

## Notice: Reserve Online to Visit Korean Immigration Office (출입국관리사무소 방문예약 실시 안내)

1. Make sure to get an alien registration card issued within 90 days (3 months) of your entrance to Korea.  
ex. In case the entrance date is 2 March 2016, the card issue should be complete before 2 May 2016.
2. Note that applying for extension of alien registration is allowed in about 60 days (2 months). International students are strongly recommended making reservation on the immigration office at least 30 days before his/her expiration date of registration card, in order to be safe from illegal stay.

### Attention:

You will NOT have immigration service without online booking.  
For assistance, please visit SLI office.

### 3. Appointment Reservation Guide

3-1. Access to HiKorea (<http://www.hikorea.go.kr>) and click on “방문예약” (red line square).



3-2. Click on the button #1, for member registration,  
 Click on button #2 for non-member registration.  
 (In case registering as a member fail to proceed, please visit the SLI office.)



3-3. For an applicant with alien registration card at the time of reservation, refer to 3-3-1.  
 For an applicant with no alien registration card at the time of reservation, refer to 3-3-2.  
 3-3-1. Enter your alien registration number at the box #1. Enter the date of alien registration card issue at the box #2



Cf)



3-3-2. Enter your passport number at box#1, nationality at box#2, and date of birth at box#3.



Click “확인” button, and select your supervising agency applicable to your address in Korea.  
(In case you live in Hyeonwa area, you should visit Sejong-ro agency.)

\*\*For applicants whose address is not in Hyeonwa area, call #1345 to figure out your agency.

The screenshot shows the '방문예약 신청' (Reservation) page on the hikorea.go.kr website. The page is in Korean and features a search bar at the top. Below the search bar, there are navigation tabs for '방문예약 신청' and '방문예약 신청서 작성'. A dropdown menu is open, displaying a list of agencies for selection. The agencies listed include various government offices and their addresses. A message on the right side of the page states: '가 불가능합니다. (경우 민원처리가 되지 않습니다. 전화하시기 바랍니다.)' (Not possible. (Case not handled by inquiry. Please call.)).

3-3-3. Enter your name, phone number, number of visitors, and date of visit, and purpose of visit. For more specific guide to enter date of visit, please refer to the following description. (In case of group visit, one of the applicants registers on behalf, enter the number of the rest.) After you've entered all of the above, hit "Apply" button to complete the application.



**\*\*How to enter date of visit**

1. Click on the calendar button next to the "appointment date". This will pop up a window that shows available dates and time slots for your application. Select the date you want to visit the immigration office.
2. You are able to select among the available time slots. Gray-colored slots indicate that reservation is not available anymore.

http://www.hikorea.go.kr/?selectYmd=2016.03.&visiYmd=20160331&deskSeq=345&visiPer...

### 방문예약 일자/시간 선택

선택한 방문자 수: 1명 ← **확인**      필요한 예약시간: 10분

**유의사항** 방문예약 운영 기간은 **2016.03.07(당일제외)~2999.12.31(2016.05.07 까지 예약신청가능)** 입니다.

#### 날짜 선택

<< < 2016. 3 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

※ 오른쪽 희망 시간 선택의 각 시간들이 회색(완료)이면 이미 예약이 완료된 상태이오니, 다른 날짜나 다른 시간을 선택하여 주시기 바랍니다.

#### 선택된 날짜 : 2016.03.31

09:00(4/4)	10:00(4/4)	11:00(4/4)	13:00(4/4)
09:10(4/4)	<b>회색 칸 선택불가</b>		13:10(4/4)
09:20(4/4)	10:20(4/4)	11:20(4/4)	13:20(4/4)
09:30(4/4)	<b>(예약 만석)</b>		13:30(4/4)
09:40(4/4)	10:40(4/4)	11:40(4/4)	13:40(4/4)
09:50(4/4)	10:50(4/4)	11:50(4/4)	13:50(4/4)
14:00(4/4)	15:00(4/4)	16:00(4/4)	17:00(4/4)
14:10(4/4)	15:10(4/4)	16:10(4/4)	17:10(2/4)
14:20(4/4)	15:20(4/4)	16:20(3/4)	17:20(2/4)
14:30(4/4)	15:30(4/4)	16:30(4/4)	17:30(1/4)
14:40(4/4)	15:40(3/4)	16:40(3/4)	17:40
14:50(4/4)	15:50(2/4)	<b>회색 칸 선택 가능</b>	

**닫기**

\*\*For more information with regard to online reservation to the Korean immigration office, press 1345. (No area code)

\*\*For assistance to reserve your visit online, come to SLI office to request assistance.

\*\*If failure to reserve a visit to the immigration office before your alien registration expiration dates, you would have no choice but expect the extension service in the very day of visiting, with long wait. (You are strongly recommended making reservation on the immigration office in advance before the expiration date of your registration card. )