

SUNY Korea Student Services

D-2 VISA WORK PERMIT

for International Students with D-2 Visa

YOUR VISA TYPE



- Associate Degree: D-2-1



- Bachelor's Degree: D-2-2
- Master's Degree: D-2-3
- Doctoral Degree (Ph.D.): D-2-4
- Exchange Student: D-2-6

WHAT IS PART TIME WORK PERMIT?

Priority

While staying in Korea, students are required to prioritize their studies. Thus, students with D-2 visa can only engage in activities that are usually considered a part-time job.

ELIGIBILITIES

- Students with one of the following visa status:
D-2-1, D-2-2, D-2-3, D-2-4, D-2-6, D-2-7
- Academic Requirements
Current students: cumulative GPA of **2.0** or above
New students: not required, but has limitation on working period
- Work hour limit: **maximum 25 hours for undergraduates and 30 hours for graduate students** during weekdays in academic semesters
**During Summer/Winter vacation, the working hour limit is temporarily removed.*
***Graduate students who have extended/postponed their graduation will be subject to different working hour limits.*
- For visiting students, they must have spent over **6 months** in Korea after entry.

INFORMATION

Process

1. Visit HiKorea website and log in
2. Click 'Permission for Part-Time Work of International Students (D-2) and Language Trainees (D-4-1)' and check the required documents
3. Prepare the required documents
4. Visit the Student Services Office (Academic Building A208) and get a signature on the application (attached file)
5. Upload the required documents on the online application page on the HiKorea website and submit the application
6. Check your application status from MyPage on the HiKorea website

Eligible Fields

**Recommend you consult with the staff at the Student Services Office to discuss the details.*

***Fields for domestic helper/childcare will be separated as different work permit.*

- Translation / Interpretation
- Restaurant Assistant
- Clerical / Office Work Assistant
- Sales Clerk

IMPORTANT NOTICES

- It is required to apply for the work permit at least **2 weeks** before the start date.
- Part-time job is restricted from educational institution for undergraduate students.
*It is allowed if you submit below documents
 - 1) Certificate of Criminal Record issued by the government and
 - 2) Employment Examination (including drug test) from the Minister of Justice.
- Working without permission, it is corresponded as illegal employment.
It may affect forced eviction and residence status.
- If your workplace changes, you must report the change.
- You are required to get a Work Permit if the job provides you certain amount of wages.
*e.g. Jobs from External Organization, job informations sent from Career Center

PART TIME WORK PERMIT- RESEARCH

Working at enrolled university

- Related to studies/coursework:
work permit **not required**
**Must prove the research is related:
Recommendation letter from a professor and
department chair*
- Not related to studies/coursework:
work permit **required**

Working outside of enrolled university

- Related to studies/coursework:
work permit **required**
**Must prove the research is related:
Recommendation letter from a professor and
department chair & Reason for participation
on research outside of enrolled university*
- Not related to studies/coursework:
activities **not** covered by the status
of sojourn

REQUIRED DOCUMENTS

■ Valid Passport

■ Residence Card (RC)

■ Employment Contract

**This should include the followings:*

- *Employment period*
- *Employer's contact information*
- *Weekly working hours*
- *Hourly wage*

■ Employer's
Business Registration Certificate

■ Copy of Employer's ID Card

■ Transcript

■ English Test Score

**English proficiency qualification: TOEFL PBT 530, CBT 197, iBT 71 / IELTS 5.5 / CEFR B2 / TEPS 601 (NEW TEPS 327) or above*

***The expired test score can be submitted.*

****Without English test score, your working hours will be limited to 10 hours (maximum).*

*****This can be waived if you hold a nationality that uses English as an official language.*

■ Application Form

**Requires approval from the staff at the Student Services Office. Please visit the Student Services to apply for the process.*

APPLICATION FORM

The Document that you have to fill out and requires signature from Student Services and Employ/Company.

From Student Services (English)

Part-time Work of Foreign Student Confirmation Form				
Applicant	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		e-mail	
The expected place of employment	Company name			
	Business registration No.		Type of industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of working		Wage (per hour)	
	Working hours	Weekday:	Sat-Sun:	
	I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.			
20				
<input type="radio"/> <input type="radio"/> The head of immigration (branch) office				
Confirmation from a Uni. Official	Uni.		Name	(Seal/Sig)
	IEQAS	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Job Position (Tel No.)			

From Student Services (Korean)

외국인 유학생 시간제 취업 확인서										
대상자	성명		외국인 등록번호							
	학과(전공)		이수학기							
	전화번호		e-mail							
취업 예정 근무처	업체명									
	사업자 등록번호				업종					
	주소									
	고용주	(인 또는 서명)			전화번호					
	취업기간				급여(시급)					
	근무시간	<div>평일 : 총 시간</div> <div>주말 : 총 시간</div>								
		요일	월	화	수	목	금	토	일	
		시간								
	위 유학생은 본교에 재학하고 있는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 확인합니다. 20									
	※ 시간제취업허가 [한국어능력기준 제출지]허용시간은 어학연수생은 주당 20시간, 학부과정은 주당 20시간 이내(인종대학은 25시간), 석박사과정은 주당 30 시간 이내임. ▶ 한국어능력기준(토익 기준 : 어학연수 2급, 전문학사 3급, 학사1~2학년 3급, 학사3~4학년 4급, 석박사 4급이상 ◀ ~ 한국어 능력기준 미달할 경우 허용시간은 어학연수생과 학부생 10시간, 석박사과정 15시간으로 제한 ~ ※ 시간제취업 허가 전 취업할 경우 [유학생과 고용주] 모두 처벌될 수 있습니다. (허가된 근무처에서만 취업 활동 가능)									
<input type="radio"/> <input type="radio"/> 출입국·외국인청(사무소·출장소)장 귀하										
유학생 담당자 확인란	소속	00 대학			성명	(인 또는 서명)				
	인증대학 여부	해당 <input type="checkbox"/> 비해당 <input type="checkbox"/>								
	직위 (연락처)									

**You may fill out either one of the two versions*

From Employ/Company
**only if you work manufactural field*

외국인 유학생 시간제 취업 요건 준수 확인서				
대상자	성명		외국인 등록번호	
	취업기간		급여(시급)	
	근무시간	평일 :	토·일요일 :	
취업 예정 근무처	근무내용 (구체적 기재)			
	업체명			
	사업자 등록번호		업종	
고용주 성명			전화번호	
	위 대상자를 시간제 취업으로 고용함에 있어 본 확인서에 기재된 사항을 준수하며, 허가 요건을 위반하거나 제조업·건설업 등 제한된 업종에 근무·근로하게 할 경우 「출입국관리법」 제18조 위반으로 처벌될 수 있음을 확인합니다. 20			
고용주 성명 : (서명)				
※ 시간제취업허가 허용시간은 어학연수생은 주당 20시간, 학부과정은 주당 25시간 이내(인종대학은 30시간), 석박사과정은 주당 30 시간 이내임. (허가된 근무처에서만 취업 활동 가능)				
<input type="radio"/> <input type="radio"/> 출입국·외국인청(사무소·출장소)장 귀하				
붙임 : 고용주 신분증 사본 1부.				

**If you need to fill out this version, please request the form to Student Services.*

ANOTHER APPLICATION SUBMISSION REQUIRED WHEN...

— Your employer changes

— You need to extend your
Work Permit

FOR MORE INFORMATION

- Immigration Office Contact Center (1345)
 - English service available
- [HiKorea Website](#)
- SUNY Korea Student Services
 - Academic Building A 208
 - student@sunykorea.ac.kr
 - 032-626-1198