

Visa and Stay in Korea

1. Visa

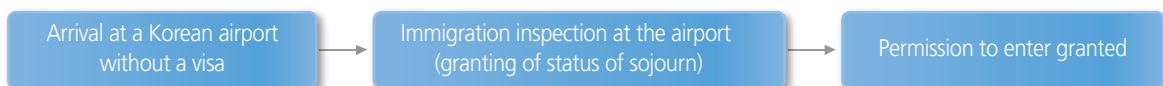
In principle, a foreigner should obtain a visa at a diplomatic mission abroad in advance in order to enter South Korea. Korea treats the visa as a consul's recommendation for a foreigner's entry request rather than a certificate of permission to enter a country. Usually, a visa is a stamp placed on a passport stating the status of sojourn and sojourn period.

- How to Enter Korea
- Business Investment Visa (D-8)
- Visa for Dependent Families (F-3)

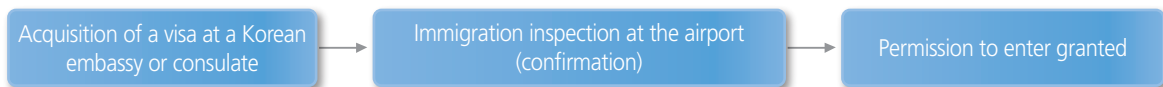
1-1 How to Enter Korea

A foreigner can enter Korea through one of the following procedures:

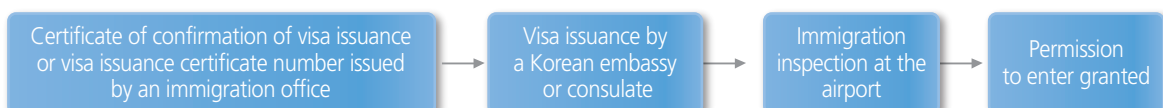
- A foreigner may enter Korea without a visa and undergo an entry inspection at the port of entry to obtain a status of sojourn and receive the maximum period of sojourn.



- A foreigner may enter Korea by obtaining a visa issued at a diplomatic mission abroad.



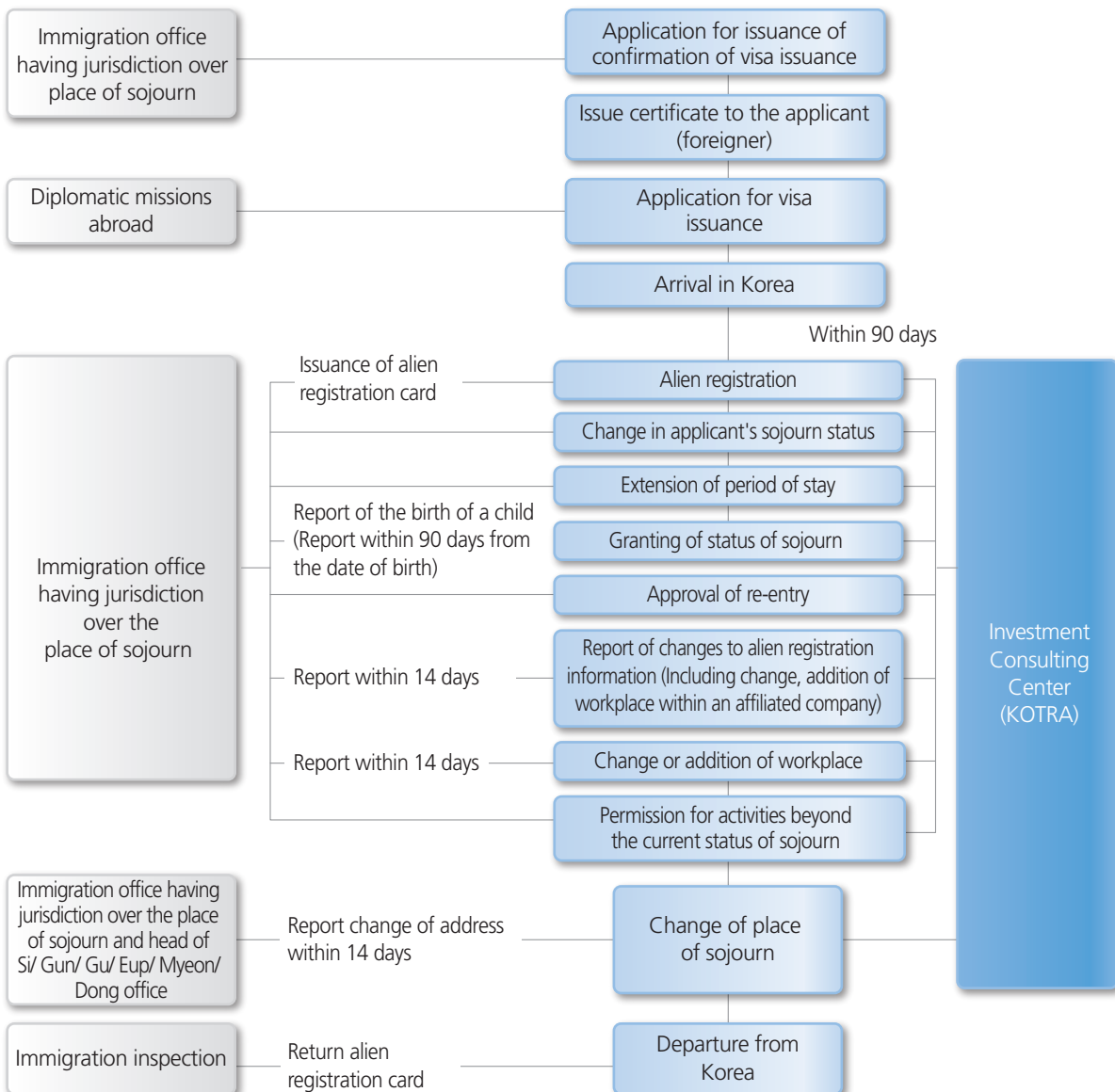
- In the event that the authority for issuing visas is not delegated to the head of the diplomatic mission abroad, a foreign national may enter Korea after he/she obtains a certificate of confirmation of visa issuance (or a visa issuance certificate number) issued by the immigration office having jurisdiction over the inviter's place of sojourn and obtains a visa by presenting the said certificate to the diplomatic mission abroad.



All foreign nationals who enter the Republic of Korea should obtain a status of sojourn as prescribed by Presidential Decree (Article 10 of the Immigration Control Act). The status of sojourn is classified into 36 categories depending on the scope of permitted activities. Foreign investors and indispensable professional specialists of foreign companies fall into the category of 'business investment (D-8)'.

Foreigners' sojourn in Korea is divided into long-term stay and short-term stay depending on whether the stay is longer or shorter than 90 days. Change from short-term to long-term stay may be permitted or unpermitted depending on the applicant's status of sojourn. Most short-term visas are issued immediately at a diplomatic mission abroad, since the authority to issue short-term visas is delegated to the head of overseas diplomatic missions. However, the issuance of a long-term visa may take longer, as it is issued at a diplomatic mission abroad after the approval of the Minister of Justice has been obtained. The authority to issue a single-entry visa of one year or shorter for foreigners eligible for a business investment (D-8) visa and their dependent families (F-3) is delegated to the head of the relevant diplomatic mission.

< Procedure for Issuance of a Business Investment (D-8) Visa >



1-2 Business Investment Visa (D-8)

(1) Persons Eligible for a D-8 Visa

A business investment (D-8) visa is issued to indispensable professional specialists engaged in the management, business administration, production, technology, or research of a foreign-invested company, as prescribed by the Foreign Investment Promotion Act. Foreigners hired in Korea, general administrators or engineers and service providers who can be replaced by domestic human resources are not considered indispensable professional specialists.

※ Indispensable professional specialists

- Executives

An "executive" refers to a person who has primary control over organizational management and exercises extensive rights in the decision-making process. As one of the highest members of a company, an "executive" is generally directed and supervised exclusively by the Board of Directors and shareholders. (An executive shall not be directly involved in the provision of services or the organization's service-related business.)

- Senior Manager

A "senior manager" refers to a person who is responsible for the establishment and execution of a company's or a department's objectives and policies; has the right to set up plans, lead employees and supervise business operations; executes the right to employ, dismiss and recommend employees; decides, supervises or controls the work carried out by employees in supervisory, professional or administrative positions; or has discretionary authority over everyday business. Frontline supervisors (except for professional service providers) or employees directly engaged in the provision of services do not fall into this category.

- Specialist

A "specialist" refers to a person who has highly professional and monopolistic experience and knowledge essential for research, design, technology and management concerning the service provided by the company.

(2) Application and Issuance

A business investment (D-8) visa can be obtained through the following procedures:

- A foreigner may submit the required documents to a diplomatic mission abroad to apply for visa issuance. The head of a diplomatic mission has the authority to issue a business investment (D-8) visa with a period of sojourn of up to one year.
- In the event that the authority for issuing visas is not delegated to the head of an overseas diplomatic mission, a foreigner may apply for visa issuance after he/she receives a certificate of confirmation of visa issuance or a certificate number, which an inviting party has obtained from the immigration control office that has jurisdiction over the inviter's place of sojourn.
- In the event that a foreigner has entered Korea without a visa or with a short-term visa due to unavoidable circumstances, he/she may apply for permission to change the status of sojourn at the immigration office that has jurisdiction over his/her place of sojourn or at KOTRA's Investment Consulting Center.

< Documents required for a business investment (D-8-1) visa >

More or less documents may be required for review.

- Application form for visa issuance or application form for confirmation of visa issuance
- Passport (copy of passport in the case of application for visa issuance), color photo for passport, processing fee
- In the case of nationals of countries with high incidence of tuberculosis, a certificate of tuberculosis examination is required (issued by the local community health center)
- Copy of foreign-invested company registration certificate
- Copy of business registration certificate
- Corporation registration certificate issued in the past three months
- Specification of change in shareholders (original copy)
- Dispatch order in the case of employees dispatched to Korea
 - ※ A dispatch order should be issued by the company headquarters, even if the employee is dispatched from a branch. The dispatch order should state the dispatch period.
- Certificate of employment issued by company headquarters (in the case of employees dispatched to Korea)
- Document certifying qualification as indispensable professional specialist (one of the following): technical certifications (for engineers), certificate of career, company organizational chart, diploma
- Certificate of payment of tax (stating payment of corporate tax, grade A earned income tax, etc.)
- Document certifying place of sojourn (real estate lease contract, etc.)
- Document certifying introduction of investment funds
- Cash investments
 - Document certifying permission to carry out foreign currency issued by the tax office or bank (financial institute) of the investor's home country (if applicable)
 - Specification of introduced investment funds (certificate of remittance, certificate of purchase of foreign currency, customs declaration, etc.)
- Investment-in-kind
 - Copy of certificate of completion of investment-in-kind (issued by the Commissioner of Korea Customs Service)
 - Certificate of completion of import declaration
- Additional documents to be submitted by individual investors investing less than KRW 300 million

- Document certifying expenditure of capital
 - Receipt for purchase of goods, office interior design expense, etc.
 - Withdrawal and deposit records of a domestic bank account, etc.
- Withdrawal and deposit records of corporate account
- Document certifying existence of a business establishment
 - Office lease contract
 - Photograph of building, office space, signage, etc.
- Document certifying business experience in the relevant industry or field (if necessary)

Processing fee (revenue stamp): Varies by country due to reciprocity principles. Inquire a diplomatic mission for the exact amount.

* Processing fee is exempted for application for certificate of confirmation of visa issuance

1-3 Visa for Dependent Families (F-3)

Those eligible for an F-3 visa are the spouse and unmarried underage children accompanying a person eligible for a business investment (D-8) visa. The dependent family (F-3) visa is issued as follows:

- A foreign national should submit an application to a Korean diplomatic mission in his/her country after preparing the necessary documents. The head of a Korean diplomatic mission abroad has the right to issue F-3 visas for a period of sojourn of up to one year.
- In the event that the authority for issuing visas is not delegated to the head of the diplomatic mission abroad, the certificate of confirmation of visa issuance or the relevant confirmation number issued by the immigration control office having jurisdiction over the inviter's place of sojourn should

be presented to a Korean overseas diplomatic mission for visa issuance.

- In the event that a foreigner has entered Korea without a visa or with a short-term visa due to an unavoidable reason, he/she may apply for a change of status at KOTRA's Investment Consulting Center or the immigration control office having jurisdiction over the place of sojourn.

< Documents required for an F-3 visa >

More or less documents may be required for review.

- Application form for visa issuance or application form for certificate of confirmation of visa issuance
- Passport (copy of passport when applying for certificate of confirmation of visa issuance)
- Document certifying family relations (family relation records such as marriage certificate or a copy of the family register, or a birth certificate)
- Employment certificate and tax payment certificate of the inviter
- A color photo for passport

Processing fee (revenue stamp): Varies by country due to reciprocity principles. Inquire a diplomatic mission for the exact amount.

* Processing fee is exempted for application for certificate of confirmation of visa issuance.

2. Stay in Korea

A foreigner may stay in Korea within the scope of his/her sojourn status and sojourn period. Foreigners staying in Korea for a period of 91 days or longer are subject to alien registration. To apply for alien registration, the necessary documents should be attached to the alien registration application form and submitted to the head of the immigration office having jurisdiction over the place of sojourn. When a foreigner intends to change or has changed the reported matters of his/her alien registration, status of sojourn, workplace, or place of sojourn, he/she shall report the changes or obtain permission for the change in accordance with the Immigration Control Act.

- Permission of Change of Status of Sojourn
- Alien Registration
- Extension of Period of Stay
- Re-entry Permit
- Report of Change of Place of Sojourn
- Report of Change of Alien Registration Information
- Permission of Activities Beyond the Current Status of Sojourn

2-1 Permission of Change of Status of Sojourn

Foreigners who have entered Korea without a visa (B-1, B-2) or with a short-term visa (C-3) and intend to obtain a business investment (D-8) visa and their accompanying families, and foreigners who intend to establish and operate a foreign-invested company during a long-term stay in Korea and their accompanying families should obtain a permission for change of status of sojourn. An application for permission of change of status of sojourn to D-8 can be submitted to KOTRA's Investment Consulting Center or the immigration control office having jurisdiction over the place of sojourn within the period of stay permitted under the current visa.

Foreigners who have entered Korea with a temporary visit visa (C-3) as a member of a tourist group for the sole purpose of travel (C-3-2) or for medical tourism (C-3-3), an industrial training visa (D-3), non-professional employment visa (E-9), vessel crew (E-10), miscellaneous visa (G-1), working holiday visa (H-1) or working visit visa (H-2) are not allowed to apply for change of status of sojourn. (In the case of the working holiday (H-1) visa, change of sojourn status is not permitted for nationals of France, Ireland, and the U.K. under bilateral visa agreements.)

< Documents required to apply for permission of change of status of sojourn (D-8-1) >

More or less documents may be required for review.

- Application form (form no. 34 of the Enforcement Rules of the Immigration Control Act), passport, color photo for passport
- In the case of nationals of countries with high incidence of tuberculosis, a certificate of tuberculosis examination is required (issued by the local community health center)
- Copy of foreign-invested company registration certificate
- Copy of business registration certificate
- Certified copy of corporate registration
- Corporation registration certificate issued in the past three months
- Specification of change in shareholders (original copy)
- Dispatch order (in the case of employees dispatched to Korea)
 - ※ A dispatch order should be issued by the company headquarters, even if the employee is dispatched from a branch. The dispatch order should state the dispatch period.
- Employment certificate issued by company headquarters (in the case of employees dispatched to Korea)
- Document certifying qualification as indispensable professional specialist (one of the following): technical certifications (for engineers), certificate of career, company organizational chart, diploma
- Certificate of payment of tax (stating payment of corporate tax, grade A earned income tax, etc.)
- Document certifying place of sojourn (real estate lease contract, etc.)
- Office lease contract
- Certificate of introduction of investment funds
- Cash investments
 - Document certifying permission to carry out foreign currency issued by the tax office or bank (financial institute) of the investor's home country (if applicable)
 - Specification of introduced investment funds (certificate of remittance, certificate of purchase of foreign currency, customs declaration, etc.)
- Investment-in-kind
 - Copy of certificate of completion of investment-in-kind (issued by the Commissioner of Korea Customs Service), certificate of completion of import declaration
- Additional documents to be submitted by individual investors investing less than KRW 300 million

- Document certifying expenditure of capital
 - Receipt for purchase of goods, office interior design expense, etc.
 - Withdrawal and deposit records of corporate bank account, etc.
- Documents certifying existence of a business establishment
 - Office lease contract
 - Photograph of building, office space, signage, etc.
- Document certifying sales records
 - Income statement
 - Certificate of completion of export declaration (import and export permit)
 - Documents certifying collection of payment for export (transaction records of a domestic account)
 - Business plan (expenditure of investment funds, future business plans)
- Document certifying business experience in the relevant industry or field (if necessary)

* Processing fee is exempted for applications for change to business investment (D-8) visa.

2-2 Alien Registration

A foreigner who intends to stay in Korea for more than 90 days from the date of entering Korea should apply for alien registration at the immigration control office having jurisdiction over the place of sojourn or at KOTRA's Investment Consulting Center within 90 days of the date of entry. Also, a foreigner who has entered Korea with a short-term visa and obtained permission of change of status of sojourn to business investment (D-8) should immediately apply for alien registration at an immigration control office having jurisdiction over the place of sojourn or at KOTRA's Investment Consulting Center.

※ Foreign nationals aged 17 or older should visit in person to confirm their identity and register their fingerprints.

Any foreign investor or employee of a foreign-invested company who has completed alien registration should return his/her alien registration card to the departure inspection desk at the port or airport when leaving Korea at the end of his/her sojourn.

< Required documents >

More or less documents may be required for review.

- Application form (form no. 34 of the Enforcement Rules of the Immigration Control Act), passport, color photo for passport
- A copy of certificate of foreign-invested company registration
- A copy of business registration certificate
- Document certifying the place of sojourn (lease contract, etc.)
 - ※ Foreigners who have entered Korea by obtaining a business investment (D-8) visa from a diplomatic mission abroad may submit the documents required for change of sojourn status (excluding the copy of foreign-invested company registration, dispatch order and certificate of employment). However, this shall not apply to those who obtained a visa with a certificate of confirmation of visa issuance.
 - ※ The processing fee is exempted for business investment (D-8) visa holders.

2-3 Extension of Period of Stay

A business investment (D-8) visa holder who intends to stay longer than the permitted period should apply for an extension of the period of stay at an immigration control office having jurisdiction over the place of sojourn place or at KOTRA's Investment Consulting Center during the four months prior to expiry of the current sojourn period. It is possible to apply earlier if there is a legitimate reason for doing so, such as an overseas business trip.

In such cases, the period of stay can be extended for up to five years depending on the size of the foreign-invested company, the investment amount, or business operation record. A foreign investor who intends to continue with his/her business activities or foreigners who wish to continue working as a dispatched employee may apply for an extended stay a limitless number of times, provided that he/she has never been involved in any illegal activities.

<Required documents>

More or less documents may be required for review.

- Application form (form no. 34 of the Enforcement Rules of the Immigration Control Act), passport, alien registration card
- In the case of nationals of countries with high incidence of tuberculosis, a certificate of tuberculosis examination is required (issued by the local community health center)
- Copy of foreign-invested company registration certificate
- Copy of business registration certificate
- Corporation registration certificate issued in the past three months
- Specification of change in shareholders (original copy)
- Dispatch order in the case of employees dispatched to Korea (required only if the dispatch period is changed)
- Certificate of company's payment of tax (corporate tax, grade A earned income tax, etc.)
- Documents certifying place of sojourn (one of the following: notification of expiration of period of sojourn, receipt for payment of utility fees, real estate lease contract)
- Office lease contract
- Documents certifying individual tax payment or receipt for earned income tax withholding
- Documents certifying introduction of investment funds
- Cash investments
 - Document certifying permission to carry out foreign currency issued by the tax office or bank (financial institute) of the investor's home country (if applicable)
 - Specification of introduced investment funds (certificate of remittance, certificate of purchase of foreign currency, customs declaration, etc.)
- Investment-in-kind
 - Copy of completion of investment-in-kind (issued by the Commissioner of Korea Customs Service), certificate of completion of import declaration
- Additional documents to be submitted by individual investors investing less than KRW 300 million

- Document certifying expenditure of capital
 - Receipt for purchase of goods, office interior design expense, etc.
 - Withdrawal and deposit records of a domestic bank account, etc.
- Document certifying existence of a business establishment
 - Office lease contract, photograph of building, office space, signage, etc.
- Certificate of tax payment certifying there is no unpaid tax
- Sales records
 - Income statement
 - Certificate of export declaration (export and import permit)
 - Document certifying collection of payment for export (bank transaction records of a domestic account)
 - Business plan (expenditure of investment funds, future business plans, etc.)
- Document certifying business experience in the relevant industry or field (if necessary)

* Processing fee is exempted for business investment (D-8) visa holders.

2-4 Re-entry Permit

A foreigner who intends to re-enter Korea after a temporary departure within the current period of stay should apply for a single or multiple re-entry permit at an immigration control office having jurisdiction over the place of sojourn or at KOTRA's Investment Consulting Center. The application can also be filed at an immigration control office at the airport on the day of departure.

A re-entry permit is issued within the period of validity of the passport, the permitted sojourn period, and the period of the re-entry permit's validity (one year for a single permit and two years for a multiple permit).

※ Exemption from obtaining a re-entry permit (Article 44-2 of the Enforcement Rules of the Immigration Control Act)

Those who fall under the following are exempted from the obligation to obtain a re-entry permit, with the exception of foreigners who are banned from entering the country in accordance with Article 11 of the Act and those who fall under the following Items in Article 10 (Amended November 16, 2010).

1. Permanent residence (F-5) holders who intend to re-enter the country within two years of the date of departure
2. Persons who intend to re-enter the country within one year of the date of departure (the remaining sojourn period in the case that the remaining period is shorter than one year) holding the following visa types: from 1. Diplomacy (A-1) to 3. Negotiation (A-3), from 10. Culture and arts (D-1) to 28. Accompanying person (F-3), from 28-4. Marriage (F-6) to 31. Employment (H-2).

※ Countries exempted from obtaining a re-entry permit

The Republic of Surinam, the Netherlands, Norway, Denmark, Germany, Luxemburg, Belgium, Sweden, Switzerland, Liechtenstein, France, Finland and Chile (C-2, D-7, D-8 and D-9 visa holders)

< Required documents >

More or less documents may be required for review.

- Passport, alien registration card, application form (unified form)
- Processing fee (e-revenue stamp, etc.): KRW 30,000 for single re-entry permit; KRW 50,000 for multiple re-entry permit

* Processing fee is exempted for business investment (D-8) visa holders.

2-5 Report of Change of Place of Sojourn

A business investment (D-8) visa holder who has changed his/her place of sojourn should report the change to KOTRA's Investment Consulting Center, an immigration control office having jurisdiction over the place of sojourn, or the head of the relevant Si/Gun/Gu/Eup/Myeon/Dong office within 14 days of moving into the new place of sojourn.

Failure to report within the deadline constitutes a violation of Article 36 of the Immigration Control Act and results in a fine.

< Required documents >

More or less documents may be required for review.

- Passport, alien registration card, application form (form no. 34 of the Enforcement Rules of the Immigration Control Act)
- Document certifying the place of sojourn (lease contract, etc.)

2-6 Report of Change of Alien Registration Information

A business investment (D-8) visa holder should report any changes in alien registration information to an immigration control office having jurisdiction over the place of sojourn or to KOTRA's Investment Consulting Center within 14 days of the date on which any of the following occurs:

- A change in the holder's name, gender, date of birth or nationality
- A change in the holder's passport number, date of issuance and validity
- A change in the company name (if the investor is a company)

Failure to report within the deadline constitutes a violation of Article 35 of the Immigration Control Act and results in a fine.

< Required documents >

More or less documents may be required for review.

- Passport, alien registration card, application form (form no. 34 of the Enforcement Rules of the Immigration Control Act)
- Documents certifying matters concerning the change(s)

In the case of business investment (D-8) visa holders, if the changed or added workplace is an affiliate of the same company to which the visa holder belongs, notification of change of alien registration information is required instead of report of change or addition of workplace.

< Required documents >

More or less documents may be required for review.

- Passport, alien registration card, application form (form no. 34 of the Enforcement Rules of the Immigration Control Act)
- Dispatch order
- Document certifying the new workplace's introduction of business funds
- Document certifying the new workplace's tax payment
- The new workplace's certified copy of corporate registration
- The new workplace's business registration certificate
- The new workplace's foreign-invested company registration certificate
- Document verifying that the new workplace is an affiliate of the same company
- Processing fee (e-revenue stamp): None

A foreigner who completed alien registration should report any change in alien registration information to the immigration control office within 14 days of the date on which such change occurs. Failure to report within the deadline is a violation of Article 35 of the Immigration Control Act and results in a fine.

2-7 Permission of Activities Beyond the Current Status of Sojourn

A business investment (D-8) visa holder who intends to engage in activities other than those permitted by his/her status of sojourn should obtain an approval from an immigration control office having jurisdiction over the place of sojourn in advance. Application for permission to engage in activities permitted for D-7 (intra-company transfer) visa and indispensable professional specialists' (e.g., CEOs of foreign-invested companies) application for permission to engage in college lecture activities can be filed at the Investment Consulting Center of KOTRA.

< Required documents >

More or less documents may be required for review.

- Passport, alien registration card, application form (form no. 34 of the Enforcement Rules of the Immigration Control Act)
- Dispatch order (issued by the company headquarters)
- Document certifying that the new workplace belongs to an affiliate of the original workplace (such as a certified copy of corporate registration)
- Copy of business registration certificate
- Document certifying notification (or authorization) of foreign company's local branch establishment
- A letter of recommendation issued by the head of the original workplace
- Document certifying business records: Certificate of tax payment, etc.
- Processing fee (e-revenue stamp): KRW 120,000

* The above required documents apply only to D-8 visa holders' request for permission to engage in activities permitted for D-7 (intra-company transfer) visa holders, which can be processed by KOTRA's Investment Consulting Center. For information on the documents required when requesting permission to engage in activities permitted in other visa types, refer to the Korea Immigration Service website (<http://www.immigration.go.kr>).

3. Policies for the Favorable Treatment of Foreign Investors

The Korean government provides foreign investors with a variety of benefits in relation to their arrival, departure, and stay. There are automated immigration checkpoints for foreign investors, and permanent residency is granted provided that certain conditions are met. Also, the Investment Consulting Center of KOTRA provides one-stop service for foreign investors with services ranging from investment consulting to the resolution of grievances during an investor's stay in Korea.

- Change to Permanent Residence (F-5) Status
- Hiring of Foreign Housekeepers
- Exclusive Immigration Checkpoint for Foreign Investors
- Automated Immigration Checkpoint
- Exclusive Visa-Related Services for Foreign Investors
- Exemption from Processing Fees for the Issuance of Stay Permits
- Extension of the Maximum Period of Stay

3-1 Change to Permanent Residence (F-5) Status

Foreign investors, executives of multinational companies operating in Korea, and foreigners engaged in high tech businesses who contribute to promoting foreign investment and strengthening the national competitiveness of Korea are permitted to change their status of sojourn to permanent residence (F-5).

Permanent residence status is granted to foreigners who are not subject to deportation and meet one of the following requirements:

- Foreigners who have invested USD 500,000 or more pursuant to the Foreign Investment Promotion Act and have employed five or more Korean nationals as regular workers
- Foreigners qualified as adults under the Korean Civil Act who: have the ability to maintain a living for himself/herself and his/her dependent family members; satisfy the conditions prescribed by the Minister of Justice (e.g., must be of good conduct, must have basic knowledge befitting a Korean national); and have lived in Korea for five years or longer with a business investment (D-8) visa.
- Foreigners with a sojourn status falling under item 3 of business investment (D-8) under Attached Table 1 of the Enforcement Decree of the Immigration Control Act who have invested in Korea for three years or longer and satisfy the conditions prescribed by the Minister of Justice such as attraction of investment of KRW 300 million or more and employment of two or more Korean nationals
- Foreigners with a sojourn status falling under item 1 of business investment (D-8) under Attached Table 1 of the Enforcement Decree of the Immigration Control Act who qualify as indispensable professional personnel of a research and development facility prescribed by Article 25 (1) 4 of the Enforcement Decree of the Foreign Investment Promotion Act and are recognized by the Minister of Justice

Foreigners who obtain permanent residence status are entitled to the following benefits:

- Exemption from the obligation to apply for an extension of period of stay
- Exemption from restriction on employment activities due to guarantee of economic activities in Korea
- Exemption from the obligation to obtain a re-entry permit if a visit to a foreign country lasts for less than two years
- Exemption from deportation, etc.

3-2 Hiring of Foreign Housekeepers

Korea allows large-scale foreign investors to hire a foreign housekeeper to make their stay in Korea more comfortable. A foreigner who intends to hire a foreign housekeeper should meet the following requirements:

- A foreign investor (a representative, executive or employee of a foreign-invested company)'s investment amount should be at least USD 500,000 and his/her income should be equal to or greater than three times the amount of the per capita GNI of Korea in the preceding year as announced by the Bank of Korea.
- A foreigner whose investment amount is less than USD 500,000 should be engaged in a high-tech information business and hire three or more regular Korean employees.

※ **Scope of "executives and employees"**

Executives and senior managers falling into the category of indispensable professional specialists

※ **High-tech information business**

The following high-tech businesses designated by KOTRA (Contact Korea), an affiliate of the Ministry of Trade, Industry & Energy, qualify for Gold Card issuance: Technological management, nano-technology, digital electronics, bio technology, transportation and machinery, e-Commerce (including information technology), environment, energy, and new materials

A foreign housekeeper should be between the age of 20 and 58 as of the date on which his/her visa application is submitted and shall be a middle school graduate or higher. The number of housekeepers that an inviter may hire is limited to one person. A housekeeper should leave Korea upon termination or cancellation of the employment contract or upon his/her employer being deprived of the business investment (D-8) visa.

Foreign investors and indispensable professional specialists may apply for a visa for a foreign housekeeper as follows:

- If the inviter is qualified and he/she has employed the housekeeper outside of Korea for at least one year as of the date of application, the inviter can apply for an F-1 visa with a sojourn period of one year or less by submitting the necessary documents to a Korean diplomatic mission.
- If the authority to issue a visa is not delegated to a diplomatic mission, the inviter residing in Korea can obtain a certificate of confirmation of visa issuance (or confirmation number) at an immigration office and submit it to the invitee. The invitee can submit the said certificate (or number) to a Korean diplomatic mission and apply for visa issuance.

<Required documents>

More or less documents may be required for review.

- Copy of passport, application form for confirmation of visa issuance, one color photo
- Copy of foreign-invested company registration certificate
- The employer's certificate of employment (certificate of identification)
- Document certifying the annual income of the employer (receipt of earned income tax withholding, certificate of income, certificate of salary, copy of bankbook, etc.)
- Where the inviter is a foreign investor investing less than USD 500,000 in Korea, a receipt for earned income tax withholding or an income amount certificate concerning Korean regular employees
- Employment contract of the foreign housekeeper
- Personal reference of the foreign housekeeper
- Document certifying the education background of the foreign housekeeper, such as a graduation certificate

Processing fee (revenue stamp): Varies by country due to reciprocity principles, etc. For the exact amount, inquire a diplomatic mission.

* No processing fee is charged for applications for certificate of confirmation of visa issuance.

3-3 Exclusive Immigration Checkpoint for Foreign Investors

Korea operates an immigration checkpoint exclusively for foreign investors at Incheon International Airport to enhance the convenience of business investment (D-8) visa holders and their families.

3-4 Automated Immigration Checkpoint

Business investment (D-8) visa holders may use an automated immigration checkpoint after registering their passport information along with their fingerprint and facial features at the immigration control office at Incheon International Airport.

3-5 Exclusive Visa-Related Services for Foreign Investors

KOTRA's Investment Consulting Center

KOTRA's Investment Consulting Center assists foreign investors with all matters pertaining to their visa and stay permit. Immigration control officials are dispatched from the Ministry of Justice to handle such matters as change of sojourn status, extension of period of stay, issuance of re-entry permit, granting of sojourn status to children born in Korea, alien registration, report of change of alien registration information, report of change of place of sojourn, and change or addition of workplace, regardless of the jurisdiction over the place of sojourn.

The Seoul Immigration Control Office's Investment Support Center (accessible also from Seoul Nambu Immigration Office) also provides visa related-services exclusively to foreign investors to handle matters concerning stay permits and extension of period of stay.

3-6 Exemption from Processing Fees for the Issuance of Stay Permits

A business investment (D-8) visa holder is granted an exemption from payment of the following processing fees concerning stay permits.

Stay permit	Processing fee
Issuance and re-issuance of alien registration card	KRW 30,000 (cash or a certificate of cash payment)
Permit for extension of period of stay	KRW 60,000
Permit for change of sojourn status	KRW 100,000
Permit for change /addition of workplace	KRW 120,000 (e-revenue stamp, etc.)
Re-entry permit	KRW 30,000 (e-revenue stamp) for a single-entry permit, KRW 50,000 for a multiple-entry permit (e-revenue stamp)

The processing fee for application for permission of activities beyond the current status of sojourn (KRW 120,000) and the fee for issuance of certificate of confirmation of alien registration (KRW 2,000) are not exempted.