

1. Part-time Work for Foreign Students

A. Ground Rule

- You may only engage in activities that students usually do as part-time jobs **(including non-professional occupations)**
- ※ If the activity in which you intend to engage is stipulated under the Enforcement Decree [Table 1], the corresponding guidelines shall apply. (e.g. Foreign English Scholar invited by the President, language instructor, etc.)

B. Eligible Individuals

- You are a D-2 Study Abroad or D-4-1 Language Training visa holder who is confirmed by a person-in-charge of international student program
- ※ If you are a language trainee student, you may apply after 6 months from the date of visa change into D-4-1 (from the date of entry if you entered the ROK on a D-4-1 visa).

C. Activities Allowed

<Time Limit>

- **(Undergraduate Course & Language Training Course)** up to 20 hours per week
- **(Postgraduate Course)** up to 30 hours per week
- **(On thesis after completing postgraduate course)** up to 30 hours per week
- ※ Time limit does not apply to holidays (including Saturday) during the semester and the vacation (excluded in calculation of the time limit).

<Activities Allowed (examples)>

- Translation/interpretation, assistant clerk at restaurants, office assistant, etc.
- Activities at English villages or English camps as a sales clerk, a waiter/waitress or assistant staff

※ The rules apply mutatis mutandis to Chinese, Japanese and other foreign language camps. (Residence Policy Division-495, June 28, 2007)

● Tour guide assistant, sales assistant in a duty-free shop, etc.

※ Even if the activity you intend to engage in belongs to the allowed activities above, you must be qualified for the occupation (if the job requires specific qualifications pursuant to the domestic laws).

<Change of Workplace> : Changing workplace (under a different employer) within the period allowed

● Reporting Method : International students themselves or the person-in-charge of international students at the university must report by visiting an Immigration (Branch) Office in person or filing e-application within 15 days of the date of change.

<Extension for Period of Part-time Work>

● Individuals Restricted

- If your latest semester's attendance rate is 70% or lower or GPA is C (2.0) or lower, you will be regarded to have difficulty maintaining job and study at the same time.

- If you fail to register detailed information of your part-time job conditions (workplace, working hours, etc.) or if you haven't reported after changing workplace, you will not be allowed to extend the period of part-time work.

● Regulations : Up to 1 year within your period of sojourn, up to 2 work places

D. Required Documents

● passport, Alien Registration Card, an application form (Form No. 34), free of charge

● Recommendation for part-time work of foreign student (Appendix 4), a transcript or a certificate of attendance (If the information can be checked on FIMS, you do not need to submit)