

# Guidelines on Employment for International Students in Korea

## 12 Job opportunities

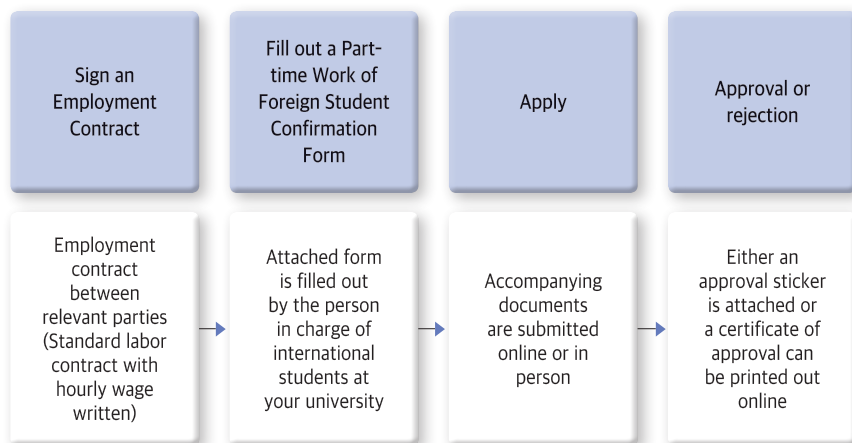
### A. Part-time Work for Foreign Students

(1) **General regulations:** In general, students are limited to part-time, hourly jobs that are commonly done by students (such as low-skilled labor).

※ When a student plans to work a job approved as per the Immigration Control Act Enforcement Ordinance (See chart 1-2 attached), specific guidelines are applied according to qualifications (For example, scholarship students of the Teach and Learn in Korea program, English conversation instructors, professional interpretation and translation)

※ Private tutoring is heavily restricted according to the location, tutoring recipient, and other factors.

#### Approval Process



## (2) Eligible Individuals

· Those with student visas (D-2) or language trainee visas (D-4-1, D-4-7) who possess a certain level of Korean ability and have received confirmation from the person in charge of international students at their university.

※ Language trainees can hold a part time job 6 months after changing their visa status (for those entering on a visa, 6 months from the date of entry). Elementary, middle, and high school students receiving language training are not allowed to have part-time jobs despite holding D-4 visas (however, it is possible for expected graduates to receive approval).

· Those who have surpassed the study abroad period (2 years for associate degrees, 4 years for bachelor's degrees) and have been unable to fulfill graduation requirements due to a lack of credits or otherwise, and have therefore been granted an extension of stay, are restricted from holding part-time jobs.

- However, master's and doctorate degree earners who have completed their course work and are writing their theses can be granted permission to work. However, even in such cases, individuals who delay their graduation because of a lack of credits or poor attendance are not eligible for part-time jobs.

☞ Even in the above cases where students are approved to work, working time is limited to 30 hours per week, and the allowance of unlimited working hours on public holidays and during vacation is rescinded.

## (3) Approved activities

· Organized according to Korean language ability and working hours allowed per type of degree

Type of school	Year in program	Korean language proficiency (TOPIK, KIIP)		When you are allowed to start working	Working Hour Limit		Increased weekday working hour limit for certified schools
					Weekdays	Weekend, during school breaks	
Language training program	N/A	Before '18.10.1.		After 6 months	20 hours		25 hours
		Level 2	X	After 6 months	10 hours		10 hours
			O	After 6 months	20 hours		25 hours
Associate degree program	N/A	Before '18.10.1.		No limitations	20 hours		25 hours
		Level 3	X	No limitations	10 hours		10 hours
			O	No limitations	20 hours	No limit	25 hours
Bachelor's degree program	Year 1-2	Before '18.10.1.		No limitations	20 hours	No limit	25 hours
		Level 3	X	No limitations	10 hours		10 hours
			O	No limitations	20 hours	No limit	25 hours
	Year 3-4	Before '18.10.1.		No limitations	20 hours	No limit	25 hours
		Level 4	X	No limitations	10 hours		10 hours
			O	No limitations	20 hours	No limit	25 hours
Master's/ Doctoral degree program	N/A	Before '18.10.1.		No limitations	30 hours	No limit	35 hours
		Level 4	X	No limitations	15 hours		15 hours
			O	No limitations	30 hours	No limit	35 hours

※ English track programs: regardless of an individual's year in the program, they must possess a score of TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600 or above. Individuals from English-speaking countries are not required to provide proof of English ability.

#### (4) Required Documents

- Passport, residence card, application form
- Letter of recommendation for part-time employment (attached form #5), transcript or record of attendance (may be substituted with FIMS verification), document proving Korean language ability

#### (5) Special exemptions for needing to receive approval for part-time work

- One-time compensation or prize money that is earned during the course of everyday life and does not contradict with your purpose of stay as a student does not require prior permission.

#### (6) Penalties for working without prior permission

- Employers and employees who are engaged in illegal employment will be punished according to article 18 of the law (a violator may be deported or have their visa status revoked according to the judgement of immigration authorities)
- Those who work part-time jobs without receiving permission are restricted from changing to job seeking visas (D-10) after graduation.

#### **Tip** Special advantages for D-2-7 visa holders (work-study visa)

- \* (Conditions for receiving special advantages) Must have normally completed their degree program and graduated  
(E-7 employment visa requirements) When job seekers are signing an employment contract, they are except from the limit on the ratio of foreign workers at a company, the size of the company, or the similarity of the of the type of work to a student's major. Also, within the period of your employment contract, you can extend your period of stay once every three years.
  - \* (Receiving a long-term residency visa status) Individuals are awarded 10 additional points when applying for a long-term residency visa (F-2-7) through the point system
  - \* (Receiving a permanent resident visa) According to the type of permanent resident visa, relevant individuals are exempt from the income requirement and receive extra points
- ☞ When changing to permanent resident visa status (F-5-10), those who have received a PhD in Korea, those with bachelor's degrees in a high-tech field, and those with F-2 visas through the point system are exempt from the income requirement. Also, talented individuals in certain fields receive additional points (10→20).

## B. Job Seeker visa (D-10)

When student (D-2) visa holders change to a job seeker (D-10) visa

※ The guidebook for international students only covers regulations concerning the point system job seeker (D-10-1) visa. For more detailed information, consult the Korean Immigration Service website.

### (1) Eligible individuals

- Foreigners with at least a bachelor's degree (including associate degree) who are looking for a job corresponding to E-1 through E-7 visa status as per attached chart 1 in the Immigration Control Act Enforcement Ordinance
  - ※ However, for artistic employment (E-6) visas, hotel and adult entertainment (E-6-2) is excluded from eligibility. Among E-7 visas, individuals seeking skilled work jobs and semi-professional employment cannot apply from abroad.
- **Point system requirement:** In accordance with the attached job seeker visa point system chart, out of the total 180 points, eligible candidates must score a total of 60 points and receive at least 20 points in the basic requirements section.
- **Major and career:** Visa issuance will be approved when the applicant meets all requirements and the type of work they desire corresponds with their major and approved types of work.
  - When it is judged that an applicant possess particular expert or technical knowledge, a visa can be issued via recommendation by the Korean diplomatic mission abroad.
    - \* Beyond the prescribed required documents, judging from submitted documents proving the person to be an outstanding individual (i.e. news reports, recommendation letter from an institution), the director of diplomatic missions abroad can issue a visa according to their discretion
  - When an applicant's desired type of work is directly or sufficiently related to their major, a job seeker visa will be approved.

(2) **Maximum length of stay:** 6 months

### (3) Ineligible individuals

- **Violators of the law:** Those who in the past year have been ordered back to their country for violating the Immigration Act. Also, those who have received a total of 2 million won or more in fines and noticed dispositions\* are not eligible.
  - \* However, if your entry to the country has not been subject to regulation and you are scheduled to serve as an intern at the invitation of a company, you can be issued a job seeker visa one time (those holding a D-10 visa for the purpose of an internship may not hold this status for over a year).
- Individuals who have worked illegally, partook in activities outside the scope of their sojourn status, violated part-time work regulations, or have otherwise violated the Immigration Act in the past 5 years are ineligible to apply for point system job seeker visa status (D-10-1).\*
- \* Criteria for exclusion: Those who have payed a fine or penalty over 400,000 won for violating the above-mentioned portions of the Immigration Act while in Korea.

- **Preventing system abuses:** in order to prevent imprudent use of the D-10 visa, in the following cases visa issuance will be denied
  - Cases where in the past year the applicant has stayed on a D-10 visa for more than 6 months
    - \* However, if and you are scheduled to serve as an intern at the invitation of a company, a D-10 visa may be issued one time (a D-10 visa for the purpose of serving as an intern may not exceed 1 year)

#### (4) Required Documents

- General documents: application, photo, copy of passport, fee, copy of identification card
- Plan for seeking employment
- Diploma
  - graduates of associate degree or higher a degree in Korea: certificate of degree\*
    - \* When verifiable through Immigration Customer Relationship Management(ICRM) (Foreign Student Information System(FIMS)), this form is exempt
  - For graduates of one of the world's best universities: certificate of degree\*
    - \* Submit 1 of the following: certificate of (expected) graduation, diploma, or certificate of degree attainment
- Proof of career (if applicable)
  - Documents proving career details, (i.e. proof of current employment) such as period of work, place of work, type of work
- Proof of training activities in Korea (if applicable)
  - Documents showing the content/subject matter of research or training institute, research or education period, whether any specific certification was attained
    - ※ Individual who completed research activities at research institute: completion certificate
    - ※ Individual who completed training activities as training institute: completion certificate
    - ※ Exchange student: Proof of exchange student's work experience signed by dean of university
- Proof of Korean language proficiency (if applicable)
  - TOPIK (within period of validity) or KIIP certificate of completion
- Letter of recommendation for employment (if applicable)
  - Recommendation from head of central administrative agency: letter of recommendation for employment issued by government office (delegated authority)
  - Recommendation from head of diplomatic missions abroad: diplomatic mission internal recommendation document
    - \* certificate of degree, proof of work experience, recommendation letter from related organization or related supporting evidence (i.e. winning a large domestic or international contest, related news coverage)
- Proof of being a high-earning professional (if applicable)
  - Proof of previous year's earnings issued by public institution in country of origin
- Proof of financial ability to support oneself (when transferring to D-10 visa from D-2 visa for first time, this is exempt)

- Letter of release (only in applicable circumstances)
- When E1-E7 visa holders leave their place of employment in the middle of a contract, they must receive permission from the employer.
- Proof of financial ability (applies equally for student visa holders)

### (5) How to Apply

When your status changes (or is expected to change), immediately apply at the office in the jurisdiction of your place of residence

## C. Employment information

### ▶ Job Fair for International Students

The National Institute for International Education(NIIED) and the Korea Trade-Investment Promotion Agency(KOTRA) are launching a job fair for international students as an annual event.

※ Reference: Job Fair for International Students (<http://jobfair.contactkorea.go.kr>)

### ▶ What is Science Card?

Science Card is a type of reference issued by the Ministry of Science and ICT in order to facilitate the employment of the outstanding foreign scientists and engineers within Korea by offering them conveniences with visa issuance and the acquisition of permissions for stay in Korea.

※ Source: Ministry of Science and ICT (<https://www.msit.go.kr>)

### ▶ What is Gold Card?

Gold Card is a type of letter of employment recommendation issued by KOTRA(Contact Korea), an affiliate of the Ministry of Trade, Industry and Energy for those who have graduated from an university in Korea with a major in high-tech businesses.

※ Source: Korea Trade-Investment Promotion Agency(<https://contactkorea.kotra.or.kr>)