

## 제목 : [Immigration] Part-time Job / Internship Permission

보내는사람 : KAIST ISSS  
받는사람 : XXXXXXXXXX  
보낸날짜 : 2020-12-17 15:11:57

※ Daejeon Immigration Office is temporarily closed for days on December 16th(Wed) ~ 17th(Thu) due to COVID-19 quarantine. Please use e-Application services during the temporary office closure.  
([https://www.hikorea.go.kr/board/BoardNtcDetailR.pt?BBS\\_GB\\_CD=BS10&BBS\\_SEQ=2&NTCCTT\\_SEQ=166](https://www.hikorea.go.kr/board/BoardNtcDetailR.pt?BBS_GB_CD=BS10&BBS_SEQ=2&NTCCTT_SEQ=166))

Dear Students,

Due to COVID-19 Pandemic, we would like to inform you that you can apply for the Part-time Work and Internship Permission online. According to the immigration office, you can create your account and apply for the permission at hikorea website(<https://www.hikorea.go.kr/cvlappl/CvlapplStep1.pt>). The application can only be made by foreigners.

Choose ' Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1) ' and follow the procedure. You are asked to prepare the documents as instructed below and to upload the scanned documents when making online application. For technicalities or further inquiries on the application procedure, you can contact 1345 (Immigration Contact Center - [https://www.immigration.go.kr/immigration\\_eng/1862/subview.do](https://www.immigration.go.kr/immigration_eng/1862/subview.do)) and receive multilingual telephone counseling.

Please refer to the following information on Part-time Work and Internship Permission.

As a student (D-2 visa holder), if you wish to work off campus either as a part-time worker or to take a part in an internship program, you need to get a permission from the immigration office before you start working. If you work without prior permission, you will have to pay the penalty fee.

No permission is required for the followings:

- **On campus** internship or research project that is a graduation requirement or related to earning credits for required course.
- **On campus** student assistant work receiving payment from school (teaching assistant, librarian, etc.)

### 1. Part-time Work Permission

It is illegal for D-2 holders to earn an income without prior permission for activities outside the visa status. To get permission, please refer to the following information, submit the required document to the immigration office and complete the necessary process before starting your work.

#### 1) Permitted working hours depending on English Proficiency Level

Course	English Proficiency Level				Permitted Hours	
	TOEFL	IELTS	CEFR	TEPS	Weekdays	Weekends& Vacation
Undergraduate	X	X	X	X	10 hours	
	530 (CBT197, iBT71)	5.5	B2	600	20 hours	Unlimited
Graduate	X	X	X	X	15 hours	

	530 (CBT197, iBT71)	5.5	B2	600	30 hours	Unlimited
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("X" means doesn't meet the requirement)

※ If your mother language is English, no need to submit the English proficiency test result.

## 2) Activities allowed (Examples)

Students can engage in activities that are non-professional occupations.

- Translation/interpretation, assistant clerk at restaurants, office assistant, etc.
  - Activities at English Village or English camp as a sales clerk, a waiter/waitress or assistant staff
- ※ The rules apply mutatis mutandis to Chinese, Japanese and other foreign language campus.

## 3) Required Documents

- Application Form (attached)
  - Passport (Original + Copy of ID Page)
  - Alien Registration Card (Original)
  - Recommendation Form for Part-time Work for Foreign Student (attached)
- ※ You are asked to have prepared all the other documents to obtain signature from ISSS staff.
- ※ Due to COVID-19 situation, you are asked make appointment ahead of your visit to ISSS office.
- Copy of Employment Contract (provided by your employer)
  - Copy of Certificate of Business Registration (of your intended workplace)
- ※ For manufacturing industry and construction industry, there will be a restriction.
- Transcript (minimum required GPA: 2.0)
  - Certificate of Enrollment
  - Copy of English Proficiency Test Result
- ※ New TEPS (requires conversion table from official TEPS website as well)
- Certificate verifying official language of instruction at KAIST is English (Send a request to ISSS via e-mail)
  - Proof of Residency
    - On campus: Can be printed from KAIST Dormitory System (kds.kaist.ac.kr)
    - Off campus: Copy of House Contract (If the contract is not under your name, a copy of the lease holder's ID card and a specific form (available at ISSS) should be submitted as well.)

## 2. Internship Permission

It is illegal for D-2 holders to do a domestic internship outside of the university without prior permission. To get permission, please refer to the following information, submit the required documents to the immigration office and complete the necessary process before starting your internship.

**1) Eligibility :** The participation of the internship should be recognized as "credits" or replace with their "graduation research." If it's not, it's unavailable to get the permission.

## 2) Permitted working hours depending on English Proficiency Level

Course	English Proficiency Level				Permitted Hours	
	TOEFL	IELTS	CEFR	TEPS	Weekdays	Weekends & Vacation
Undergraduate	X	X	X	X	10 hours	
	530 (CBT197, iBT71)	5.5	B2	600	20 hours	Unlimited

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※ If your mother language is English, no need to submit the English proficiency test result.

### 3) Required Documents

- Application Form (attached)
- Passport (Original + Copy of ID Page)
- Alien Registration Card (Original)
- Recommendation Form for Part-time Work for Foreign Student (attached)

※ You are asked to have prepared all the other documents to obtain signature from ISSS staff.

※ Due to COVID-19 situation, you are asked make appointment ahead of your visit to ISSS office.

• Agreement on Internship Program & Application form for Credit Recognition/Graduation Research (available at Global Leadership Center / \*Should be the approved ones)

• Copy of Employment Contract (provided by your employer)

• Copy of Certificate of Business Registration (of your intended workplace)

※ For manufacturing industry and construction industry, there will be a restriction.

• Transcript (minimum required GPA: 2.0)

• Certificate of Enrollment

• Copy of English Proficiency Test Result

※ New TEPS (requires conversion table from official TEPS website as well)

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-Off campus: Copy of House Contract (If the contract is not under your name, a copy of the lease holder's ID card and a specific form (available at ISSS) should be submitted as well.)

If you wish to work as a part-time worker or an intern, please prepare the documents prior to the starting date of your work and submit them to Daejeon Immigration Office.

Regards,

ISSS



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