

Registration Guide for courses

# How to Apply for Part-Time Work Permission

via HiKorea



# 1 How to sign up

The screenshot shows the HIKorea website homepage. At the top, there is a navigation bar with the HIKorea logo and links for 'Log in', 'Create your account', 'Guide', 'Customer Center', and language options: '한국어', 'ENGLISH', and '中文'. Below this is a secondary menu with 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. The main content area features a large blue banner for a 'Notice on Top-Tier Visa' with a 'Detail View' button. Below the banner is a grid of service categories: 'Petition Application' (Apply >, Guide), 'Smart Entry Service' (Apply >, Guide), 'Reserve Visit' (Apply >, Guide), and 'Lodging Registration' (A shortcut). Underneath are four shortcut boxes: 'VISA NAVIGATOR (Customized Stay Guide) A shortcut', 'Customized Guide for Foreign National Koreans A shortcut', 'Residency Status Information Manual A shortcut', and 'Immigration/Stay Guide A shortcut'. The bottom section is divided into 'My Civil Petition Status' (with a 'My Petition' menu and a list of services like 'e-Petition Application Status', 'Check Visa Application Result', etc.) and 'Favorites Services' (with links for 'Guide', 'Application form', 'Obligation for Aliens & Employers', and 'Reference material for naturalization interview').

**Address information**

<https://www.hikorea.go.kr/Main.pt>

# 1 How to sign up



click here

Log in

Create your account

Guide

Customer Center

한국어 ENGLISH 中文

Petition Application

Information Lookup

Smart Entry Service

Information sharing corner

News & Announcements

## Notice on Top-Tier Visa

Notice on Top Talent Resident (F-2-T), Family of Top Talent Resident (F-2-T1), Top Talent Specific Activity (E-7-T), Top Talent Job Seeker (D-10-T), Top Talent Permanent Resident (F-5-T), Family of Top Talent Permanent Resident (F-5-T1) Visa

Detail View



Petition Application

Apply >

Guide

Smart Entry Service

Apply >

Guide

Reserve Visit

Apply >

Guide

Lodging Registration

A shortcut

VISA NAVIGATOR

Customized Guide for Foreign

Residency Status Information

Immigration/Stay Guide

# 1 How to sign up

Find ID

Find password

Membership from SeS to HiKorea

## Terms of Use

### Hi Korea User agreement

Information on comprehensive support service website for foreigners (Hi Korea)

The Hi Korea is a comprehensive web portal for supporting foreigners. It was created as a part of the Korean government's efforts to form an electronic government (e-Government), which is built by the Ministry of Justice (MoJ being the main organization), the Ministry of Knowledge Economy, and the Ministry of Labor. It was designed to provide foreigners (those residing in Korea or other countries) with essential information on immigration, investment, employment, and everyday living; as well as means to take care of related civil services and issues on-line.

Chapter 1. General

Article 1. (Objective)

Agree/Disagree

## Privacy Policy - HiKorea

[Hi Korea] respects and upholds the following "Personal Information Protection Policy"

[Hi Korea] overview

- [Hi Korea] is a general support portal site for foreigners, jointly created by the Ministry of Justice, the Ministry of Knowledge Economy and the Ministry of Labor. It was created with the purpose of providing investment, employment, residence, and everyday living related information; as well as providing related on-line services from a single convenient location. Automatically collected and stored information (Access Log)

- Upon using [Hi Korea]'s services, information about which page you view and while files get downloaded are collected and stored in our servers without your explicit consent. This information can not be used to track or identify an individual by itself, and it is not tied to any specific user profile. Its purpose is strictly to serve as base data to help improve our site. The specific data collected are as follows: your internet domain (the domain name of your internet service provider), your I.P

I agree.

## Details of the Collection and Use of Personal Information

Type of Membership	Item	Purpose of Collection and Use	Period of Retention and Use
Korean nationals			
Registered			

# 1 How to sign up

A registered foreigner(an Alien Registration Card holder)

* Alien registration number①	<input type="text"/> - <input type="text"/>
* Name②	<input type="text"/> ※ Enter your name in the same order as the name on the Alien Registration Card If the name is long and includes '-', enter the name without '-' ※ Enter the name on your Alien Registration Card.If you are Chinese, enter a space between the last name and the first name. Please enter the first name without spaces. (An example) YUAN RONGMEI
* Confirm input	Enter numbers displayed in the picture below.  <input type="text"/> (Please enter the numbers shown.)
See an example	

 **FILL IN THE BLANKS**

## 2 How to apply

The screenshot displays the iKorea website interface. At the top, there is a navigation bar with the iKorea logo and links for "Log in", "Create your account", "Guide", "Customer Center", and language options: "한국어", "ENGLISH", and "中文". Below this is a secondary navigation bar with categories: "Petition Application", "Information Lookup", "Smart Entry Service", "Information sharing corner", and "News & Announcements".

The main content area is divided into several columns of service links:

- e-Application**: Reserve Visit
- Enquiry submission result**: e-Application, Reserve Visit, Confirmation of Visa Issuance, Refugee Appeal Application
- Other Services**: Office Directory, Check Registration Card Validity, Report loss of residence card (cancel report), Expiry Date check, Search Integrated Report of Change in Employment, Confirm e-Application Certificate Issuance
- SeS Information**: What is Smart Entry Service?, Eligibility, How to use SeS Auto-gate, Ses Enrollment Centers and Airports
- Mutual Use**: Korea-US(SeS-GE), SeS/e-Channel, SeS-APC, SeS/e-Gate, SeS-EasyPASS
- Contact Us(only SeS)**
- VISA NAVIGATOR (Customized Stay Guide)**: Living in Korea, Immigration/Stay Guide, Nationality/Naturalization Guide, Social Integration, Immigrant Investor, Investment, Employment Support
- Notice**: Press release, Data Library, Application form, Newsletter

Below these columns, there are several "A shortcut" buttons for "Customized Stay Guide", "National Koreans", and "Manual".

At the bottom, there are two main sections:

- My Civil Petition Status**: Includes "My Petition" and "Confirm Reservation" buttons, and a list of services: e-Petition Application Status, Check Visa Application Result, Reserve Visit Status, Apply for Automated Immigration Clearance, Preliminary Declaration of Voluntary Departure, and Refugee Appeal Application. A "Q&A" icon is also present.
- Favorites Services**: Includes links for Guide, Application form, Obligation for Aliens & Employers, and Reference material for naturalization interview.

## 2 How to apply

The screenshot shows a web application interface for 'Petition Application'. The left sidebar contains a menu with 'Petition Application' (blue header), 'e-Application' (grey), 'e-Application Guide' (white with arrow), 'e-Application' (blue with arrow), 'Reserve Visit' (white), and 'Preliminary Declaration of Voluntary Departure' (white). The main content area has a breadcrumb trail: Home > Petition Application > e-Application > e-Application. Below this is a sub-header 'e-Application' and a progress bar with four steps: '1. Select Civil Petition' (active), '2. verification', '3. Please complete your enquiry', and '4. Enquiry submission result'. A text box contains instructions: '\* Additional services are available for the following applications. Select the application you need and proceed to the next step. If no application is necessary, proceed directly to the next step.' Below this are sections for 'Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)' and 'Reporting Change in Passport' with a checkbox. At the bottom, there are two buttons: 'Go back to previous page' and 'Next'. The 'Next' button is circled in red with a red arrow pointing to it and the text 'click here' next to it. A 'TOP' button is also visible.

## 2 How to apply

### Prospective employer/business information

* Prospective employer/business Business Registration Number	<input type="text"/>	<input type="text"/>	조회
* Business Name	<input type="text"/>		
* Industry type	<input type="text"/>		
* Address	Full Address	<input type="text"/>	
	Street address	Search address	<input type="text"/>
	Address	<input type="text"/>	
	Address line #2	<input type="text"/>	
* Employer Name	<input type="text"/>	* Phone Number	<input type="text"/>
* Period of Employment	<input type="text"/> ~ <input type="text"/>	Salary/wage	Select <input type="text"/>
Work hours	Weekdays <input type="text"/> : <input type="text"/> ~ <input type="text"/> : <input type="text"/> Weekends <input type="text"/> : <input type="text"/> ~ <input type="text"/> :		

TOP



FILL IN THE BLANKS

## 2 How to apply

### Required Documents

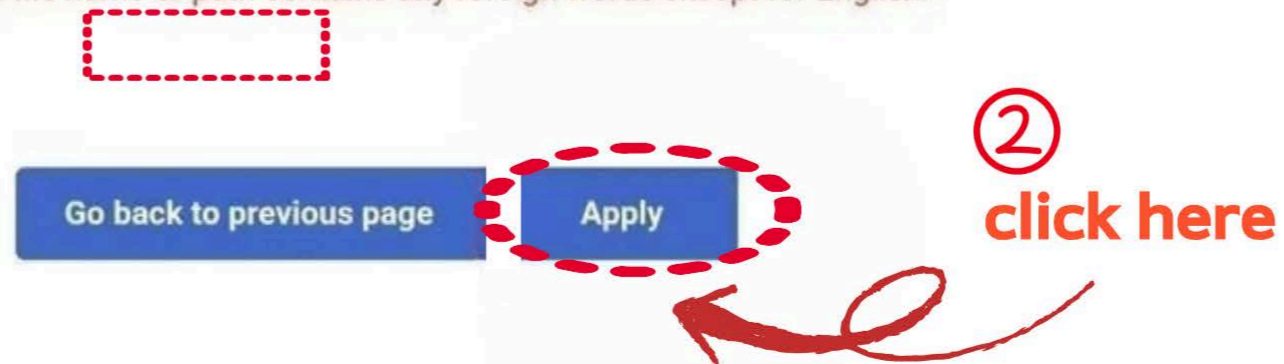
* 1. Certificate of Part-Time Employment for International Student	Выберите файл <input type="text" value="Файл не выбран"/> Add Delete
* 2. Business registration	Выберите файл <input type="text" value="Файл не выбран"/> Add Delete <small>A seller's permit(if applicable), Investment Corporation Registration(holders only)</small>
* 3. Standard Labor Contract(please specify hourly wage and work description)	Выберите файл <input type="text" value="Файл не выбран"/> Add Delete
* 4. Copy of employer's ID card	Выберите файл <input type="text" value="Файл не выбран"/> Add Delete
5. ETC	Выберите файл <input type="text" value="Файл не выбран"/> Add Delete

TOP

\* Please attach files less than 2MB (2,048KB) in the format of jpg, bmp, png, gif, tif and pdf.

(JPG files with 95KB or less only, for ID pictures)

\* Files may not be attached if the attached file name or path contains any foreign words except for English.



# 2 How to apply

1



bssnvn Logged in. Log out **My Page** Guide Customer Center 한국어 ENGLISH 中文

Petition Application | Information Lookup | Smart Entry Service | Information sharing corner | News & Announcements



## MY Page

Membership

1:1 support

2

**e-Application Status**

Reserve Visit Status(member)

Smart Entry Service Status

Home > MY Page > e-Application Status

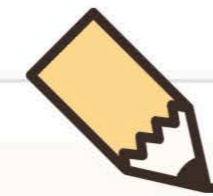
### e-Application Status

Application term: 2024-07-29 ~ 2025-07-29  
Application name:   
Search

\* If you have any questions, please contact the Call Center (1345 without area code).

Total applications : 0item(s)

Application number (Date of application)	Name	Application category	Process Status	Processing Organization Contact
No online civil complaint results found				



**CHECK YOUR APPLICATION**