Impaired	26231
Special Education Teachers for the Hearing Impaired	26232
Special Education Teachers n.e.c.	26239

Industry type

Industry type	
* 대분류	<input type="text"/>
* Sub-major Group	<input type="text"/>
* Minor Group	<input type="text"/>
* 세분류	<input type="text"/>
* Sub-unit Group	<input type="text"/> Industry Search

Industry Search 제11차 표준산업분류표(국문,영문) X

2. industry name **Search**

3. Sub-unit Group	Classification code
<input type="text" value="Universities"/>	85302

Close

1. Click the **“Industry Search”** button.
2. Search for **“Universities”**.
3. Select **“Universities”**.

Income

Income

1.

* Income

1. Please select the income range that corresponds to the professor's annual salary.

Attach needed documents by clicking "파일 선택" ("choose file")

After adding needed files, press "Next"

Please make sure to check your authorized period of stay. (Effective from July 1, 2021)

Required Documents

* 1. Employment contract	파일 선택 선택된 파일 없음 Add Delete
* 2. Proof of employment	파일 선택 선택된 파일 없음 Add Delete
3. Recommendation letter by head of special jurisdiction local government	파일 선택 선택된 파일 없음 Add Delete <small>If participant in local specialized industry</small>
* 4. proof of residency	파일 선택 선택된 파일 없음 Add Delete <small>Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others</small>
5. Medical Certificate of Tuberculosis	파일 선택 선택된 파일 없음 Add Delete <small>* Submission required to citizens from the following nations: Nepal, East Timor, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, Philippines. * Exception applies to a) children aged under 5 and b) foreign nationals wishing to extend his/her visa (E-9, E-10, H-2) who already submitted his/her health declaration incl. tuberculosis test result upon foreign national registration. Do note that b) only applies to registrations placed since 2 March 2016.</small>

※ Please attach files less than 2MB (2,048KB) in the format of jpg, bmp, png, gif, tif and pdf. (JPG files with 95KB or less only, for ID pictures)

※ Files may not be attached if the attached file name or path contains any foreign words except for English.

Go back to previous page **Next**

- Please note that while the file categories are listed, the required documents and the available upload sections may not always match.
- Therefore, you do not need to be concerned about the classification—please feel free to upload your documents in any available section.
- If you need to upload multiple files, please click the "Add" button to attach additional documents.

TOP

Process with the payment

The screenshot shows the 'KG 이니시스' (KG Inisys) payment interface. The main content area is titled 'KG 이니시스' and includes a sub-header '안전하고 편리한 이니시스결제입니다.' (It is safe and convenient to use Inisys payment).

Step 1: Press to agree (1 Press to agree) - A red box highlights the '전체동의' (Agree to all) checkbox.

Step 2: Choose your bank (2 Choose your bank) - A red box highlights the bank selection area, which includes:

- 현대카드 (Hyundai Card)
- 삼성카드 (Samsung Card)
- 하나Pay(하나) (Hana Pay)
- 그외카드 (Other cards)

The 'Hana Bank' and 'Other banks' options are highlighted with blue boxes. Below the bank selection, there is a note: '카드사별 무이자 할부 가능 개월 수 상이' (Interest-free installment plans available by card company, number of months varies).

Step 3: Next (3 Next) - A red box highlights the '다음' (Next) button.

On the right side, a summary box shows:

- 상품명: Extension of stay for regist...
- 상품가격: 50,000 원
- 결제금액: 50,000 원

At the bottom, there is a promotional banner for '통합인증 서비스' (Unified authentication service) with the text '응. 난 통합인증서비스로 한번에 다 돼!' (Yes, I can do it all with the unified authentication service!).

After proceeding with payment, check the information and press “Confirm”

Petition Application

- e-Application
- e-Application Guide >
- e-Application >**
- Reserve Visit
- Preliminary Declaration of Voluntary Departure

e-Application Status

1. Select Civil Petition | 2. verification | 3. Please complete your enquiry | 4. Enquiry submission result

Civil Petitioner Information

Name	홍길동 (HONG GILDONG)	Alien registration number	999999-99-99999
Passport No.	999999999	Visa Issuance Number	

Application Status History

Petitioner	Issuance number	Processing Organization Contact	Issuing Authority Phone Number
Extension of stay for registered foreigners	999999999	99999 IMMIGRATION OFFICE	1345
Notification of change in registration information	999999999	99999 IMMIGRATION OFFICE	1345

Fee details

Payment options	Civil affairs Fees	Payment Status
	50000 won	<u>Transaction successful</u>

Confirm

TOP

Will appear if you change your passport as well

4. How to check the result

Log in your account and press "My Page"

1. Press 'My Page'

The screenshot shows the i-TTI Korea website interface. At the top left is the logo for i-TTI Korea, Government for Foreigners. To the right of the logo, there is a user profile icon, a 'Logged in.' status, a 'Log out' link, and a 'My Page' link which is highlighted with a red box. Further right are links for 'Guide', 'Customer Center', and language options: '한국어', 'ENGLISH', and '中文'. Below this is a horizontal menu with 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. The main content area features a large blue banner with a computer monitor displaying the website, a family of four, and a red alarm clock. Below the banner is a row of four colored buttons: 'Petition Application' (orange), 'Smart Entry Service' (green), 'Reserve Visit' (blue), and 'Lodging Registration' (dark blue). Each button has an 'Apply >' or 'Guide' link. Below this row are two sections: 'My Civil Petition Status' and 'Favorites Services'. The 'My Civil Petition Status' section includes a 'My Petition' button, a 'Confirm Reservation' button, and a list of services with right-pointing arrows: 'e-Petition Application Status', 'Check Visa Application Result', 'Reserve Visit Status', 'Apply for Automated Immigration Clearance', 'Preliminary Declaration of Voluntary Departure', 'Refugee Appeal Application', and '국적심사 진행상황 조회'. The 'Favorites Services' section includes a 'Q&A' button and a list of services with right-pointing arrows: 'Guide', 'Application form', 'Obligation for Aliens & Employers', and 'Reference material for naturalization interview'.

Press "Application Status"

MY Page

My Page

Membership

1:1 support

e-Application Status

Reserve Visit Status(member)

Smart Entry Service Status

Membership Extension (SeS)

Refugee Appeal Application Status

Sign-up Information

ID	XXXXXXXXXX	Name	HOSEN H LIM (HOSEN)
Nationality	REPUBLIC OF KOREA	Main e-Mail	XXXXXXXXXX@XXXXXX.com

Portal Usages

Type	Explanation
Application Status	You can check your e-Applications and status.
Visit Reservation Status	You can check your Visit Reservations.
Smart Entry Service Status	You can check your Smart Entry Service Status.
Refugee Appeal Application Status	You can check your Refugee Appeal Application Status.
국적심사 진행상황 조회	회원님께서 신청하신 국적심사 진행상태를 확인할 수 있습니다.

TOP

Check the status regularly (it will change twice) [applied -> processed -> granted]

MY Page

Membership

1:1 support

e-Application Status

Reserve Visit Status(member)

Smart Entry Service Status

Membership Extension (SeS)

Refugee Appeal Application Status

e-Application Status

Application term: 2023-08-28 ~ 2024-08-27

Application name: [Search]

※ If you have any questions, please contact the Call Center (1345 without area code).

Total applications : 1item(s)

Application number (Date of application)	Name	Application category	Process Status	Processing Organization Contact
[Application Number]	[Name]	Extension of stay for registered foreigners	Applied	IMMIGRATION OFFICE

TOP

- “Applied” means that your application has been successfully submitted.
- From this point onward, please make sure to check regularly in case any additional documents are requested.
- If there are any requests for additional documents, please contact the HR Office immediately at wshrsupport@wsu.ac.kr.

Print out registration and confirmation papers and visit the Immigration Office to get a stamp with new date

MEMBERSHIP EXTENSION (SeS)	Process Status	Applied	Competent Authority	Ministry of Justice (Immigration Office)
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Refugee Appeal Application Status	Payment details			
Payment Status	Transaction successful	Payment method		
Name of the person making payment	[REDACTED]	Payment amount	50,000 won	

Progress						
	Issuance number	Print	Status	Person in charge	Processed content	Processed date
1	[REDACTED]		Applied			[REDACTED]
2	[REDACTED]	Registration	Received	[REDACTED]		[REDACTED]
3		Confirmation	Processed (Granted)			[REDACTED]

TOP

- Once your visa extension has been approved, you may visit the Daejeon Immigration Office to have the back of your ARC updated with the new period information.
- After your ARC has been updated with the new information, please visit our HR Office. It is necessary for us to update your details in the Woosong University information system.

FAQ

FAQ 1. When can I apply for a visa extension?

- You may apply for a visa extension **up to 4 months (120 days) before your current visa expires**. It is strongly recommended that you apply at least **2–4 weeks before the expiration date** to allow enough time for processing and to avoid last-minute issues. Applications submitted too close to the expiration date may cause delays or complications in maintaining your legal stay in Korea.

FAQ 2. What should I do after my visa extension has been approved?

- Once your visa extension is approved, the following steps must be completed:
- **Print the Registration Certificate(접수증) + Confirmation Certificate(허가확인서)** from the *Hi Korea* website.
- Visit the **Daejeon Immigration Office** to have the new validity period updated on the back of your **Alien Registration Card (ARC)**.
- After the ARC has been updated, please send **scanned copies of the front and back** of your updated ARC to the Faculty HR Office by email (wshrsupport@wsu.ac.kr) or bring the card directly to our office (W7, Room 220-1). We will update your information in the Woosong University Information System.
- If there is no remaining space on the back of your ARC to record the updated extension, you will need to obtain a new ARC at the Daejeon Immigration Office. The issuance fee is 35,000 KRW, and the delivery fee is 4,000 KRW.
- ❖ It is also possible to apply for a visa extension by visiting the Daejeon Immigration Office in person. However, an appointment is required, and the schedule is often fully booked. Please make sure to check the availability in advance.

FAQ 3. Do I need to report my change of residence after moving?

- Yes. According to Korean immigration regulations, all foreign residents must report a change of residence **within 14 days** of moving.
- You can report your new address at the **local Community Center (Administrative Welfare Center)** or at the **Immigration Office**.
- Failure to report a change of residence within the deadline may result in a fine.
- Please inform the Faculty HR Office once you have completed the report, so that we can ensure your records at Woosong University remain up to date.