

Guidelines for Part-Time Employment Permit for International Students

In order for international students staying in Korea to have a part-time job, students must obtain a "part-time employment permit" in advance prior to working. (According to articles 18 and 20 of the Immigration Control Act)

1. Subject: Students who are eligible as D-2-3, D-2-4, D-2-7 holders (average credits of 3 (with GPA of 2.0 or higher) in the previous semester)

*** If it is difficult to balance education and employment due to insufficient Korean language skills, graduation requirements, attendance rates, and GPA, applications for part-time employment permits will be restricted.**

2. Acceptable job categories and hours

가. Acceptable job categories: Acceptable jobs within the bounds of the student's usual performance

*** However, private tutoring and teaching activities are not allowed**

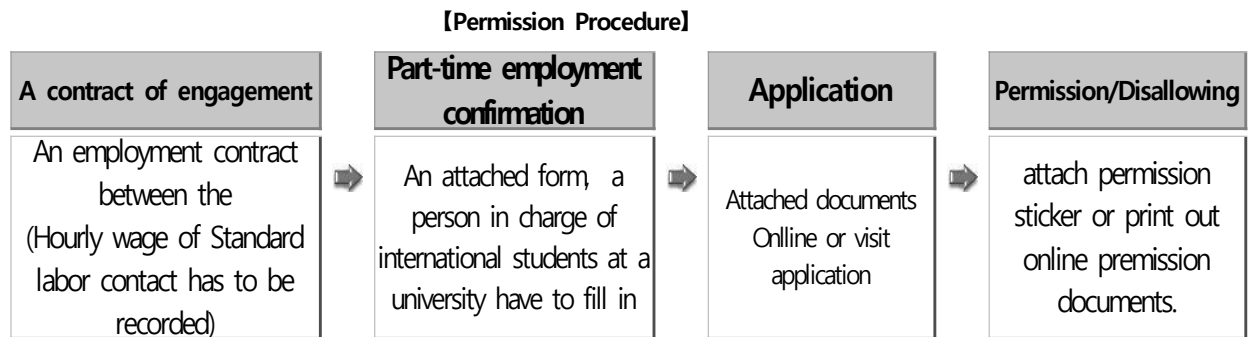
나. Acceptable office hours

Subject	Grade	TOPIK		Time to start	acceptable Time	
					Weekdays	Weekends/Vacation
Master/Ph.d	irrelevant	Grade4	X	After 6 months	15 hours	
			O		35 hours	Unlimited

3. Required Documents

Documents	Note
Application Form	
Passport	
Alien Registration Card	
GPA certificate or attendance Certificate	CS Center or internet Issuance
Korean language proficiency certificate(TOPIK)	English track needs English proficiency certificate
Copy of standard labor contract	
Copy of business license	
Part-time employment confirmation	Approval from university personnel in charge is required

*Additional documents may be requested as needed during the examination



5. Permission Restricted Subjects

- Companies and employers who are restricted from issuing visas due to experience in punishment, such as **illegal employment**
- Businesses within manufacturing industry based on a business registration certificate (allowed for holders of Topik Grade 4 or higher) or construction industry,
- Employment activities at facilities related to foreign language education, such as **English Kids Cafe and Foreign Language Academy**
- Activities that are not directly stated on the employment contract with an employer, such as a **delivery agency, etc**
- Employment activities in which employment and use are separated, such as **dispatch, contract, etc**
- Employment activities requiring **long-distance work** based on residence or university location

6. How to apply

- HI Korea Online Electronic Complaints or Visits to the Competent Authority (Reservation required before visiting)
- * For more information, refer to the Hi Korea (www.hikorea.go.kr) website or ☎1345