Changes in Foreigner Registration Matters That Require Notification & Notification of Change of Sojourn Place

Q. When a foreigner’s passport is reissued, is notification required?

A. In the case that a foreigner’s passport number, passport issuance date or date of expiration has changed, he/she should notify the immigration control office within 14 days of the date on which the new passport was issued.

Additional information

- In addition to the reissuance of a passport, the following changes are subject to notification to the immigration control office.
  - Change in name, sex, date of birth or nationality
  - Change in D-1, D-2, D-4 visa holders’ organization (including change in organization’s name)
  - Change in D-5, D-6, D-7, D-8 or D-9 visa holders’ organization name

- The above changes should be notified within 14 days of the date of occurrence.

- Documents required for notification of change: passport and foreigner registration certificate, notification form, documents certifying that changes have been made

A registered foreigner should notify changes in foreigner registration matters to the immigration control office within 14 days of the date on which such changes occur. Failure to make a notification within the deadline is a violation of Article 35 of the Immigration Control Act and shall result in a fine.

Q. If a foreigner changes his/her place of sojourn, is a notification of change of address required?

A. Yes.

Additional information

- A registered foreigner who has changed his/her place of sojourn should notify the immigration control office having jurisdiction over the sojourn place or the head of the relevant Si/Gun/Gu office within 14 days.

- Deadline for notification: Within 14 days of the change of place of sojourn

- Documents to submit: Passport, foreigner registration certificate, notification form, lease contract

- Failure to make a notification within 14 days of the date on which a change in place of sojourn has occurred is a violation of Article 36 of the Immigration Control Act and shall result in a fine of up to KRW 1 million.

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