

# Guidelines for Part-Time Work Permit

## A. Application Process

International students holding a **D-2 (Study Abroad) visa** must apply for **Permission to Engage in Activities Outside the Status of Stay** at the competent **Immigration Office** in order to work part-time.

## B. Eligibility

Students with a **D-2 visa** who have obtained **confirmation from the university's international student affairs office**.

## C. How to Apply

### 1) In-person application :

**Make a reservation** to visit the Immigration Office and bring the required **documents listed at D**.

### 2) Online application :

Visit the **HiKorea** website (<https://www.hikorea.go.kr/Main.pt>)

Go to **e-Application Service** →

(For first-time applicants) **"Part-Time Employment Permission"**

(For changes) **"Part-Time Employment Report"**

## D. Required Documents

### ☆ **Application form, passport, and Alien Registration Card**

※ No application fee required

### ☆ **Academic transcript or attendance certificate**

※ Can be omitted if verifiable through the FIMS system

### ☆ **Proof of Korean (or English) language proficiency**

※ Expired TOPIK score reports or Preliminary Test score reports from the Social Integration Program are also accepted.

※ If proof of language ability was previously submitted for a

visa-related application, resubmission is not necessary.

☆ **Confirmation of Part-Time Employment for International Students**

※ Completed by the university's international student affairs officer

☆ **Confirmation of Compliance with Part-Time Employment Requirements and a copy of the employer's ID**

※ Only required if the business registration includes manufacturing or construction industries

☆ **Copy of the business registration certificate**

☆ **Copy of the standard labor contract**

- Must include hourly wage, work details, and hours
- The contract must be between the student and the business owner listed on the registration certificate
- Employment via dispatch agencies or indirect employment is not permitted

**【Differentiated Standards for Permitted Part-Time Work Hours】**

| Program | Year              | Korean Language Proficiency Standards                                |   | Starting point        | Permitted working hours |                   |
|---------|-------------------|----------------------------------------------------------------------|---|-----------------------|-------------------------|-------------------|
|         |                   |                                                                      |   |                       | Weekdays                | Weekends/Vacation |
| BA      | 1st and 2nd years | ① Level 3                                                            | X | Available immediately | 10 hours                |                   |
|         |                   | ② Level 3 or above, or a score of 61 or higher on the pre-assessment | ○ |                       | 25 hours                | Unlimited         |
|         | 3rd and 4th years | ③ Intermediate Level 1 or above                                      |   |                       |                         |                   |
|         |                   | ① Level 4                                                            | X | Available immediately | 10 hours                |                   |
|         |                   | ② Level 4 or above, or a score of 81 or higher on the pre-assessment | ○ |                       | 25 hours                | Unlimited         |
| MA/DA   | -                 | ③ Intermediate Level 2 or above                                      | X | Available immediately | 15 hours                |                   |
|         |                   |                                                                      | ○ |                       | 30 hours                | Unlimited         |

①TOPIK, ②Social Integration Program, ③Sejong Institute

**English Track Program Language Proficiency Exception:**

Regardless of academic year, those who meet the criteria of TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) or higher are considered to have met the Korean language requirement.

## E. Permission procedure

Prepare employment contract → Complete Confirmation of Part-Time Employment → Obtain signature from university's international student affairs officer → Get approval from the Immigration Office

## F. Permitted Types of Work

- Interpretation/translation, assistance in restaurants, general office support, tourism guidance assistance, sales support in duty-free shops, etc.
- Working as a store clerk, restaurant staff, or event assistant at English villages or English camps.

## G. Restricted Types of Work

- **Private tutoring, Special-type workers** (e.g. delivery drivers, courier service riders, substitute drivers, insurance sales agents, home-study instructors, door-to-door salespeople, etc.)
- Workplaces or employers **previously penalized for illegal employment** and now restricted from issuing visas
- Foreign language **education-related facilities for minors** (e.g. English kids cafes, English camps, foreign language conversation academies)
- **Jobs that are remote, one-time, or non-continuous with irregular payment** (e.g., event participation, film/TV appearances)
- Work as an entertainer in **adult entertainment venues** such as karaoke bars or nightclubs
- Any activity that does **not align with student status** or is **deemed restricted by the Minister of Justice**

※ For part-time work permit extensions, the **maximum period is 1 year**, and the **number of workplaces is limited to 2 within the stay period**.

※ If the **student's attendance rate is below 70%** or **GPA is below C (2.0)** based on the most recent semester, or if the student's academic performance suggests difficulty in balancing study and work, the application **may be denied**.

※ Incomplete or inaccurate input of work conditions (such as workplace or working hours), or failing to report changes in the workplace may also result in denial.

## **H. Change of Workplace**

If a student changes employers or workplaces, they must apply for a new part-time work permit in advance.

## **I. Violations and Penalties**

### **First Violation:**

If minor, **a warning (notification disposition)** may be issued, and the stay permit may still be granted.

△ In the case of illegal employment in construction, deportation will be ordered regardless of the number of violations.

(However, reentry may be permitted if the student shows intent to continue studies and receives a new visa.)

**Second Violation: Mandatory deportation, no exceptions.**

**Violation of Work Permit Conditions** (even with a permit):

1st violation → Strict warning

2nd violation → Part-time work banned during study period (based on Article 89 of the Immigration Act)

3rd violation → Student visa cancelled (based on Article 89 of the Immigration Act)