



대한민국 비자신청 가이드북

학생 비자

Student visa information

KVAC BERLIN

2024

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Student from,

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▼ ▼ Please follow the list below. ▼ ▼

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Please click [here](#) for frequent Q&A

□ 비자 종류별 정보 / Visa type Information

D-2-1 ~ D-2-4 University Student Visa D-2-1 ~ D-2-4 학생 유학 비자

91일 이상, 단수 입국 (독일인, 일본인만 복수)
Over 91 days, Single entry
(Only German, Japanese nationals Multiple entry)

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Student from the countries below, please go to [page no.10](#)

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <ol style="list-style-type: none"> Stamp of the University is clearly visible Your name, passport number, and date of birth, Nationality are correctly written on your CoA document Document is issued within 3 months "Signature of Student" (Only hand signature will be accepted/e-signature not permitted) <p>10. 자원자 확인(Student Certification) 본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따른 것을 동의하며, 상기 내용이 모두 사실과 다를 없음을 확인한 본인은 또한 상기 학교에서 <u>교원학생 학업취득과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a _____ Exchange student.</p> <p>_____ (Full name of student) _____ (Signature of student)</p> <p><i>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</i></p>
5	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
6	Proof of Payment Receipt / 송금내역서
7	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
8	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

□ 비자 종류별 정보 / Visa type Information

D-2-5 Research Study D-2-5 연구유학

91일 이상, 단수 입국 (인도인만 복수)
Over 91 days, Single entry
(Only Indian national Multiple entry)

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Certificate of Master or Doctoral's degree* + Apostilled(original) 신청인의 석/박사 졸업증 (아포스티유(원본) 필요)
5	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원명원 (발급 3개월 이내)
6	Financial proof 재정증명 - Applicant's Bank Statement (650EUR * 00months) issued within 2weeks. 신청인 은행계좌내역 - or Confirmation of research allowance: If your research allowance is above 650 EUR per month, you need to apply for another visa type. 또는 연구 수당 지급 확인서 (연구수당이 월 60-70만원 상회 시, 다른 비자타입을 신청하여야 함) - or Guarantee from a Korean university 또는 신원보증서
7	Confirmation of Foreign Research Student stamped by head of university 외국인 연구생 확인서 (대학 총장 직인 날인 반드시 필요)
8	Proof of Payment Receipt / 송금내역서
9	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
10	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

*If an applicant who will study at a university below can apply with a D-2-5 visa without the need for a Certificate of Master's Degree. Instead, applicant needs a certificate of enrollment for the Master's degree and an Apostille document.

1. 「한국과학기술원법」에 따른 한국과학기술원
2. 「광주과학기술원법」에 따른 광주과학기술원
3. 「대구경북과학기술원법」에 따른 대구경북과학기술원, 「울산과학기술원법」에 따른 울산과학기술원
4. 「한국원자력안전기술원법」에 따른 한국원자력안전기술원
5. 「방사선 및 방사성동위원소 이용진흥법」 제13조2에 따른 한국원자력의학원
6. 「원자력안전법」 제6조에 따른 한국원자력통제기술원
7. 「한국연구재단법」에 따른 한국연구재단
8. 「과학기술기본법」에 따른 한국과학기술기획평가원 및 한국과학창의재단
9. 「산업기술혁신 촉진법」에 따른 한국산업기술진흥원, 한국산업기술평가관리원, 한국세라믹기술원 및 한국산업기술시험원
10. 「정보통신산업 진흥법」에 따른 정보통신산업진흥원
11. 「국제과학비즈니스벨트 조성 및 지원에 관한 특별법」 제14조에 따른 기초과학연구원

☐ 비자 종류별 정보 / Visa type Information

D-2-6 Exchange Student Visa
D-2-6 교환학생 비자

91일 이상, 단수 입국 (독일인만 복수)
Over 91 days, Single entry
(Only German national Multiple entry)

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Student from the countries below, please go to [page no.12](#)

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <ol style="list-style-type: none"> 1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted) <p>10. 지원자 확인(Student Certification) 본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따를 것을 동의하며, 상기 내용이 모두 사실과 다를 위험을 확인한 본인은 또한 상기 학교에서 <u>교환학생 학원취득과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a <u>Exchange student</u></p> <p>유학생 증명 (Full name of student) 본인 서명 (Signature of student)</p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
5	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
6	Proof of Payment Receipt / 송금내역서
7	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
8	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

□ 비자 종류별 정보 / Visa type Information

D-2-8 Visiting Student
D-2-8 방문학생

91일 이상, 단수 입국 (독일인만 복수)
Over 91 days, Single entry
(Only German national Multiple entry)

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Student from the countries below, please go to [page no.12](#)

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <p>1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted)</p> <p>10. 지원자 확인(Student Certification) 본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따를 것을 동의하며, 상기 내용이 모두 사실과 다를 없음을 확인한 본인은 또한 상기 학교에서 <u>교관학생 학원취득과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a <u>Exchange student</u></p> <p>유학생 증명 (Full name of student) <u>본인 서명 (Signature of student)</u></p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
5	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
6	Proof of Payment Receipt / 송금내역서
7	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
8	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

□ 비자 종류별 정보 / Visa type Information

**D-4-1 Korean Language Trainee
D-4-1 한국어연수 비자**

91일 이상, 단수 입국
Over 91 days, Single entry

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Student from the countries below, please go to [page no.14](#)

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <p>1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted)</p> <p><i>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</i></p>
5	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
6	Proof of Payment Receipt / 송금내역서
7	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
8	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

□ 비자 종류별 정보 / Visa type Information

사증발급인정 번호를 보유한 자 Those who has a visa issuance number

91일이상, 비자타입에 따라 다름 (법무부 확인 필요)
over 91 days, depends on visa type

▶ Student from **Cuba, Syria, Kosovo** must have Confirmation of Visa Issuance to apply for a visa.
Please contact your university.

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO Your visa fee depends on eligibility of your visa entry.(Single/Double/Multiple) Please check with your invitation organization to check correct entry type.
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17-3) / 사증발급신청서 (제17-3호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Address in Korea and contact information on a separate paper
5	Proof of Payment Receipt / 송금내역서
6	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
7	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write LONDON 2번째 장, "I have the right to contact IOM at _____" 에는 LONDON 을 기재해주시기 바랍니다.



▶▶ Please read this notice carefully ◀◀

The KVIC is not responsible for delays that are due to mistakes from your side. The months from January to March and June to August are considered peak season. Please prepare your document attentively to avoid your delay.
(Visa processing time in peak season: 2-6 weeks)

If you are a student from below countries,

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam

There are **two cases** to apply for a visa. First, please check your eligibility below.

- Case 1: If your university is on the **Excellent accredited Universities** (Only student from university on “EXCELLENT” list can choose case 1. Please check carefully on the list.)

List of excellent certified universities (18 schools)

division	University name (posted date: February 2024)
General universities (15 schools)	Konkuk University, Kyungpook National University, Keimyung University, Duksung Women's University, Dongguk University, Pusan National University, University of Seoul, Seoul Theological University, Seokyeong University, Sungshin Women's University, Ewha Womans University, Chung-Ang University, Pohang University of Science and Technology, Hanyang University, Hongik University
Graduate school (3 schools)	Union Graduate School of Science and Technology, National Cancer Center International Cancer Graduate School, Korea Development Institute International Policy Graduate University

- Case 2: If your university is **NOT** on the **Excellent accredited Universities**, you must prepare the documents for case 1 and 2. For more information, please find your documents list per your visa type.

If your country is on the **high risk of tuberculosis**, you must submit the “tuberculosis certificate” extra.

If you've been staying more than 6 months in Europe, you do not need to submit it.

☐ 비자 종류별 정보 / Visa type Information

D-2-1 ~ D-2-4 University Student Visa
D-2-1 ~ D-2-4 학생 유학 비자

91일 이상, 단수 입국
Over 91 days, Single entry

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Applicable only to students from the countries below,

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

CASE 1: If your university is on the Excellent accredited Universities list	
1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : Documentation confirming residence in Germany for more than 2 years from the date of submission. *If you have not residence in Germany for more than 2 years, please submit an "incomplete document form"
5	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <ol style="list-style-type: none"> 1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted) <p>10. 지원자 확인(Student Certification) 본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따를 것을 동의하며, 상기 내용에 모두 사실과 다름 없음을 확인한 본인은 또한 상기 학교에서 <u>교환학생 학업허가과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a <u>Exchange student</u></p> <p>유학생 성명 (Full name of student) 본인 서명 (Signature of student)</p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
6	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
7	Proof of Payment Receipt / 송금내역서
8	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.
CASE 2: If your university is NOT on the Excellent accredited Universities list, additional documents are required	
<p>Documents proving your last academic background certification</p> <p>- Original and Apostille document should be submitted</p> <p>1 *If your country of origin is not among the Apostille Convention countries, please visit the Embassy of your country of origin 0 located in the country where you are studying/have studied *If you have graduated from a German university, you have the option to have your documents apostilled through the official German Apostille organization.</p>	
<p>Financial proof (over 20.000USD)</p> <p>1 - Your bank statement issued within 1 month (Original needed). 1 - If you submit parents' bank statement, please submit your birth or family certification. (Please translate the document if it is not written in English or Korean. And submit a translate verification.)</p>	

□ 비자 종류별 정보 / Visa type Information

D-2-5 Research Study D-2-5 연구유학

91일 이상, 단수 입국 (인도인만 복수)
Over 91 days, Single entry
(Only Indian national Multiple entry)

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : Documentation confirming residence in Germany for more than 2 years from the date of submission. *If you have not residence in Germany for more than 2 years, please submit an "incomplete document form"
5	Certificate of Master or Doctoral's degree* + Apostilled(original) 신청인의 석/박사 졸업증 (아포스티유(원본) 필요)
6	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원명원 (발급 3개월 이내)
7	Financial proof 재정증명 - Applicant's Bank Statement (650EUR * 00months) issued within 2weeks. 신청인 은행계좌내역 - or Confirmation of research allowance: If your research allowance is above 650 EUR per month, you need to apply for another visa type. 또는 연구 수당 지급 확인서 (연구수당이 월 60-70만원 상회 시, 다른 비자타입을 신청하여야 함) - or Guarantee from a Korean university 또는 신원보증서
8	Confirmation of Foreign Research Student stamped by head of university 외국인 연구생 확인서 (대학 총장 직인 날인 반드시 필요)
9	Proof of Payment Receipt / 송금내역서
10	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
11	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

*If an applicant who will study at a university below can apply with a D-2-5 visa without the need for a Certificate of Master's Degree. Instead, applicant needs a certificate of enrollment for the Master's degree and an Apostille document.

1. 「한국과학기술원법」에 따른 한국과학기술원
2. 「광주과학기술원법」에 따른 광주과학기술원
3. 「대구경북과학기술원법」에 따른 대구경북과학기술원, 「울산과학기술원법」에 따른 울산과학기술원
4. 「한국원자력안전기술원법」에 따른 한국원자력안전기술원
5. 「방사선 및 방사성동위원소 이용진흥법」 제13조2에 따른 한국원자력의학원
6. 「원자력안전법」 제6조에 따른 한국원자력통제기술원
7. 「한국연구재단법」에 따른 한국연구재단
8. 「과학기술기초법」에 따른 한국과학기술기획평가원 및 한국과학창의재단
9. 「산업기술혁신 촉진법」에 따른 한국산업기술진흥원, 한국산업기술평가관리원, 한국세라믹기술원 및 한국산업기술시험원
10. 「정보통신산업 진흥법」에 따른 정보통신산업진흥원
11. 「국제과학비즈니스벨트 조성 및 지원에 관한 특별법」 제14조에 따른 기초과학연구원

☐ 비자 종류별 정보 / Visa type Information

D-2-6 Exchange Student Visa D-2-6 교환학생 비자

91일 이상, 단수 입국
Over 91 days, Single entry

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Applicable only to students from the countries below,

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

CASE 1: If your university is on the Excellent accredited Universities list	
1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) , e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : Documentation confirming residence in Germany for more than 2 years from the date of submission. *If you have not residence in Germany for more than 2 years, please submit an "incomplete document form"
5	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <p>1) Stamp of the University is clearly visible</p> <p>2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document</p> <p>3) Document is issued within 3 months</p> <p>4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted)</p> <p>10. 지원자 확인(Student Certification)</p> <p>본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따른 것을 동의하며, 상기 내용이 모두 사실과 다른 있음을 확인한 본인은 또한 상기 학교에서 교환학생 학정특과절 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a Exchange student</p> <p>유학생 생명 (Full name of student) 본인 서명 (Signature of student)</p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
6	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
7	Proof of Payment Receipt / 송금내역서
8	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.

CASE 2: If your university is **NOT** on the [Excellent](#) accredited Universities list, additional documents are required

Documents proving you have attended university for more than one semester	
- Original and Apostille document should be submitted	
1	*If your country of origin is not among the Apostille Convention countries, please visit the Embassy of your country of origin located in the country where you are studying/have studied
0	*If you have graduated from a German university, you have the option to have your documents apostilled through the official German Apostille organization .
Financial proof (670EURO * 00Months)	
1	- Your bank statement issued within 1 month (Original needed).
1	- If you submit parents' bank statement, please submit your birth or family certification . (Please translate the document if it is not written in English or Korean. And submit a translate verification .)
1	A visa request letter(reference letter) issued by the Principal of home country university. (Submission of the Incomplete document form is not acceptable)
2	- The principal's stamp or signature must be included.
Document proving that you are an exchange student. (Submission of the Incomplete document form is not acceptable)	
1	1) Exchange student agreement between the two universities.
3	OR 2) Letter of Acceptance
- The exchange program title and name of the home country university and the inviting university in Korea must be included.	

☐ 비자 종류별 정보 / Visa type Information

D-2-8 Visiting Student
D-2-8 방문학생

91일 이상, 단수 입국
Over 91 days, Single entry

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Applicable only to students from the countries below,

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

CASE 1: If your university is on the Excellent accredited Universities list	
1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : Documentation confirming residence in Germany for more than 2 years from the date of submission. *If you have not residence in Germany for more than 2 years, please submit an "incomplete document form"
5	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <ol style="list-style-type: none"> 1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted) <p>10. 지원자 확인(Student Certification) 본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따를 것을 동의하며, 상기 내용에 모두 사실과 다름 없음을 확인한 본인은 또한 상기 학교에서 <u>교환학생 학업허가과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a <u>Exchange student</u></p> <p>유학생 성명 (Full name of student) 본인 서명 (Signature of student)</p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
6	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
7	Proof of Payment Receipt / 송금내역서
8	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.
CASE 2: If your university is NOT on the Excellent accredited Universities list, additional documents are required	
	<p>Documents proving your last and current academic background certification</p> <p>- Original and Apostille document should be submitted</p> <p>1 *If your country of origin is not among the Apostille Convention countries, please visit the Embassy of your country of origin 0 located in the country where you are studying/have studied *If you have graduated from a German university, you have the option to have your documents apostilled through the official German Apostille organization.</p>
	<p>Financial proof (670EURO * 00Months)</p> <p>1 - Your bank statement issued within 1 month (Original needed). 1 - If you submit parents' bank statement, please submit your birth or family certification. (Please translate the document if it is not written in English or Korean. And submit a translate verification.)</p>

☐ 비자 종류별 정보 / Visa type Information

D-4-1 Korean Language Trainee D-4-1 한국어연수 비자

91일 이상, 단수 입국
Over 91 days, Single entry

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO
Service Fee (Mandatory)	60.00 EURO
Courier Return service (Optional)	8.00 EURO

Applicable only to students from the countries below,

Bangladesh, Cameroon, China, Ethiopia, Egypt, Ghana, Guinea, Iran, India, Indonesia, Kazakhstan, Kyrgyzstan, Nigeria, Nepal, Mali, Myanmar, Mongolia, Pakistan, Peru, Philippines, Sri Lanka, Thailand, Ukraine, Uzbekistan, Uganda, and Vietnam.

➤ 필수 제출 서류 / Mandatory document to be submitted

CASE 1: If your university is on the Excellent accredited Universities list	
1	Visa Application Form (Form no. 17) / 사증발급신청서 (제17호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Copy of Visa (Aufenthaltstitel) / long-term resident in Germany : Documentation confirming residence in Germany for more than 2 years from the date of submission. *If you have not residence in Germany for more than 2 years, please submit an "incomplete document form"
5	<p>Certificate of Admission/표준입학허가서</p> <p>❖ Please make sure the following points are valid:</p> <ol style="list-style-type: none"> 1) Stamp of the University is clearly visible 2) Your name, passport number, and date of birth, Nationality are correctly written on your CoA document 3) Document is issued within 3 months 4) "Signature of Student" (Only hand signature will be accepted/e-signature not permitted) <p>10. 지원자 확인(Student Certification)</p> <p>본인의 입학에 관한 본 표준입학허가서 상의 모든 조건에 따른 것을 동의하며, 상기 내용이 모두 사실과 다를 없음을 확인한 본인은 또한 상기 학교에서 <u>교관학생 학점취득과정</u> 의 이수 목적만을 위해 한국에 입국하여 일시체류하고 I have read and agreed to comply with the terms and conditions of my admission, and I certify that all information provided on I certify that I seek to enter or remain in Korea temporarily, and solely for the purpose of pursuing a <u>Exchange student</u></p> <p>유학생 성명 (Full name of student) 본인 서명 (Signature of student)</p> <p>*If there are inaccuracies on your CoA, kindly reach out to your university directly. Incorrect information cannot be accepted.</p>
6	Business registration of the university in Korea issued within 3 months 한국 대학교의 사업자등록증명원 (발급 3개월 이내)
7	Proof of Payment Receipt / 송금내역서
8	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
9	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write Berlin 2번째 장, "I have the right to contact IOM at _____" 에는 Berlin 을 기재해주시기 바랍니다.
CASE 2: If your university is NOT on the Excellent accredited Universities list, additional documents are required	
Documents proving your current or last academic background certification	
- Original and Apostille document should be submitted	
1	*If your country of origin is not among the Apostille Convention countries, please visit the Embassy of your country of origin located in the country where you are studying/have studied
0	*If you have graduated from a German university, you have the option to have your documents apostilled through the official German Apostille organization .
Financial proof (670EURO * 00Months)	
1	- Your bank statement issued within 1 month (Original needed).
1	- If you submit parents' bank statement, please submit your birth or family certification . (Please translate the document if it is not written in English or Korean. And submit a translate verification .)
1	The language training plan includes
2	- Lecture schedule, teacher's profile, training facility information, etc.

□ 비자 종류별 정보 / Visa type Information

사증발급인정 번호를 보유한 자 Those who has a visa issuance number

91일이상, 비자타입에 따라 다름 (법무부 확인 필요)
over 91 days, depends on visa type

▶ Student from **Cuba, Syria, Kosovo** must have Confirmation of Visa Issuance to apply for a visa.
Please contact your university.

➤ 비자 + 서비스 수수료 / Visa + Service fee

Visa Fee (Mandatory)	Please check your visa fee HERE in EURO Your visa fee depends on eligibility of your visa entry.(Single/Double/Multiple) Please check with your invitation organization to check correct entry type.
Service Fee (Mandatory)	60.00 EURO
Return service (Optional)	8.00 EURO

➤ 필수 제출 서류 / Mandatory document to be submitted

1	Visa Application Form (Form no. 17-3) / 사증발급신청서 (제17-3호 서식) e-signature not permitted/전자서명 불가
2	Passport with at least 6 months remainder validity / 여권 유효기간이 최소 6개월 이상 남아있는 여권
3	One 3.5X4.5 cm picture taken in the past 6 months. Please glue the photo on the Application Form. 최근 6개월 이내 촬영한 3.5X4.5 cm 사진. 사증발급신청서 사진 란에 풀로 부착.
4	Address in Korea and contact information on a separate paper
5	Proof of Payment Receipt / 송금내역서
6	KVAC Waiver Courier / 우편 접수 시 책임면책서 Please clearly write down the address where you wish to have your passport sent back including C/O. 반드시 여권을 돌려받아야 하는 주소를 정확하게 기재해주시기 바랍니다. (우편함 이름까지 기재)
7	KVAC Consent Form and Terms of Use / KVAC 이용 약관 동의서 On page 2, "I have the right to contact IOM at _____", please write LONDON 2번째 장, "I have the right to contact IOM at _____" 에는 LONDON 을 기재해주시기 바랍니다.



자주하는 질의응답

Frequent Q&A

KVAC BERLIN

2024

사증발급신청서 VISA APPLICATION FORM

<신청서 작성방법>

- ▶ 신청인은 사실에 근거하여 빠짐없이 정확하게 신청서를 작성해야 합니다.
- ▶ 신청서상의 모든 질문에 대한 답변은 한글 또는 영문으로 기재해야 합니다.
- ▶ 선택사항은 해당 칸[] 안에 √ 표시를 하시기 바랍니다.
- ▶ '기타' 를 선택한 경우, 상세내용을 기재하시기 바랍니다.

**All D-2 student visa types are issued for single entry only. (Only German, Japanese nationals have Multiple entry) Therefore, please refrain from paying the fee for double or multiple entry visas when applying for a student visa at KVAC.*

<How to fill out this form>

- ▶ The applicant must fill out this form completely and correctly.
- ▶ The applicant must write in block letters either in English or Korean.
- ▶ For multiple-choice questions, the applicant must check [√] all that apply.
- ▶ If the applicant selects 'Other', please provide more information in the given space.

1. 인적사항 / PERSONAL DETAILS

**Please attach your photo here*

PHOTO

여권용 사진
(35mm×45mm)
- 흰색 바탕에 모자를 쓰지
않은 정면 사진으로 촬영일
부터 6개월이 경과하지 않
아야 함

A color photo taken
within the last 6 months
(full face without hat,
front view against white
or off-white background)

1.1 여권에 기재된 영문 성명/Full name in English (as shown in passport)	
성 Family Name	명 Given Names
1.2 한자성명 漢字姓名 <i>no need to be filled in</i>	1.3 성별 Sex 남성/Male[] 여성/Female[]
1.4 생년월일 Date of Birth (yyyy/mm/dd)	1.5 국적 Nationality
1.6 출생국가 Country of Birth	1.7 국가신분증번호 National Identity No. <i>no need to be filled in</i>

1.8 이전에 한국에 출입국하였을 때 다른 성명을 사용했는지 여부

Has the applicant ever used any other names to enter or depart Korea?

아니요 No [] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

(성 Family Name , 명 Given Name)

1.9 복수 국적 여부 Is the applicant a citizen of more than one country? 아니요 No [] 예 Yes []

→ '예' 선택 시 상세내용 기재 If 'Yes', please write the countries *1.9 is necessary to be filled in if you hold a passport from another country. (*Having residence permit does not mean you hold a nationality of the country.)*

2. 신청 사증 정보/ DETAILS OF VISA APPLICATION

2.1 체류기간(장·단기) Period of Stay(Long/Short-term) 90일 이상 장기체류 Long-term Stay over 90 days [✓] 90일 이하 단기체류 Short-term Stay less than 90 days []	2.2 체류자격 Status of Stay <i>Please fill in your visa type here</i> For example, D-2-6 Exchange Student, D-4-1 Korean language trainee, D-2-2 Bachelor's Degree, D-2-5 Research Study, etc
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공용란 FOR OFFICIAL USE ONLY

You may leave this section blank

기본사항	체류자격	체류기간	사증종류	단수·복수(2회, 3회 이상)
접수사항	접수일자	접수번호	처리과	
허가사항	허가일자	사증번호	고지사항	
결재	담당자	가 [] 부 []	<심사의견>	

< 수입인지 부착란 >

3. 여권정보 / PASSPORT INFORMATION

3.1 여권종류 Passport Type
 외교관 Diplomatic [] 관용 Official []
 일반 Regular [] 기타 Other []
 → '기타' 상세내용 If 'Other', please provide details ()

3.2 여권번호 Passport No.	3.3 발급국가 Country of Passport	3.4 발급지 Place of Issue
3.5 발급일자 Date of Issue	3.6 기간만료일 Date of Expiry	

3.7 다른 여권 소지 여부 Does the applicant have any other valid passports ?
 → '예' 선택 시 상세내용 기재 If 'Yes', please provide details
 아니요 No 예 Yes []
It is necessary to mark No, if you do not have any other valid passports

a) 여권종류 Passport Type
 외교관 Diplomatic [] 관용 Official []
 일반 Regular [] 기타 Other []

b) 여권번호 Passport No. c) 발급국가 Country of Passport d) 기간만료일 Date of Expiry

4. 연락처 / CONTACT INFORMATION

4.1 본국 주소 Home Country Address of the applicant

4.2 현 거주지 Current Residential Address *현 거주지가 본국 주소와 다를 경우 기재 *Please write the current address if different from above

4.3 휴대전화 Cell Phone No. 또는 일반전화 Telephone No. 4.4 전자우편 E-mail
It is necessary to fill in Cell Phone No. or Telephone No.

4.5 비상시 연락처 Emergency Contact Information **It is necessary to fill in 4.5 and all a,b,c,d information below**

a) 성명 Full Name in English	b) 거주 국가 Country of Residence
c) 전화번호 Telephone No.	d) 관계 Relationship to the applicant

5. 혼인사항 및 가족사항 / MARITAL STATUS AND FAMILY DETAILS

5.1 현재 혼인사항 Current Marital Status
 기혼 Married [] 이혼 Divorced [] 미혼 Single []

5.2 배우자 인적사항 Personal Information of the applicant's Spouse *기혼으로 표기한 경우에만 기재 If Married please provide details of the spouse

a) 성 Family Name (in English)	b) 명 Given Names (in English)
c) 생년월일 Date of Birth (yyyy/mm/dd)	d) 국적 Nationality
e) 거주지 Residential Address	f) 연락처 Contact No.

5.3 자녀 유무 Does the applicant have children? **It is necessary to be filled in even if you are single. Please check No, if you do not have children.**
 없음 No [] 있음 Yes [] 자녀수 Number of children []

6. 학력 / EDUCATION

6.1 최종학력 What is the highest degree or level of education the applicant has completed ?
 석사/박사 Master's /Doctoral Degree [] 대졸 Bachelor's Degree []
 고졸 High School Diploma [] 기타 Other []
 → '기타' 선택 시 상세내용 기재 If 'Other', please provide details ()

6.2 학교명 Name of School 6.3 학교 소재지 Location of School(city/province/country)

Please fill in the name of high school, in case you do not hold bachelor's degree

7. 직업 / EMPLOYMENT

7.1 직업 Current personal circumstances

- 사업가 Entrepreneur [] 자영업자 Self-Employed [] 직장인 Employed []
- 공무원 Civil Servant [] 학생 Student [] 퇴직자 Retired []
- 무직 Unemployed [] 기타 Other []

→ '기타' 선택 시 상세내용 기재 If 'Other', please provide details ()

7.2. 직업 상세정보 Employment Details In case you are currently unemployed or not studying at school, you may leave 7.2 blank

a) 회사/기관/학교명 Name of Company/Institute/School <small>Please fill in name of the school you are studying in your home country</small>	b) 직위/과정 Position/Course <small>Please fill in study/major you are studying in your home country</small>
c) 회사/기관/학교 주소 Address of Company/Institute/School <small>Please fill in address of the school you are studying in your home country</small>	d) 전화번호 Telephone No. <small>Please fill in contact number of school you are studying</small>

8. 방문정보 / DETAILS OF VISIT

8.1 입국목적 Purpose of Visit to Korea

- 관광/통과 Tourism/Transit [] 행사참석/Meeting, Conference [] 의료관광 Medical Tourism []
- 단기상용 Business Trip [] 유학/연수 Study/Training [] 취업활동 Work []
- 무역/투자/주재 Trade/Investment/Intra-Corporate Transferee [] 가족 또는 친지방문 Visiting Family/Relatives/Friends [] 결혼이민 Marriage Migrant []
- 외교/공무 Diplomatic/Official [] 기타 Other []

→ '기타'선택 시 상세내용 기재 If 'Other', please provide details ()

8.2 체류예정기간 Intended Period of Stay <small>Please fill in your Intended Period of Stay</small>	8.3 입국예정일 Intended Date of Entry <small>Please fill in your intended Date of Entry.</small>
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8.4 체류예정지(호텔 포함) Address in Korea (including hotels) <small>It is necessary to be filled in. Please fill in the address of your Korean university</small>	8.5 한국 내 연락처 Contact No. in Korea <small>It is necessary to be filled in. Contact No. can be found on Certificate of Admission of your Korean university.</small>
--	--

8.6 과거 5년간 한국을 방문한 경력 Has the applicant travelled to Korea in the last 5 years ?
 아니요 No [] 예 Yes [] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of any visits to Korea () 회 times, **It is necessary to mark No, if you have never travelled to Korea in the last 5 years**

방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)
<small>You may leave it blank if you have never visited Korea</small>	

8.7 한국 외에 과거 5년간 여행한 국가 Has the applicant travelled outside his/her country of residence, excluding to Korea, in the last 5 years? **Please list up to 5 countries you most recently visited in 8.7. **No more than five countries are needed.****
 아니요 No [] 예 Yes [] → '예'선택 시 상세내용 기재 If 'Yes', please provide details of these trips

국가명 Name of Country (in English)	방문목적 Purpose of Visit	방문기간 Period of Stay (yyyy/mm/dd)~ (yyyy/mm/dd)

8.8. 국내 체류 가족 유무 Does the applicant have any family member(s) staying in Korea?
아니요 No [✓] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s)

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant
It is necessary to check No, if you do not have any family member(s) staying in Korea			

* 참고: 가족의 범위 - 배우자, 자녀, 부모, 형제
Note: Scope of family members - Spouse, children, parents, siblings of the applicant

8.9. 동반입국 가족 유무 Is the applicant travelling to Korea with any family member(s) ?
아니요 No [✓] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the family member(s) the applicant is travelling with

성명 Full name in English	생년월일 Date of Birth (yyyy/mm/dd)	국적 Nationality	관계 Relationship to the applicant
It is necessary to check No, if you are not traveling to Korea with any family member(s)			

* 참고 : 가족의 범위 - 배우자, 자녀, 부모, 형제
Note : Scope of family members - Spouse, children, parents, siblings of the applicant

9. 초청 정보 / DETAILS OF INVITATION

9.1 초청인/초청회사 Is there anyone inviting the applicant for the visa?
아니요 No [] 예 Yes [✓] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details

a) 초청인/초청회사명 Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute)
Please fill in the name of the university in Korea

b) 생년월일/사업자등록번호 Date of Birth/Business Registration No.
Business Registration Number is on Business Registration of the university in Korea

c) 관계 Relationship to the applicant
Exchange university in Korea

d) 주소 Address
Address of the university in Korea is on Business Registration of the university in Korea

e) 전화번호 Phone No.

10. 방문경비 / FUNDING DETAILS

10.1 방문경비(미국 달러 기준) Estimated travel costs(in US dollars) **It is necessary to fill in estimated travel costs.**
Please write your estimated cost (including all living expenses such as accomodation, travel, etc.) during your expected months of stay in Korea

10.2 경비지급자 Who will pay for the applicant's travel-related expenses? (Any relevant person including the applicant and/or organization)

a) 성명/회사(단체)명 Name of Person/Organization (Company)

b) 관계 Relationship to the applicant

c) 지원내용 Type of Support

d) 연락처 Contact No.

11. 서류 작성 시 도움 여부 / ASSISTANCE WITH THIS FORM

11.1 이 신청서를 작성하는데 다른 사람의 도움을 받았습니까? Did the applicant receive assistance in completing this form? 아니요 No [✓] 예 Yes [] → '예' 선택 시 상세내용 기재 If 'Yes', please provide details of the person who assisted the applicant **It is necessary to check No, if you did not receive assistance in completing this form**

성명 Full Name	생년월일 Date of Birth (yyyy/mm/dd)	연락처 Telephone No.	관계 Relationship to the applicant

유의사항 Notice

1. 위 기재사항과 관련하여 자세한 내용은 별지로 작성하거나 관련 서류를 추가로 제출할 수 있습니다.
If extra space is needed to complete any item, record on a separate sheet of paper or submit relevant documents which could support the application.
2. 대한민국 사증을 승인받은 후 분실 또는 훼손 등의 사유로 여권을 새로 발급받은 경우에는, 정확한 개인정보를 반영할 수 있도록 변경된 여권정보를 사증처리기관에 통보해야 합니다.
If you received Korean visa approval, and have new passport issued thereafter in lieu of lost/damaged passport, you must notify the concerned visa office of changes in your passport information.
3. 사증을 발급받았더라도 대한민국 입국 시 입국거부 사유가 발견될 경우에는 대한민국으로의 입국이 허가되지 않을 수 있습니다.
Possession of a visa does not entitle the bearer to enter the Republic of Korea upon arrival at the port of entry if he/she is found inadmissible.
4. 「출입국관리법 시행규칙」 제9조제1항에 따라 C 계열 사증소지자는 입국 후에 체류자격을 변경할 수 없습니다.
Please note that category C visa holders are not able to change their status of stay after their entry into the Republic of Korea in accordance with Article 9(1) of the Enforcement Regulations of the Immigration Act.
5. 허위사실 기재 또는 허위서류 제출이 확인되는 경우에는 사증발급·체류허가가 취소되며, 형사처벌·입국금지의 대상이 될 수 있습니다.
Providing false information or documents leads to revocation of a visa and permission to stay, and may result in criminal punishments and an entry ban to the Republic of Korea.
6. 사증심사에 필요한 관련 서류 제출 요구에 따르지 않는 경우, 사증심사가 지연되거나 신청이 불허 될 수 있습니다.
Failure to submit all required documents may cause delay or denial of a visa.
7. 사증발급 신청 결과는 ‘대한민국 비자포털(www.visa.go.kr)’에서 확인*해야 하며, 사증발급거부통지서를 문서로 교부받고자 하는 경우에는 직접 공관을 방문하여 신청해야 합니다.
* 확인 방법 : 비자포털 초기화면 좌측 ‘조회/발급’ - ‘진행현황 조회 및 출력’ - ‘재외공관’ 을 선택하고 여권번호, 성명, 생년월일 입력 후 조회
Visa applicants must check online on the Korea Visa Portal website* (www.visa.go.kr) for visa application results. To receive the disapproval notice in written form, visa applicants must visit the diplomatic office and apply in person.
* How to check results: click ‘Check Application Status’ located on the left side of the Visa Portal main display - click ‘Check Application Status & Print’ - select ‘Diplomatic Office’ and input information in the blanks.

12. 서약 / DECLARATION

본인은 위의 유의사항에 동의하며, 이 신청서에 기재된 내용이 거짓 없이 정확하게 작성되었음을 확인합니다. 또한 본인은 대한민국의 「출입국관리법」 규정을 준수할 것을 서약합니다.

I declare that I agree with the terms of application including the contents of the notice provided above, that statements made in this application are true and correct, and that I will comply with the Immigration Act of the Republic of Korea. **The date of application may be earlier than document and passport submission date**

year / month / day / 신청일자 (년. 월. 일) DATE OF APPLICATION (yyyy/mm/dd)

신청인 성명 **Please fill in your name here** (자필서명) **Please fill in your handwritten signature here**
Applicant Name SIGNATURE OF APPLICANT **Digital signature is not accepted**

- * 17세 미만자의 경우 부모 또는 법정후견인의 서명을 기재할 것
- * Signature of Parent or Legal Guardian is required for a person under 17 years of age
- * 위 서명란에 본인의 성명과 서명을 기재하지 않는 경우 사증발급이 불허될 수 있음
- * Failure to provide name and signature may result in your application being denied.

첨부서류
ATTACHMENT

「출입국관리법 시행규칙」 제76조제1항 및 별표 5에 따른 사증발급 신청 등 첨부서류

처리절차 / Procedure






질의 및 응답 / Frequent Q&A

Q1. Can I can leave the country between semesters on this visa?

- A. If you receive the residence permit card (Alien Registration Card) from the immigration office in Korea, you can leave and come back to Korea multiple times. However, before receiving ARC, you must stay in Korea. Please refer to Q3, if you have further inquiries regarding ARC.


Q2. How do I read my Visa Grant Notice?

대한민국 법무부
MINISTRY OF JUSTICE, THE REPUBLIC OF KOREA



VISA GRANT NOTICE
사증발급확인서

Visa No. (사증번호) 2024-1-25 20:02

1. DETAILS OF APPLICANT 신청자 정보					
	Family Name 성 Given Names 명				
	Date of Birth 생년월일		Sex 성별	male	
	Nationality 국적				
	Passport No. 여권번호				
	Passport Expiration Date 여권만료일	2024.03.09			
2. VISA DETAILS 사증사항					
Status of Stay 체류자격	C-4-5	Period of Stay 체류기간	90Days	Number of Entries 사증 종류	Single
Date of Issue 발급일	2024.01.25	Validity Period of Visa 사증 유효기간	2024.04.25	Issuing Authority 발급 기관	Korean Embassy in Germany
Remarks 비고					

This document confirms that the above applicant's Korean visa application has been approved and that the visa is currently valid in accordance with Article 7 (Issuance of Visa) of the Enforcement Decree of the Immigration Act.
대한민국 출입국관리법 제7조(외국인의 입국)의 규정에 의하여 기재된 신청인에 대하여 사증 발급이 허가되었으며 해당 사증이 유효함을 확인합니다.

Minister of Justice, Republic of Korea
대한민국 법무부 장관

- A. * Date of Issue = The date your visa is granted
- * Validity Period of Visa = **MUST ENTER REPUBLIC OF KOREA DURING THIS PERIOD**
- * Period of Stay = Applicant can stay in Republic of Korea during this period. The period of stay will be counted starting from the date of entry in Korea.
- * Please note that the Period of Stay indicated does not imply you can remain in Korea until the end of that period. Upon receiving your Alien Registration Card (ARC) at immigration office in Korea, it will validate your entire duration of stay in Korea.



**Q3. What do I do after I enter Korea for a Long-term stay as a student?
And can I stay longer after my visa expires?**

A. After entering Korea, you must go to the Immigration Office in Korea to register yourself as a foreigner living in Korea. At the Immigration Office in Korea, you will receive a Residence Card that indicates the type of visa you have.

KVAC does NOT issue nor extend the validity of ARC. The ARC must be returned to the immigration office at the airport.

FAILURE TO DO SO WILL RESULT IN A FINE.



*For all questions regarding Immigration Services after you have entered Korea, please contact the Immigration Contact Center operated by the Ministry of Justice at +82-2-1345

https://www.immigration.go.kr/immigration_eng/1862/subview.do

Q4. Is it possible for me to arrive in Korea before the semester officially begins?

A. It is possible to enter Korea a few days beforehand. However, for personalized assistance regarding your specific case or situation upon arrival in Korea, please contact the Immigration Contact Center operated by the Ministry of Justice at +82-2-1345

https://www.immigration.go.kr/immigration_eng/1862/subview.do