Undergraduate Office B411
Academic Affairs
The State University of New York, Korea
T. 032-626-1115

Academic Advising Walk-In Hour
Tue-Thu 2PM-5PM
Lunch Break 12PM-1PM
Closed on Weekends and Holidays

International Student Advising Form

Personal Information	**Name**		**Student ID**	
	Date of Birth	. .	**Contact Number**	( ) -
	Student E-mail	@stonybrook.edu @fitnyc.edu	**Entry Yr/ Semester**	20 ( ) □ Spring □ Fall
	Dept.	□ AMS □ BUS □ CS □ MEC □ TSM □ ECE □ FD □ FBM □ Others ( )		□ UG □ MS □ PhD

Inquiries

□ Academic Advising
□ Academic Policy & Regulations
□ Academic Standing
□ Credit Transfer
□ International Student Advising
□ Leave of Absence
□ Personal Information Change
□ Registrar Issue
□ Rematriculation
□ University Withdrawal
□ Others

**Please select all the inquiries that you will be having with your advisor.*

Detailed Written Statement

Please provide detailed contents about advising inquiries here.

Meeting Schedule	**With whom**		**Date**	. .
			Time	-

International Student Checklist

Check Your Documents
➢ Residence Card (RC)
- Expiration Date: 20 ( ). .
➢ Passport
- Expiration Date: 20 ( ). .

** You cannot extend your stay if your passport expires within 6 months. Please renew your passport.*
** Passport update must be reported on HiKorea within 15 days or you may be fined.*

➢ Vacation Plan
☐ Yes
- Date of Departure:
- Date of Arrival:
☐ No

**You cannot leave the country while your RC is being applied for or extended, or your application will be automatically cancelled.*

➢ D-2 Work Permit
☐ Need **Contact ISS for details.*
☐ No Need
➢ Health Insurance

**Make sure that the payment for NHIS is being made on time. If your overdue fee exceeds 500,000 KRW, then you will not be able to request for your RC extension unless you make the payment.*

➢ Residence Address Update
** Room number change must also be reported. Update your address on HiKorea within 15 days or you may be fined.*
☐ The address has changed to _____
☐ My address has not changed. No update needed.

_____ _____
Student's Signature **Date**

OFFICE USE ONLY

Advising Note

Advised by: _____ **(Signature)** **Date of Advising:** _____

You must bring this advising form to Student Services Office B401 in person.

Updated as of November 16, 2026