


Example of Proof of RC (Submit one from the following)

1. Appointment Receipt (Sejongno)

법무부 출입국·외국인정책본부		Ministry of Justice Korea Immigration Service
방문 예약 접수증 (Appointment Receipt)		
■ 접수번호(Receipt No.)	SBA [REDACTED]	(접수일자 : 2018.02.04)
■ 담당기관(Office Name)	서울출입국사무소 세종로출장소 (Sejongno Branch Office)	
■ 접수창구 구분(Window Name)	체류허가 신청 접수예약(외국인등록, 체류기간연장 등)(2016.06.01~) Foreigner Residence Control (Registration, Visa extension, Change of visa status etc)(2016.06.01~)	
■ 방문예약일시(Appointment Date/Time)	2018. 02. 13. 15:20 ~ 15:30	
■ 호출번호(Call No.)	229번	
■ 방문자 성명(Applicant Name)	홍길동	
■ 방문자 수 또는 초청자 수 (Number of foreigners)	1명	
■ 방문목적(Purpose of visit)	외국인등록	
<hr/> <div> <div> ■ 민원신청서 작성 및 수입인자 구입(Filling in the Form and Buying government Stamps) <ul style="list-style-type: none"> 민원처리시간은 1인당 10분이므로 신속한 업무처리를 위해 창구방문에 앞서 민원신청서 작성 및 제출서류와 수입인자를 준비하여 주시기 바랍니다. (Each applicant has only 10 minutes for application processing. Therefore, please make sure that you complete your application form, and prepare supporting documents and a revenue stamp before coming to the counter.) </div> <div> ■ 예약취소 및 예약부도(Policy for Cancellation of Appointment and No-Show) <ul style="list-style-type: none"> 예약취소는 방문예정일 1일 이전까지 가능하며, 방문당일 예약을 취소하거나 예약시간에서 5분이 경과하는 경우 모두 예약부도로 처리되오니 유의하시기 바랍니다. (Reservations can be canceled until the day before the appointment. Please be advised that if the applicant cancels on the day of the appointment, or is more than 5 minutes late, then the reservation will be rendered void.) ※ 3회 이상 예약부도 시, 일정기간동안 방문예약 서비스 이용이 제한됩니다.(if an applicant misses more than 3 appointments without prior notification, he/she will temporarily be denied reservation privileges.) ※ 업무처리 예정외국인 수 또는 초청외국인 수 보다 실제 방문하시는 인원이 많은 경우 민원 처리가 되지 않습니다. (The application will not be processed if number of visitors you enter here doesn't match the actual number of people on the day of your appointment.) - 예약취소 : [하이코리아]-[마이 페이지]-[방문민원 신청현황]-해당민원 조회-취소 (Cancellation of Appointment : [Hi Korea]-[my page]-[Appointment Status]-Select the application-Cancel) ※ 하이코리아 웹 주소 : www.hikorea.go.kr 외국인종합안내센터(Foreigner Complex Counseling center) ☎1345 </div> </div>		

2. Certificate of Application for Permit of Stay

Certificate of Application for Permit of Stay									
1. Applicant's Personal Information <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Name : _____ <input type="checkbox"/> DOB(Registration No.) : _____ <input type="checkbox"/> Current Visa Status : _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Gender : _____ <input type="checkbox"/> Nationality : _____ <input type="checkbox"/> Period of Sojourn : _____ </div> </div>									
2. Application Category <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Receipt Date : _____ <input type="checkbox"/> Receipt Number : _____ <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> </div> <div style="width: 45%;"> <input type="checkbox"/> Fingerprinted : No </div> </div>									
<p>▶ Your application was successfully received. Please note that you are qualified to stay in Korea with your existing visa without regard to its expiration date until your application is completed.</p> <p>▶ Please note that if you depart without notifying the officer in charge of application, your application may not be permitted. (However, as for short-term visa holders, their application is cancelled right upon departure.)</p>									
3. Receipt of Alien Registration Card <p>▶ When : _____</p> <p>▶ Where : Seoul Immigration Sejongno branch(2st floor), A.R.C Pick-up Point</p> <p>▶ Documents to Receive : _____</p>									
4. Authorized Recipient of Alien Registration Card <small>(only the original copy holders of this certificate may receive the card as mentioned below.)</small> <p>▶ principal, authorized agent for permit applications or authorized person by the principal</p> <ul style="list-style-type: none"> • The authorized person by the principal shall prove the authenticity of family with official documents such as the certificate of family relation or certificate of family register. The authorized immigration service agencies including administrative agents shall be limited to the agencies that received the application in the first place. • If the original copy has been lost, the principal will be the only authorized recipient. <p>▶ If you are not the principal, you will be granted the authority as below and shall submit the evidentiary documents such as certificate of employment and certificate of family relation.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top;"> <small>Delegation of Authority to Receive Alien Registration Card</small> </td> <td style="width: 20%; text-align: center; vertical-align: top;"> <small>Authorizing person</small> </td> <td style="width: 40%;"> Name: _____ (Signature) </td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <small>Authorized person</small> </td> <td></td> <td> Name: _____ Relation to the authorizing person: _____ </td> <td> Date of Birth: _____ Contact Number: _____ </td> </tr> </table>		<small>Delegation of Authority to Receive Alien Registration Card</small>	<small>Authorizing person</small>	Name: _____ (Signature)		<small>Authorized person</small>		Name: _____ Relation to the authorizing person: _____	Date of Birth: _____ Contact Number: _____
<small>Delegation of Authority to Receive Alien Registration Card</small>	<small>Authorizing person</small>	Name: _____ (Signature)							
<small>Authorized person</small>		Name: _____ Relation to the authorizing person: _____	Date of Birth: _____ Contact Number: _____						
5. Supplementary Document Requirements (N/A)									
6. Contact Information <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>▶ Phone number : 국번없이 1345</p> <p>▶ Contact Person : _____</p> </div> <div style="width: 45%;"> <p>▶ Fax number : 02-731-1792</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> SEJONGNO BRANCH OFFICE, Ministry of Justice (031-88) 2F-3F, Seoul Global Center, 38 Jongro, Jongno-gu, Seoul, 110-110, Korea </div> <div style="text-align: right; margin-top: 10px;"> </div>									
<p style="text-align: center;">(NOTE)</p> <p>▶ Please understand that the application evaluation time may vary depending on the visa status and immigration office due to the work process of on-site inspection and workload burden of the office.</p> <p>▶ A foreigner residing in the Republic of Korea shall comply with the Immigration Act. Please take care to visit www.hikorea.go.kr or call the immigration contact center at 1345 (without area code) for notifications and permissions for extension of period of stay, change of status of stay and permission for other activities beyond the current status of stay, so that you will not be subject to any adverse treatment in violation of the law.</p>									

3. Copy of front & back sides of Residence Card (RC)



일련번호 1-011-000-0001

• 체류기간

허가일자	만료일자	확 인
2018. 2. 22	2020. 3. 31	체증로

• 체류지

신고일	2018. 2. 22	확인	체증로
체류지	서울시 성북구 안암로 145 고려대 안암학사 학생기숙사 2동 101호 1번		
신고일		확인	
체류지			

유효확인 <http://www.immigration.go.kr>
민원안내 국번없이 ☎1345

