

Comprehensive Guide

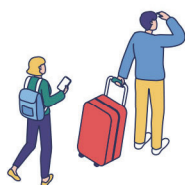
to Living and Working in Korea
for International Researchers





CONTENTS

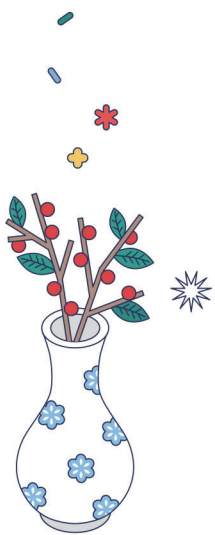
I. NST and GRI at a Glance	5
1. About NST	6
2. List of 25 GRIs	8
3. Facts and Figures	17
4. Location of NST and GRIs	19
A. Korea	19
B. Overseas Organizations	21
II. Research in GRIs	23
1. Legal Framework & Governance	24
A. Act on the Establishment, Operation and Fostering of Government-Funded Science and Technology Research Institutes, Etc.	24
B. Governance of NST and GRIs	25
2. Securing Funding Opportunities	26
3. Laboratory Safety	29
4. GRI Administration	36
A. Institutional Regulations	36
B. Pledge of Confidentiality	37
C. IT Security	37
D. Issuance of Certificate (Salary, Employment, Dormitory, etc.)	37
E. Insurance	38
III. Entering Korea	41
1. Visas	43
A. Visa Application (Outside Korea)	43
B. Types of Visas	44
C. Mandatory Tuberculosis (TB) test	45
2. Foreigner's Sojourn	46
A. General Affairs	46
B. Application for Permission of Sojourn/Receipt by Proxy	47
C. Extension of Sojourn	48
D. Change of Status of Sojourn	49
E. Acquisition of Permanent Residence Qualification (F-5)	50
F. Re-entry Permits	52
G. Appointment System Fully Implemented at Immigration Offices	54
3. Residence Card	56
A. Application and Procedures	56
B. Reporting Changes of Personal Information	58
C. Extension of Residence Card	58
4. Immigration Offices	59



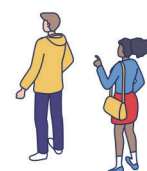
IV. Life in Korea

1. Cost of living in South Korea (As of Decmber 31st, 2022)	63
2. Housing	65
A. Types of Housing	65
B. Types of Rent	66
C. Realtors	66
D. Renting in Korea	67
3. Telecommunications	68
A. Phone and the Internet	68
4. Postal Service	72
A. Domestic Postal Service	72
B. Overseas Postal Service	74
C. International Postal Service	74
D. Door-to-Door (taekbae) and Quick Service (motorcycle delivery)	75
5. Banks	76
A. General Information	76
B. Opening an Account and Getting Your Bankbook	76
C. Automatic Teller Machines (ATM)	76
D. Remittance	77
E. Internet Banking	77
F. Domestic Branches of Foreign Banks	78
G. Credit Cards in Korea	79
6. Tax Payment	80
A. National Taxes	80
B. Local Taxes	80
C. Tax	80
D. Year-End Tax Settlement Manual for Foreigners	82
E. Information on Tax Counseling for Foreigners	83
7. Electricity, Gas and Water	84
A. Payment	84
B. Utility Costs	84
8. Transportation	86
A. Transportation Cards	86
B. Means of Transportation	87
9. Driving	90
A. Driver's License	90
B. Purchase and Registration of Vehicles	92
C. Automobile Insurance	93
10. Medical Services	94
A. National Health Insurance (NHI)	94
B. Annual Medical Checkup	94
C. Medical Care System in Korea	95
11. Garbage Disposal	97
A. General Waste	97
B. Food Waste	97
C. Recyclables	98
D. Disposing of Large Items	99





V. Appendix. Support for Foreigners	101
1. General Information on the Republic of Korea	102
A. Location, Symbols and Population of the Country	102
B. Administrative Divisions	104
C. Public Holidays	106
2. Convenient Apps	108
3. Manual for Issuance of Personal Customs Code	111
4. Free Korean Language Classes	116
A. Institutions Providing Free Korean Language Education	116
B. Free Online Korean Language Education	116
5. Korea Immigration & Integration Program (KIIP)	118
A. Who Can Participate?	118
B. What Are the Courses?	118
C. How Can I Apply?	118
D. Benefits of the KIIP Program:	118
E. Curriculum	119
6. Labor Regulations	123
A. Labor Standards Law	123
B. Minimum Wage System	123
C. Maternity Leave Before or After Childbirth, and Childcare Leave	123
D. Miscarriage or Stillbirth Leave	124
E. Parental Leave	125
F. Working Hour Reduction during Childcare Period	126
G. Maternity Allowance for Those Who Do Not Have Employment Insurance	128
H. Regulations on Holidays of Government Offices in Korea	129
7. Social Insurance	130
A. National Pension (NP)	130
B. National Health Insurance (NHI)	130
C. Employment Insurance (EI)	131
D. Worker's Accident Compensation Insurance (WCI)	131
8. Tips on Safety	132
A. In case of Fire	132
B. Earthquakes	133
C. Typhoon/ Heavy Rain	135
D. Fine Dust	136
E. COVID-19 Guidelines	137
F. Special Entry Procedure and Quarantine System	138
9. Telephone Directories	140
A. Emergency	140
B. Immigration Offices	140



I

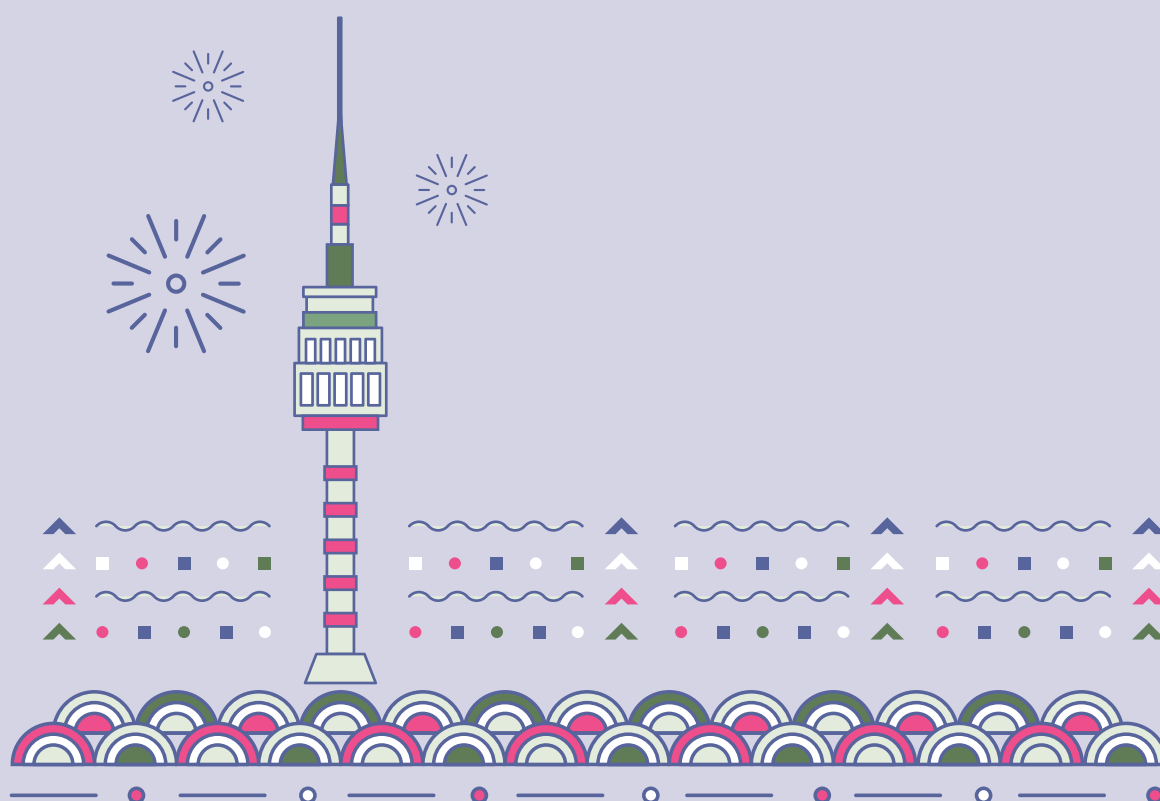
NST and GRI at a Glance

About NST ❶

List of 25 GRIs ❷

Facts and Figures ❸

Location of NST and GRIs ❹



1. About NST

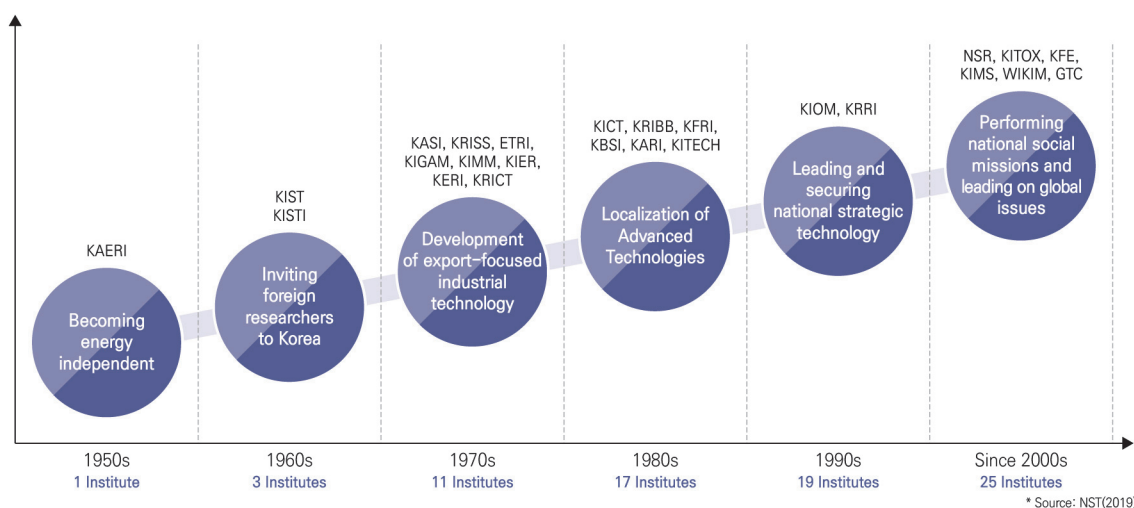
The National Research Council of Science & Technology of the Republic of Korea (NST) supports the missions and objectives of 25 government-funded research institutes (GRI) in various scientific and technological fields. NST hopes to inspire GRIs to conquer new challenges and imbue them with a competitive spirit.

In Korea, GRIs have been a driving force of economic growth as well as scientific and technological development. Amid the destruction caused by the Korean War from 1950-1953, the government recognized the importance of science and technology in industrial development and the country began to pursue government-led science and technology policies to promote science and technology. The establishment of the Korea Institute of Science and Technology (KIST) in 1966 represents one of those efforts.

Later in the 1970s, as the national industrial structure — which then revolved around light industries — rapidly reorganized from light to heavy-chemical industries, KIST alone could not meet the demand from companies for technology, and the government responded by establishing other government-funded research institutes (GRIs) in specialized fields such as shipbuilding, marine industry, machinery, chemicals, and electronics.

From then on, GRIs played a pivotal role as a growth engine that drives the national economy. Following the indigenous development of color televisions and 16-megabyte DRAM semiconductors, the nation's economy has achieved 10% annual growth every year. Based on these significant developments, Korea's exports increased dramatically in the 1980s and 1990s.

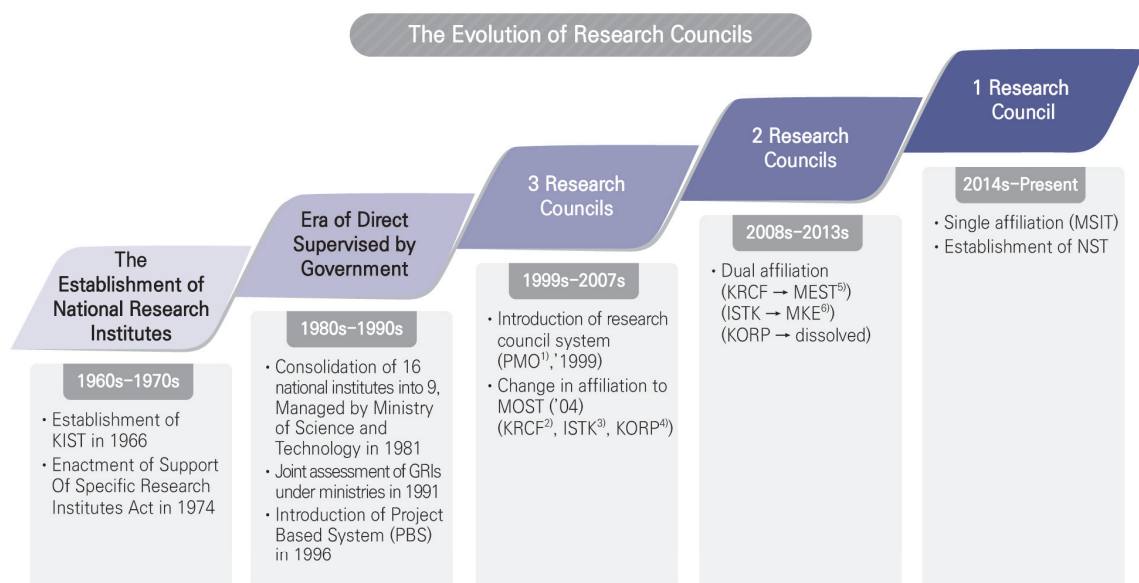
The Contributions of GRIs to the National Economy



In January 1999, the government enacted the Act on the Establishment, Operation and Development of Government-funded Research Institutions, etc. to support creative research activities and enhance research excellence by ensuring managerial autonomy and research flexibility. Based on this Act, GRIs scattered across various ministries were reorganized under the purview of the Prime Minister's office and grouped into three research councils: the Korean Research Council of Fundamental Science and Technology, the Korean Research Council of Industrial Science and Technology, and the Korea Research Council of Public Science and Technology.

The three councils were merged into two in 2008 before incorporated into the single National Research Council of Science and Technology (NST) in 2014 under the Ministry of Science and ICT.

The NST plans GRIs' development and encourages continuous innovation, enabling them to conduct advanced R&D activities. NST has also created a convergence research ecosystem in which GRIs are able to engage in and expand international cooperation with advanced research institutes overseas to enhance their own research capabilities and technological competitiveness. Finally, to ensure the research outputs of GRIs contribute to economic development, NST actively encourages enterprises to utilize GRI research to enhance their own technological competitiveness and R&D capabilities.



- 1) PMO: Prime Minister's Office
- 2) KRCF: Korea Research Council of Fundamental Science & Technology
- 3) ISTK: Korea Research Council for Industrial Science & Technology
- 4) KORP: Korea Research Council of Public Science & Technology
- 5) MEST: Ministry of Education, Science and Technology
- 6) MKE: Ministry of Knowledge Economy



2. List of 25 GRIs

Below you will find a list of 25 GRIs and their websites which will allow you to see the variety of organizations under NST. Each focuses on a particular area of scientific R&D such as industrial, transportation, infrastructure, and green technology.



Korea Institute of
Science and Technology



Roles & Responsibilities

Performing leading and innovative research; solving national and social challenges; and securing growth engines

Developing technology for brain science(cognition/function), customized medical engineering technology, future computing/semiconductor technology, core robotics technology, advanced complex material technology, environmental technology, disaster safety technology, etc.

5. Hwarang-ro 14-gil, Seongbuk-gu, Seoul 02792 eng.kist.re.kr



국가녹색기술연구소
NATIONAL INSTITUTE OF
GREEN TECHNOLOGY



Roles & Responsibilities

Supporting for green and climate technology policies with domestic and foreign climate technology cooperation; responding to climate change

Establishing green and climate technology policies; developing customized climate change models; creating global cooperation infrastructure

17th Floor, NamsanSquare Bldg., 173, Toegye-ro, Jung-gu, Seoul 04554
<https://www.gtck.re.kr/eng/index.do>

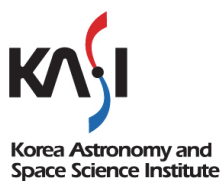


Roles & Responsibilities

Leading analytical science and technology; building state-of-the-art research infrastructure; innovating national research facilities&equipment

Serving as a national R&D infrastructure control tower; sharing and spreading of analytical science for improving national R&D competitiveness and fostering experts

Address: 169-148, Gwahak-ro, Yuseong-gu, Daejeon, 34133
<https://www.kbsi.re.kr/eng>



Roles & Responsibilities

Creating world-class astronomical space research achievements

Performing creative and challenging astronomical research; operating high-tech astronomy infrastructure; responding to environmental and space hazards; performing public outreach & citizen science in the field of astronomy and space science

776 Daedeok-daero, Yuseong-gu, Daejeon 34055
<http://www.kasi.re.kr/eng/index>



Roles & Responsibilities

Doing research on the core technology for living phenomena; developing the bioeconomy

Developing core biomedicine technology and performing research on bio-convergence and materials; developing technology aimed at addressing bioscience-related problems

Address: 125 Gwahak-ro, Yuseong-gu, Daejeon, 34141
<https://www.kribb.re.kr/eng2/main/main.jsp>



Korea Institute of
Science and Technology Information



Roles & Responsibilities

Developing and Supporting S&T Information Resources and Knowledge Infrastructure

Establishing a system for sharing and utilizing scientific and technological knowledge resources; developing a national supercomputing ecosystem; developing an Intelligent Information Analysis System

📍 245, Daehak-ro, Yuseong-gu, Daejeon

🌐 <https://www.kisti.re.kr/eng/>



Roles & Responsibilities

Promoting creative developments in traditional medicine and treatments; contributing to healthy lifestyles

Developing AI programs with mastery of traditional medicine”; developing convergence technology for integrated collection; enhancing public perception of herbal medicine and traditional remedies

📍 1672 Yuseong-daero, Yuseong-gu, Daejeon, 34054

🌐 <https://www.kiom.re.kr/eng/>



Roles & Responsibilities

Focusing on the Industrial Technology Ecosystem and technological leadership for manufacturing innovation in SMEs

Developing high-value added technology for so-called “Ppuri” industries, or process technologies used throughout manufacturing such as casting, molding, plastic processing, welding, surface treatment and heat treatment; developing clean production technologies and integrated production technologies (such as robotics technologies) and industrial applications; developing practical uses of production technology and related services

📍 89, Yangdaegiro-gil, Ipjang-myeon, Seobuk-gu, Cheonan-si
Chungcheongnam-do 31056

🌐 eng.kitech.re.kr



Roles & Responsibilities

Developing digital future technology, National Intelligence

Developing singularity; implementing hyper-connected infrastructure and ultra-realistic services; developing national intelligence convergent technology (Intelligence solution, intelligence design in public sector)

📍 218 Gajeong-ro, Yuseong-gu, Daejeon, 34129

🌐 <https://www.etri.re.kr/eng/main/main.etri>



Roles & Responsibilities

Performing professional R&D on national security technology

Developing cryptographic technology for diplomacy, and security and national cyber security; developing core technology based on analytical vulnerabilities, national infrastructure protection technology and national security system validation technology

📍 Website: N/A



Roles & Responsibilities

Enhancing public safety and creating pleasant spaces

Solving national social problems in construction; studying innovation in the construction industry(future and smart construction); solving regional construction issues; cooperating on global infrastructure development

📍 283, Goyang-daero, Ilsanseo-gu, Goyang-si, Gyeonggi-do, 102

🌐 <https://www.kict.re.kr/eng/>



**Korea Railroad
Research Institute**



Roles & Responsibilities

Developing future railway and transportation technologies

Developing core technologies for new modes of transportation (autonomous trains, smart mobility); developing railway safety, policies, logistics as well as vehicles and infrastructure (high-speed locomotion, railway power systems) technologies; supporting domestic and continental railway connections

📍 176, Cheoldobangmulgwan-ro, Uiwang-si, Gyeonggi-do
🌐 <https://www.krri.re.kr/html/en/>



**Korea Research
Institute of
Standards and Science**



Roles & Responsibilities

Developing and disseminating measurement standards and measurement science technologies

Studying measurement standards; developing measurement S&T and key measurement technologies; expanding standard services to the public

📍 267 Gajeong-ro, Yuseong-gu, Daejeon 34113
🌐 <https://www.kriss.re.kr/eng>



**KOREA FOOD
RESEARCH INSTITUTE**



Roles & Responsibilities

Studying Food, contributing to the growth of agricultural and the food and beverage industries

Studying functions in food, food quality and safety and core technology based on demand in the food and beverage industry

📍 245, Nongsaengmyeong-ro, Iseo-myeon, Wanju-gun, Jeollabuk-do 55365
🌐 <https://kfri.re.kr/?r=en>



Roles & Responsibilities

Developing Kimchi fermentation science and future Kimchi industry; globalizing Kimchi

Promote the scientific method in fermentation, fostering the Kimchi industry; supporting and globalizing the Kimchi industry

86, Kimchi-ro, Nam-gu, Gwangju, 61755
 <https://www.wikim.re.kr/index.es?sid=a2>



Korea Institute of Geoscience
and Mineral Resources



Roles & Responsibilities

Studying geological features; Exploring and developing underground resources; developing technology for geological disasters and responses to global environmental change response

Providing geological Information; detecting and predicting seismic activity; securing and utilizing mineral resources; developing core technologies for securing underground energy resources; managing information on the geological environment and groundwater resources

124, Gwahak-ro Yuseong-gu, Daejeon
 <https://www.kigam.re.kr/english/>



KOREA INSTITUTE OF
MACHINERY & MATERIALS



Roles & Responsibilities

Commercializing key core technologies in the field of machinery

Developing smart production equipment, mechanical technology for energy environment plants and safe mechanical systems technologies; supporting mechanical technology policies and local machinery industries

156 Gajeongbuk-Ro Yuseong-Gu Daejeon, 34103
 <https://www.kimm.re.kr/eng>



Roles & Responsibilities

Innovating aerospace technology, conducting leading research and building industrial ecosystems

Developing core aerospace guidance technology; pioneering frontier technologies and exploring new markets in aerospace; providing services to the public using space assets; establishing an aerospace ecosystem



111, DAEDEOK-DAERO 989BEON-GIL, YUSEONG-GU, DAEJEON, 34057
<https://www.kari.re.kr/eng.do>



Roles & Responsibilities

Leading energy technology and presenting an integrated solutions to energy issues and climate change

Developing innovative technologies for renewable energy; building a smart energy grid; developing clean energy integration technologies



152 Gajeong-ro, Yuseong-gu, Daejeon 34129
<https://www.kier.re.kr/eng>



Roles & Responsibilities

Driving intelligent electrification and fostering a new, smart power industry based on super-connectivity

Developing an eco-friendly power grid; leading a Renaissance in direct currents; solving intelligent electrification technology issues and developing electrical materials and parts industry technologies



Changwon Main Office : 12, Jeongiui-gil, Seongsan-gu, Changwon-si, Gyeongsangnam-do, 51543
<https://www.keri.re.kr/html/en/>



Roles & Responsibilities

Developing future core technologies in Chemistry

Developing eco-friendly chemical technologies, advanced chemical materials, new pharmaceutical and biological technologies as well as convergent new technologies and chemical platforms



📍 141 Gajeong-ro, Yuseong-gu, Daejeon 34114

🌐 <https://english.krict.re.kr/eng/main>



Roles & Responsibilities

Leading Toxicology research

Developing core technologies for next generation toxicity assessment; expanding chemical toxicity research



📍 141 Gajeong-ro, Yuseong-gu, Daejeon 34114

🌐 https://www.kitox.re.kr/kitox_eng/main.php



Roles & Responsibilities

Developing safe and secure nuclear technologies for civilian use

Innovating nuclear safety technologies; developing convergent technologies for nuclear reactors and radiation; promoting the utilization of nuclear research infrastructure and enhancing basic research capabilities



📍 111, DAEDEOK-DAERO 989BEON-GIL, YUSEONG-GU, DAEJEON, 34057

🌐 <https://www.kaeri.re.kr/eng/>



Roles & Responsibilities

Developing and commercializing core materials technologies

Developing KSTAR operational technology; leading ITER Construction and operation; designing a demonstration path Concept; developing plasma core technology; creating an ecosystem for fusion and plasma industries

📍 797, Changwon-daero, Seongsan-gu, Changwon-si,
Gyeongsangnam-do, 51508
🌐 <https://www.kims.re.kr/?lang=en>



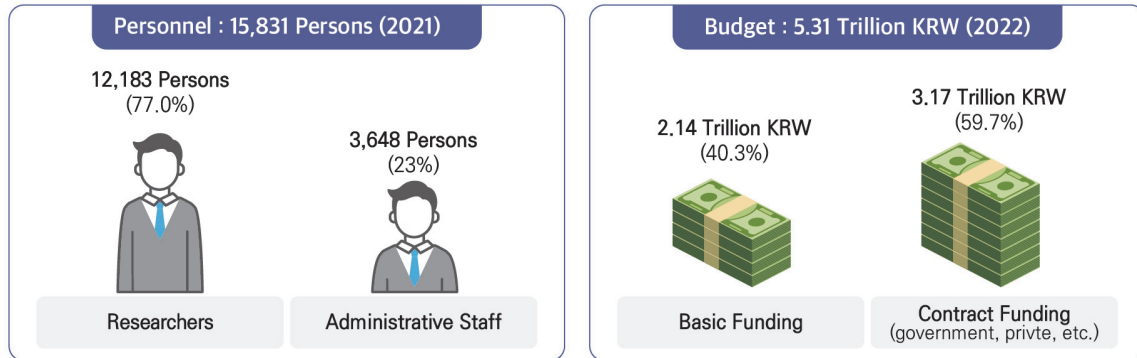
Roles & Responsibilities

Realization of fusion energy

Developing KSTAR operational technology; leading ITER construction and operation; designing a demonstration path concept; developing plasma core technology; creating an ecosystem for fusion and plasma industries

📍 169-148 Gwahak-ro, Yuseong-gu, Daejeon 34133
🌐 <https://www.kfe.re.kr/eng/index>

3. Facts and Figures



◆ Personnel and Budget by GRI

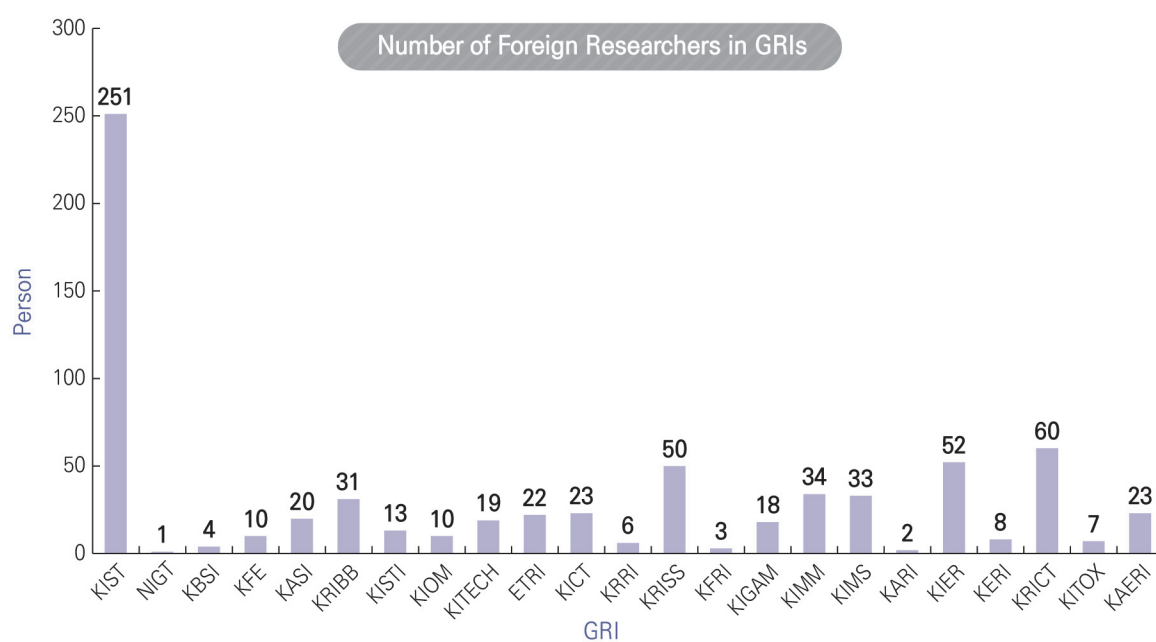
(Unit : Person, 100 Mil. KRW, %)

Organization	Year of Establishment	HQ Location	Personnel			Budget		
			Total Personnel (A)	Researcher (B)	Ratio (B/A)	Total Budget (A)	Contribution (B)	Ratio (B/A)
Korea Institute of Science Technology	1966	Seoul	970	717	73.9	3,408	2,019	59.2
National Institute of Green Technology	2013	Seoul	60	43	71.7	114	87	76.3
Korea Basic Science Institute	1988	Daejeon	392	239	61.0	1,352	830	61.4
Korea Astronomy and Space Science Institute	1974	Daejeon	281	185	65.8	785	649	82.7
Korea Research Institute of Bioscience and Biotechnology	1985	Daejeon	651	348	53.5	1,921	970	50.5
Korea Institute of Science and Technology Information	1962	Daejeon	512	408	79.7	1,581	1,100	69.6
Korea Institute of Oriental Medicine	1994	Daejeon	317	241	76.0	676	548	81.1
Korea Institute of Industrial Technology	1989	Chungnam	1,131	942	83.3	3,958	1,242	31.4
Electronics and Telecommunications Research Institute	1976	Daejeon	2,280	1,994	87.5	6,504	1,025	15.8
National Security Research Institute	2000	Daejeon	529	480	90.7	1,287	938	72.9
Korea Institute of Civil Engineering and Building Technology	1983	Gyeonggi	694	556	80.1	1,743	662	38.0
Korea Railroad Research Institute	1996	Gyeonggi	348	307	88.2	1,194	601	50.3
Korea Research Institute of Standards and Science	1975	Daejeon	496	394	79.4	1,833	1,021	55.7
Korea Food Research Institute	1987	Jeonbuk	293	185	63.1	657	439	66.8
World Institute of Kimchi	2010	Gwangju	103	71	68.9	186	151	81.2
Korea Institute of Geoscience and	1976	Daejeon	522	431	82.6	2,058	1,137	55.2

Organization	Year of Establishment	HQ Location	Personnel			Budget		
			Total Personnel (A)	Researcher (B)	Ratio (B/A)	Total Budget (A)	Contribution (B)	Ratio (B/A)
Mineral Resources								
Korea Institute of Machinery & Materials	1976	Daejeon	519	430	82.9	1,802	791	43.9
Korea Aerospace Research Institute	1989	Daejeon	1,016	827	81.4	5,679	1,245	21.9
Korea Institute of Energy Research	1977	Daejeon	563	490	87.0	1,809	928	51.3
Korea Electrotechnology Research Institute	1976	Gyeongnam	674	379	56.2	1,854	680	36.7
Korea Research Institute of Chemical Technology	1976	Daejeon	618	496	80.3	2,294	1,055	46.0
Korea Institute of Toxicology	2002	Daejeon	346	186	53.8	741	347	46.8
Korea Atomic Energy Research Institute	1959	Daejeon	1,709	1,277	74.7	5,912	1,548	26.2
Korea Institute of Materials Science	2020	Gyeongnam	394	264	67.0	1,210	470	38.8
Korea Institute of Fusion Energy	2020	Daejeon	413	293	70.9	2,548	943	37.0
Total			15,831	12,183	74.38	53,106	21,426	40.3

※ Personnel : As of December 2021

Budget : FY 2022 budget (December 2021), excluding carryover



4. Location of NST and GRIs

A. Korea

(1) Headquarters



(2) Regional Organizations

1. Seoul

• KIST	• GTC
• KBSI	Seoul Center (Seongbuk-gu) / Western Seoul Center (Seodaemun-gu)
• KISTI	Seoul Center (Dongdaemun-gu)
• KITECH	Smart Clothing Technology Center (Jung-gu)
	Korea National Cleaner Production Center (Gangnam-gu)
• NSR	Information Security Technology Support Center (Gangnam-gu)
• KERI	RSS (Russia Science Seoul) Center(Mapo-gu)

2. Gyeonggi

• KICT	• KRRI
• KISTI	Gyeongin Center (Suwon)
• KITECH	Research Institute of Industrial Technology Convergence(Ansan)
	Metallic Mold Tech Center(Bucheon)/Siheing Technical Support Center(Siheung)
• ETRI	Seoul SW-SoC Convergence R&BD Center (Seongnam)
• KICT	National Fire Safety Research Center(Hwaseong)
	SOC Evaluation Research Center(Yeongcheon)
• KERI	Ansan Center(Ansan)/Uiwang Center (Uiwang)

3. Incheon

• KITECH	Research Institute of Advanced Manufacturing Technology (Yeongsu-gu)
----------	--

4. Chungbuk

• KBSI	Ochang Center(Cheongju)
• KRIBB	Ochang Regional Division(Cheongju)
• KRRI	Railroad Train Safety Testing & Research Center (Cheongju)

5. Chungnam

• KITECH

6. Daejeon

• KBSI	• KASI
• KRIBB	• KISTI
• KIOM	• ETRI
• NSR	• KRIS
• KIGAM	• KIMM
• KARI	• KIER
• KRICT	• KIT
• KAERI	• KFE

7. Gwangju

• Wikim	
• KBSI	Gwangju Center (Buk-gu)
• KISTI	Honam Center (Gwangsan-gu)
• KITECH	Seonam Regional Division (Buk-gu)
• ETRI	Honam Research Center (Buk-gu)
• KIER	Gwangju Bio Energy R&D Center(Buk-gu)
• KERI	Gwangju Power Conversion Research and Testing Center (Nam-gu)

8. Gangwon

• KIST	Gangneung Institute of Natural Products (Gangneung)
• KBSI	Chuncheon Center (Chuncheon)
• KITECH	Gangwon Regional Division (Gangneung)

9. Gyeongbuk

• KAERI	Korea Multi-purpose Accelerator Complex (KOMAC) (Gyeongju)
• KICT	River Research Center (Andong)
• KIGAM	Pohang Branch (Pohang)

10. Gyeongnam

• KERI	• KIMS
• KIT	Gyeongnam Department of Environmental Toxicology and Chemistry (Jinju)
• KIMM	LNG - Ultra low temperature Machinery Technology Test Certification Center (Gimhae)

11. Daegu

• KBSI	Daegu Center (Buk-gu)
• KISTI	Daegu Kungbook Branch (Buk-gu)
• KISTI	Oriental Medicine Tech Center (Dong-gu)
• KITECH	Daeyeong Regional Division (Dalseong-gun)
• ETRI	Daeyeong Regional Research Center (Dalseong-gun)
• KIMM	Daegu Convergence Tech Research Center (Dalseong-gun)

12. Ulsan

• KITECH	Ulsan Regional Division (Jung-gu)
• KRICT	Green Specialty Chemical Research Center(Jung-gu)
	Bio Chemical Commercialization Center
• KIER	Ulsan Advanced Energy Technology R&D Center (Nam-gu)

13. Busan

• KBSI	Busan Center (Gangseo-gu)
• KISTI	Busan Ulsan Gyeongnam Support Center (Haeundae-gu)
• KITECH	Dongnam Regional Division (Sasang-gu)
• KIMM	Busan Center (Gangseo-gu)

14. Jeonbuk

• KFRI	
• KIST	Jeonbuk Institute of Advanced Composite Materials (Wanju)
• KISTI	Honam Center (Gwangsan-gu)
• NFRI	Plasma Technology Research Center (Gunsan)
• KRIBB	Jeonbuk Branch (Jeongeup)
• KAERI	Advanced Radiation Technology Institute (Jeongeup)
• KITECH	Jeonbuk Regional Division (Jeongju)
• KIMS	Buan Wind force Research Lab (Buan)
• KIER	Hydrogen Fuel Cell Industry-Academia-Research Cooperation(Buan)
• KIT	Jeonbuk Department of Inhalation Research (Jeongju)

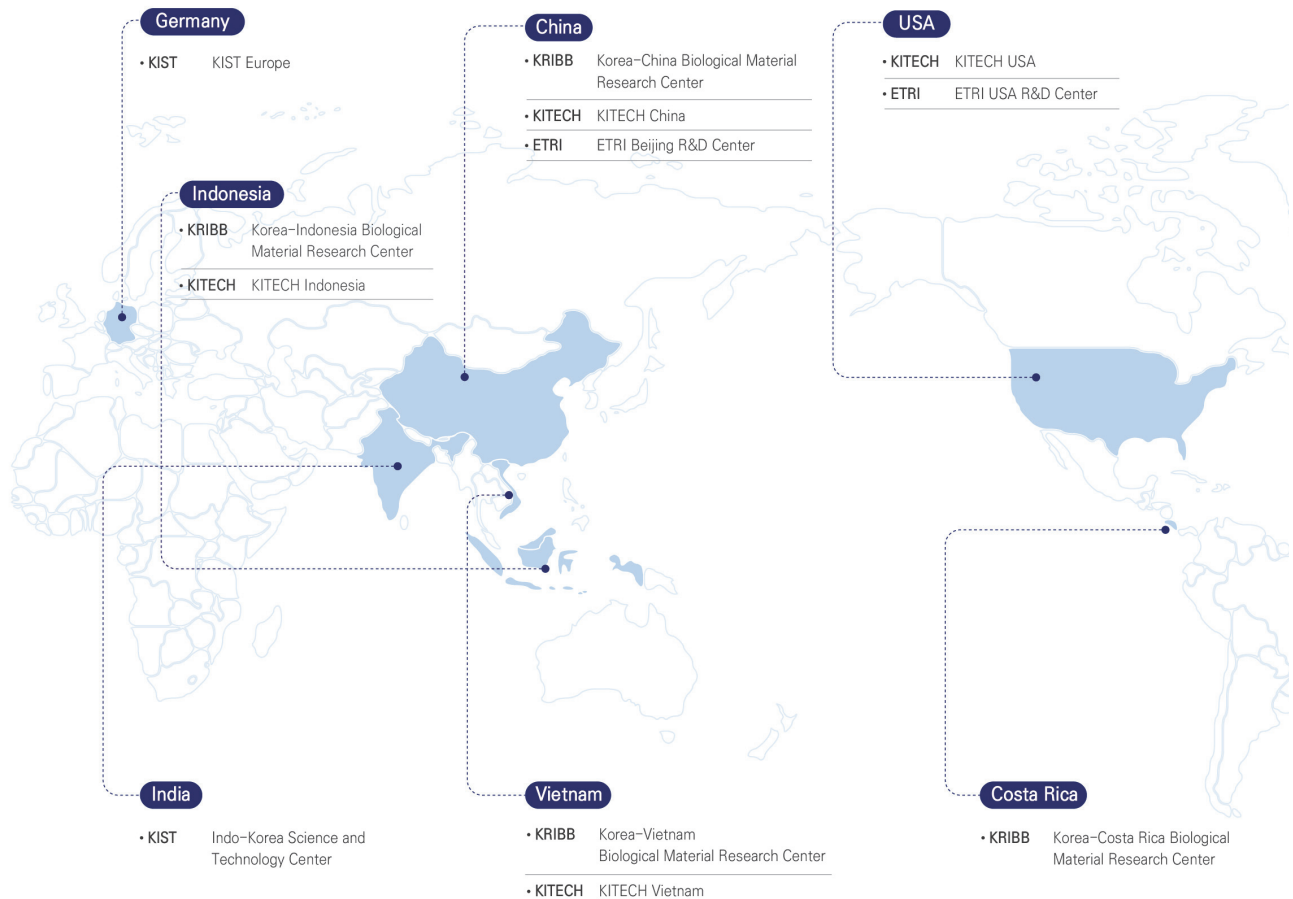
15. Jeonnam

• KIOM	Oriental Medicine Technology Convergence Center (Naju)
• KARI	Naro Space Center(Goheung)

16. Jeju

• KIER	Jeju Global Research Center (Jeju)
• KITECH	Jeju Regional Division (Jeju)

B. Overseas Organizations



Germany KIST Europe
India Indo-Korea Science and Technology Center



Vietnam Korea-Vietnam Biological Material Research Center
Indonesia Korea-Indonesia Biological Material Research Center
China Korea-China Biological Material Research Center
Costa Rica Korea-Costa Rica Biological Material Research Center



USA KITECH USA
Vietnam KITECH Vietnam
Indonesia KITECH Indonesia
China KITECH China

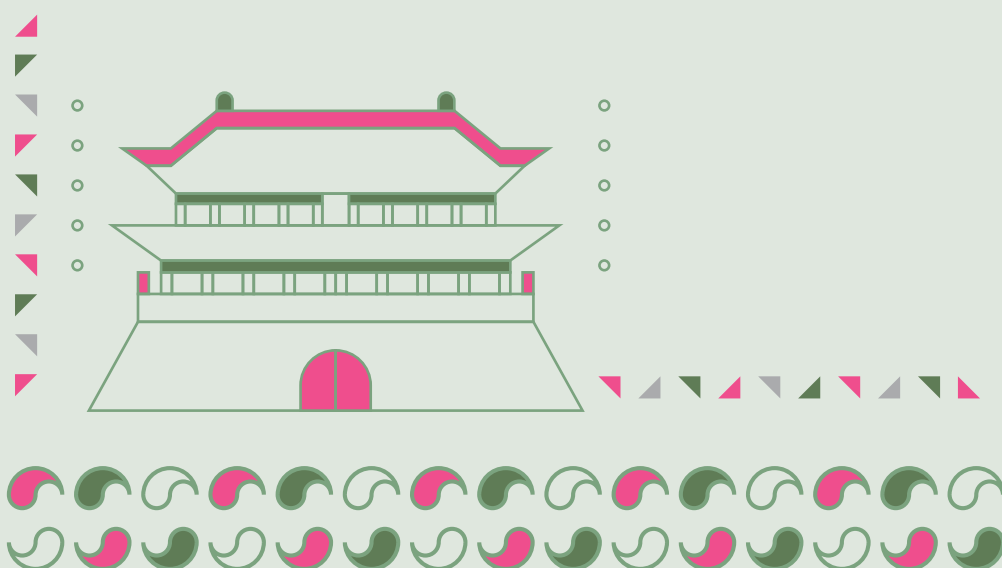


USA ETRI USA R&D Center
China ETRI Beijing R&D Center

II

Research in GRIs

- Legal Framework & Governance ①
- Securing Funding Opportunities ②
- Laboratory Safety ③
- GRI Administration ④



1. Legal Framework & Governance

A. Act on the Establishment, Operation and Fostering of Government-Funded Science and Technology Research Institutes, etc.

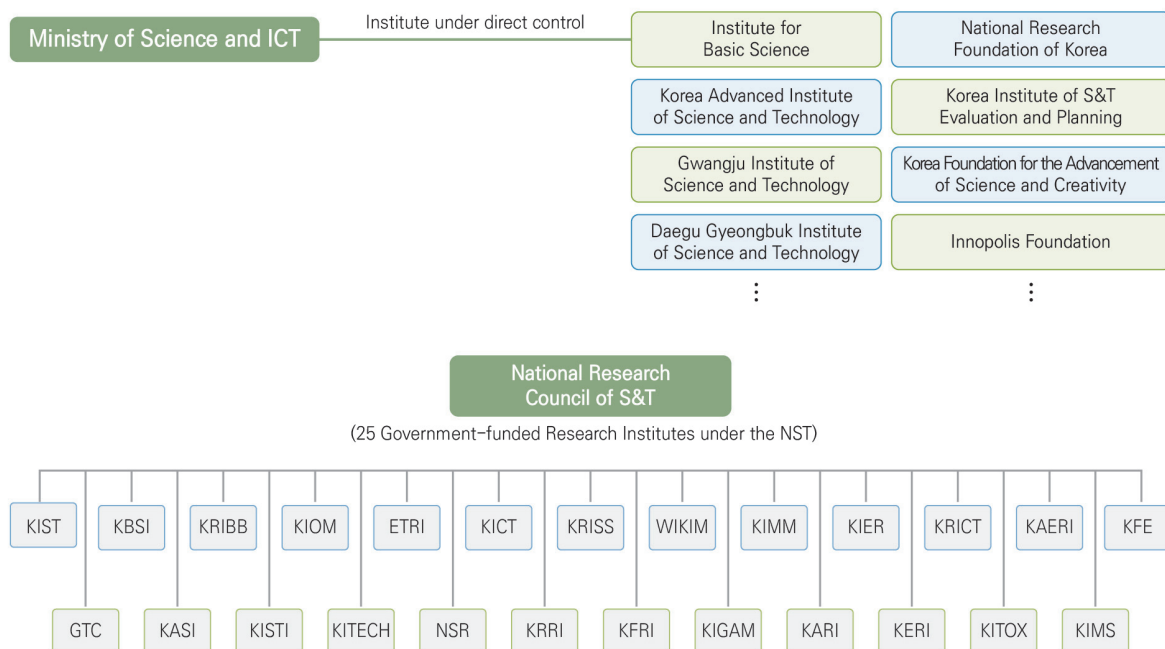
This Act is the basis for the establishment of the NST and the 25 government-funded research institutes in the fields of science and technology.

NST was established to support national research projects and policy and drive the development of the knowledge industry through supporting, nurturing and systematically managing the GRIs under its purview. The scope of operation for the NST is stipulated in the Act on the Establishment, Operation and Fostering of Government-Funded Science and Technology Research Institutes, Etc. as follows:

1. Planning for research and the direction-setting for the development of research institutes;
2. Coordination and rearrangement of functions of research institutes (including the incorporation, merger, and dissolution of research institutes);
3. Evaluation of achievements in research and management of research institutes;
4. Assistance for collaborative research between research institutes;
5. Assistance for the improvement of research institutes' achievements in research and the diffusion of research outcomes;
6. Proposal of policies for national innovation in science and technology and the enhancement of competitiveness;
7. Self-auditing of research institutes;
8. Other operational activities as necessary for the accomplishment of the Research Council's objectives.

B. Governance of NST and GRIs

The Ministry of Science and ICT (MSIT) oversees approximately 44 affiliated organizations. Among them, 25 government-funded research institutes are under the jurisdiction of the National Research Council of Science and Technology (NST) and the rest of organizations are under direct control of the Ministry.



2. Securing Funding Opportunities

As a GRI researcher, you will participate in research projects being conducted by your institute based on its R&R. In addition to these core projects, you can elect to pursue and participate in external research undertakings, but this will depend on obtaining funding. Consult with your team supervisor for more information.

There are several funding agencies in different Ministries according to field and mission. Among them, NRF, KIAT, and KETEP are funding agencies in science and technology. The specific conditions for submitting proposals to these and other agencies may differ, so if you are interested in applying for funding you will need need to check eligibility and other stipulations as outlined in the RFP documents released by these agencies.





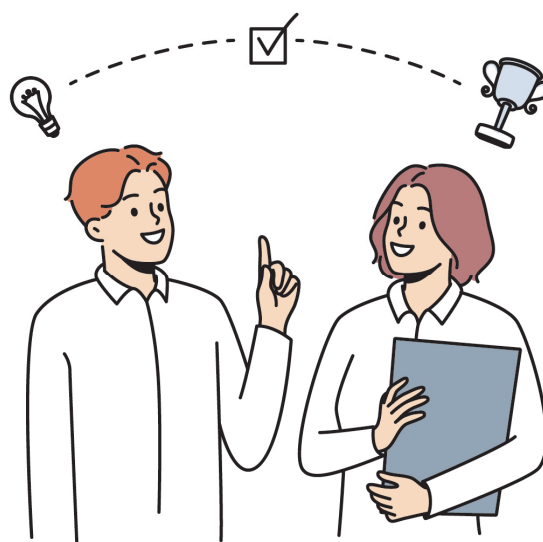
NRF is the main funding agency in Korea under the Ministry of Science and ICT (MSIT). Except for government contributions directly allocated to affiliated institutes (such as the GRIs) most of the budget is allocated through the National Research Foundation of Korea (NRF).

Most of project announcements are made in Korean, but some of them are released with instructions on how foreign researchers can apply.

Among the programs managed by NRF, **the Brain Pool Program (BP Program)** is open to researchers overseas who are not affiliated with Korean research institutes including GRIs. It is designed to attract overseas researchers to enhance research competence through joint R&D efforts in Korea. Depending on the type of the program the researcher applies for, the period of the program is 6-12 months or 3 years (2 years + 1 year extension).

The Korea Research Fellowship (KRF) is a program for outstanding postdoctoral researchers in the early stages of their professional careers. Host institutions in Korea look for potential KRF candidates and have them apply to the KRF program. NRF provides a Research Host Matching Service, which serves as a bridge between host researchers and institutions in Korea and researchers overseas.

For updated information, please visit the NRF website:
<https://www.nrf.re.kr/eng/index>





The Korea Institute for Advancement of Technology (KIAT) is a quasi-government-public institute under the Korean Ministry of Trade, Industry and Energy (MOTIE). The budget managed by KIAT accepts funding and grant applications from Korean companies with registered R&D laboratories, Korean research institutes and universities.

Project funding consists of government contributions and dues paid by private sector. The value of government contributions varies depending on the executory authority and project.

For updated information, please visit the KIAT website:
<https://www.kiat.or.kr/eng/user/main.do>



The organization known as Korea Energy Technology Evaluation and Planning (KETEP) is a quasi government-public institute under the Korean Ministry of Trade, Industry and Energy (MOTIE). The R&D program of KETEP focuses on fields in the energy sciences.

For updated information, please visit the KETEP website:
<https://www.ketep.re.kr/eng/>


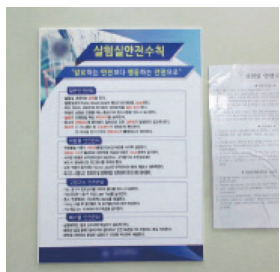

3. Laboratory Safety

In order to ensure the safety of research laboratories and prevent accidents, all researchers must undergo mandatory laboratory safety education according to Korean law. Researchers, university students and research assistants engaged in research and development activities at universities and research organizations must complete the relevant curricula.


The Laboratory Safety Environment Law requires researchers to perform 6 hours of training every 6 months, depending on the type of research and experiments being conducted. Upon completion of the training program, you will be issued a Safety Education Certificate. Once this certificate expires, you must complete this training again to renew your certification.

Some problems frequently reoccur and are discovered during safety inspections, which are held to preemptively improve safety management by the persons engaged in research activities. If you encounter a situation similar to one of those described below, immediate action should be taken to resolve it.

◆ Identified Safety Management Problems and Solutions


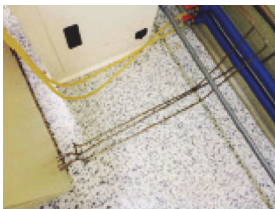
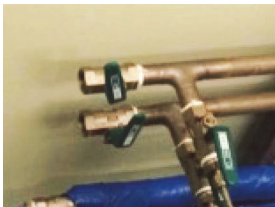



Picture	Problem	Solution	Note
	The daily inspection record is not stored appropriately.	<ul style="list-style-type: none"> The daily inspection record should be prepared by using the standard form. The record should be signed by the laboratory director (professor) and stored in the laboratory (no stamp) 	Before-experiment safety (all fields)
	The laboratory safety rules and the emergency contacts are not displayed.	<ul style="list-style-type: none"> The materials should be posted in the laboratory at a place that is readily seen by the researchers and visitors. The laboratory safety pass should be used, and the key safety rules and emergency contact information should be written on the backside of the ID card. 	Before-experiment safety (all fields)
	The safety management rules are not displayed.	<ul style="list-style-type: none"> The laboratory safety management rules should be displayed so that the persons engaged in research activities may learn the rules and establish a safe experimental environment. 	Before-experiment safety (all fields)

Picture	Problem	Solution	Note
	Passage is obstructed by protruding parts on the laboratory floor.	<ul style="list-style-type: none"> Obstacles on the floor in the laboratory should be removed to prevent falling. 	Before-experiment safety (all fields)
	PPE is not stored appropriately.	<ul style="list-style-type: none"> The laboratory gowns should be stored in a closet. PPE should be arranged or discarded after an experiment. 	After-experiment safety (all fields)
	Laboratory gown was not used, or clothes that cannot fully cover the body were used.	<ul style="list-style-type: none"> The laboratory gown and safety shoes should be used during an experiment. clothes that cannot fully cover the body, including short pants, skirts and slippers, should be forbidden. Use of earphones or a mobile phone should be prohibited. 	Before-experiment safety (all fields)
	The reagent bottles and devices on the shelf may fall.	<ul style="list-style-type: none"> Guide bars should be installed to prevent falling of the reagent bottles from a shelf. 	Beforeand-after experiment safety (all fields)
	An object is stored under the emergency shower.	<ul style="list-style-type: none"> No object should be stored under an emergency shower in case of an emergency. 	Before-experiment safety (all fields)
	He laboratory was not cleaned up after an experiment.	<ul style="list-style-type: none"> The articles used in an experiment should be immediately put back in their original containers or positions, and things that are not used should be immediately discarded. The doors and emergency routes should be stored clear. 	After-experiment safety (all fields)

Picture	Problem	Solution	Note
	Researchers eat in a laboratory.	<ul style="list-style-type: none"> Eating is prohibited. Any food, including coffee, drink and tea, should be removed from a laboratory. (Moved to a conference room, lounge, etc.) 	Before-experiment safety (all fields)
	A bed is stored in laboratory.	<ul style="list-style-type: none"> Bed should be removed from laboratory; no one is allowed to sleep in a laboratory. 	Before-experiment safety (all fields)
	No drill protective device is installed.	<ul style="list-style-type: none"> A drilling machine requires a safety cover to prevent contact with the drill bit. Since metal processing may cause scattering of chips, an anti-scattering net should be installed around the drill bit. 	Before-experiment safety (Mechanical)
	The risk information about a dangerous machine is not appropriately displayed.	<ul style="list-style-type: none"> Warning signs should be attached about cutting, squeezing, nipping and tangential nipping ("No touch" sign, etc.). Safety rules and manuals should be displayed, and education should be provided. 	Before-experiment safety (Mechanical)
	Reagent bottles are stored without being labelled.	<ul style="list-style-type: none"> Reagent bottles should be labelled with the name of reagent, date of preparation and cautions in order to prevent a safety accident caused by misuse. 	Before-experiment safety (Chemical)
	Food and reagents are stored together in the reagent refrigerator.	<ul style="list-style-type: none"> No food should be stored in a reagent refrigerator. No refrigerator for storing food can be installed in a laboratory. 	Before-experiment safety (Chemical)

Picture	Problem	Solution	Note
	The waste liquid container is not properly closed.	<ul style="list-style-type: none"> A waste liquid container should always be tightly closed to prevent indoor air contamination through leakage. 	After-experiment safety (Chemical)
	The chemicals are not classified according to the properties.	<ul style="list-style-type: none"> Chemicals should be classified according to the properties. Containers of newly prepared materials or those of a portion from an original container should be labelled with the name of reagent, date of preparation and cautions in order to prevent a safety accident caused by misuse. 	Before-and-after experiment safety (Chemical)
	Unused reagents are stored for a long time.	<ul style="list-style-type: none"> Chemicals that are unused for a long period of time should be appropriately discarded by using a proper treatment method. 	Before-and-after experiment safety (Chemical)
	No measures taken to prevent fall of the reagent shelf.	<ul style="list-style-type: none"> Measures to prevent fall of a reagent shelf should be taken. Exclusive reagent cabinets should be used for chemicals classified according to the properties. 	Before-and-after experiment safety (Chemical)
	Reagents are stored in a general refrigerator without being classified.	<ul style="list-style-type: none"> Chemicals should be classified into flammable, corrosive, toxic, water-prohibiting substances and others, and each group should be stored in an exclusive cabinet. Dangerous substances should be stored in exclusive reagent cabinets for Classes 1 to 6 dangerous substances. 	Before-and-after experiment safety (Chemical)

Picture	Problem	Solution	Note
	A large quantity of flammables is stored.	<ul style="list-style-type: none"> A minimum amount of flammable substances necessary to an experiment should be stored. Dangerous substances must be stored within the designated quantity to conform to the relevant law (Act on the Safety Control of Hazardous Substances). Dangerous substances over the designated quantity should be stored at a separate place, not in the laboratory. 	Before-and-after experiment safety (Chemical)
	The high-pressure gas container is not fixed.	<ul style="list-style-type: none"> A gas container should be fixed to prevent gas leakage by the breakage of the valve caused by a fall. 	Before-and-after experiment safety (Gas)
	The expiration date of the high-pressure gas container is passed.	<ul style="list-style-type: none"> After the expiration date, the low-pressure tolerance may result in an explosion. The gas container should be replaced with a new one. The gas supplier should be asked to manage the history of high-pressure gas containers. 	Before-and-after experiment safety (Gas)
	Valve protection caps for the high-pressure gas containers are not used.	<ul style="list-style-type: none"> Unused gas containers should be protected by using the valve protection caps to prevent the damage of the valve in the case of a fall. 	Before-and-after experiment safety (Gas)
	A combustible gas and an oxidizing gas are stored together.	<ul style="list-style-type: none"> Combustible gases such as hydrogen should be separated from oxidizing gases such as oxygen. 	Before-and-after experiment safety (Gas)

Picture	Problem	Solution	Note
	High-pressure gas cylinders are bound together.	<ul style="list-style-type: none"> Each high-pressure gas cylinder should be tightly and immovably fixed by using a fastening device. 	Before-and-after experiment safety (Gas)
	A pipeline is installed on the floor of the laboratory.	<ul style="list-style-type: none"> A gas pipe installed on the floor should be covered with a protective cover to avoid any impact. 	Before-and-after experiment safety (Gas)
	The end-parts of the gas pipes are not appropriately managed.	<ul style="list-style-type: none"> To prevent misuse and accidental operation of valves and the leakage of gases, the end-parts of the gas pipes should be finished with exclusive caps. Pipes that are not used for a long time should be removed. 	Before-and-after experiment safety (Gas)
	The circuit breakers on the panel board are exposed.	<ul style="list-style-type: none"> The first charging part of the circuit breaker should be covered with a protective cover to prevent an electric shock accident. 	Before-and-after experiment safety (Electrical)
	The power switch is not grounded, the inside of the wire is exposed, and an enclosure is not installed.	<ul style="list-style-type: none"> The wire should be grounded and the wire connecting parts should be insulated to prevent accidental fire and electric shock caused by current leakage and short circuit. 	Before-and-after experiment safety (Electrical)
	A "electric shock" warning sign is not attached to the enclosure of the panel board.	<ul style="list-style-type: none"> A "electric shock" warning sign should be attached to the enclosure of the panel board. 	Before-and-after experiment safety (Electrical)

Picture	Problem	Solution	Note
	Non-grounding type sockets are used.	<ul style="list-style-type: none"> Grounding type sockets should be substituted and grounding wires should be installed to prevent an accidental electric shock or short circuit fire. 	Before-and-after experiment safety (Electrical)
	The wires on the laboratory floor are not well arranged.	<ul style="list-style-type: none"> The wires should be arranged by using electric wire covers, moldings and pipes, etc. to prevent damage of the sheath and an accidental fall. 	Before-and-after experiment safety (Electrical)
	Date on which medical waste containers were first used is not entered.	<ul style="list-style-type: none"> The date on which medical containers were first used should be written on the containers to prevent any containers being left untreated for a long time. 	Before-and-after experiment safety (Biological)
	The waste collection points are not labelled appropriately.	<ul style="list-style-type: none"> Safety labels should be attached according to the types of the waste. An information board showing the type, quantity, storage period of the waste should be installed at the doors of the waste collection points. 	Before-and-after experiment safety (Biological)
	General waste and medical waste are stored together.	<ul style="list-style-type: none"> The medical waste generated from a laboratory should be classified and stored according to type. 	Before-and-after experiment safety (Biological)

4. GRI Administration

A. Institutional Regulations

The regulations and bylaws unique to each institute can be found through their respective organizational intranet portals, but most of this information is only available in Korean. However some essential regulations have been translated into English for the international community.

Please note that the translated regulations are for reference only. The most recent, Korean version of any given regulation has legal precedence over the English translations.

(1) Workplace Harassment and Violence

Here are some examples of key internal regulations regarding workplace harassment at 3 GRIs, shown as A, B and C below.

a) A Institute

Article 72 (Prohibition of workplace harassment)

- ① The term “workplace harassment” refers to any behavior of an employer or an employee in which physical or mental pain is inflicted upon another worker or in which the working environment is degraded by through the abuse or misuse of rank, relationship, or other means.
- ② Employees shall not harass colleagues or employees of partner organizations.
- ③ The types of workplace harassment behaviors forbidden and other necessary measures for prohibiting workplace harassment shall be determined by the president.

Article 73 (Preventative education on workplace harassment)

The president shall implement preventative education on workplace harassment and the details shall be determined by the president.

Article 74 (Measures to address workplace harassment)

- ① Any person who has experienced workplace harassment may report it to the company.
- ② The president shall open a fact-finding investigation without delay when receiving the report or recognizing workplace harassment.
- ③ Detailed procedures regarding the investigation and measures on workplace harassment shall be determined by the president.

b) B Institute

- Workplace harassment, abuse and violence are strictly prohibited and monitored. Employees’ rights are protected by the internal code of conduct and regulations.
- When a violation occurs, an employee can submit the case through proper channels either online or offline, where it will be handled with strict confidentiality.
- The President’s office is notified of the result of the investigation, followed by auditor’s office and subsequently will be reviewed by the disciplinary council, after which appropriate measures will be taken

c) Institute

C institute has regulations for the prevention of sexual harassment of employees. If any of C's employee gets involved or engages in sexual harassment that occurs at the workplace of C, the potential victim should go to the Human Resources Management Department of C. They will immediately consult him or her what to do and stand by his or her side to solve the matter.

B. Pledge of Confidentiality

Newly-hired foreign employees must pledge to and recite their security compliance obligations and comply with research and security management regulations before entering into an employment contract, in order to prevent external leaks of R&D-related information or results.

The pledge includes rights and obligations relating to intellectual property rights, confidentiality obligation and a ban on the leaking of technical information and related matters.

※ Relevant regulations

「Regulations on the Management, etc. of national research and development projects」Article 24-5

In order to prevent the outflow of important research information related to national R&D projects, the head of a research institute shall establish and implement its own security measures, including measures for security management of national R&D projects under Article 24-7(2) and other matters deemed necessary by the head of the research institute.

C. IT Security

For the security of research and data, only specific, secure USB drives are compatible with computers inside GRIs. In order to convert a general drive into a secure drive, you need to follow the institutional measures specified by the IT management team at your organization.

In order to use a secure USB drive on any external computer, you must receive explicit permission. This can be done by completing an application through the institutional intranet.

D. Issuance of Certificate (Salary, Employment, Dormitory, etc.)

Many official certificates you will need for foreign registration, banking, housing, etc. can be applied for and procured by completing approval forms through the institutional intranet. Depending on the type of the certificate you need, the documents you will need to prepare may differ. For detailed information and/or assistance, please contact your departmental or divisional head. The types of documents that can be issued and the information those documents contain is summarized as follows. Please note that these may vary depending on the institution.

- Employment contract (고용계약서)
- Identity guarantee letter (for VISA application) (신원보증서)
- Certificate of employment (재직증명서)
- Certificate of career (경력증명서)
- Payment Certificate of Annual Salary (소득증명서)
- Tax Clearance Certificate of Class A Wages & Salaries or Certificate of Payment for Earned Invoice Tax Class (갑종근로소득에 대한 소득세원천징수확인서)
- Receipt For Earned Income Tax Withholding, Relevant year (근로소득원천징수부(당해연도))
- Payslip, Seal included (개인급여명세서(인감포함))
- Leaving Certificate or Certificate of Retirement (퇴직증명서)
- Certificate of Studentship
- Certificate of Scholarship Award
- Certificate of Expected Retirement(퇴직 예정증명서)
- Retirement Payment Certificate (퇴직금 레터)
- Certificate of Project Participation (과제참여확인서)
- Certificate of Scheduled Employment* (외국인 임용예정 확인서)

* Documents required to issue visas before signing an employment contract

E. Insurance

The following describes group accident insurance coverage provided by some GRIs. This insurance will cover treatment for injuries sustained by the researcher in the course of his or her work while staying in Korea. The policies are wholesale insurance schemes, so individuals do not have the option of choosing specific provisions. Below you will find examples of programs offered by 2 GRIs.

(1) Korea Institute of Fusion Energy

[Year 2022 Employee Group Accident Insurance Guide]

- Objective
 - To maintain an adequate compensation system for death, injury, and disease that may occur during the course of everyday life including work
 - To improve employees' well-being by insuring and maintaining actual loss medical insurance per individual choice
- Beneficiaries
 - Employees of KFE (Permanent employees, indefinite contract workers, temporary employees)
 - * International interns and seconded workers are not covered by Group Accident Insurance.
- Covering periods
 - 2022.5.11.~2023.5.11.
- Coverage
 - Insurance company: Meritz Fire & Marine Insurance Co. (Co-contractor: Hyundai Marine & Fire Insurance Group. / KB INSURANCE CO., LTD)

Types of Insurance	Coverage limit (per person)			Remarks
	Items		Coverage limit per person(KRW)	
Optional (Flat insurance + actual loss medical insurance)	Death	Death from injury	200,000,000	Flat Insurance
		Death from disease	100,000,000	
	Lasting Injury	Lasting injury	200,000,000	
		aftereffects from disease (contributing more than 80%)	50,000,000	
	3 Major Diseases	Cancer diagnosis	20,000,000	
		Thyroid cancer, borderline malignancy	6,000,000	
		Carcinoma in situ, other skin cancers	2,000,000	
		Ischemic heart disease	10,000,000	
		Cerebrovascular disease	10,000,000	
	etc.	Mental illness	500,000	
	Hospitalization and Outpatient	Hospitalization and Outpatient for injury	20,000,000	Actual loss medical insurance
		Hospitalization and Outpatient for disease	20,000,000	
	Special terms	3 non-pay Terms (Manual therapy, ESWT, Prolotherapy, Magnetic resonance imaging)	9,000,000	

o Claim process

① Visit hospital and check-up

② Call 02-423-0532 to apply then fax the required documents to Insurance Claim Center
 - Insurance Claim Center (tel. 02-423-0532 / fax. 070-7966-1354 / address. 29, Banpo-daero 22-gil, Seocho-gu, Seoul, Republic of Korea (06648))

③ Examination and receipt of benefits

* Accidents during work must be advised to the Division of Safety & Security before the claim for industrial accident review.

o Others

- Personal information (name, resident registration number, etc.) was provided to the insurance company per personal information protection law and will be used only to insure and maintain the group accident insurance.
- The type of insurance is not changeable during covering periods.
- New employees are only insurable with the basic type.
- In case of retirement or resignation, the insurance is terminated automatically, without the remaining insurance fee refunded individually.
- For those choosing the optional type, if the insurance fee exceeds the amount of the 2nd selective welfare incentive, of which amount is yet to be decided, the difference will be deducted from the 1st selective welfare incentive. If the remaining amount of 1st selective welfare incentive is short, the amount should be settled with cash.
- Insurance fee per person (per year) (KRW)

	Male		Female	
	Basic	Optional	Basic	Optional
Year 2022(A)	191,620	314,300	152,300	(NA)*
Year 2021(B)	184,070	325,320	144,620	(NA)*
Increase (A-B)	+7,550	-11,020	+7,680	-

* Year 2022 female optional insurance fee varies per person due to less than fifty applicants. (12 people)

* For their working periods less than 6 months, the selective welfare incentive is not applicable. Only the basic type of group accident insurance was insured mandatorily.

- Switch to individual accident insurance

: At the termination of group actual loss medical insurance due to resignation or retirement, the insurance is switchable to individual actual loss medical insurance.

- When enrolling in group actual loss medical insurance, previously taken individual actual loss insurance can be suspended and resumed.

(2) Korea Institute of Science and Technology

- Group Insurance for Executives and Employees (Koreans and foreigners)
 - Heungkuk Fire&Marine Insurance Co., Ltd., Hyundai Marine & Fire Insurance Co., Ltd., Meritz Fire & Marine Insurance Co., Ltd., SAMSUNG FIRE & MARINE INSURANCE CO., LTD., DGB Life Insurance Co.
- Student insurance (Koreans and foreigners)
 - Korea Institute of Educational Safety, Hyundai Marine & Fire Insurance Co., Ltd.

Traveler's Insurance for Foreigners

Below we provide some information on traveler's insurance for foreigners staying in Korea on a short-term basis.

Purpose: To allow foreigners to buy some protection against accidents or mishaps

Target: Tourists, those visiting relatives, group travelers, hikers, general travelers, business travelers, those in Korea to receive education or training, athletes in Korea to compete in tournaments or competitions, and others.

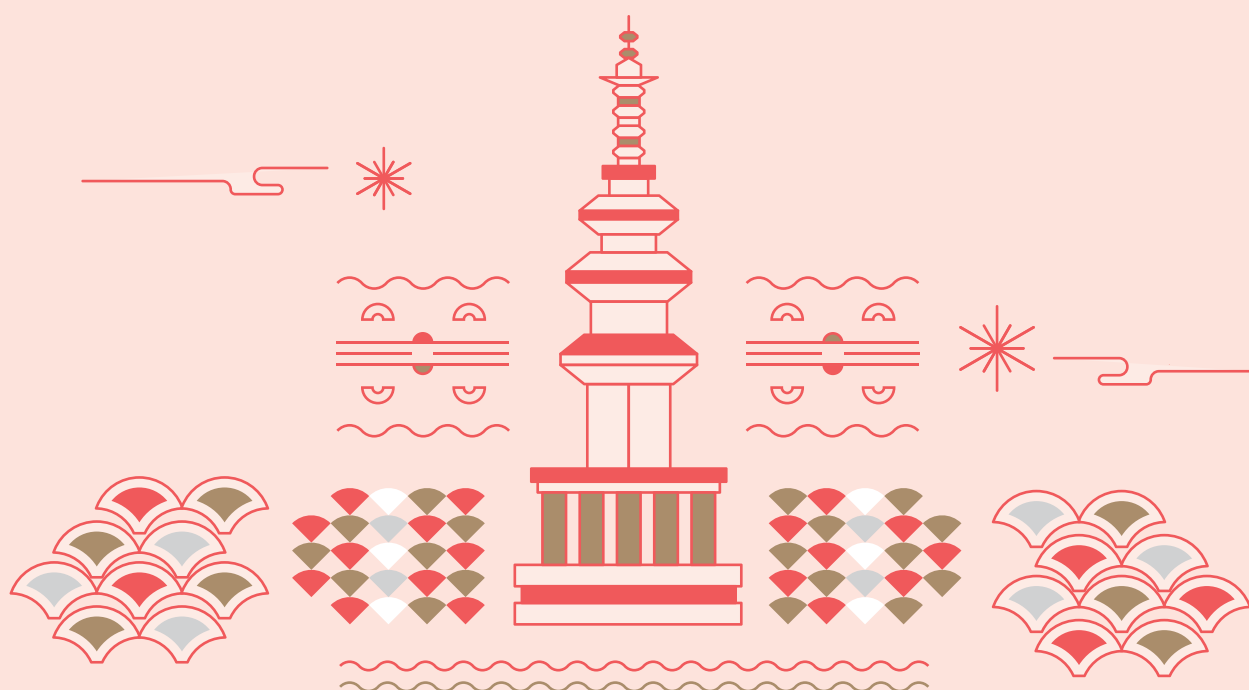
Coverage period: From 1 day up to 1 month

For reference: See https://seoul.sta.or.kr/main/137789/FOREIGN/2#cate_tab

III

Entering Korea

- Visas ❶
- Foreigner's Sojourn ❷
- Residence Card ❸
- Immigration Offices ❹



Depending on internal or external circumstances, immigration procedures may change. If you need the most up-to-date information on immigration or would like to request a personal consultation with an immigration officer, please contact the Korean Immigration Call Center.

- Services are provided in 20 different languages, including English
- Operating Hours: 09:00-18:00, Monday to Friday (Closed on holidays)
- Contact Information: 1345 (no area code input necessary)
+82-1345 or +82-2-6908-1345~6 (If you are calling from overseas)

QR
code



Website

Korea Immigration Office

Hi Korea

Korea Visa Portal

Language

Korean, English

Korean, English, Chinese

Korean, English, Chinese

Contents

Access general information on Korea's immigration policies

Book appointments online and electronically request changes to your immigration status

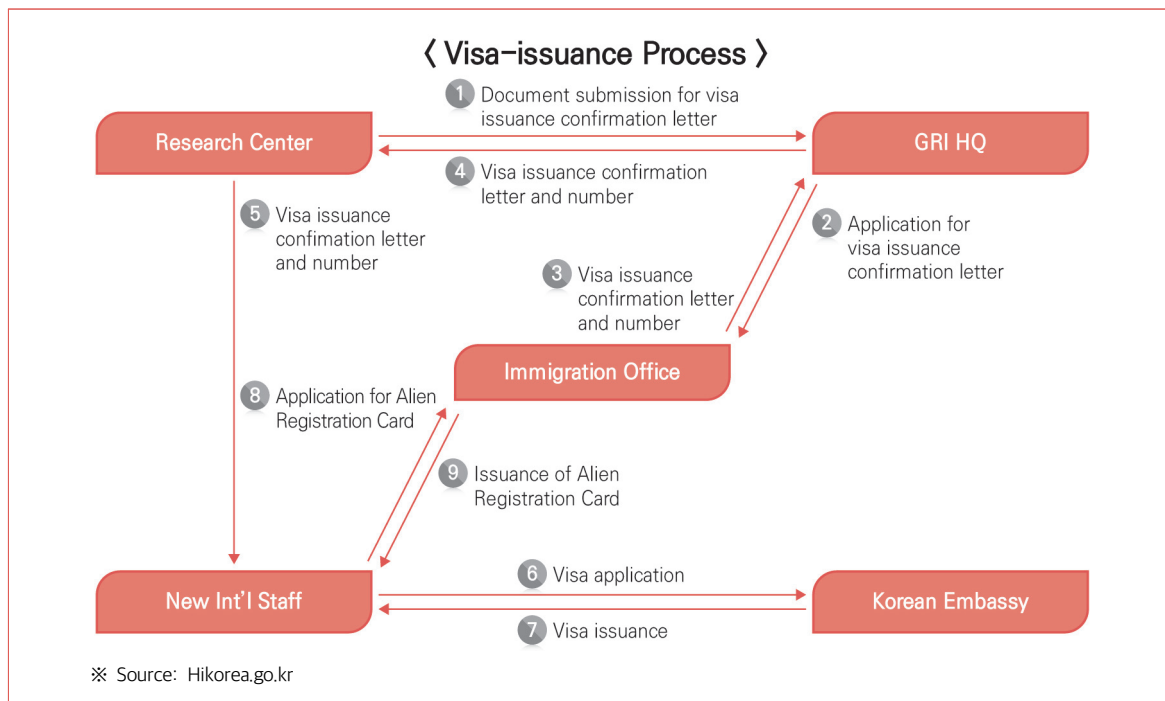
Apply for visas online, explore the types of visas available (via the Visa Navigator), check and print the status of your visa application(s)



1. Visas

A. Visa Application (Outside Korea)

Researchers who are accepted to work in GRIs must acquire a visa from a Korean embassy or consulate in their country of residence. Excluding extraordinary circumstances, all foreign researchers should first obtain a certificate of visa issuance confirmation before applying for a visa in order to accelerate the visa-issuance process.




* What is a certificate of visa issuance confirmation?

Upon receipt of a request for visa issuance confirmation by a foreign visa applicant or a Korean national inviting a foreign national into Korea, the Minister of Justice or the head of the Immigration Office may perform a preliminary inspection on the subject. If either deem it necessary, following inspection, a certificate of visa issuance confirmation (or visa issuance confirmation number) may be issued prior to issuance of the actual visa by the head of the overseas consulate.

※ The certificate of visa issuance confirmation is valid for 3 months and can only be used for a single visa issuance only.

- **Location:** An overseas diplomatic mission (Korean Embassy or Consulate abroad)
- **Documents:** A passport, a visa application form, and proof of the applicant's sojourn status

*Check - required documents for each status of Sojourn at www.hikorea.go.kr.

Sample of Entry Visa to Korea	<p>① No. of Visa : Serial No. of Visa Issuance</p> <p>② Status : Type of social activities or status of Foreigners while in Korea</p> <p>③ Period of Sojourn : The permitted term of sojourn from starting from the date of entry into Korea</p> <p>④ Entries : Visa Types, single-entry visa/ multiple-entry visa</p> <p>⑤ Issue Date : Visa Issuance date</p> <p>⑥ Expiry Date : The visa's valid term. After this date, the visa is automatically rendered void.</p> <p>⑦ Issued at : Where the visa was issued.</p>
 <p>The image shows a sample of a Korean Entry Visa. It is a rectangular document with a blue and white design. At the top, it says 'VISA' and '대한민국 REPUBLIC OF KOREA'. Below that, there are fields for '성명 / Surname', '성 / Given Name', '생년월일 / Birth Date', '성별 / Sex', '사증번호' (Visa Number: 400000000), '비자유형 / Status', '입국허가기간 / Period of Sojourn', '입국일자 / Entry Date', '발급일자 / Issue Date', '유효기간 / Validity Period', and '발급처 / Issued at'. There are also some handwritten notes and a red stamp.</p>	

※ Source: Hikorea.go.kr

B. Types of Visas

Visas differ according to the type of work international researchers undertake at their chosen research institute.

※ You can find detailed information using the Visa Navigator at the Korea Visa Portal (https://www.visa.go.kr/openPage.do?MENU_ID=10101).

Type	Eligible Applicants or Activities Allowed	Max. Period per Extension
Study	D-2 (Overseas Study) <ul style="list-style-type: none"> A person who plans to engage in a specific research at an institution of higher education; an undergraduate or graduate college established in accordance with the Higher Education Act, or a college established in accordance with the Special Act 	2 years (renewable)
	D-4 (General training) <ul style="list-style-type: none"> A person who plans to engage in a research or receive training/education at an organization, company, or academic institution, excluding academic institution equivalent to high school or below, or a language institution affiliated with a foreign academic institution in RoK or at a tertiary education center established in accordance with the Higher Education Act 	2 years
Professional	C-4 (Temporary employment) <ul style="list-style-type: none"> A person who plans to visit for short-term employment, such as temporary exhibitions, advertising or modeling, lectures and speeches, research, technology consulting, etc. 	90 days
	E-1 (Professor) <ul style="list-style-type: none"> A person who meets the qualifications specified in the Higher Education Act, and plans to engage in education, research or guidance in a professional field at educational institutions at the university level or equivalents 	5 years
	E-3 (Researcher) <ul style="list-style-type: none"> A person who plans to engage in research and development of advanced industrial technology or in the natural sciences at research laboratories upon invitation by a Korean public/private institute in RoK (However, those who fall under the E-1 Professor status are excluded) 	5 years
	E-7 (Specially designated activities) <ul style="list-style-type: none"> A person who plans to engage in a field designated by the Ministry of Justice of RoK for the enhancement of national competitiveness by adopting foreign workers with professional knowledge/technology in accordance with a contract with a public or private institute in ROK 	3 years

Type	Eligible Applicants or Activities Allowed	Max. Period per Extension
Resident	F-2 (Residency) <ul style="list-style-type: none"> F-2-7 (Points-based system): a person who earns at least 80 points out of 125 points. If obtained, international spouses and children are also granted this status. *Points Criteria: Age, Level of Education, Korean language ability, annual income, years of uninterrupted residence. 	<i>Duration of stay varies depending on the points.</i>
	F-3 (Family dependency) <ul style="list-style-type: none"> Spouse or unmarried children under 20 of those foreigners possessing Study(D-2), General Training(D-4), Professor(E-1), Research(E-3), or Specially designated Activities(E-7) status 	<i>Length of stay matches spouse/parent</i>
	F-4 (Overseas Koreans) <ul style="list-style-type: none"> A person who was previously Korean and has acquired nationality of a country other than the countries specified by the RoK Ministry of Justice A person whose parent or grandparent was Korean but has acquired nationality of a country other than the countries notified by the Minister of Justice of ROK 	2 years
	F-5 (Permanent Residents) <ul style="list-style-type: none"> A person who has recognized by the Ministry of Justice for his/her excellence in a specific field including science*, management, education, cultural arts, and athletics * Science Field: A recommendation letter from the Ministry of Science and ICT / a recommendation letter from the Ministry of Education for Education 	10 years (renewable)

C. Mandatory Tuberculosis (TB) Test

The Ministry of Justice, in collaboration with the Korea Centers for Disease Control and Prevention (KCDC) requires mandatory tuberculosis (TB) screening for foreigners from 35 countries* who apply for a Korean Visa valid for at least 90 days.

*Residents of the following countries must complete a mandatory TB screening prior to visa issuance. Bangladesh / Cambodia / China / East Timor / India / Indonesia / Kyrgyzstan / Malaysia / Mongolia/ Myanmar / Nepal / Pakistan / Russia / Sri Lanka / Thailand / Philippines / Laos / Uzbekistan / Vietnam/ Nigeria / South Africa / Belarus / Mozambique / Moldova Republic / Azerbaijan / Angola / Ethiopia/ Ukraine / Zimbabwe / Kazakhstan / Democratic Republic of Congo / Kenya / Papua New Guinea/ Tajikistan / Peru

Applicants must submit a certificate issued by a hospital designated by the Korean embassy in their respective country that certifies the applicant has undergone a TB screening and has received a clean bill of health. The document must be submitted along with the applicant's other materials and be dated within 3 months of visa issuance. Documents from non-designated hospitals or clinics are unacceptable.

The following are exempted from this requirement:

1. Diplomatic and official passport holders applying for Diplomat (A-1), Foreign Government Official (A-2), or International Agreement (A-3) visas
2. Children under 6 years old
3. Pregnant women (with pregnancy certificates issued within 1 month of visa issuance by a physician)

2. Foreigner's Sojourn

A. General Affairs

(1) Foreigner sojourn is categorized as follows:

- Short-term Sojourn: Limited, up to 90 days of stay
- Long-term Sojourn: Limited, more than 91 days of stay
- Permanent Residency: Unlimited period of stay

(2) Scope of activities and employment for foreigners staying in Korea

- Foreigners are granted rights to any activities granted by their visa, and may stay as long as their given period of Sojourn. They are not, however, allowed to participate in any political activities except when specifically allowed by law.
- Foreigners seeking employment during their sojourn in Korea must have a visa that allows it, and may only work in workplaces designated by local or district Immigration Office.
- It is unlawful to hire, recommend, or arrange for the hiring of foreigners who lack the appropriate visa status, and doing so is a punishable offence under the Immigration Act. Before hiring a foreigner, the following must be reviewed:
 - 1) Valid registration card
 - 2) Appropriate visa status - employment may be restricted depending on visa status. Consult the local Immigration Office for details.

(3) Calculating the sojourn period

The 1st day of sojourn does not apply to the official count. Should one apply for extension of sojourn, the new period will start from the day of the application if made more than 2 months prior to the current expiration date.

For calculating period of sojourn non-visa entry, the expiration date is the date which the immigration officer specified on the passport with the entry inspection stamp upon entering Korea.

When calculating period of sojourn for visa entries, the expiration date is calculated by adding the period specified on the visa to the date stamped on the passport by the immigration officer upon entering Korea.

For registered foreigners, from the dates shown on the bottom right hand corner of the registration card photo, the date on the bottom is the expiration date. If an extension has been granted, then the expiration date is the date shown on the back of the registration card.

※ Exceptions

If the expiration date is on a public holiday, then the next day will become to actual expiration date. (Or the following Monday, if the holiday in question falls on a Saturday)

If the sojourn period is specified in units of months or years, and if the final month does not have enough number of days, then the last day of that month becomes the expiration date. (For example, if the period of sojourn started on the January 29th for a duration of 1 month, then the expiration date becomes February 28th)

B. Application for Permission of Sojourn/Receipt by Proxy

(1) Basic principles

All applications must, by default, be made personally. However, persons under 17 years of age or those unable to apply personally due to illness or family/business related issues may have a proxy agent request and submit for applications on their behalf.

(2) Applications and receptions that may be made in proxy

Permission to engage in the activities not specified under current visa status, change of place of employment & additional permissions, granting visa status, permission for change of status, permission for extension of sojourn, reentry permits, issuance of a certificate for Recognition of Visa Issuance, foreigner registration, reporting change of foreigner registration details, receipt of the registration card, reporting employment of foreigners.

a) Eligibility as an agent

Those meeting requirements are specified in the Policies on applications and proxy submissions of permission for engagement in activities not specified under current visa status and others.

b) Required documents

i) To submit an application:

- Written power of attorney
- National identification card, Drivers' license, passport, Registration card, or other such forms of identification for the agent
- Documents that verifies the principal's relationship with the agent, such as family register, resident registration, or certificate of incumbency
- Submission of written power of attorney may be omitted in special circumstances such as: the principal is under 17 years of age, a proxy application was made by a family member or by the head of an association or company, or the absence of the principal from Korea, etc.

ii) To submit upon receipt

- ID cards and the application reference certificate

c) Restrictions on proxy applications

Should it be deemed necessary to make personal inquiries to the principal for reasons concerning application status or the status of the principal's sojourn conditions, applications may be restricted. In such cases the principal must personally make the application.

Should a proxy submit an application through false or other such unlawful means, any and all permissions may be canceled or altered.

d) Agents permitted to apply/receive in proxy (In case of E3)

- Employees of local organizations in contract with the organization of the principal
- Employees of local organizations the principal has been hired to work for
- Employees of local organizations or the employer who has hired the principal
- Employees of training recommendation organizations

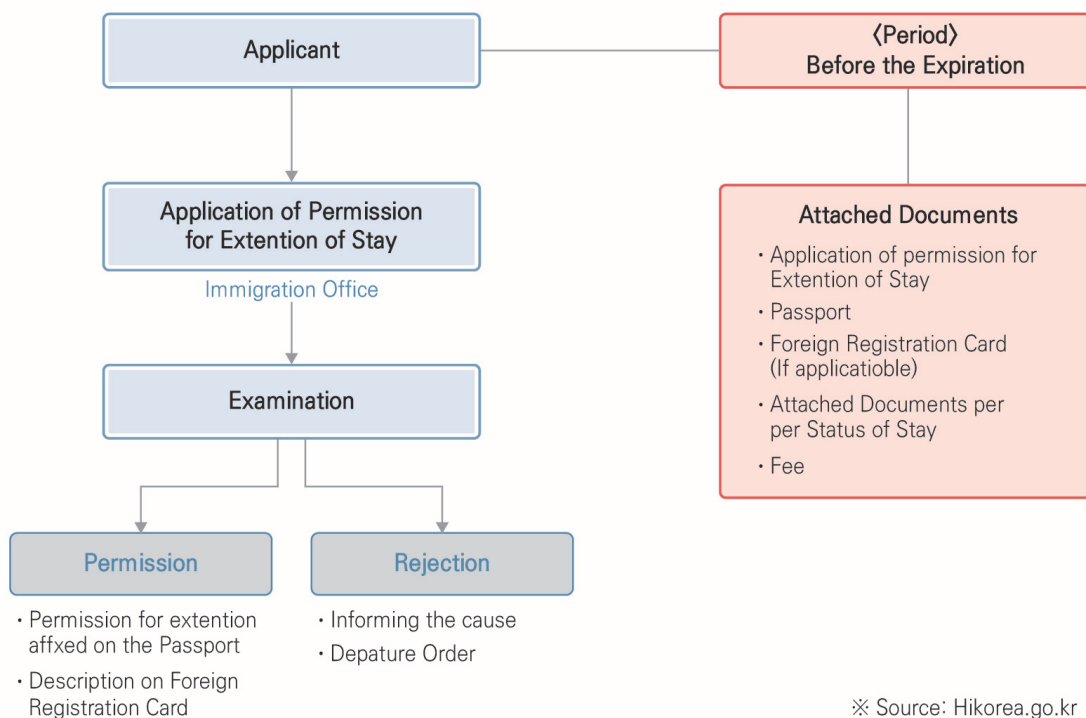
C. Extension of Sojourn

When a foreigner's sojourn expires, the foreigner may apply for an extension of sojourn if he/she desires to stay continuously in Korea. The foreigner shall apply at least 4 months prior to the expiration of his/her current visa.

The request for an extension of sojourn can be made through a visit to the immigration office or filing an e-application through HiKorea (www.hikorea.go.kr). If applying online, the application fee is discounted from 60,000 to 50,000 (48,000+card processing fee) KRW. For a complete list of the required documents, we strongly recommend calling the immigration office directly at 1345 (no area code input required) in advance of filing an application.

When applying for an extension of sojourn after a visa has expired, individuals must pay the penalty, according to Article 25 of the Immigration Act.

〈 Procedure of Permission for Extension of Sojourn 〉



※ Source: Hikorea.go.kr

D. Change of Status of Sojourn

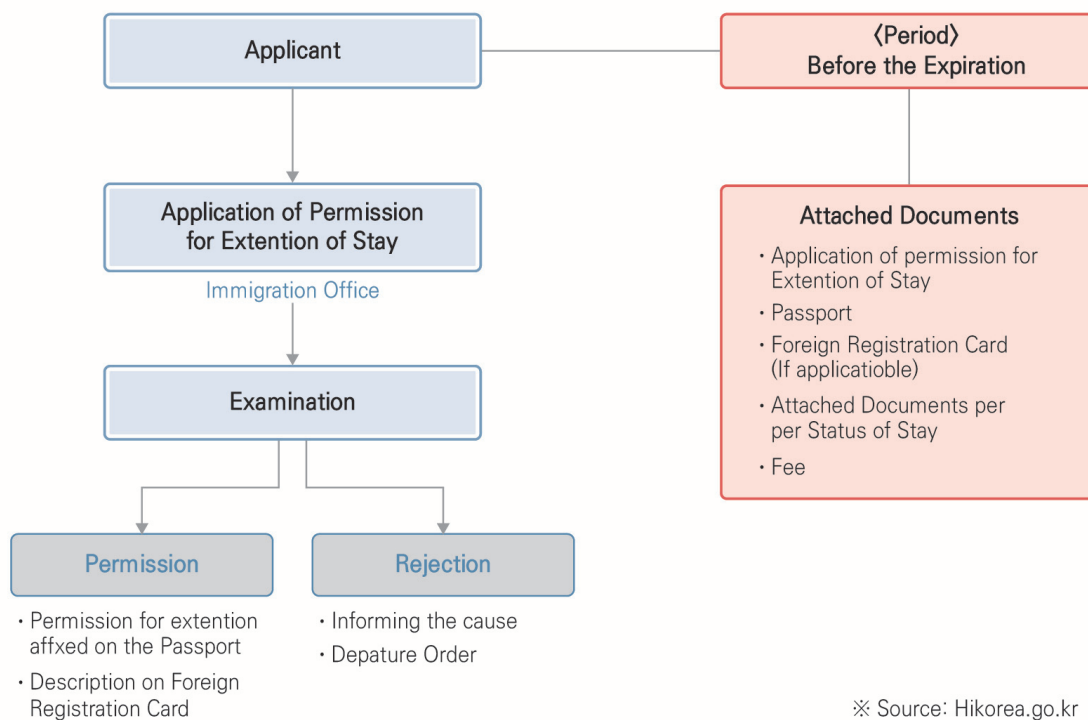
Foreigners must receive permission to change their sojourn status if they want to participate in activities not permitted under their current status. As a general rule, foreigners seeking to participate in activities not permitted under their current status must first depart from Korea, obtain a new visa that permits the desired activities, and then re-enter Korea with the newly obtained status.

However, it may be possible to meet the requirements for obtaining a new visa without having to depart from Korea; changing your visa status is possible if certain requirements are met.

Example

- Foreigners with D-2 or D-10 visas that want to change to an E-1 or E-3 visa
 - Foreigners whose spouse has an E-1 or E-3 visa that want to change to an E-1 visa
 - Foreigners with an E-1 or E-3 visa that want to change to an F-5 (permanent residency) visa
- ※ For detailed information, please refer to Foreigners' Sojourn Guidance Handbook, released by the Ministry of Justice (MOJ).

〈 Procedure of Change of Residence status 〉



E. Acquisition of Permanent Residence Qualification (F-5)

The following groups of people are eligible to apply for permanent residence qualification (F-5) at the appropriate immigration office upon submitting all required documents.

(1) Qualifications

- a) Foreigners of legal age according to the Civil Act of Korea who have been staying in Korea for 5 years or more with stay qualifications 10. Intra-company Transfer (D-7) to 20. Particular Occupation (E-7) of the Attached Table 1-2 or 24. Long-term Residency (F-2)
- b) Spouses of children of Korean citizens or foreigners with permanent residence qualification (F-5) who have been staying in Korea for 2 years or more and foreigners who have applied for stay qualification according to Article 23 under the grounds of being born in Korea, with the father or mother staying in Korea with permanent residence qualification (F-5) at the time of birth, and are recognized by the Minister of Justice
- c) A foreign investor who has invested 500,000 USD in Korea according to the Foreign Investment Promotion Act with 5 or more Korean employees
- D) Foreigners whose need to stay in Korea is recognized by the Minister of Justice among those who have been staying in Korea for 2 years or more with stay qualification 26. People of Korean Heritage (F-4)
- e) Overseas Koreans pursuant to Article 2-2 of the Act on the Immigration and Legal Status of Overseas Koreans with qualifications for naturalization according to the Nationality Act
- f) Foreigners whose need to stay in Korea is recognized by the Minister of Justice among those who had Long-Term Residency (F-2) qualification of the Attached Table 1-27 of the previous Enforcement of the Immigration Act (before Presidential Decree 17579 was partially amended, promulgated, and implemented) (including those who have had an equivalent stay qualification before)
- g) Foreigners to whom any of the following clauses apply and are recognized by the Minister of Justice:
 - i) Individuals who have obtained a job in certain areas and are employed by a Korean company at the time of application for permanent residency (F-5)
 - ii) Individuals who have completed official programs at graduate schools in Korea and have acquired a doctorate degree
- h) Individuals with a bachelor's degree or higher specified by the Minister of Justice or certificate specified by the Minister of Justice who have lived in Korea for more than 3 years, employed at a Korean company, and receive the amount of wage specified by the Minister of Justice at the time of application for permanent residency (F-5)
- i) Individuals who have skills in specialized areas such as science, administration, education, cultural art, athletics, etc. and are recognized by the Minister of Justice
- j) Individuals recognized by the Minister of Justice to have performed meritorious service for the Republic of Korea

- k) Pension beneficiaries who receive more than the amount specified by the Minister of Justice in their home country and are 60 years of age or older
- l) Individuals who are seeking jobs with stay qualification 29. Working Visitor (H-2) of the Attached Table 1-2, satisfy all conditions G. 1) to 3) of 24. Long-Term Residency (F-2) of the same Table, and recognized by the Minister of Justice considering continuous employment period, area of employment, characteristics of the industry, manpower shortage, and job preference of Koreans
- m) Foreigners whose need to stay in Korea is recognized by the Minister of Justice among those who have been staying in Korea for 3 years or more with stay qualification I of 24 Long-Term Residency (F-2)
- n) Individuals whose need to stay is recognized by the Minister of Justice with sub-clauses of stay qualifications J of 24. (F-2) and who have stayed in Korea for 5 years or more and spouses and children of those individuals (only the children satisfying the conditions specified by the Minister of Justice)
- o) Individuals with stay qualification C of Corporate Investor (D-8) of the Attached Table 1-2 who have lived in Korea for 3 years or more, attract 300 mil. KRW or more from investors, employ 2 or more Koreans, and satisfy the conditions specified by the Minister of Justice
- p) Individuals who have deposited the amount specified by the Minister of Justice with the intention to maintain the investment for 5 years or more and satisfy the conditions specified by the Minister of Justice
- q) Individuals with stay qualification A of Corporate Investor (D-8) of the Attached Table who are skilled professionals of a research development institute pursuant to Article 25-1-4 of the Enforcement Decree of the Foreign Investment Promotion Act, have lived in Korea for 3 years or more, and are recognized by the Minister of Justice
- r) Individuals who lived in Korea for 2 years or more with stay qualification C of 24. Long-Term Residency (F-2)

(2) Required documents for applying for permanent residence qualification

Check Ministry of Justice Hi Korea (www.hikorea.go.kr) - Quick menu - Manual - Enclosure (Guideline manual for each stay qualification)

Documents proving the place of residence

Charge of 200,000 KRW (30,000 KRW charge for issuance of alien registration card is not included)
Those who are currently not in marital relations and foreign Koreans whose spouses are Koreans (foreign Koreans qualified for citizenship) must call 1345, as the documents to be submitted and requirements for application are different.

(3) Revocation of permanent residency

(Enforcement Decree of the Immigration Act Article 89-2)

Permanent residence qualification may be revoked for the following reasons:

Individuals who have obtained permanent citizenship using false information or through illegal channels

Individuals who are sentenced to 2 years or more of prison labor or imprisonment for committing a crime against laws documented in the Criminal Act, Act on Special Cases Concerning the Punishment, etc. of Sexual Crimes, etc., defined by the Ministry of Justice

Individuals who have been sentenced to prison labor or imprisonment for crimes in contravention of the above or other laws with the total term of imprisonment 3 years or more within the last 5 years

Individuals specified by a Presidential decree who have acquired permanent residence qualification under the condition that the individual maintain a certain amount of investment in the Republic of Korea, etc., and violated the condition

Individuals who acted against the national interest of the Republic of Korea in national security, diplomatic relations, national economy, etc.

(4) Benefits of permanent residency

You do not need to renounce your citizenship.

You gain the right to vote in local elections after 3 years from the date you obtained permanent residency

You do not require a reentry permit when re-entering Korea within 2 years from the date of departure.

F. Re-entry Permits

The Re-Entry Permit Exemption which has been suspended since June 1, 2020 will be reimplemented as of April 1, 2022 according to changes in COVID response in the nation.

(1) Persons exempted from re-entry permit

- **Those Exempted from Re-entry Permit**

- (Registered Foreigners) Diplomat (A-1) through International Agreement (A-3), Korean Arts and Culture (D-1) through Dependent Family (F-3), Marriage Migrant (F-6) through Work and Visit (H-2) status holders for Re-entry into the ROK within 1 year from the date of departure
 - > Re-entry will be allowed until the validity of stay for persons with period of stay of less than 1 year
- (Permanent Resident, F-5) For re-entry within 2 years from the date of departure
- (Overseas Korean, F-4) For re-entry within authorized period of stay
- (Holders of Refugee Travel Document) For re-entry within validity period of the document

- **Those Exempted from Re-entry Permit**

(Those from Exempted Countries) For re-entry of nationals from Exempted Countries** within authorized period of stay

- (13 Countries) Republic of Suriname. Netherlands. Norway. Denmark. Germany. Luxembourg. Belgium. Sweden. Switzerland, Liechtenstein, France, Finland, Chile (D-7, D-8, D-9)

- **Re Entry Permit Exemption Ineligibility**

- Persons banned from entering Korea and persons to whom visa issuance is prohibited will need additional review procedures and re-entry permit can be restricted - > Please inquire at immigration offices

(2) Those required to apply for re-entry permit

① Applying for Multiple Re-Entry Permit

- **(In principle)** Registered foreigners exempted from Re-entry Permit should also apply for a multiple Re-entry Permit to re-enter the ROK after spending for more than 1 year and up to 2 years abroad from the date of departure, and a multiple Re-entry Permit can be granted for up to 2 years.
- **(Exception)** Granted period of multiple Re-entry permit may vary for those listed below
 - Multiple Re-entry Permit can be granted for up to 3 years for Corporate Investor (D-8) and Large Investors with long-term Resident (F-2-5) status holders
 - It can be granted until incumbency in office ends for Diplomat (A-1), Foreign Government Official (A-2) and International Agreement (A-3) status holders with a single entry visa.

② Required Documents and Fees

- **(Documents to Submit)** Passport. Foreign Resident Registration Card (Residence Card), Application Form
 - Persons with type A status (A-1, A-2, A-3) are required to additionally submit a document proving the incumbency period such as diplomatic identification card, official letter of cooperation from Embassy, certificate of employment.
- **(Fees)** 50,000 KRW

* Persons exempted from fees

1. Nationals from Argentina (aged 14 years or less Only, Taiwan, Tunisia)
2. Scholarship students invited by government such as Korean Arts and Culture (D-1), Student (D-2), General Trainee (D-4) status holders who have submitted a certificate of scholarship or those with exemption request from the relevant organization
4. Diplomat (A-1), Foreign Government Official (A-2), International Agreement (A-3), Corporate investor (D-8) Status holders

* Fee reduction: 20% discount for using e-Application service on Hikorea

(3) How to apply

- Through e-Application services on HiKorea website
 - In-person visits to immigration office
 - By proxy application through administrative agency
- Applications are available until 3 days prior to departure date (Excluding Holidays)

- **(At jurisdictional Immigration Offices)**

Single or multiple Re-entry Permits are applicable

- **(At ports and airports nationwide)**

Only a single Re-entry Permit is applicable at ports and airports in principle. Yet, Corporate Investor (D-8) and Marriage Migrant (F-6) status holders can apply for a multiple Re-entry permit.

G. Appointment System Fully Implemented at Immigration Offices

To improve visitor convenience and mitigate crowdedness to contain the transmission of COVID-19

A visit reservation allows you to arrange a date and time on-line before visiting an immigration office just as you would reserve a flight/movie ticket or make an appointment with your doctor.

If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

- Available time for online reservations: 24/7
- Who can use the services: registered HiKorea members only
- 1-day advance policy: you should make a reservation at least 1 day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.
- * Reservations for the extension of stay can be made up to 4 months in advance of the expiration date of stay.
- Cancellation of reservations: you can cancel a reservation until the day before the appointment date. (You cannot cancel your reservation on the appointment day.)
- Void reservation: please be advised that if you cancel a reservation, or if you do not make an appearance until 5 minutes past the arranged time or designate a wrong office or counter, your appointment becomes ineffective.

To reserve a visit, please apply after either ① sign up for membership and log in or ② get a non-member authentication.

Reservations for visit can be made using civil petitioner's real name ONLY and should be made for each relevant applicant when applying by proxy.

- When applying by an agent on behalf of 2 persons or more, reservations should be made with each applicant's personal information. - For administrative agents, please reserve a visit with relevant foreigner's personal information.

Please print out your receipt, make sure that all the details of the appointment are in order (such as the office, date and time, counter or reservation number, etc.), and present it when you come for the appointment.

Please go to [My e-Applications > Manage e-Applications] to check your reservation or print out a receipt. For more information, please call our Immigration Contact Center at ☎ 1345 from anywhere in Korea.

* Immigration (branch) Offices:

- Immigration Offices: Ansan, Seoul, Busan, Incheon, Incheon Airport, Suwon, Seoul Southern, Yangju, Cheongju, Daegu, Ulsan, Gwangju, Gimhae Airport, Jeju, Daejeon, Chuncheon, Changwon, Yeosu, Jeonju
- Branch Offices: Sejongno, Cheonan, Pyeongtaek, Goyang, Tongyeong, Sacheon, Geoje, Gwangyang, Gumi, Pohang, Donghae, Sokcho, Seosan, Dangjin, Gunsan, Mokpo

- Booking an appointment: Reservations available at the HiKorea website (www.hikorea.go.kr) or via mobile devices (search 'HiKorea'). Signing up for a membership is not required.
- Reservations can be made up business day prior to date of expected visit. (Same-day bookings are not allowed.)
- Services available by appointment: Foreign resident registration, permission for Extension of Sojourn, Permission for Change of Status, Grant of Status of Sojourn, Permission for Change of Workplace, and Immigration-related Reporting and Civil Petitions



3. Residence Card

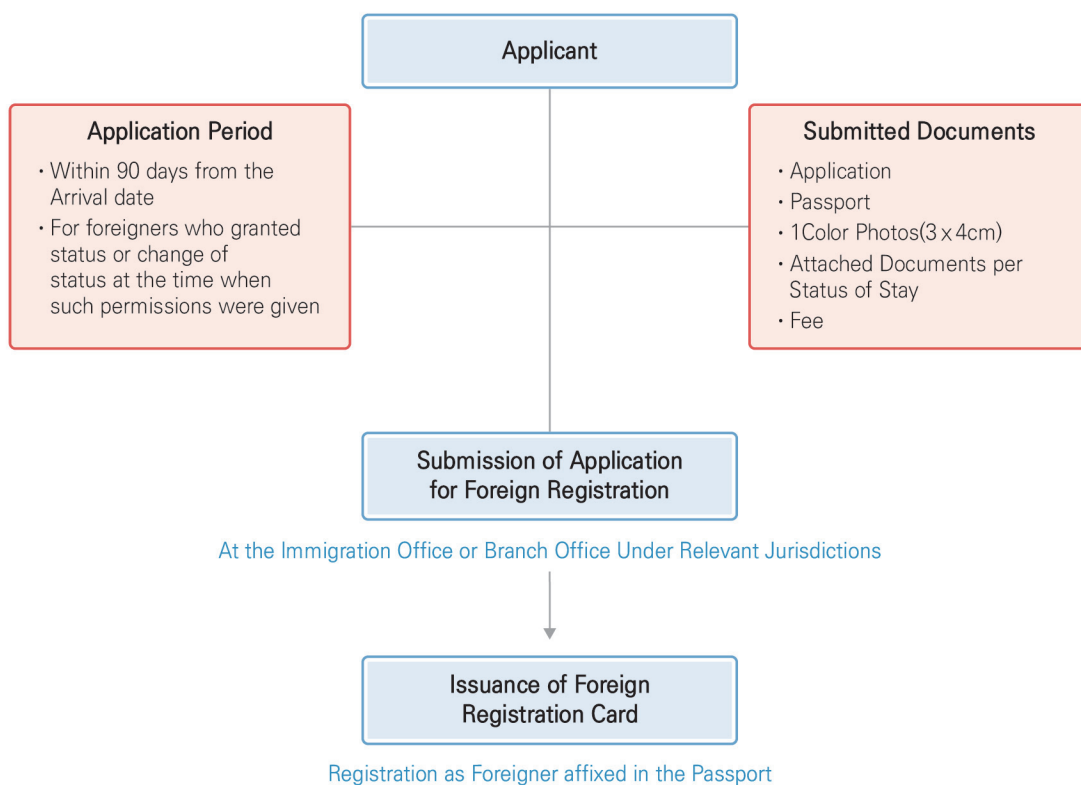
A. Application and Procedures

The Residence Card (RC) for foreigners (formerly known as the Alien Registration Card, or ARC) is the personal identification issued to foreigners, which allows them to stay in Korea legally. Once you arrive in Korea with proper visa, you must apply for an RC at the Immigration Office with jurisdiction in your area.

(1) Eligibility

- Foreigners planning to stay in Korea for over 90 days from the arrival date (Article 31 of the Immigration Act)

〈 Applying for an Foreign Registration Card 〉



※ Source: Hikorea.go.kr

(2) Required documents

No.	Required Documents	Notes
1	Application Form	a passport sized photo (35×45mm)
2	Passport	a copy of the pages containing personal information and your Korean visa in your passport
3	Documents to prove Place of Residence	On-campus: Confirmation of Residence/Accommodation' from Dormitory with signature / submit it with the payment receipt Off-campus: Lease contract, Certificate of Accommodation, Advance Notice on Expiration of Sojourn, Utility Bill Payment Receipt, etc. *If the lease contract is not under the applicant's name, they must submit a copy of the accommodation provider's ID card & 'Confirmation of Residence/Accommodation'
4	Processing fee	30,000 KRW (Government Revenue Stamp)
5	Additional documents for each status of sojourn	D-2: A certificate of studentship D-4: A document proving foundation of a training organization (a copy of business registration, etc.) E-1, E-3, E-7: A copy of business registration F-3: Copy of a spouse or parent's registration card F-5: A copy of business registration certificate

* Required documents may differ depending on status of sojourn. For the correct information, please visit hikorea.go.kr Telephone 1345 (no area code input required) or seek help from your supervisor or other authority.

(3) Applying for your RC

- Go to the immigration website (HiKorea) and mbook an appointment at the Immigration Office under the relevant jurisdiction
- * It is not possible for you to apply for a Residence Card without making an online reservation first.
- Receive a 'Certificate of Application for Permit of Sojourn' from the immigration officer after approval
- Register your fingerprints at the Immigration Office before leaving
- * A Residence Card won't be issued unless you register your fingerprints. Do not forget to scan your fingerprints before leaving the immigration office.
- * It takes about a month for the registration card to be issued.

※ Registering a newborn

Parents who have given birth to a baby in Korea must apply for a registration for their child within 90 days of the date of birth. As it may take several months to obtain the baby's passport from your home country, please apply for it as soon as possible.

B. Reporting Changes of Personal Information

All international researchers are obligated to report changes/updates in their personal information to Korean Immigration. Neglecting to do so may lead to an unexpected disadvantage in regard to one's Sojourn and status in Korea. Any and all change(s) must be reported within 15 days from the date on which the change occurred. If any of the changes in registration items below are not reported within 15 days, a fine of up to 1,000,000 KRW will be levied for violating Article 36 of the Immigration Act (reporting on changes of foreigner registration items).

One can report these changes either by visiting the immigration office in person or by going online at hikorea.go.kr, if possible.

(1) Personal details that must be reported

- Passport Information: Name, sex, nationality, date of birth, passport number, and expiry date (newly-extended)
- Registration Information: Address (place of residency*)
- Lost RC : (apply for re-issuance of RC by visiting the immigration office)
- Whether or not enrolled in elementary, middle or high school
- Change in occupation or annual income amount
(D-7 through D-9, E-1 through E-10, F-2, F-4, F-6, H-2 status)
- When there is a change in organization or entity (including change in name) for which a foreigner is employed on (D-1, D-2, D-4, D-5, D-7, D-8, D-9)

※ In case of changes of address

Address changes (place of residency) must be reported within 15 days of moving. While the information in subsection a) must be reported to Immigration directly, address change(s) can be reported at a local government office (Dong or Gu Office) in addition to an Immigration office and online. However if the designated period has passed, a change of address must be reported in person to Immigration, which will impose a fine.

(2) Required documents

- Passport & Residence Card
 - Application form
 - Additional documents that serve as proof that the change(s) occurred
- ※ Source: Hikorea.go.kr and Korea Immigration Office (immigration.go.kr)

C. Extension of Residence Card

One of the responsibilities held by all international researchers is to keep their RC valid, since expiration of your RC also means an expiration of your visa. The duration of sojourn approved by the immigration office is written on the back of your RC.

One can apply to extend their RC as early as 4 months prior to its expiry date. International researchers who want to extend their registration card can either visit the Immigration Office in person, or visit

HiKorea (hikorea.go.kr) and complete the application online.

With high demand for foreign registration, appointment slots at Immigration slots fill quickly. Extensions filed electronically may also take a long time. For this reason, it is recommended to apply for an extension well in advance.

※ Please check the necessary required documents according to your sojourn status. Additional documents may be requested of any applicant on a case by case basis.

※ Source: Hikorea.go.kr and Korea Immigration Office (immigration.go.kr)

4. Immigration Offices

Applying for visas and changes to your visa status may be done through the HiKorea site. Before visiting your assigned immigration office, it is highly recommended that you first attempt to submit an e-application.

It is mandatory to book an appointment at Immigration in advance

Immigration offices are located throughout the country. But ensure that you book an appointment with the office holding jurisdiction in your area. Offices lacking jurisdiction over your area won't serve you.

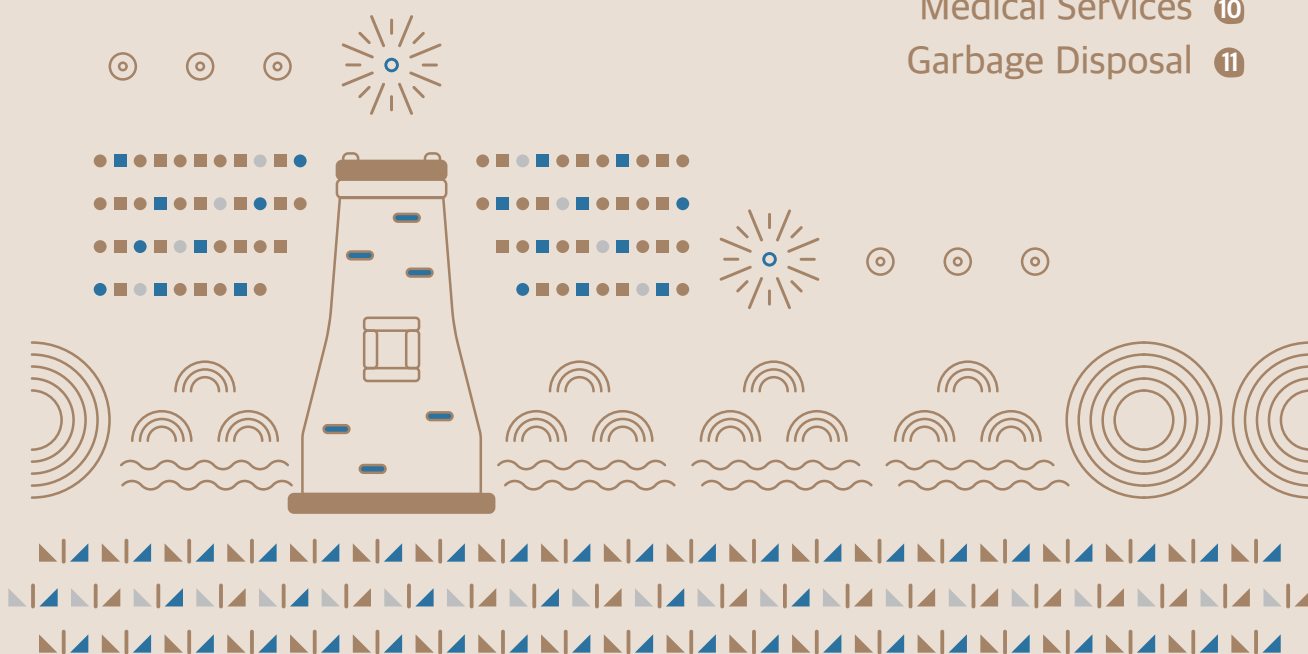
※ Please check which immigration office serves your area by visiting the Hi Korea Website. Click on Office Directory. (You can also find the list of the immigration offices in Chapter V.)



IV

Life in Korea

- Cost of Living in South Korea ❶
- Housing ❷
- Telecommunications ❸
- Postal Service ❹
- Banks ❺
- Tax Payment ❻
- Electricity, Gas and Water ❼
- Transportation ❽
- Driving ❾
- Medical Services ❿
- Garbage Disposal ⓫



Most information in this chapter was referenced from guidebooks published by KOTRA, NIIED, and MOGEF. For detailed information, please visit those respective organizations’ website using the QR codes below.



Publishing Organization	KOTRA	NIIED	MOGEF
Title	Living in Korea 2022	Guidebook for International students 2021	Guidebook for Living in Korea (Danuri)
Target	Foreign Business people	International Students	Multicultural families and foreign residents



1. Cost of Living in South Korea (As of Decmber 31st, 2022)

- Family of 4 estimated monthly costs are **4,600,633 ₩** without rent.
- A single person estimated monthly costs are **1,259,272.7 ₩** without rent.
- Cost of living in South Korea is, on average, **3.0% lower** than in United States.
- Rent in South Korea is, on average, **63.0% lower** than in United States.

Restaurants	Average	Range
Meal, Inexpensive Restaurant	8,000.00 ₩	6,000.00-15,000.00
Meal for 2 People, Mid-range Restaurant, 3-course	50,000.00 ₩	30,000.00-127,333.81
McMeal at McDonalds (or Equivalent Combo Meal)	7,000.00 ₩	6,000.00-8,800.00
Domestic Beer (0.5 liter draught)	4,000.00 ₩	2,500.00-6,366.69
Imported Beer (0.33 liter bottle)	6,000.00 ₩	3,000.00-9,000.00
Cappuccino (regular)	4,702.13 ₩	2,749.20-6,500.00
Coke/Pepsi (0.33 liter bottle)	1,817.82 ₩	1,300.00-2,749.20
Water (0.33 liter bottle)	949.61 ₩	700.00-1,500.00
Markets		
Milk (regular), (1 liter)	2,643.76 ₩	2,000.00-3,900.00
Loaf of Fresh White Bread (500g)	3,433.02 ₩	2,000.00-6,000.00
Rice (white), (1kg)	4,512.24 ₩	2,000.00-9,042.65
Eggs (regular) (12)	4,174.70 ₩	1,800.00-7,200.00
Local Cheese (1kg)	17,966.19 ₩	8,250.00-40,000.00
Chicken Fillets (1kg)	11,572.12 ₩	5,000.00-20,000.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	41,956.87 ₩	18,000.00-80,000.00
Apples (1kg)	8,243.14 ₩	4,500.00-15,000.00
Banana (1kg)	4,440.00 ₩	3,000.00-9,980.00
Oranges (1kg)	7,549.71 ₩	3,000.00-14,460.00
Tomato (1kg)	7,426.80 ₩	3,000.00-12,800.00
Potato (1kg)	4,601.54 ₩	2,000.00-7,000.00
Onion (1kg)	3,548.00 ₩	1,900.00-5,000.00
Lettuce (1 head)	2,916.38 ₩	1,500.00-4,900.00
Water (1.5 liter bottle)	1,344.64 ₩	700.00-2,000.00
Bottle of Wine (Mid-Range)	20,000.00 ₩	10,000.00-30,000.00
Domestic Beer (0.5 liter bottle)	2,674.86 ₩	1,700.00-4,000.00
Imported Beer (0.33 liter bottle)	3,100.66 ₩	2,000.00-5,000.00
Cigarettes 20 Pack (Marlboro)	4,500.00 ₩	4,500.00-6,000.00
Transportation		

Restaurants	Average	Range
One-way Ticket (Local Transport)	1,300.00 ₩	1,200.00-1,500.00
Monthly Pass (Regular Price)	55,000.00 ₩	50,000.00-80,000.00
Taxi Start (Normal Tariff)	3,500.00 ₩	3,300.00-4,000.00
Taxi 1km (Normal Tariff)	1,000.00 ₩	751.00-1,500.00
Taxi 1hour Waiting (Normal Tariff)	12,000.00 ₩	10,200.00-20,000.00
Gasoline (1 liter)	1,738.89 ₩	1,500.00-2,020.00
Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)	38,000,000.00 ₩	30,000,000.00-42,000,000.00
Toyota Corolla Sedan 1.6l 97kW Comfort (Or Equivalent New Car)	32,312,888.05 ₩	30,000,000.00-36,239,583.33
Utilities (Monthly)		
Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	188,279.75 ₩	119,000.00-288,000.00
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	214.20 ₩	100.00-333.00
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	27,698.40 ₩	20,000.00-49,500.00
Sports And Leisure		
Fitness Club, Monthly Fee for 1 Adult	61,592.69 ₩	30,000.00-100,000.00
Tennis Court Rent (1 Hour on Weekend)	23,201.90 ₩	10,000.00-30,000.00
Cinema, International Release, 1 Seat	12,000.00 ₩	10,000.00-15,000.00
Childcare		
Preschool (or Kindergarten), Full Day, Private, Monthly for 1 Child	480,529.41 ₩	350,000.00-680,268.11
International Primary School, Yearly for 1 Child	26,368,176.54 ₩	13,200,000.00-40,000,000.00
Clothing And Shoes		
1 Pair of Jeans (Levis 501 Or Similar)	74,081.56 ₩	35,000.00-110,000.00
1 Summer Dress in a Chain Store (Zara, H&M, ...)	52,357.82 ₩	30,000.00-90,000.00
1 Pair of Nike Running Shoes (Mid-Range)	93,813.74 ₩	60,000.00-120,000.00
1 Pair of Men Leather Business Shoes	137,020.40 ₩	100,000.00-200,000.00
Rent Per Month		
Apartment (1 bedroom) in City Centre	613,028.36 ₩	350,000.00-1,000,000.00
Apartment (1 bedroom) Outside of Centre	443,436.18 ₩	300,000.00-1,000,000.00
Apartment (3 bedrooms) in City Centre	1,703,537.16 ₩	700,000.00-4,500,000.00
Apartment (3 bedrooms) Outside of Centre	1,084,444.44 ₩	500,000.00-3,000,000.00
Buy Apartment Price		
Price per Square Meter to Buy Apartment in City Centre	19,171,042.16 ₩	6,000,000.00-35,000,000.00
Price per Square Meter to Buy Apartment Outside of Centre	11,077,038.36 ₩	3,500,000.00-17,091,503.24

Source: NUMBEO, Cost of living in South Korea

2. Housing

KOTRA, Living in Korea (2022)

Korea has long used a traditional unit for measuring area called 'pyeong'.

It is still common to see housing measurements in both square meters and pyeong. 1 pyeong is equivalent to approximately 3.31m² or 35.58ft².

A. Types of Housing

The common types of residences in Korea are listed as below:

Type (Photo)	Explanation
Apartments/ Flats 	<p>These types of living spaces (called apah-tuh in Korea) are residential condominiums comprising 5 floors or more. As a large number of people live in a relatively small area, commercial spaces and public facilities such as supermarkets, post offices, schools, and administrative offices are usually located near apartment complexes. Inhabitants may benefit from communal sharing of utilities expenses which may include heating, gas and water expenses. However this comes at the expense of an administrative fee. Downsides to this communal living arrangement include noise and a shortage of parking spaces, among others.</p>
Officetels 	<p>Officetels combine commercial and residential spaces in the same building. In addition to administrative fees, residents renting living space in officetel buildings must pay additional maintenance fees required of commercial business buildings. Many are equipped with appliances and underground parking. Security is tight, as a superintendent oversees the building. Officetels tend to be more expensive than one-room studios.</p>
Villas 	<p>These types of residences' spaces are smaller in scale compared to apartments, comprising 4 stories or less. Rooms in villas are usually smaller than rooms in apartments. Compared to an apartment with equal size, these multi-family flats tend to be less expensive.</p>
Studios (One-Rooms) 	<p>Studio apartments (often called "one-rooms" in Korea) are widespread, but concentrated around educational or business districts, as students and unmarried adults are the main clients. One-rooms/studios usually come with appliances and furniture (except beds, in most cases). Most are heated and air-conditioned on a single-room basis.</p>

※ Source: <http://acerealty.kr/>

Most GRIs operate dormitories. In order to stay in a dormitory, researchers must follow the application procedures which may differ by institute. Researchers should inquire about the application process with their institute.

B. Types of Rent

Type	Feature
Jeonse	Jeonse or the key money deposit system is a housing rental system unique to Korea. Instead of paying monthly rent to a landlord, a tenant entrusts a large lump sum deposit to the landlord for the duration of the rental contract. By law, Jeonse contracts are valid for 2 years. At the end of the contract, the landlord must return the deposit to the tenant in full.
Monthly Rent	There are 2 types of monthly rental systems. In the first, you pay no up-front deposit to the landlord but pay full monthly rent. In the second, you pay an up front deposit that reduces the amount of monthly rent you pay.

C. Realtors

You can find housing in Korea in various ways. For instance, you can find advertisements posted on the street and directly contact homeowners. Yet usually people go through a realtor. Doing so is safer: a realtor reviews important matters on your behalf before you sign the rental agreement, prepares contract documentation, and solves legal disputes throughout the contract period. When you go through a realtor, you have to pay him/her a brokerage fee determined by law according to the property price.

To avoid communication issues, it would be beneficial to visit a real estate agent who can speak another language and have experience with international clients. Some cities have a list of agents which can communicate in a language other than Korean.

Region	Website Address
Seoul	https://url.kr/m6ufia
	https://url.kr/bxj97z
Busan	https://url.kr/jdz17h

※ Real-Estate Brokerage Fees

Currently, real-estate brokerage fees are determined by the client and agent through consultation to the extent of it not exceeding the max. rate of transaction price, as indicated in the "Max. rate" column pursuant to Article 20(1) and Article 20(4) of the Enforcement Decree of the Licensed Real Estate Agents Act. When excessive fees are demanded, you can file a report to the Illegal Brokerage Report Center under the Land Register Division in your city, country or district office. You can check the legally binding brokerage fees for the entire country at the website of the Korea Association of Realtors.

(<https://www.investkorea.org/ik-en/cntnts/i-421/web.do>)

D. Renting in Korea

Krguide.kr

(1) Jeonse (lease on a deposit basis)

Korea has a unique housing rental system. Before moving into a house, tenants usually pay a large sum to the landlord. When the rental period ends, the deposit is returned to the tenant in full (minus any damages). Typically, you can rent a whole house, or only part of a house (1 floor, 1-2 rooms, etc.). If you want to rent a whole house, the deposit is usually 40-80% of the value of the house. Rental contracts are usually made for 2 years (for officetels, 1 year), and by law the landlord cannot terminate the contract before the end of the 2-year period if the tenant wishes to stay until the end of the contract. In fact, a tenant has the right to stay in a house for 2 years even under a 1-year contract pursuant to the Housing Lease Protection Act.

(2) Banjeonse (half deposit system)

With the recession in the housing market and the current trend of lower interest rates, leaseholders in Korea have recently been shifting their lease system from the previous jeonse (deposit system) to one of banjeonse (half deposit system), in which a deposit is combined with a monthly rent to secure profitability for the owner. Today, 3 out of 10 houses are leased under the half deposit system. To calculate the rent for their properties, leaseholders use the average monthly interest (200% of the interest rates at banks) accrued by the deposit. For example, assuming that under higher interest rates, the deposit money would increase from 300 mil. KRW to 400 mil. KRW over 2 years, leaseholders now divide this increase of 100 mil. KRW into a monthly rent of 400,000 KRW to 600,000 KRW, and offer their properties for the deposit money of 300 mil. KRW and a monthly rent of 400,000 KRW to 600,000 KRW.

(3) Wolse (monthly rent)

You can also get accommodations on a monthly rent basis. You will still have to pay a small deposit, much smaller than that of a lease, but you will have the advantage of being able to negotiate the deposit depending on the period of your contract. If you can afford a higher monthly rent amount, the deposit can be smaller, and vice versa. Wolse conditions depend on the size and number of rooms, and other facilities.

Neither a lease nor a monthly rent arrangement will include the cost of utilities. You have to prepare furniture and home appliances separately, but many multiplex houses and officetels are equipped with basic home appliances such as a refrigerator, washing machine, etc.

(4) Kkalse

There are some landlords that ask foreigners residing in Korea or multicultural families to do "kkalse," which is a lump sum payment of 1-3 years' worth of rent. A rent system called Yeonse, with a payment of a whole year worth of rent, has been common in Jeju area for a long time.

3. Telecommunications

KOTRA, Living in Korea (2022)

A. Phone and the Internet

(1) Landlines and the Internet

Korean communications operators deal with the fixed line phones for homes, Internet phones, mobile phones, Internet, Internet TV, etc. altogether. There are major ones such as KT, SK Broadband, and LG U+, and you can apply for a service by phone or Internet. When you apply, an installation technician will be dispatched to your desired place. If you use a coupled product (a product of coupled services provided by the same communications operator), you can enjoy a discount in charges. In addition, you need to pay for the costs such as subscription fee, basic charge, and equipment (modem) use charges. If you select a specific product, you may have different charges and benefits between the operators. So you need to be strict in examining the costs and services. You can read descriptions on their products and benefits on the websites of the operators. In general, the contract is concluded for 1 year, or 2~3 years and you may get a discount, but if you terminate the contract before the expiration, you may have to pay for the penalty.

* If you are a foreigner, you need your passport and Residence Card when subscribing for a service.





Carrier	Website and Phone Number
SK Telecom	Website: http://www.skbbroadband.com Language: Korean, English, Chinese, Japanese Inquiry: 82-106 Foreign Language Service: 82-80-8282-1063
olleh KT	Website: http://www.kt.com Language: Korean Inquiry: 82-100 Foreign Language Service: 82-1588-8448
LG U Plus	Website: http://www.uplus.co.kr Language: Korean Inquiry: 82-101

(2) Mobile phone plans and carriers

Mobile communication operators such as the SKT, KT, and LGT provide consultation services in foreign languages. You can conveniently select the charge type and open your mobile phone by using the service. You can pay for your mobile phone charges by a pre-paid method to use for the amount you have paid for or a post-paid method to pay for the amount you have used later. A pre-paid mobile phone requires a higher cost than the other one, but you can use it for only a period you want without a period of contract (for 1~3 years in general), so it may be proper for foreigners staying in Korea for a short period of time. You can open one line for the prepaid mobile phone if you only possess your passport. You can open a post-paid mobile phone basically by the same way as the Koreans do, but the number of openable mobile phones, the possibility of purchasing a mobile phone on installment payments, the exemption of deposit, or the like differ according to your foreigner stay code, so you had better check the details and then subscribe.

※ NOTE for opening a mobile phone as a foreigner: If you are a foreigner and wants to open a mobile phone, you need to possess your Residence Card or your Address Report Certificate, and you can pay for your charges only from your own bankbook or credit card.

Carrier	QR code	Service (English)	Website (English)
		080-2525-011	https://www.tworld.co.kr/poc/english/html/EN.html
		1583 (toll-free) or 02-2190-1180	http://globalshop.kt.com/
		080-851-1004 (toll-free)	https://expat.uplus.co.kr


Carrier	QR code	Service (English)	Website (English)
		1599-0563	English service not available (https://www.sk7mobile.com/)
		English service not available (1899-5000)	English service not available (https://www.ktmmobile.com/)

(3) International calls

When you are placing a phone call from Korea to another country, it is much more expensive than the charge in the country. It is cheaper to buy an international call card online or at a convenience store. Or you can first press the international call service numbers, and these services have different charges, so it is important to check out details beforehand.

Major international call service providers:

- KT: 001
- SK Telink: 00700
- LGU+: 002
- Sejong Telecom: 00365



To a landline phone

• From Korea to 123-4567 in LA, USA

A carrier's international call service number

+

1

Country code (USA)

+

2 1 3


Area code (LA)

+

1 2 3

Landline

4 5 6 7



To a mobile phone

• From Korea to 080-123-4567 in Japan

A carrier's international call service number

+

8 1

Country code (Japan)

+

8 0

Mobile

1 2 3

4 5 6 7

(4) Area codes

The Republic of Korea has a total of 17 area codes. In the same region, you just need to press the phone number without an area code. If you call another region, you need to press the area code first and then press the phone number to talk to the desired person. In case of wireless phone, you need to first press the area code and then press the phone number no matter where you are calling.

Seoul	2	Incheon	32	Ulsan	52
Busan	51	Gwangju	62	Sejong	44
Daegu	53	Daejeon	42	Gyeonggi	31
Gangwon	33	Chungbuk	43	Chungnam	41
Jeonbuk	63	Jeonnam	61	Gyeongbuk	54
Gyeongnam	55	Jeju	64		



4. Postal Service

NIIED, Guidebook for Int'l Students (2021)

You can send mail or parcels within Korea or request overseas delivery of mail and parcels through your institute. Get in touch with a colleague for help.

You can mail letters, postcards, and small parcels by depositing them into collection boxes on the street or by visiting a post office in your neighborhood. You should go to the post office when using nonstandard envelopes or postcards. You need to write down the address and postal code when you send a letter or a package.

A. Domestic Postal Service

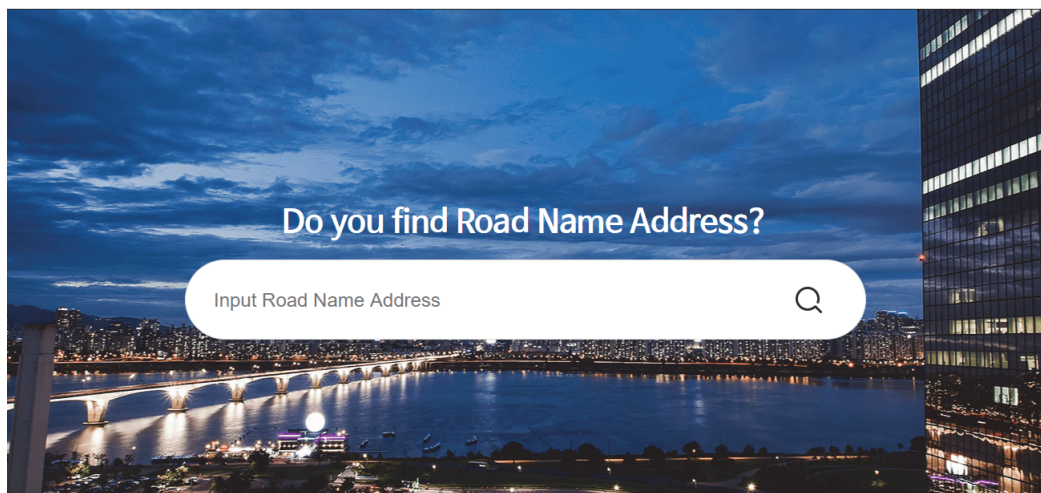
National postal code directories are available at post offices. You can use domestic postal services by writing down the recipient's postal code and attaching stamps for regular mail or express mail. When you choose registered mail, you should get a receipt. Registered mail is more expensive than regular mail. However, the process of the delivery of registered mail is recorded, so it is possible to track the mail

- Business hours: 09:00-18:00 (Postal service)
- Contact: 82-1588-1300

※ Postal codes in Korea

Korean postal codes are in 5 digits. You can find the correct postal code by visiting juso.go.kr if you know the road name address.

< homepage of juso.go.kr >



The Korea Parcel Service offers shipping door services to accommodate your orders via internet and we've got the service with 22 main hub network delivery system in the whole country.

You can fill out an online application on the ePOST website and follow up the guidelines. If you want to order through the internet, you'd better to join their membership service. But without membership registration, you can apply pickup service. You cannot register and ship the same day. Post office staff will arrive 1-2 days after completing the online application.

Please be noted that the ePOST English website does not provide this service. (You might need to use chrome page translation) On the ePOST Korean website, go to the menu '방문접수소포 예약 (parcel pickup reservation)' and fill out the information on applicants, products, and recipients. The payment information (credit card) needs to be verified.

Pick-up Shipping Service

1. Package your items using big boxes

When you don't have a robust budget that allows you to use moving companies to pack and move your items, you can use boxes to package your items. Using Epost shipping, you are allowed to only ship items less than 160cm (50 * 50 * 60) in volume and less than 30kg in weight. When using this channel, each box costs 9,500 KRW to ship within a district and 10,500 KRW to ship outside the district regardless of the distance.

2. Call the post office

Call the Korean post office customer service number on 1588-1300 or 02-210-9895. The Courier post office offers English interpreting services for non-Koreans. When giving the address of your pickup location or delivery address, ensure you give accurate information. Also, ensure to indicate in advance your preferred mode of payment either a credit card or cash which can be paid when they come to your pick-up location. It is good to note that the Korean Epost does not offer a same-day pickup service hence you are required to call them a day before your pick-up day of delivery or pick-up.

3. Wait for your parcel to be picked up

After calling the post office, you will have to wait for the pick-up when they go for their door-to-door pick-up or delivery cycle. The operating hours on weekdays are 9:00 AM to 6:00 PM, while on Saturdays they are 9:00 AM to 1:00 PM. Boxes can be left behind if they exceed the weight limit of 30kg or 160cm. They are also careful not to pick up items that are not properly packaged, as they can destroy or contaminate other fragile items in their van.

B. Overseas Postal Service

For overseas mail, you can visit a post office or apply for the pickup service online (the pickup service is only available on the ePOST Korean website, though). The Express Mail Service (EMS) provides the fastest and safest international postal service that delivers urgent letters, documents, and packages.

EMS is operated by the Korea Post under special agreements with reliable, overseas postal counterparts. Before sending your mail, make sure to write down the address and names of senders and recipients, phone numbers, the contents, quantities, and costs of items. Rates vary depending on the kind of mail being sent and weight, so you need to check the information through homepages or at the post office counter. After sending your mail through EMS, airmail, or registered mail, you can check the status of delivery through the customer service center for international mail at the post office call center.

- Rates and fees:

The Korea Post website (https://www.epost.go.kr/main/eng/Enpost_Introduction1.html) provides a list of the rates of EMS & EMS Premium services. For the rates of international mail and parcel services, call the Korea Post call center. (82-1588-1300 or 82-2-2108-9895)

- EMS tracking: <https://ems.epost.go.kr/front/Tracking01Eng.postal>

※ Check the tracking number on your EMS receipt.

C. International Postal Service

If you are willing to bear higher postal charges to send documents or parcels abroad safely and quickly, you can use international postal services with a global network. The following is a list of international postal services operating in Korea, so check the rates and services at their website.

• DHL Korea

Web: <http://www.dhl.co.kr>

Tel: 82-1588-0001

• FedEx

Web: <http://www.fedex.com>

Tel: 82-080-023-8000

• UPS Korea

Web: <http://www.ups.com>

Tel: 82-1588-6886

D. Door-to-Door (taekbae) and Quick Service (motorcycle delivery)

Door-to-door delivery services (taekbae) are widely used in Korea, and many service providers are operating in the country. Although the door-to-door delivery service is more expensive than a regular postal service, you can send a package anywhere you want around the nation.

Quick service is faster than door-to-door delivery service. Quick service delivers items to the recipient within 24 hours by a motorcycle or car. Many quick services are available through the Internet and operate 24 hours, all year round. You can pay for the service through various payment methods such as cash, credit cards, money transfer, or cell phones.

Types	Door-to-Door Delivery Service	Quick Service
Booking	Booking by phone or Internet → Delivery person visits your place → Delivery	
Delivery lead time (Seoul, weekdays only)	Seoul & Gyeonggi-do Province (1-2 days) Others (3-4 days) Additional charges for remote islands or mountainous areas	Immediately upon pick-up
Fee	Fee varies depending on distance and the weight of package.	

※ Convenient Store Taekbae service

Convenience stores in Korea are open 24 hours a day, so you can use the delivery service anytime. After registering online, you will receive an SMS with a shipping code, just enter this code on the machines equipped at convenient stores that provides this service.

Not all convenient stores have the delivery service, so you must find the branches that provide this service in advance by visiting convenient stores' website and entering the residence address on the search page.

You must pack the goods before bringing them to convenient stores and must carefully read the packing regulations such as: prohibiting glass, chinaware, cash, jewelry, records, documents. Users will also have to agree to a no-claim clause in case the goods are damaged in transit.

출처: <https://expatguidekorea.com/article/5-ways-to-use-fast-and-cheap-delivery-services-in-korea.html>

5. Banks

KOTRA, Living in Korea (2022)

In many GRI headquarters and regional branches, there are bank branches that offer core services for employees' convenience. At these branches you can open a bank account and get help with other financial matters, such as credit or debit cards.

A. General Information

Many banking, insurance, financial products and services are available in Korea. There may be some restrictions imposed on foreigners with regards to banking or finance due to strict national regulations. Depending on the type of international transaction, there may be some specific stipulations on documents and transaction values.

- Service hours: 9 am to 4 pm. (Mon-Fri, closed on weekends and public holidays)

B. Opening an Account and Getting Your Bankbook

- Application: Apply in person at a branch
- Necessary documents:
 - (Common) Taxpayer Identification Number (TIN), Certificate of Employment
 - (Resident) Passport, Registration Card, personal seal (signature);
 - (Non-resident) Passport, driver's license, credit card, personal seal (signature)
- * Check with your bank in advance since different banks and accounts may require different documents.
- Note: If you have to use a passport or a travel certificate, you must give the bank your address in Korea and other contact information along with some additional documents, such as your domestic ID card, a credit card you use in Korea or a certificate of tax payment.
Write your name EXACTLY as written including capital letters on your RC.
- ※ To apply for an ATM card, you should have a job in Korea or have a Korean guarantee your identity.

C. Automatic Teller Machines (ATM)

- Most ATMs offer foreign language service.
- Commission: The commission differs according to whether the bank of the ATM is the same as your bank or not, whether it is within the operating hours or not, and your purpose of using the machine.
- Working hours: 08:30-18:00 on weekdays, 08:30-14:00 on Saturdays (different depending on regions and branch offices running ATMs)
- Extra charges are levied on services provided outside working hours, including services provided on public holidays.
- When you use an ATM card issued by another bank, that bank's fees also apply to your ATM usage.

D. Remittance

(1) When sending money overseas

- Remittance limit: You can remit up to 1,000 USD at once and up to 50,000 USD per year with some restrictions. Proof of the source of income might be needed at banker's discretion when sending anything over 50,000 USD.
- Remittance method:
 - Telegraph Transfer (TT): Used for remittance of large sums of money or an urgent transfer of money
 - Demand Draft (DD): Used for non-urgent remittance or a small amount of money
- Necessary documents: A foreign currency remittance application form, your Registration Card and some additional documents may be required depending on the purpose of the remittance.
- Basic remittance information: The remitter's name, address and phone number; the receiver's name, address, phone number, bank name and address (city, region, nation), account number, SWIFT code, and the routing number.
- Take note
 - A foreign currency remittance/payment application should be filled out in English.
 - The recipient's English name and account number must be accurate.
 - The bank account holder and the recipient's name must be the same.
 - Be sure to write down the receiver's bank and its branch office as well as the country's name correctly.
 - Remittance to some countries, including Myanmar, Libya, Iran and Sudan is currently not allowed.

(2) When receiving money from overseas

- Notify the remitter in advance: your bank name in English, the bank's head office address, your account number, your SWIFT code, and your name in English
- Some documents may be necessary in order to receive remittances from overseas. These might include an export contract, a service contract, etc.*
 - * Necessary documents may vary depending on the remittance amount. Contact your principal bank in advance.

E. Internet Banking

(1) How to apply

Apply for this online banking service at a bank counter. Necessary documentation includes an ID valid in Korea. This means your RC. Foreign passports are not accepted.

(2) How to receive a digital certificate for online banking

Necessary documents: The applicant's ID (the ID shown on the Internet banking application), account number, account password, resident registration number (registration number), transfer password, security card or OTP, a portable storage device

- (i) Access the certification center of your bank's website and click [issuance of certificate] or [Issuance of new certificate].
- (ii) Click 'I agree' to the terms and conditions and then enter your account password.
- (iii) Set numbers irrelevant to your personal information as your certificate password. Store the certificate in a portable storage device (USB) instead of a computer for added security.

F. Domestic Branches of Foreign Banks

Country	Bank	Country	Bank
USA	- JP Morgan Chase	China	- Bank of China
	- Bank of America		- Industrial and Commercial Bank of China
	- Bank of New York Mellon		- China Construction Bank
	- State Street		- Bank of Communications
	- Wells Fargo		- Agricultural Bank of China
	- Northern Trust Company		- China Everbright Bank
Canada	- Nova Scotia Bank	Pakistan	- State Bank of Pakistan
France	- Credit Agricole Corporate and Investment Bank	Japan	- MUFG Bank
	- BNP Paribas		- Mizuho Bank
	- UBAF		- Sumitomo Mitsui Banking
	- Societe Generale Bank		- Yamaguchi Bank Busan Branch
Netherlands	- ING Bank	Philippines	- Metrobank
India	- Indian Overseas Bank	UK	- Hong Kong Shanghai Bank
	- State Bank of India		- Morgan Stanley Bank
Australia	- Australia and New Zealand Banking Group	Switzerland	- Credit Suisse Bank
Indonesia	- Bank Negara Indonesia	Iran	- Bank Mellat
Germany	- Deutsche Bank - Land Baden-Württemberg Bank	Singapore	- DBS Bank
			- United Overseas Bank
			- Oversea-Chinese Banking Corporation Limited

G. Credit Cards in Korea

'You can use your credit card as a transportation card as well, if you apply to have the function enabled.

(1) Types of credit cards

Description	Credit Card	Check Card	Debit Card	Prepaid Card
Limit	Credit limit	Account balance	Account balance	Account balance
Bill payment	On a prearranged monthly payment day		Immediately upon purchase	
Monthly installment	Possible		Impossible	
Cash Service	Possible		Impossible	
Characteristics	<ul style="list-style-type: none"> - Applicants must meet conditions on sojourn status, income, type of employment, property, financial transaction records, etc. - Check various additional services - Annual membership fee 	<ul style="list-style-type: none"> - Check cards are popular in Korea due to large number of franchisees - A check card can be issued when a bank account is opened. 	<ul style="list-style-type: none"> - Safe because approval is issued only after if a password is provided - Few franchisees in Korea 	<ul style="list-style-type: none"> - Top up as needed - Prepaid cards include T-money and phone cards.

※ Source: Financial Supervisory Service (Financial guidebook)

(2) Credit card companies' customer centers

Card Company	Customer Center Phone Numbers	
	Counseling Service	Reporting Lost Cards
Lotte Card	82-1588-8100/ (Eng) 82-1899-8100	82-1588-8300
BC Card	82-1588-4000	82-1588-4515
Samsung Card	82-1588-8700/ (Eng) 1688-8751	82-1588-8900
Shinhan Card	82-1544-7000/ (Eng) 82-1544-7333	82-1544-7200
Citi Card	82-1566-1000	
NH Nonghyup Card	82-1644-4000	
Woori Card	82-1588-9955/ (Eng) 82-2-2169-5900	
KB Kookmin Card	82-1588-1688/ (Eng/Chinese) 82-1644-9993	
Hana Card	82-1800-1111/ (Eng) 82-1544-3500	
Hyundai Card	82-1577-6000	82-1577-6200

6. Tax Payment

KOTRA, Living in Korea (2022)

Taxes are largely divided into national taxes, which are imposed by the central government in order to supply the funds needed for national security, social services taxes and local taxes, which are imposed by local governments at the municipal, borough, and district levels in order to fund regional transport systems, public welfare programs and so on.

Foreigners have the same tax obligations as Korean citizens. It is an employer's responsibility to file employees' taxes on their behalf, and taxes will be automatically withheld from employees' monthly paychecks.

A. National Taxes

National taxes are imposed by the National Tax Service to support the central government. National taxes include income taxes, corporate taxes, inheritance taxes, gift taxes, education taxes, real estate taxes, and customs duties.

For tax inquiries, visit the National Tax Service website, www.nts.go.kr (services in English), or dial 126.

B. Local Taxes

Local taxes are imposed by the local government's city, borough, and district tax departments to support the local government, and include taxes on various asset classes, residency taxes, and automobile taxes.

※ Local tax payment - Wetax

You can go to the Wetax website (www.wetax.go.kr) to inquire about local taxes, make tax payments, and use various reporting services. You can also download the Wetax mobile app and make payments using your smartphone.

C. Tax

There is also a severance pay system that requires no employee contribution. Severance pay, or retirement income, is taxed separately from global income.

(1) Consumption taxes

Value-added tax (VAT)

All corporations and individuals that supply goods or services, regardless of whether for profit or not, are subject to 10% VAT. VAT is levied on supplies of goods and services, and on the import of goods into the country.

Certain basic commodities such as farm products, health services, government transactions and other specified transactions are exempt from VAT. Exported goods are zero-rated, i.e. no VAT is applied on the final sale.

VAT is actually borne by the final consumers, because the taxpayer pays VAT on its purchases (input tax) but charges VAT on its sales (output tax). The tax to be paid to the authorities is the difference between the taxpayer's output tax and input tax for a tax period.

(2) Net wealth/worth taxes

No net wealth/worth taxes exist in Korea at this time.

(3) Inheritance, estate, and gift taxes

The Inheritance and Gift Tax Law covers both gift tax and inheritance tax. Inheritance tax is imposed on the transfer of property without consideration as a result of death or if an individual is missing. Gift tax is imposed as a result of giving property with a donatives' intent and receiving consideration less than the market value of the gift. The tax rates range from 10% to 50%, excluding local income tax, on the taxable income.

Gift tax is considered a supplement to inheritance tax. Thus gift tax is not imposed when inheritance tax has been imposed. If gift tax has already been imposed and inheritance tax is to be imposed on property including the gift property, the gift tax previously imposed is deducted from the inheritance tax.

No estate tax separate from inheritance tax exists in Korea.

(4) Property tax

An annual tax ranging from 0.07% to 5%, with some exceptions, is charged on the statutory value of land, buildings, houses, vessels and aircraft. 5 times the property tax rate is applied to manufacturing facilities that are newly constructed or expanded in the Seoul metropolitan/concentrated area within 5 years after the relevant registration date.

(5) Acquisition tax

Acquisition tax is charged on the price of real estate, motor vehicles, construction equipment, golf membership, vessels, etc., of which acquisition cost exceeds 500,000 KRW. The rate ranges from 1% to 12% for acquisition. A weighted rate is charged on acquisitions in the Seoul metropolitan/concentrated area or on acquisition of luxury items, such as villas, golf courses, and yachts.

(6) Luxury and consumption taxes

The individual consumption tax (ICT) is assessed on certain goods and activities as enumerated in the ICT Law. The ICT only applies to those individuals, entities, and businesses described in the ICT Law; all other goods and services are not subject to the ICT.

In principle, the ICT applies to a person who manufactures and distributes taxable goods; a person who sells taxable goods, except for the customer who may occasionally sell a taxable good; a person who moves imported goods out of a bonded area; operators of taxable places such as a race course, Turkish bath, golf course, casino, etc.; operators of taxable entertainment establishments such as a cabaret, night club, saloon, etc.

※ Source: PwC Korea

(<https://taxsummaries.pwc.com/republic-of-korea/individual/other-taxes>)

D. Year-End Tax Settlement Manual for Foreigners

(1) Resident and Non-Resident

- Definition:

In principle, a resident means any individual who has had his/her domicile or place of residence in the Republic of Korea for at least 183 days. A non-resident means any individual who is not a resident. A domicile shall be determined by the objective facts of living relationship, such as the existence of a family living together in the Republic of Korea, the property located in the Republic of Korea, and occupation. A place of residence means a place where a person has lived for a long time besides his/her domicile, and in which there is no general living relationship as close as a domicile

※ A taxpayer who falls under the following is deemed to have a domicile in Korea:

- A person who has an occupation which requires him/her to reside in Korea for 183 days or more; or
- A person who has his/her family members in Korea and is likely to reside in Korea for 183 days or more in view of his/her occupation or assets held in Korea.

(2) Special Taxation for Foreigners

19% flat tax rate (Article 18-2 of the Restriction of Special Taxation Act)

○ **(Summary)** A foreign employee can choose the 19% flat tax rate instead of the basic tax rate (6-42%) for wage & salary income (excluding cases where service was provided to a special related company) until the taxable period that ends within 5 years from the day of first providing service in Korea. However, for those who choose the flat tax rate, non-taxation, income deduction, tax reduction/exemption and tax credit do not apply.

○ **(How to apply)** A foreign employee who wishes to have special taxation applied should attach an application for flat tax rate application for foreign employees to the report of income deduction and tax credit from wage & salary income and submit the documents to his/her withholding agent or taxpayers association.

* Relevant law: Article 18-2 of the Restriction of Special Taxation Act

Reduction/exemption of income tax for foreign engineers (Article 18, Restriction of Special Taxation Act)

- **(Summary)** For the wage & salary income earned by a foreign engineer meeting certain qualifications, 50% of the income tax is reduced from the day of first providing service in Korea to the month to which 5 years elapse from such date belongs.
 - * The reduction period (5 years) shall apply starting from the day of first providing service in Korea on or after Jan. 1, 2019. If service was first provided on or before Dec. 31, 2018, the previous regulation (2 years) shall apply.
 - However, in the case of foreign engineers working for specialized leading companies pursuant to Article 16 of the Act on Special Measures for Strengthening of the Competitiveness of Materials, Components and Equipment Industries, income tax is reduced by 70 percent for wage & salary income incurred from the 1st day of providing labor in Korea on or after Jan. 1, 2020 (up to Dec. 31, 2022) until the month in which falls 3 years lapse from such date. For wage & salary income from the 1st day of the month following the aforementioned month to the month to which belongs the day on which 2 years lapse from such date, 50 percent of the income tax shall be reduced.
- **(Engineers eligible for tax reduction/exemption)** A person without a Korean nationality who:
 - 1) provides technology based on an engineering technology introduction contract (300,000 USD or more); or 2) works as a researcher at an R&D facility of a foreign-invested company that meets certain requirements such as having an independent research facility
- **(How to benefit)** Submit an application for wage & salary income tax reduction/exemption for foreign engineers by the 10th day of the month following the month in which the date of providing service belongs to the jurisdictional tax office via the withholding agent.
 - * Relevant law: Article 18 of the Restriction of Special Taxation Act

Source: NTS. 2021 Year-End Tax Settlement Manual for Foreigners (English)

E. Information on Tax Counseling for Foreigners

With the rising number of foreign employees in Korea, the National Tax Service provides the following services to serve their needs:

- Foreigners can call 110 (government call center) for simplified income tax return service and counseling on income tax return tax laws.
- National Tax Service's Customer Satisfaction Center (82-1588-0560)
- Services available in English, Chinese, Japanese, French, Russian, German, Spanish, Vietnamese, Mongolian, Indonesian, Thai, Bengali (Bangladesh), Urdu (Pakistan), Nepali, Khmer (Cambodia), Burmese (Myanmar), and Arabic.
- Income tax return counseling for foreigners is offered through an English Hotline (82-1588-0560) and the National Tax Service's English website offers an automatic income tax return calculation program.
- Visit <https://www.nts.go.kr/english/ad/help/2020yearEndTaxCalcIPage.do?mi=135022> for more information



7. Electricity, Gas and Water

KOTRA, Living in Korea (2022)

A. Payment

(1) Payment at the bank windows or at the automatic payment machine

You can visit a nearby bank and pay your utility charges at the windows or at the automatic payment machine. But, you need to possess your own bankbook or card, and you may have to pay commission if it is not a bank where you have an account.

(2) Payment on the Internet

You can pay your utility charges at the Giro website (www.giro.or.kr) operated by the Korea Financial Telecommunications and Clearings Institute. In addition, you can pay them by clicking on the Utility Charges menu on your main bank's website.

* (Operating Hours) 7:00 a.m.-10:00 p.m. all the year round. (Inquiry) 1577-5500 (Language) Korean

(3) Automatic withdrawal

The automatic withdrawal is to make the relevant amount automatically withdrawn from your bankbook at a determined date of each month. It is convenient since you don't need to go to a bank yourself, but if you have no money in your bank account at the date for the withdrawal, you may be delayed to pay for your charges, so you need to check your balance in advance.

(4) Payment at convenience store

You can pay for utility charges through a Giro bill by visiting a nearby convenience store. You can pay by this way 24/7 all the year round. In general, the convenience stores where you can pay the charges are indicated on the Giro bill.

(5) Payment at post office

You can also pay utility charges at a nearby post office. Visit a post office with your Giro bill, and you can process the payment at the windows.

B. Utility Costs

The charges for water supply, gas, and electricity vary according to the region and usage, so you need to check out the details at the website.

※ Below tables are prepared based on the charges for households or houses in Seoul.

(1) Water rates (household)

Classification	Volume(m ³)	Price(KRW)/m ³	Classification	Volume(m ³)	Price(KRW)/m ³
Water	0-30	360	Sewage	0-30	400
	30-50	550		30-50	930
	50+	790		50+	1,420
Water surcharge	Price per m ²	170	400 KRW for 1 m ² of extracted underground water		

※ Source: Arisu Cyber Customer Center: <https://i121.seoul.go.kr> (language: Korean)

(2) Gas rates (household)

Usage		Rate (KRW/MJ)
Household	Cooking	14.2243
	Heating	14.2243

※ Source: The website of Korea City Gas Association: <http://www.citygas.or.kr> (language: Korean)

(3) Electricity rates (household)

a) Summer (Jul. 1 – Aug. 31)

Consumption	Basic fee (KRW/household)	Price (KRW/kWh)
300 kWh or less	910	88.3
301-450 kWh	1,600	182.9
More than 450 kWh	7,300	275.6

b) Other seasons (Jan. 1 – Jun. 30, Sep. 1 – Dec. 31)

Volume	Basic fee (KRW/household)	Price (KRW/kWh)
200 kWh or less	910	88.3
201-400 kWh	1,600	182.9
More than 400 kWh	7,300	275.6

※ Source: KEPCO cyber branch website: <http://cyber.kepco.co.kr> (languages: Korean, English, Chinese, French, Spanish)

8. Transportation

KOTRA, Living in Korea (2022) / MOGEF, Living in Korea (2020)

A. Transportation cards

(1) T-money card

You can buy and recharge a T-money Card in convenience stores, subway stations, or street kiosks and use it on transit platforms across the country. You can check exactly where you can use the card at the T-money website (www.t-money.co.kr), available in Korean and English. T-Money also offers a mobile application that can be used like a transportation card as long as the NFC card function is enabled on your phone. You can charge the mobile card through bank transfers.

If your balance falls below a certain amount, you become ineligible to receive the discount on transfers. Be sure to check the balance and recharge it well in advance.

※ How to reload your T Money card?

Loading money into your T Money Card is easy. You can recharge / reload T-Money at any convenience store bearing the T Money logo (which is almost all convenience stores in South Korea!)



(2) Postpaid transportation card

While the T-money Card should be recharged in advance, you can avoid such inconvenience if you add the Postpaid Transportation Card feature to your credit card or check card and pay your aggregate public transportation expenditures on your next credit card (or check card) payment.

You can tap into the Postpaid Transportation Card feature only when you have a credit card or a check card. Otherwise, the T-money Card is the best option.

(3) One-time transportation card in subway stations

Choose your destination at a 'One-Time Sale & Transportation Card Charging Machine (Only available in the subway station)' and put in the indicated fare plus 500 KRW as a deposit for the return of the card. At your destination, put in the card at a 'Deposit Retrieval Machine' to get the deposit money back.

B. Means of Transportation

(1) Subways

Subways are available in the greater Seoul metropolitan area, Busan, Daegu, Gwangju and Daejeon. To transfer to another subway line in areas with more than 2 lines, please follow the 'transfer' sign coded in the color of your subway line.

(2) Buses

There are city buses, long-distance intercity buses, and express buses. To use inter-city buses and express buses, you will need to buy tickets in advance. You can purchase express bus tickets using the T-Money smartphone application. Check the time of departure and the destination before getting on a bus.

a) City buses

You can buy a transportation card at subway stations or stores near bus stops. Traffic cards can be recharged in units of 1,000 KRW, ranging from 1,000 KRW to 100,000 KRW.

※ At present, credit cards can also be used as deferred payment transportation cards.

Fares are discounted if you use a transportation card. A discounted transfer fare will be applied when you transfer to a bus or the subway.

b) Express/ intercity buses

You can board buses at the designated bus terminals listed below to visit cities in other regions.

- Intercity buses will make stops in several cities along a route and will involve a longer travel time than express buses but are cheaper.
- Express buses travel directly to a single destination, and consist of Economy, Excellent, and Premium Gold classes. Fares vary by time and distance. For example, late-night express buses typically cost more.

For information about bus schedules and reserving a bus ticket, please visit the KOBUS website (www.kobus.co.kr) or the inter-city bus information and reservation service (txbus.t-money.co.kr).

* Transfer Discount

If you use public transportation (i.e. subway, bus) with your Tmoney card, you can get a ₩100-plus discount for every ride. Tmoney card holders can enjoy up to 4 discounts a day, if they transfer within a transfer time limit of 30 minutes (up to 1 hour from 9pm to 7am next day).

The discount is applicable to transfers from subway to bus & via versa, and between one bus to another (excluding buses running along the same route).

(3) Taxis

Taxi fares vary depending on the kinds of taxi taken. There are several: regular, international, deluxe and jumbo taxis. You can pay for taxi service in cash, by credit card or with T-money in most cases. Fares differ according to type and basic rates are higher at night times.

Taxi Hailing Applications

In Korea, taxi hailing applications are widely used. If you use an app, you can board a taxi at a place you designate and be informed of the estimated fare and travel time.

Kakao T

- With Kakao T, you can use various services. Enter the pickup and dropoff points (these can be automatically set if you enable the location service on your phone), and you can see the expected travel time and taxi fare on the screen. You can also speak with the taxi driver after the app has connected you to a taxi.
- Languages: Korean, English, Japanese
- We highly recommend you to use the application, because it is difficult to board a random taxi on the street without hailing.

(4) Trains

Korea has 5 kinds of trains - the KTX, SRT, ITX, Saemaeul and Mugunghwa. The KTX and SRT are high-speed bullet trains, but more expensive than the rest. Please check the Korail website (www.letskorail.com) or the SRT website (etk.srail.co.kr) for information on stations and fares.

Type	Travel time (Seoul-Busan)	Fare (Seoul-Busan, KRW)	Contact	Language
KTX	2:18	(Economy) 59,800 (First class) 83,700	https://www.letskorail.com 82-1544-7788, 82-1599-7777(English)	Korean English Chinese Japanese
Saemaeul	4:10	(Economy) 42,600 (First class) 49,000		
Mugunghwa	5:20	(Economy) 28,600 (First class) 32,900		
SRT	2:13	(Economy) 52,600 (First class) 76,300	https://etk.srail.co.kr 82-1800-1472	

* The above represent the average travel time. The actual travel time may differ depending on the departure time and stops made.

** The fares above are for non-stop routes, and may vary slightly depending on train type and travel time.

- KTX routes (Gyeongbu Line, Honam Line, Gyeongjeon Line, Jeolla Line, and Gangneung Line) can be checked from the Train Station Info menu of the Let's Korail homepage (www.letskorail.com) or from downloading the application 'Korail Talk.'
- SRT routes (Gyeongbu Line and Honam Line) can be checked from the 'User Guide>Train Station Information>Route Information' at 'SR (etk.srail.co.kr)' homepage.

(5) Airlines

Traveling by air saves time when traveling long distances, but is more expensive compared to other forms of transportation. Some of the major domestic routes in Korea include Seoul to Busan, Seoul to Jeju, Seoul to Ulsan, Seoul to Gwangju, Seoul to Sacheon, and Seoul to Yeosu. Tickets can be purchased at airline offices or travel agencies by phone or over the internet.

* Airport Bus

In front of airport is bus platform of various buses, costing from 8,000 KRW to 16,000 KRW. Please choose which bus to take by taking a look at the route of each buses. There are 2 types of buses: deluxe and standard. Deluxe buses operate on non-stop or shortened routes to major hotels and destinations. Standard buses tend be more crowded with smaller seats and make more stops. Please note that the fare for the 2 bus types may differ depending on their routes and destinations.

* Airport Subway

Some city has a subway line to Airport, making it much easier for passengers to arrive at airport. Especially, Incheon Intl' Aiport has 2 types of trains: Express Train and All Stop Train, Express Train is a Premium one that runs nonstop between Incheon Int'l Airport and Seoul Station fastest and most comfortably and provides specialized service and amenities to passengers and for adult, 9,500 KRW is charged while 7,500 KRW for child. And All stop Train is a Commuter Train connected to Seoul Metro lines, helping you travel to Incheon International Airport, Seoul and other surrounding areas.

a) International airports

Name of Airport	Contact	Website
Incheon International Airport	1577-2600	www.airport.kr
Gimpo International Airport	1661-2626 (Korea Airports Corporation)	www.airport.co.kr/gimpo/main.do
Gimhae International Airport		www.airport.co.kr/gimhae/main.do
Daegu International Airport		www.airport.co.kr/daegu/main.do
Muan International Airport		www.airport.co.kr/muan/main.do
Yangyang International Airport		www.airport.co.kr/yangyang/main.do
Jeju International Airport		www.airport.co.kr/jeju/main.do
Cheongju International Airport		www.airport.co.kr/cheongju/main.do

b) Domestic airports

Name of Airport	Contact	Website
Gunsan Airport	1661-2626 (Korea Airports Corporation)	www.airport.co.kr/gunsan/main.do
Gwangju Airport		www.airport.co.kr/gwangju/main.do
Sacheon Airport		www.airport.co.kr/sacheon/main.do
Yeosu Airport		www.airport.co.kr/yeosu/main.do
Ulsan Airport		www.airport.co.kr/ulsan/main.do
Wonju Airport		www.airport.co.kr/wonju/main.do
Pohang Airport		www.airport.co.kr/pohang/main.do

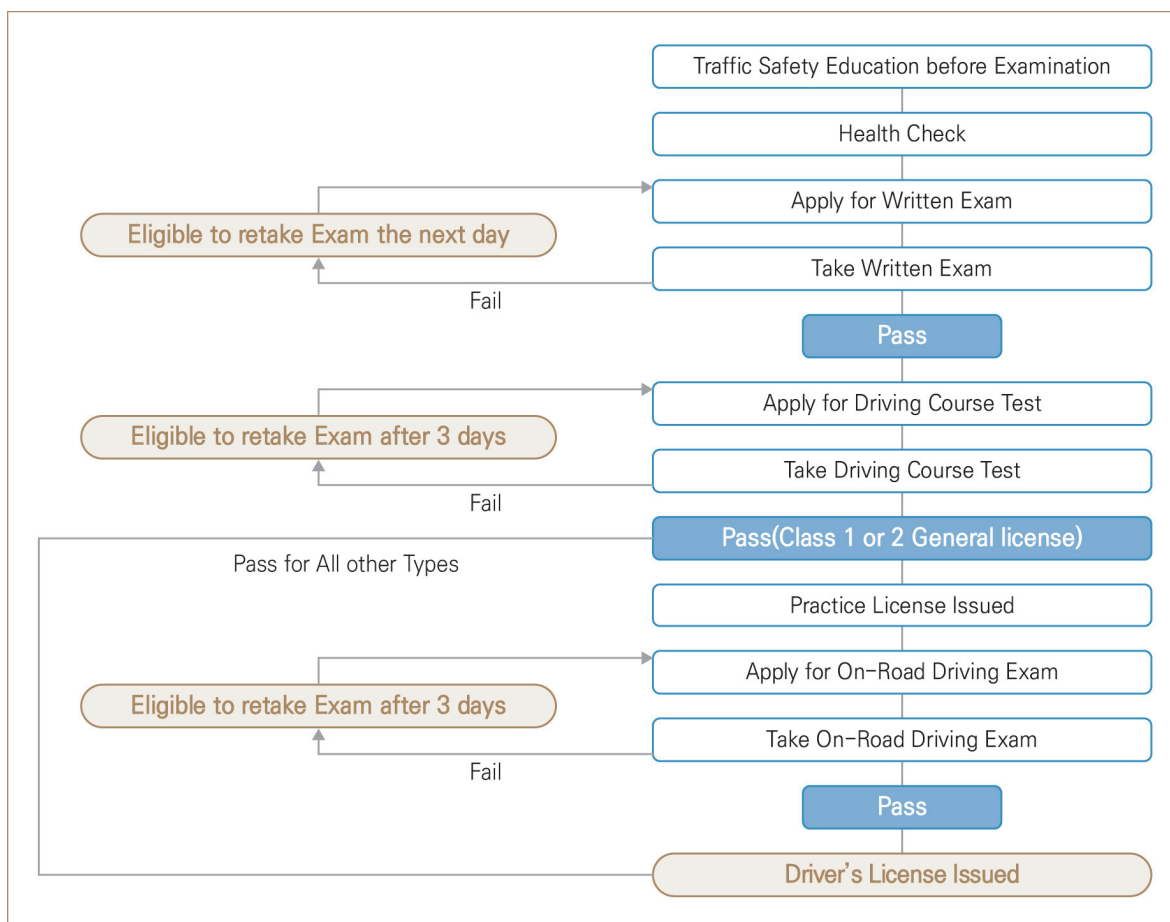
9. Driving

NIIED, Guidebook for Int'l Students (2021) / KOTRA, Living in Korea (2022)

A. Driver's License

(1) Procedure to obtain a driver's license

Foreigners legally residing in Korea can obtain a driver's license by following the procedures below. The written test can be taken either in Korean, English, Chinese, and Vietnamese.



Types of driver's licenses are as follows:

- Class 1 Large, Class 1 Special (Large towing truck, small towing truck, recovery vehicle)
- Class 1 General, Class 2 General (automatic, manual), Class 2 Small, Class 2 motorized bicycle.

More information including 'Driver's License Exam Question Bank' can be found at Road Traffic Authority Driver's License Examination Office.

- Website: <http://dl.koroad.or.kr/license/en/index.jsp> - Tel: 02-2075-4127

(2) Exchanging a foreign license into a Korean license

An authorized foreign license can be exchanged in Korea into a Korean one. First, all the required documents should be submitted and verified. You must then undergo a physical examination. The foreign license must be a full license; temporary, provisional, probationary, driving permits or motorcycle licenses cannot be exchanged.

※ Exchange Procedure

- Examination of submitted documents, including confirmation documents from the respective consulate
 - Additional documents may be requested as needed.
- Aptitude Test (health check) and written test
 - If you change your driver's license issued by the Acknowledged Countries (AC)* to a Korean driver's license, you may be exempt from the written test.
- Issuance of Korean driver's license (you must turn in your foreign driver's license to receive the Korean license. The submitted license can be returned if you 1) are departing from Korea 2) are cancelling your Korean license 3) have a request by a consulate to send the license. If you do not pick up your Korean license within 3 years of its issuance, it will be discarded.)

* Acknowledged Countries (eligible for exchange of Driver's License)

Asia (28 Countries)	Australia, Brunei, Cambodia, Cook Islands, East Timor, Fiji, HongKong, India(Mumbai), Japan, Kazakhstan, Kiribati, Kyrgyzstan, Malaysia, Maldives, Myanmar, Nepal, New Zealand, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Taiwan, Thailand, Tonga, Uzbekistan, Vanuatu, Vietnam
America (21 Countries)	ntigua and Barbuda, Bahamas, Brazil, Canada, Chile, Costa Rica, Colombia, Commonwealth of Dominique, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, Mexico(Aguascalientes, Guanajuato, Guerrero, Tlaxcala, Mexico city), Panama, Peru, Republic of Dominique, Saint Kitts-Nevis, Uruguay, USA(Alabama, Arizona, Arkansas, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington, West Virginia, Wisconsin) ※ For Oregon and Idaho, you must take a written exam.
Europe (34 Countries)	Albania, Austria, Azerbaijan, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, England, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Montenegro, Netherlands, Poland, Portugal, Rumania, Serbia, Slovakia, Slovenia, Spain, Switzerland, Turkey
Middle East (13 Countries)	Afghanistan, Bahrain, Iran, Iraq(Arbil), Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, UAE, Yemen
Africa (39 Countries)	Algeria, Angola, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Guinea, Guinea Basau, Liberia, Libya, Madagascar, Malawi, Mali, Morocco, Mauritius, Mauritania, Mozambique, Niger, Nigeria, Namibia, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Swaziland, Tunisia, Uganda, Zambia, Zimbabwe

- * More information can be found at Road Traffic Authority Driver's License Examination Office
- Website: <http://dl.koroad.or.kr/license/en/sub/intLic.jsp>
 - Tel: 02-2075-4127

B. Purchase and Registration of Vehicles

You can purchase new vehicles through a car dealership or used ones from an accredited used vehicle dealer. In this case, you must present your registration certificate that can prove where they will be predominantly used.

※ Checklist for Buying a Used Car

- ❶ Check meticulously whether the car was involved in an accident or has suffered flood damage. Also examine the odometer for potential fraud, and check whether or not the car has been seized or repossessed by creditors.
 - If you suspect the car has been in an accident or has flood damage: Visit the Car History website of the Korea Insurance Development Institute to check the accident history of used cars.
 - If you suspect the car's odometer has been tampered with: Ask the car dealer for the vehicle registration certificate and the performance inspection records, and then check the car history at the manufacturer's service center or the Korea Transportation Safety Authority (Vehicle Inspection Information).
 - If you suspect the car has been seized or repossessed Contact the relevant district office or Vehicle Registration Office to check the original vehicle registration card.
- ❷ Confirm the relationship between the car owner when going in to complete payment of the mandatory automobile tax.
- ❸ To buy a good used car, meticulously examine the car's body, the conditions of the car's functionality and paint as well as fluids, hoses and belts.

* Source: Yonhap News "Used Car Checklist: What to Look for?"

After buying a car, you must register the car. If you drive a car without registration, you can be sentenced to up to 2 years of imprisonment or fined up to 5 mil. KRW.

C. Automobile Insurance

Before you buy a car in Korea, you have to buy insurance for it.

Company	Phone	Website
AIG Non-Life Insurance	82) 1544-2792 / (English) 82-61-906-7350	https://www.aig.co.kr
MG Non-Life Insurance	1588-0303	direct.mggeneralins.com
KB Non-Life Insurance	1544-0114	www.kbinsure.co.kr
Samsung Fire & Marine Insurance	1588-5114, (Call from abroad) 82-2-2119-2000/ (For foreigners) 1899-0010	www.samsungfire.com
Hyundai Marine and Fire Insurance	1588-5656, (Call from abroad) 82-2-732-5656	www.hi.co.kr
Dong-bu Insurance	1566-0100	www.directdb.co.kr
Hanhwa General Insurance	1566-8000, (Call from abroad) 82-2-316-7000	www.hwgeneralins.com



10. Medical Services

KOTRA, Living in Korea (2022)

A. National Health Insurance (NHI)

Korea has a nationalized health insurance system under which all those enrolled pay a premium every month, the amount of which is pro-rated based on income and assets. If you enroll in the national health insurance plan, part of the cost of many treatments and procedures (including preventative care) at licensed medical institutions, as well as prescriptions for drugs filled at pharmacies is paid out by NHI. NHI will also cover the cost of a bi-annual comprehensive health checkup.

There are 2 types of enrollees in the Korean national health insurance scheme. The first are employees, who are enrolled as wage earners by their workplace. The second are the self-employed. All GRI researchers, their spouses, and children younger than 20 years of age will be enrolled in NHI after their registration number has been registered to the institute. The insurance premiums will be automatically withheld from your salary.

※ Required Documents

For GRI employees

- Copy of Residence Card (RC) of GRI employee

To also register your family members to NHI, prepare:

- Copy of RC of GRI employee
- Copy of RC of family members
- Certificate that can prove family ties: Certificate of Foreigner Registration of GRI employee that shows family ties, Certificate of Marriage (spouse), or Birth Certificate (children) are all acceptable.

* If you need to be enrolled in NHI before you receive your RC, you can submit a Certificate of Registration(외국인등록사실증명서) as a substitute for RC to complete NHI registration. The certificate can be issued at the Immigration Office or the District Office after you apply for registration. However, a copy of your RC must be submitted when the card is ready.

You can temporarily suspend your NHI enrollment if you will be away for Korea for more than 1 month. If your family will remain in Korea, you need to pay half of your NHI fees. If both you and your family are leaving, you do not have to pay any fees. When you come back to Korea, you must re-enroll in NHI. To suspend or re-enroll, contact your department office so that they can make a request to the Human Resources Management Team.

B. Annual Medical Checkup

A medical checkup is mandatory for all researchers (recommended for project employees) every year. The checkup must be done at a GRI-designated medical checkup center. You must make reservations beforehand to do a health check up. Since the medical checkup reservation period ends early, it is recommended to make your reservation as soon as possible.

C. Medical Care System in Korea

(1) Hospitals

a) First-tier

These types of facilities include private hospitals and public health centers. First-tier medical facilities offer a limited number of medical departments. They provide comprehensive but more general medical services aimed at the treatment and prevention of early symptoms of diseases. Their prices will be the lowest.

b) Second-tier

Second-tier medical facilities offer specialists and more than 4 medical departments. They provide medical services for both inpatients and outpatients. In general, these types of facilities have between 30 and 500 beds. Emergency treatment is available.

c) Third-tier

General hospitals or hospitals affiliated with medical schools are categorized as third-tier medical facilities. These types of facilities offer specialists in a variety of different medical departments. They have more than 500 hospital beds and offer specialized medical services for emergencies.

d) International clinics

As the number of international residents increases in Korea, larger hospitals have begun to open international clinics. The name in English and Korean will vary from hospital to hospital, but the general concept is you can see a doctor who speaks a high level of English or another language, or an interpreter will travel the hospital with you so you can meet with the specialist you need, even if they cannot speak your language.

The language aspect in these international clinics exempts them from national pricing restrictions, so they can charge higher prices. Additionally, many hospitals expect these patients to come without national insurance. Depending on the health issue, your Korean ability, and what you are comfortable with, you might want to go to a hospital with a friend who speaks Korean so your treatment prices are lower. And while many hospital administrative staff outside of large hospitals have limited English ability, many doctors have trained overseas and can use English to talk with you.

(2) Pharmacy

The prescription and dispensation of drugs in Korea is separate. Drugs are divided into prescription drugs and over-the-counter drugs which include a great variety of cold medicines, gastrointestinal medications, fever medications, antiinflammatories and antidiarrheal medicines.

You can buy sanitary pads, health drinks, condoms and some drugs (cold medicines, gastrointestinal medications, fever medications, pain relief patches, etc.) at convenience stores in addition to pharmacies thanks to the passage of a legislative amendment implemented as of November 15, 2012.

※ Find 24/7 Pharmacies

Although most pharmacies keep normal business hours in Korea, there are usually many pharmacies in each region or city that will have extended hours, both late into the night and on holidays, sometimes even staying open 24 hours.

The Korean Pharmaceutical Association keeps a pharmacy info website up that has exactly the locations and times you are looking for: <https://www.pharm114.or.kr>

The website is simple to use, even if you only barely read Korean.



(sources: <https://10wontips.blogspot.com/2022/08/how-to-find-24-hour-pharmacies-across.html>)

(3) Hospitals and pharmacies available on weekends

An emergency medical services system called E-gen (<http://www.e-gen.or.kr>) is run by the National Emergency Medical Center (NEMC) that plans and manages information on emergencies happening across the country, and includes the monitoring of medical institutions' emergency handling practices. E-gen helps improve the quality of emergency medical care at accident sites and hospitals, enhances networking for relevant parties, and incorporates cutting-edge information technology into medical care so that the public can access emergency medical services more quickly and conveniently. (Check the website for information on hospitals, pharmacies, emergency centers, AEDs and emergency care procedures.)

11. Garbage Disposal

Korea implements a pay-as-you-throw scheme called the volume-based waste fee system (VBWF, called Jongnyangje system in Korean). Sort your waste into recyclables and non-recyclables, and then further sort them into designated categories. Non-recyclable waste is put in different trash bags depending on if it is general waste or food waste, and the bags are placed in different containers.

Garbage disposal time differs depending on the type of house you live in and the area where you live. For apartments or studio flats like 오피스텔 in Korea, normally there is a separate, underground garbage disposal place, so you can ask the building manager where it is. In the case of villa types, there is a garbage disposal place outside the building. If you live in a detached house, put them in front of the house on the day and time you can check on the standard garbage bags.

A. General Waste

- For general waste, use VBWF bags.
- VBWF bags are sold in local supermarkets and discount stores. (The price of the bags contains the cost of disposal. When you throw your waste bag into the designated container/places, you don't need to pay for it.)
- VBWF bags for general waste and food waste differs in color and size depending where you live. Check prior to purchase - Households usually use 10 to 20 liter bags.

B. Food Waste

- Most food scraps may be placed in food waste bags for disposal. There are notable exceptions, shown in the table below. Make sure to strain as much liquid as possible from the food scraps prior to placing them in the food waste bag.
- Use VBWF food waste bags, or purchase stickers and attach them to exclusive containers, and place them in designated containers/places.
- Local governments are introducing radio frequency identification (RFID) technology for a new weight-based food waste fee system.
- An increasing number of households are using food waste disposal units, mostly installed in kitchen sinks. The device is convenient as you no longer need to use food waste bags.
- Trash bags are sold and exclusively used on a district by district basis (구, 區, *gu*).

※ General waste you might mistake for food waste

The following items should be put into general waste bags.

Type	Item
Vegetables	Onion skins, corn husks, bare corn cobs, chilli stalks
Fruit	Hard shells of nuts such as acorns, chestnuts, peanuts, walnuts, etc. Seeds of peaches, apricots, persimmons, etc.
Meats	Bones and hair/feathers of cows, pigs, chickens, etc.
Fish/shells	Shells of clams, conches, abalones, sea squirts, oysters, etc.
Others	Disposable paper/cloth-wrapped tea bags and traditional Korean medicine

※ General Waste



General waste is almost everything, excluding food and recyclable waste. Certain items that are too big to fit in one of these bags, or are too heavy to rip the bag open, should be disposed of separately. The bags are sold in liters and the most common sizes for general trash bags are 10, 20, and 100.

※ Food Waste



The most common sizes for food trash are 1, 2, 3, 5, 10, and 10 liters. Food waste includes anything edible. However, you just have to follow the golden rule of: "If an animal will eat it, then it goes in the food waste bag" (i.e. fruit peel, vegetable peel, watermelon skin, uneaten cooked or uncooked meat, raw egg without the shell, etc) The exceptions for food waste are egg shells, crustacean shells (Crab, Lobster, Shrimp, etc), clam shells, onion and garlic paper-like skin, animal bones (beef, pork, chicken, lamb, etc), tea bags or tea leaves. All of these are considered GENERAL WASTE.

※ How to ask for garbage bags

- 일반 쓰레기 봉투 있어요? (Do you have general garbage bags?)
il-ban sseu-le-gi bong-tu iss-eo-yo?
- 음식물 쓰레기 봉투 있어요? (Do you have food waste bags?)
eum-sig-mul sseu-le-gi bong-tu iss-eo-yo?

C. Recyclables

- Recyclable items include paper, bottles, metals, cans, plastic bags (only those with recycling symbols of PP, OTHER, LDPE, etc.) and plastics. Bottles and cans should be dried. To minimize their volume, crush cans before putting them in containers separate from bottles.
- Each housing complex or neighborhood designates a space for recyclables for efficient collection.

D. Disposing of Large Items

- Large items that cannot be put in standard size bags, including furniture and electronic products, should be reported to the relevant 'dong' office first.
- How to dispose of them?
 - Purchase stickers from your dong office (officially community service centers) and attach them to the large items. Place the items in front of your house or wherever your building/ apartment complex designates for pickup. Sticker prices vary depending on the item and volume. In some neighborhoods, stickers are sold in designated places like convenience stores.
 - You can also buy the stickers online through your county/district office.



V

Appendix. Support for Foreigners

- General Information on the Republic of Korea ❶
- Convenient Apps ❷
- Manual for Issuance of Personal Customs Code ❸
- Free Korean Language Classes ❹
- Korea Immigration & Integration Program (KIIP) ❺
- Labor Regulations ❻
- Social Insurance ❼
- Tips on Safety ❽
- Telephone Directorie ❾



1. General Information on the Republic of Korea

A. Location, Symbols and Population of the Country

(1) Location

The Korean peninsula, roughly 1,030 kilometers long and 175 kilometers wide at its narrowest point, is located in Northeast Asia. With Seoul as its capital city, Korea's total land area is 100,363 kilometers squared. Korea's neighbors include Japan to the east, China to the west, and Democratic People's Republic of Korea (North Korea) across the northern border.

(2) National symbols

National Flag (Taegukgi)	National Flower (Mugunghwa)
	

National Flag (Taegukgi)

The current design of Taegukgi was finalized on October 15, 1949. It symbolizes the principles of the yin and yang in oriental philosophy. The circle in the center is divided into 2 equal parts, where the upper red responds to the positive cosmic forces of the yang; conversely, the lower blue section represents the negative cosmic forces of the yin. The flag's background is white, representing the peace and purity valued by the people of Korea. The circle is surrounded by 4 trigrams, one in each corner, characterizing continual movement, balance and harmony.

National Flower (Mugunghwa)

The national flower of Korea is mugunghwa, *Hibiscus syriacus*, which comes into bloom from July to October every year. A profusion of mugunghwa blossoms gracefully decorate the entire nation during blooming season, providing a view that has been loved by Koreans for many years. The flower's symbolic significance stems from the Korean word mugung, which means everlasting.

National Anthem (Aegukga)

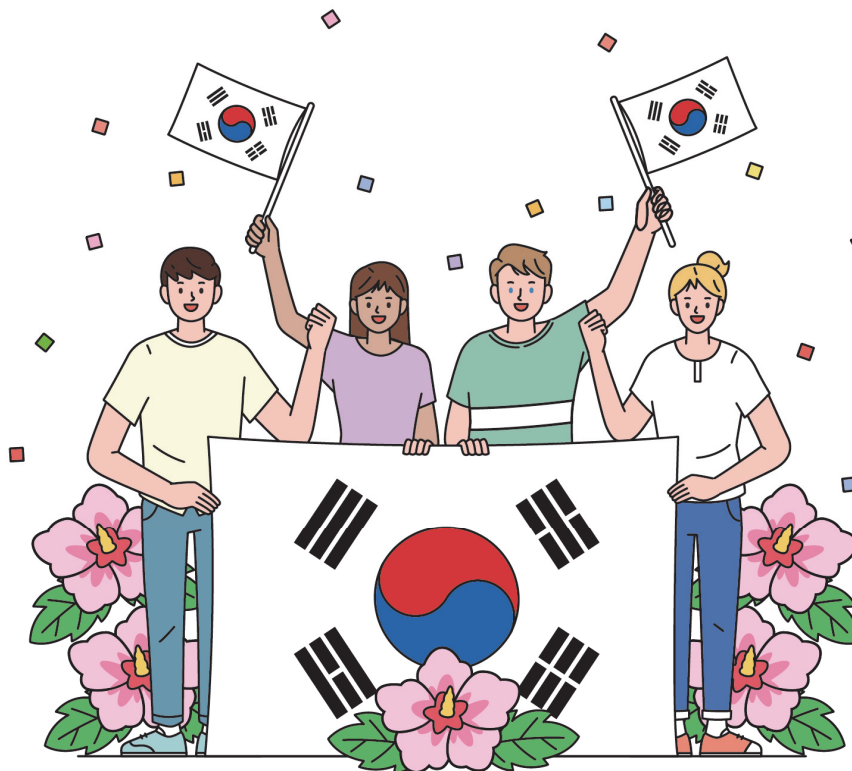
Aegukga literally means "a song expressing love towards the country" in Korean, and it was originally

meant to foster patriotism and raise awareness of the nation's independence. The anthem has undergone several changes since until taking its current form. Maestro Ahn Eak-tai (1906-1965) rearranged the piece in 1935, which was then officially adopted by the Korean Government as the national anthem.

(3) Population

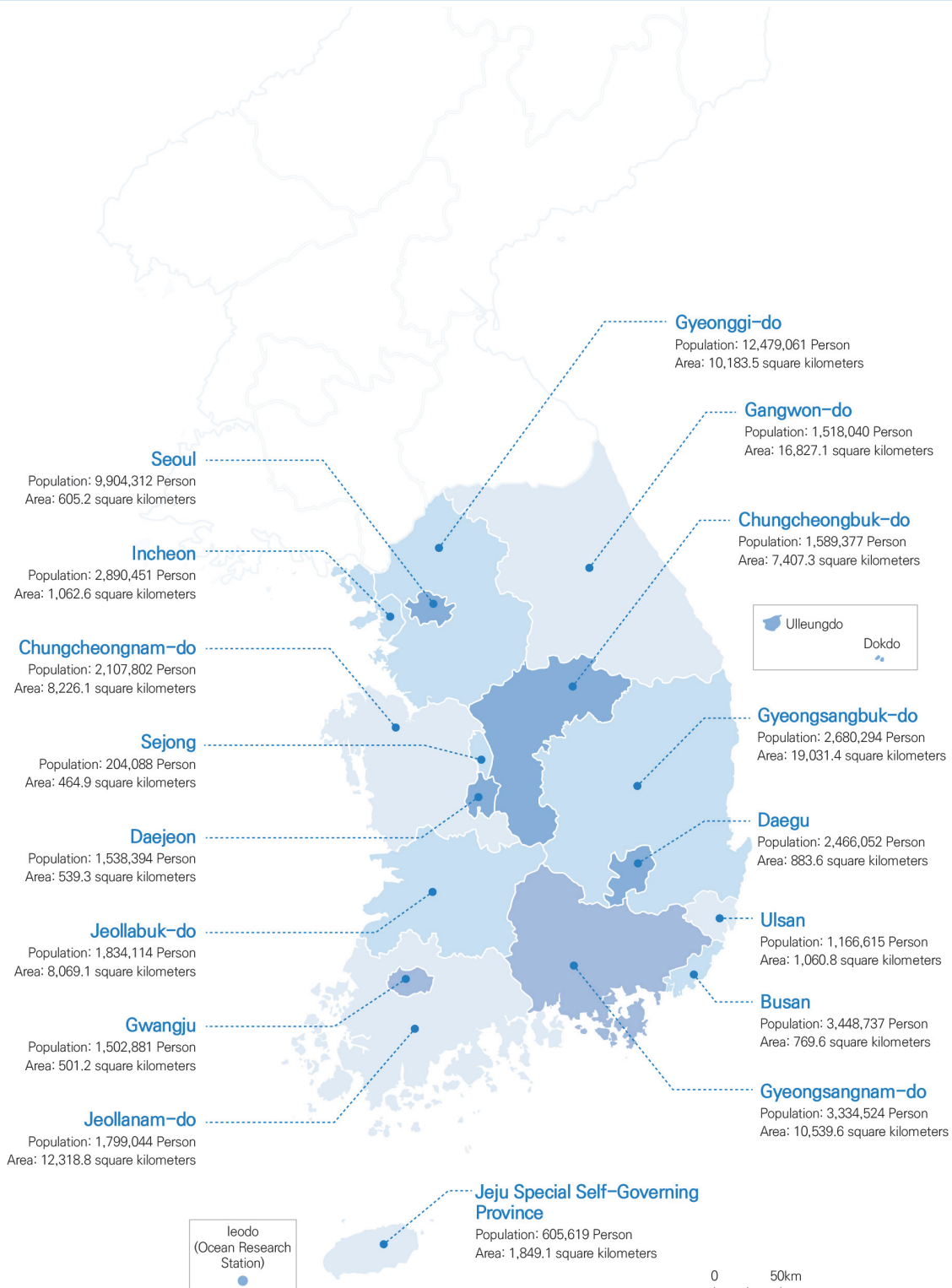
The total population of Korea is approximately 51,372,263 (as of November 5, 2022), with most of the population residing in the Seoul metropolitan area. Outside of Seoul, other large and economically advanced cities such as Busan, Incheon, Daegu, Daejeon, Gwangju and Ulsan also have higher population densities than other cities in Korea.

(Source: <https://english.visitkorea.or.kr>)



B. Administrative Divisions

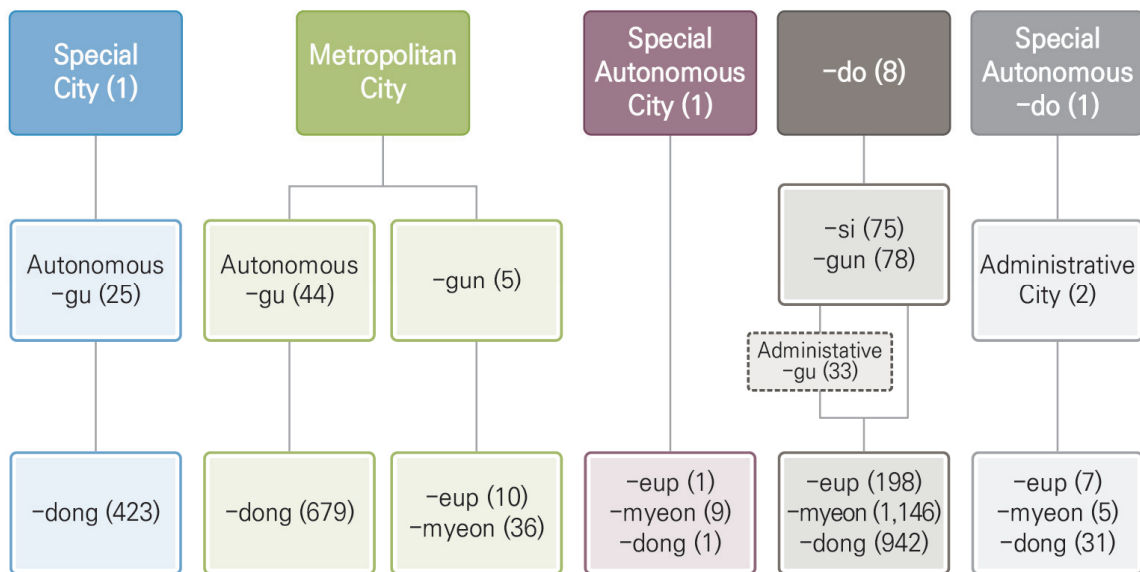
KOTRA, Living in Korea (2022)



※ Source : The National Atlas of Korea 2019

South Korea is made up of 17 first-tier administrative divisions: 6 metropolitan cities (gwangyeoksi 광역시/廣域市), 1 special city (teukbyeolsi 특별시/特別市), 1 special autonomous city (teukbyeol-jachisi 특별자치시/特別自治市), and 9 provinces (do 도/道), including one special autonomous province (teukbyeol jachido 특별자치도/特別自治道). These are further subdivided into a variety of smaller entities, including cities (si 시/市), counties (gun 군/郡), districts (gu 구/區), towns (eup 읍/邑), townships (myeon 면/面), neighborhoods (dong 동/洞) and villages (ri 리/里).

〈 Administrative District System 〉



(Source: The National Atlas of Korea 2019)

C. Public Holidays






















Name	Date	Remarks
New Year's Day	Jan. 1	As in other countries, the 1 st day of the New Year is celebrated. Many Koreans visit the coast or the mountains to watch the first sunrise of the year.
Seollal (Lunar New Year)	Jan. 1 (Lunar calendar)	Lunar New Year's Day (Seollal) is one of the most important traditional holidays of the year; the holiday is much more significant than January 1st. Most businesses are closed, and people take several days off from work to visit their hometown to be with their family. Feasts are held with specially prepared food such as tteokguk (rice cake soup) and mandu guk (dumpling soup). Korean families enjoy spending time together by playing traditional games such as yunnori (a traditional Korean board game), flying kites and spinning tops.
Independence Movement Day	Mar. 1	This day commemorates the issuance of a proclamation opposing Japanese occupation and forced assimilation as well as early protest movements against colonization.
Buddha's Birthday	Apr. 8 (Lunar calendar)	Falling on the 8 th day of the 4 th lunar month, elaborate and solemn rituals are held at many Buddhist temples across the country and lanterns are hung along the streets leading to the temples.
Children's Day	May 5	This day celebrates children and the hopes for children to be nurtured with love and care. On this day, special events dedicated to children and family take place at city parks, amusement parks, zoos, movie theaters, and many other places.
Memorial Day	Jun. 6	Memorial Day serves to honor the soldiers and civilians who have given their lives for their country. While memorial services are held nationwide, the largest ceremony takes place at the National Cemetery in Seoul.
National Liberation Day	Aug. 15	This day commemorates Japan's acceptance of the Allies' terms of surrender in 1945 and the following liberation of Korea.
Chuseok (Korean Thanksgiving Day)	Aug. 15 (Lunar calendar)	Chuseok is one of the year's most important traditional holidays. It is celebrated on the 15 th day of the 8 th lunar month. As Chuseok is a day set to celebrate a bountiful harvest, it is often referred to as Korean Thanksgiving Day. Family members gather from all over the country to conduct 2 important memorial rituals: seong-myo and cha-rye. Seong-myo are rites performed at the graves or tombs of Koreans' ancestors. Cha-rye is a kind of feast for the dead, where the living commune with their ancestors.
National Foundation Day	Oct. 3	This day commemorates the founding of the Korean nation by the legendary god-king Dangun. A simple ceremony is held at several regions throughout Korea, namely at Chamseongdan Altar on top of Manisan Mountain on Ganghwa Island; Dangunjeon Shrine in Gokseong, Taebaeksan Mountain and Jeungpyeong; and Dangunseongjeon Shrine in Seoul.

Name	Date	Remarks
Hangeul Day	Oct. 9	Hangeul Day is a commemoration held to remember the creation of Hangeul, the country's native alphabet as proclaimed by the publication of Hunminjeongeum ("The Proper Sounds for the Instruction of the People") on this day in 1446.
Christmas	Dec. 25	Christmas is observed as a national holiday in Korea as in many other countries. To celebrate the festive season, Christmas trees and lights can be seen all over Korea.

(Source: <https://english.visitkorea.or.kr>)



2. Convenient Apps

Chat		iOS	Android
	<p>Kakao Talk is Korea's top-ranking mobile messenger app.</p> <p>※ Languages: 15 including Korean, English, Chinese, Japanese, French, Vietnamese and Spanish</p>		
Dictionary & Translation		iOS	Android
	<p>Naver Dict is the most popular dictionary and translating app for Korean language learners. Besides basic functions as a dictionary and a translator, this app also provides users with idiomatic expressions and daily Korean conversation tips. When you look up a word, there are original Chinese characters, pronunciation, different meanings, verb tenses, and several examples.</p>		
	<p>Papago is an artificial intelligence-based translator developed by Naver. Naver Papago has various functions: A one:one conversation mode, image translation (OCR mode), global conversations, etc. In Korea, it is used more widely than Google Translate because of the accuracy when translating Korean to English and vice versa.</p>		
	<p>When it comes to translating, everybody has heard of Google Translate. It supports about 103 languages, more than other apps with high quality translated texts. Compared to Naver Papago, its Korean to English translations are less accurate in terms of context-based meaning. However, Google Translate is still one of the best apps to translate Korean to English you should check out.</p>		
	<p>Genie Talk is a free translation application made by ETRI (Korea Electronics and Telecommunications Research Institute). It's owned by ETRI, so the degree of completeness is very high and the translation is excellent. In addition, when a single sentence is translated, several similar sentences or related sentences are displayed, making it easier to cope with various situations.</p>		
Food Delivery		iOS	Android
	<p>Often affectionately called 'Baemin' by its users, Baedal Minjok is the Korean industry- leading and widest-reaching food delivery app. The representative charm of Baemin is the surprisingly rich selection of food options it offers, which is made possible by its partnership with so many restaurants, cafes, and even bars all across Korea</p> <p>※ Area Coverage: Nation-wide/ Languages: Korean</p>		
	<p>Along with Baemin, Yogiyo is another food delivery app in Korea that has a large number of both Korean and foreign users. If you live alone, you might have had a sorrowful experience of having to give up ordering food delivery because you could not reach the min. order requirement. This is where Yogiyo comes in handy. On the Yogiyo app, you can search for stores and restaurants that deliver single-serving meals for 1 person. There are minimum order requirements, though.</p> <p>※ Area Coverage: Nation-wide/ Languages: Korean</p>		



Coupang Eats currently operates from 9 am to midnight. Its area coverage is still concentrated in the greater Seoul area and is in the early process of expanding nation-wide. One of the representative characteristics of Coupang Eats is that its service targets not only Korean locals but also foreign residents in Korea. Unlike Baemin and Yogiyo, Coupang Eats is available in both Korean and English, making it an attractive choice for those who still experience difficulties of the Korean language, but do want to indulge in the amazing Korean food delivery culture.

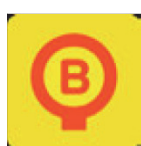
※ Area Coverage: Nation-wide/ Languages: Korean, English



Transportation

iOS

Android



Kakao Bus enables you to check bus operations in real-time nationwide. It also has a bookmarking feature for buses and bus stations bus riders frequently use.

※ Languages: Korean, English



Kakao Metro allows you to check subway operations in real time based on the national subway map. It also informs you of the fastest transfer point and get-off point.

※ Languages: Korean, English



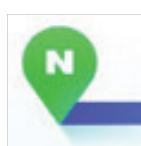
KakaoTaxi is convenient if you want to be picked up or dropped off at a specific location, or if there are none in sight to hail. Like KakaoMetro, you can enter your pick up and drop off points and request the taxi. You have the option to register a card or pay the driver directly, but you will need to register a phone number in case the driver can not find you and needs to contact you. One benefit of using the app is that it will give you an estimate of how much you will have to pay for your ride so you know that you are not being overcharged.



Map

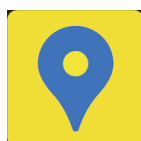
iOS

Android



Naver Map finds all possible travel routes when one sets a starting point and a destination. It can also find the shortest routes with the least number of transfers. The operating hours of public transport are available on the app, making it enough for all kinds of transportation information.

※ Languages: Korean, English, Japanese, Chinese



Kakao Map is also a popular map app to Koreans for its high accuracy. Many people think that Kakao Map is more convenient than Naver Map because it can be linked to both KakaoTalk and KakaoTaxi. Like other map apps, Kakao Map allows you to find out your current location, find the fastest route to the destination you want to go, and provide detailed directions for you. This app also provides directions for a variety of transports such as cars, bicycles, public transport, and also for walking.



Shopping

iOS

Android



Gmarket is a famous shopping and auction website in Korea. Not only Koreans but many people from all over the world are also buying and selling things on this e-commerce platform.

※ Languages: Korean, English, Chinese





Coupang is one of the fastest-growing e-commerce trading companies not only in Korea, but also all over the world. Coupang is becoming more puplular, thanks to newly developed services: Rocket Delivery and Rocket Fresh.

※ Languages: Korean



Realtor

iOS

Android



Zigbang and **Dabang** enable you to check information on various housing options such as regular apartments, villas, studio apartments, officetels in your preferred area. With plenty of information and direct contact with suppliers, consumers can find their preferred places easily on the apps. You can view rooms and their prices in specific neighborhoods without actually visiting them. You can't actually rent one directly through the app, however. They will give you the contact information of the realtor in charge of renting it out. By using these apps, you'll get some advance insight on the apartment you're interested in before you're taken on the tour. And when you do go to the realtor's office, make sure that they show you other rooms as well since sometimes the pictures give out a different impression of the room than what it looks like in reality, or the apartment in question is no longer on the market but the information hasn't been updated yet.

※ Languages: Korean



3. Manual for Issuance of Personal Customs Code

01

What is a Personal Customs Code?

It is a unique number for personal identification when customs clearance is made. It can be used instead of resident registration number when reporting personal items for importation to prevent leakage of personal information.

* E.G.) P012345678912 (P + 12 digits)

02

What is a Personal Customs Code for?

This is the era of direct **overseas purchases by individuals**. In the case of foreigners, import declaration is possible using **passport number** or **alien registration number**.

However it is safe to use your Personal Customs Code, since there is a **high risk of information** leakage when passport number or alien registration number is used.

* Alien registration number : number given by immigration office to foreigners staying in Korea

03

How can I get a Personal Customs Code?

Online Issuance and Offline Issuance



Online Issuance

- Please access "<https://unipass.customs.go.kr>" and select "개인통관고유번호" (Personal customs code), or access "<https://unipass.customs.go.kr/csp/persIndex.do>" directly.

Requirements

- ① Alien Registration Number
- ② A cell phone number or a Public Certification under your name

* Public Certification Service : electronic information or data issued by public certification authority (bank, credit rating institution) with the aim of verifying identity when using electronic signature.



Offline Issuance

- Please visit the closest customs office.

Requirements

- ① Alien registration card or passport
- ② Application for issuance

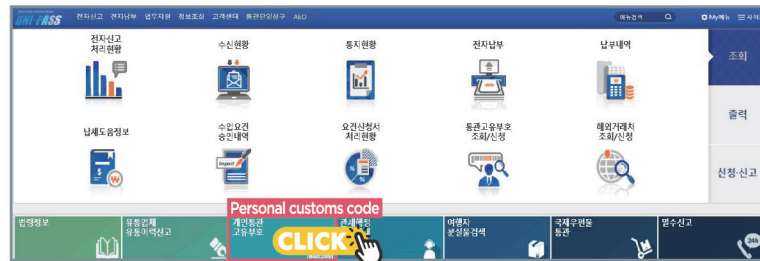
* If you visit the customs office and register with your passport number, the customs office cannot authenticate your real name. In this case, it is not possible to search your number on the UNIPASS website after issuance.

04

Procedures for Online Issuance

Access <https://unipass.customs.go.kr>

→ Select Personal Customs Code



Select 'cell phone authentication' or 'public certificate authentication'

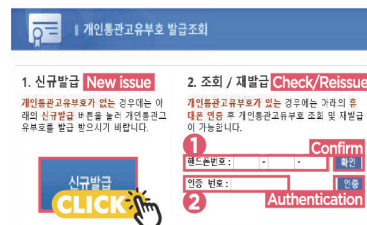
→ Enter name and alien registration number → Click 'confirm'



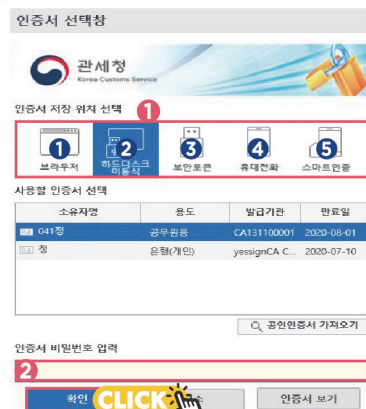
"When Public Certificate Authentication is selected, the screen will move to Application for issuance"

Cell Phone Authentication

Public Certificate Authentication



1. If you are issuing a Personal Customs Code for the first time, please click 'New issue'.
2. If you already have a Personal Customs Code, please go to 'Check/Reissue'.
 - 1 Enter your cell phone number. → Confirm.
 - 2 Enter authentication number you received. → Authentication.



- 1 Select storage location of public certification.
 - 1 Browser
 - 2 Removable hard disk
 - 3 Security token
 - 4 Cell phone
 - 5 Smart card authentication
- 2 Enter password for your public certificate.

3

1 Select network company → 2 Enter personal information and security number → 3 Enter authentication number you received

1 Select network company for your cell phone

Select one among 4 companies below.

SK telecom

kt

SKT

KT

LGU+

알뜰폰

알뜰폰이란?
이동통신(SK텔레콤, KT, LGU+)의 통신망을 임대하여 별도의 휴대전화(SIM)을 제공하여 사용하는 서비스를 말합니다.
고액요금에 해당하는 요금제에 가입하여 휴대전화 번호를 임대하여 사용할 수 있습니다.

2 Enter personal information and security number

Korean/foreigner

이름 Name 국적 Nationality

생년월일 Date of birth 성별 Gender

휴대전화번호 Phone number

Security number

249198

Check all 4 items

1 동의에 동의하십니까? 2 본인확인 3 동의에 동의하십니까? 4 동의에 동의하십니까?

확인 Confirm

3 Enter authentication number you received

Authentication number

인증번호 885402 X 06:36

확인 Confirm

CLICK

- 1 Consent for collection/use/handling of personal information
- 2 Terms and conditions of use of identification service
- 3 Consent to process unique distinguishing information
- 4 Terms and conditions of network company
- 5 (Optional) Consent for receipt of cell phone number theft prevention notice

4

Enter basic information on the 'application for issuance' screen
→ Issuance is completed

Application for issuance

* Mandatory to complete * 항목은 필수입력 항목입니다.

*이름 Name

*주민등록번호 Alien registration number

*주소 Address

*전화번호 Phone number

이메일 Email

Owner of cell phone

휴대전화번호 Cell phone number

Registered under your name None

[개인정보 열람 동의] Consent to Access of Personal Information

1 본인은 이 건 신청내역의 정확성을 검증하기 위해 관세청 담당공무원이 전자정보법 제 36조에 따른 행정정보 공동이용 등을 통하여 본인의 주민등록초본을 열람하는데 동의합니다.

2 (선택사항)본인의 동관고유부호로 수출입 신고가 발생하였거나, 동관고유부호의 변경사항이 발생할 경우 SMS로 알림메시지를 받겠습니다.

The first item is mandatory, and the second item is optional

1 (Mandatory) Pursuant to Article 36 of the Electronic Government Act, I agree that a civil servant from Korea Customs Service will view my resident registration (abstract) through a government system, such as joint use of administrative information, to verify the details of the application for this case.

2 (Optional) I will receive SMS notifications for import and export declarations using my Personal Customs Code and changes to my Personal Customs Code.

등록 Register

CLICK

Details of application for issuance

개인통관고유부호 P20000 Personal Customs Code

성명 Name

주민등록번호 Alien registration number

FAQ

Q. Where can I get the application for issuance of Personal Customs Code?

A. <https://unipass.customs.go.kr> → Personal Customs Code → Information for issuance from customs → Application in English

[illegible]

Q. For online issuance, there is an error and the window does not move to the next step.

A. Please call ☎ 1544-1285 regarding system errors.

Q. I want to find out more about Personal Customs Code and other customs administrative duties.

A. Please call ☎ 125 for customer support from customs or visit customs' website(<http://www.customs.go.kr/english/main.do>)

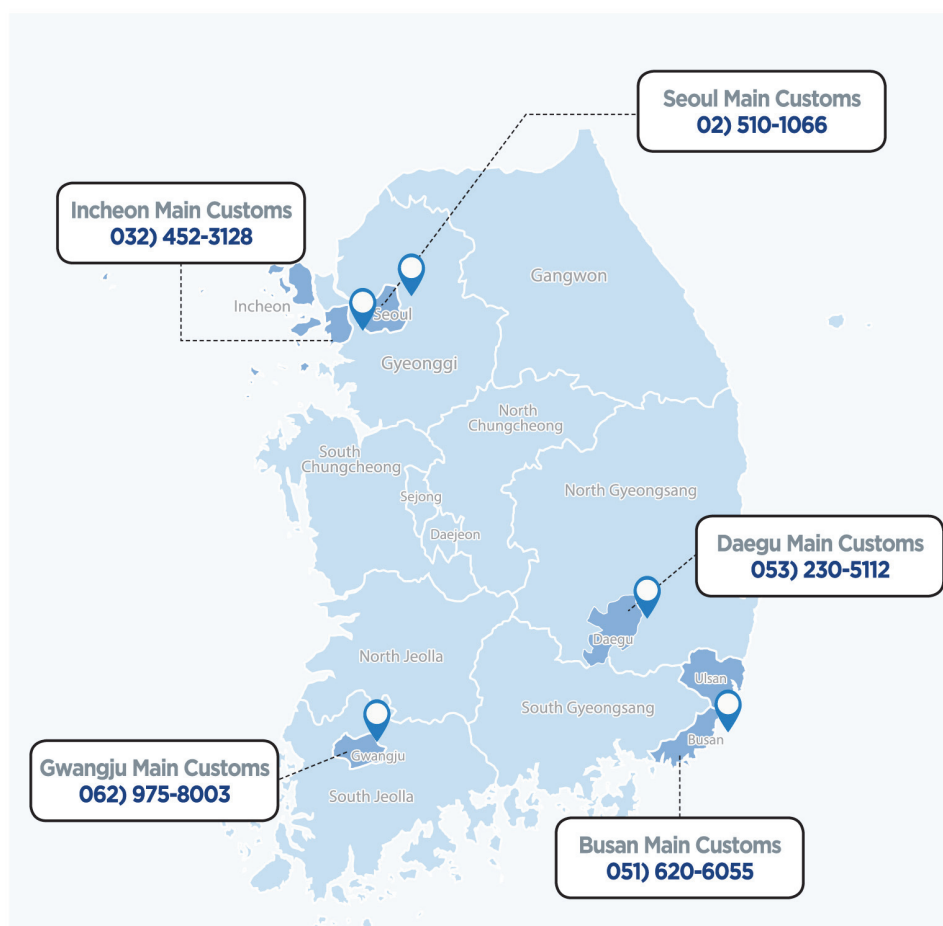
Q. Do I have to apply for a new Personal Customs Code for every import declaration?

A. No. Your Personal Customs Code can be used for different import declarations indefinitely.

Q. Is a **Personal Customs Code** compulsory to have for customs clearance?

A. No. **Passport number** can be also used for customs clearance.

Address & Phone number



Customs Office	Address
Seoul Main Customs	(71, Nonhyeon 2-dong) 721, Eonju-ro, Gangnam-gu, Seoul, Korea (06050)
Incheon Main Customs	(Hang-dong 7-ga 1-18) 339, Seohae-daero, Jung-gu, Incheon, Korea (22346)
Busan Main Customs	(17, Jungang-dong 4-ga 17-26) 20, Chungjang-daero, Jung-gu, Busan, Korea (48940)
Daegu Main Customs	4 th and 5 th Floors, Daegu Regional Government Complex, 301, Hwaam-ro, Dalseo-gu, Korea (42768)
Gwangju Main Customs	10 th and 11 th Floors, Gwangju Regional Government Complex, 208beon-gil 43, Cheomdan gwagi-ro, Buk-gu, Gwangju (61011)

※ Source: Korea Customs Service

4. Free Korean Language Classes

A. Institutions Providing Free Korean Language Education

City	Institute	Website	Contact	Postal Address
Seoul	Seoul Global Center	http://global.seoul.go.kr	02-2075-4145 02-2075-4157	38, Jong-ro, Jongno-gu, Seoul
Busan	Busan Foundation for International Cooperation	http://www.bfic.kr	051-711-6878	13 FI, National Pension Service building, Jungang-daero 1000, Yeonje-gu, Busan
Daejeon	Daejeon Integrated Support Center for Foreign Residents	http://www.dic.or.kr	042-223-0789	4F Juwon Building, 799, Daejeon-ro, Dong-gu, Daejeon

In Seoul, global centers, multicultural family support centers and foreign workers centers provide Korean language classes. You can find the nearest centers on this webpage:

https://www.mcfamily.or.kr/web/boardkr/ko_education.php

B. Free Online Korean Language Education

Institute	Website	Language Provided
National Korean Language Institute	www.korean.go.kr	This is designed to allow learners to learn Korean expressions easily and interestingly by combining popular scenes of Korean drama with Korean language learning. You can download Korean language learning materials from the website and learn Korean expressions from the broadcast. (Pit-A-Pat Korean 1,2,3,4)
King Sejong Institute Foundation	http://www.sejonghakdang.org/	It is an integrated Korean language learning homepage that provides integrated learning information about Korean language and culture, and provides a learning management system (LMS) for King Sejong Institute's teachers, Korean learners and Korean teachers.
Korea Cyber University	http://korean.cuk.edu/	We introduce Korean Language, Korean People, and Korean Culture and we also provide Korean language lecture service so that everyone can learn Korean in a fun and easy way to all the people around the world who want to know more about Korea. (Korean Language from Level 1~4, 3 minutes Korean Lecture, Online Test)
EBS Durian	www.ebs.co.kr/durian/kr	The EBS Multicultural Family Support Service provides a Korean language education program, Korean culture lesson, and EBS Multicultural content for immigrant families in 3 languages (English, Vietnamese and Chinese).
KOCW (Korea Open Course Ware)	http://www.kocw.net	KOWC is an open courses for everyone. You may pick and learn numerous related to Korean lectures for free. This website is helpful to study the fundamental abilities required to teach Korean through comprehensive lectures given by professors at vocational universities on topics such as introduction to Korean education, Korean grammar, and Korean writing. The Korean language learning course for teens, in particular, is beneficial to foreigners studying TOPIK for the first time.

Institute	Website	Language Provided
Let's Learn Korean	https://rki.kbs.co.kr/learn_korean	Let's Learn Korean is a podcast-based Korean language website provided by KBS World. Learn Korean is roughly divided into beginner level I and advanced level II. Level I is divided into a process for understanding Korean, a basic conversation process that you can use when you arrive in Korea, and a conversation process that you will use in your life in Korea. They provide easy to learn conversational and practical Korean with 10 languages including English, Arabic, Chinese and French.
Korean From Zero	http://www.koreanfromzero.com/	This is a text and audio-based Korean language education site designed to support the 3-volume Korean language textbook for English-speaking users. It's easy to quickly find and learn what you need without wasting time. There is no video lecture, so the explanation is bad, but on the contrary, it has the advantage of shortening the time because it can be taken immediately if it is only the kernel. The location is perfect for English-speaking office workers who are always busy and don't have much time.
Coursera- First Step Korean	https://www.coursera.org/learn/learn-korean	It is a Korean lecture that you can apply for at Coursera, one of the most famous online lecture sites. Yonsei University made it for Korean beginners, and each lesson is divided into 4 units in 5 lessons. In each unit, you can learn conversations, vocabularies, and grammar through lectures and simple quizzes.
Coursera- Learn to Speak Korean 1	https://www.coursera.org/learn/learn-speak-korean1	It is another Korean course made by Yonsei University. The course consists of a total of 6 lessons and 5 units. The overall structure is similar to the course above, but the lectures focus on more specific conversations.
Future Learn- Introduction to Korean	https://www.futurelearn.com/course/introduction-to-korean	Future Learn, a UK-based digital education platform, has a Korean lecture site created by Hanyang University for English-speaking users. You can learn Korean explanations, introductions to Korean culture, and realistic Korean conversations for beginners.



5. Korea Immigration & Integration Program (KIIP)

The program aims to support foreigners acquire basic knowledge and information (Korean language and culture) so that they can become self-reliant members of Korean society

A. Who Can Participate?

Foreigners residing in Korea who want to acquire status of sojourn such as nationality and permanent residency, and those within 3 years of acquiring nationality

* Benefits: exemption from naturalization written test and interview

B. What Are the Courses?

- Korean language and culture
 - ▷ from level 0 to 4*
 - *Level assigned according to level test
- Understanding Korean society
 - ▷ 50 hours for acquiring permanent residency, 70 hours for acquiring nationality

C. How Can I Apply?

Register as a member on Socinet (www.socinet.go.kr), apply for the Korea Immigration & Integration Program, and take the level test

* Note : applicants who want to participate from level 0 may be exempted from the level test

D. Benefits of the KIIP Program:

(1) When applying for naturalization:

exemption from naturalization written test and interview, reduced waiting time for naturalization evaluation (only applied to those who completed the intensive course)

(2) When applying for VISA F2 & F5:

- Additional points: Those applying for points system based residential status (F2-7) (max. 28 points)
- Exemption from proving Korean fluency:
- Long-term foreign residents applying for permanent residency (F5-1)
- Spouse of Korean citizen (F6) applying for permanent residency (F5-2)
- Underage children (foreigner) of Korean citizens (F2-2) applying for permanent residency (F5-3)
- Working visit (H-2) visa holders applying for permanent residency (F5-14)
- Long-term foreign residents (D1, D5~D9, F1, F3, E1~E5, E7, etc.) applying for residential status (F299)
- Non-professional employment (E9), vessel crew (E10), working visit (H-2) visa holders applying for residential status (F2-6) or specially designated activities (E7-1)

E. Curriculum

Course Classification		Korean Language and Culture				Understanding Korean Society	
Level	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5*	
Course	Basic	Elementary 1	Elementary 2	Intermediate 1	Intermediate 2	Basic	Intensive
Total Hours	15 Hours	100 Hours	100 Hours	100 Hours	100 Hours	50 Hours	20 Hours
Stand-ard	Level Test	Oral Test: less than 3 (written test irrelevant)	3~20 points	21~40 points	41~60 points	61~80 points	over 81 points
	TOPIK	-	-	Level 1	Level 2	Level 3	Level 4~6

○ **New KIIP policy from 2021.08.16.:**

Level 3: 100 h language course --> 80h language course + 20h culture course

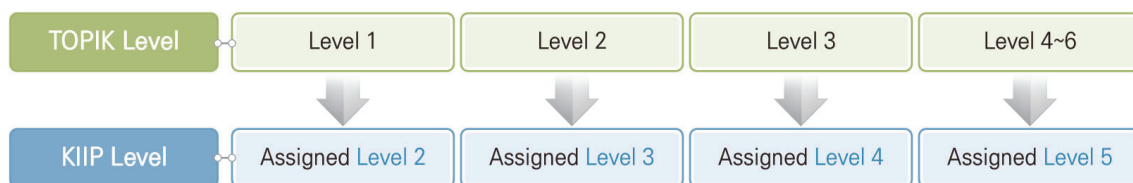
Level 4: 100 h language course --> 80h language course + 20h culture course

Level 5: 50h understanding society basic course --> 70h (60h textbook + 10h activities)

Level 5: 20h understanding society advance course --> 30 hours (20h textbook + 10h activities)

In principle, applicants can start at the assigned level based on their pre-test score or 'valid' TOPIK certificate. You can submit your valid TOPIK certificate at your nearest immigration office to get your assigned level without taking the pre-test. See the below picture for details.

**<Level Assigned in connection to TOPIC (“Connected Evaluation”):
Level assigned without level test) >**



Applicants who did not take the level test or TOPIK can start from level 0. Applicants must first take the level 5 basic course (50 hours) in order to apply for the intensive course (20 hours).

※ How to register for a KIIP class

In order to apply for a KIIP class, you have to meet one of the following conditions:

- 1st: take a level test (사전평가) and get your assigned level based on your test score
- 2nd: submit your valid TOPIK test score to your local immigration office and get your assigned level
- 3rd: apply for the KIIP program and start from level 0 (without taking the level test).

The class registration time is often after the level test a week. As soon as you get your score or assigned level, you should start to search for a class with your desired time and location.

Here are a step-by-step guide for applying a KIIP class:

Step 1: Visit www.socinet.go.kr, click **회원로그인** button, then enter your ID and password.
After signed in, click **마이페이지** button at the top right corner of the page.



Step 2: In **마이페이지**, click **과정신청** to start applying for a KIIP class.

Based on your assigned level, a list of corresponding classes will appear to register.

E.g. Your assigned level is 3, only level 3 classes will appear in the list.

마이페이지			
사회통합프로그램			
상태	이수중	현재 과정 단계	5 단계
운영기관	미지정	사무소	대전출
과정신청대행	과정대행 불허	과정신청대행기관	목원대
청감신청대행	청감대행 신청	청감신청대행기관	목원대

※ 사전평가 응시자 중 구술시험 3점미만자는 평가점수에 상관없이 0단계로 배정됩니다.

Step 3: In the **과정신청** page, scroll down to see the class list.

You will see the following items as below:

- 주소 = class location (check the location on google map whether it is close or convenient to you)
- 신청시간 = registration time (the registration opening time starts at 9:00 AM, so make sure to login your account before that 5 or 10 minutes)
- 정원 = max. number of students in the class (e.g. 20 students)
- 신청 = number of applied students (e.g. 5 out of 20)
- 대기 = number of students in waiting list

After each Pretest, the list of classes will be updated daily, make sure to check it frequently.

>> 과정보정 관리

일반운영기관

일반운영기관명	국제로타리 다문화가족사랑회		
담당자	참미옥	전화번호	042-825-7233
주소	대전광역시 유성구 대덕로76번안길 23 동마르뜨빌딩 4층 Location / địa chỉ học		

* 거점운영기관(목원대학교 다문화사회통합연구교육센터 042-829-7288)

과정

과정명	한국사회의 이해 (한국사회이해(기본))		
강사명	이범찬	신청기간	2018.05.08 ~ 2018.06.08
과정기간	2018.06.09 ~ 2018.08.04	과정시간	50
신청인원/정원	5/10	과정장소	1강의실

과정정보

날짜	요일	과정시간	연결시간
2018.06.09	토	10:00 - 16:30	5.5시간
2018.06.16	토	10:00 - 16:30	5.5시간
2018.06.23	토	10:00 - 16:30	5.5시간
2018.06.30	토	10:00 - 16:30	5.5시간
2018.07.07	토	10:00 - 16:30	5.5시간
2018.07.14	토	10:00 - 16:30	5.5시간
2018.07.21	토	10:00 - 16:30	5.5시간
2018.07.28	토	10:00 - 16:30	5.5시간
2018.08.04	토	10:00 - 17:00	6시간

신청 > 목록조회 >

Step 5: Click the **목록조회** button, next to the **신청** button. If the applied class in the list becomes blue, you have successfully registered for a KIIP class.

과정정보						신청정보				
운영기관명	주소	과정명/단계	과정시간	과정기간	과정상태	신청기간	정원	신청대기	신청정보	구분
(사) 재한외국인사회통합지원센터 충남지부	대전광역시 중구 중촌동 396-14 매산빌딩 5층 504호	한국사회의 이해<심화>	20	2018.07.21~ 2018.08.04	과정시작전	2018.07.09~ 2018.07.21	20	0	0	신청시작전
(사) 재한외국인사회통합지원센터 충남지부	대전광역시 중구 중촌동 396-14 매산빌딩 5층 504호	한국사회의 이해	50	2018.05.26~ 2018.07.07	과정시작전	2018.05.19~ 2018.05.27	20	0	0	신청시작전
건양대학교 이주민사회통합연구소	충청남도 논산시 내동 26 자연학관 건양회관 514호	한국사회의 이해<심화>	20	2018.07.15~ 2018.07.29	과정시작전	2018.05.05~ 2018.07.14	10	1	0	신청가능
건양대학교 이주민사회통합연구소	충청남도 논산시 내동 26 자연학관 건양회관 514호	한국사회의 이해	50	2018.06.03~ 2018.07.08	과정시작전	2018.05.05~ 2018.06.03	10	10	1	대기가능
국제모타리 다문화가족사랑회	대전광역시 유성구 공동 486-2 몽마르뜨빌딩 4층	한국사회의 이해	50	2018.06.09~ 2018.08.04	과정시작전	2018.05.08~ 2018.06.08	10	5	0	신청가능 신청
당진시다문화가족지원센터	충청남도 당진시 수정동 1005 당진시 종합복지타운 종합복지타운 4층	한국사회의 이해<심화>	20	2018.07.22~ 2018.08.05	과정시작전	2018.07.10~ 2018.07.21	20	0	0	신청시작전

※ Source: koreantopik.com



6. Labor Regulations

MOGEF, Living in Korea (2020)

A. Labor Standards Law

The Labor Standards Law (LSL) was enacted to guarantee and improve the basic livelihood of workers and to promote the balanced development of the national economy by setting standards for labor terms. The Act stipulates the following:

- Employment Contracts
- Applicable Range of the Labor Standards Law
- Delays in Salary Payments
- Layoffs
- Working Hours
- Breaks
- Overtime, Night Work, and Holiday Work, etc.
- Shifts



Link to Labor Standards Act*

**Translated by Korea Legislation
Research Institute (KLRI)*

B. Minimum Wage System

This is the minimum amount of money that the government requires employers to pay to employees.

- This applies to all businesses with one or more employees.
- As of 2022, the minimum wage is 9,160 KRW per hour or 73,280 KRW per day.
- The minimum wage applies to all labor workers under the Labor Standards Law.

C. Maternity Leave Before or After Childbirth, and Childcare Leave

Employees who are pregnant are eligible for maternity leave before or after childbirth. Parents can also take advantage of the childcare leave system (reduced working hours during infant care) when raising children under 6 years of age.

Childcare leave is also offered to pregnant female employee.

(1) Qualifications

Any female employee working at a business with more than 1 worker subject to regulation by the Labor Standard Act can go on maternity leave regardless of form of labor contract (permanent position, temporary position, etc.).

(2) Period of maternity leave before or after childbirth

For regular deliveries, employees may apply for 90 days of leave around the due date or the date of childbirth.

Employees must use 45 days of the leave or more post delivery.

① When a worker has experienced an abortion or a stillbirth; ② when a worker is 40 years old or older; or ③ when a worker has submitted a medical certificate of a medical organization documenting the risk of an abortion or a stillbirth, the worker may take the 44-day leave which is available before delivery at the early stage of pregnancy.

Pre-birth and post-birth maternity leave is granted to employees of certain businesses; the leave expires if the employment contract expires during the leave.

Women who give birth to 2 children or more at a time (twins, etc.) receive 120 days' perinatal maternity leave. The period of leave after delivery must be 60 days or longer.

(3) Wages during maternity leave before or after childbirth

During perinatal maternity leave, perinatal maternity leave salary will be provided.

Major corporations provide 100% of the employee's regular pay for the first 60 days, and the remaining 30 days are paid through unemployment insurance (max. 2 mil. KRW per month).

In the case of prioritized target businesses of support (small- and medium-sized business), the salary for 90 days' leave will be paid by unemployment insurance (up to 2 mil. KRW per month), with the company paying the difference between regular wages and perinatal maternity pay for the first 60 days.

If the labor agreement of short-term or dispatched workers expires during maternity leave, they can get wages for the remaining leave period from employment insurance.

Major conglomerates pay 100% of the regular wages for 75 days in the case of multiple births (twins, etc.); the salary for the remaining 45 days will be provided by the unemployment insurance (up to 2 mil. KRW per month). In case of small- and medium-sized companies, the unemployment insurance provides perinatal maternity pay for 120 days (up to 2 mil. KRW per month).

(4) How to apply for wages during maternity leave before or after childbirth

Workers who intend to receive wages during maternity leave must get a confirmation document from their company and submit it along with a maternity pay application to their local employment center.

Necessary Documents

Documents received from the company: confirmation of maternity leave, payroll, document that can confirm wages such as copy of employment contract, etc.

Documents received from the homepage of the Ministry of Employment and Labor, or Employment Center: application form for maternity leave

D. Miscarriage or Stillbirth Leave

(1) Qualifications

In principle, a leave due to a miscarriage or stillbirth is given only for natural miscarriages (In the case of an induced abortion, a leave is offered in accordance with Article 14.1 of the Mother and

Child Health Law), and the period of leave differs according to the term of pregnancy. In accordance with the Labor Standards Law, a female employee who is employed by a business with one or more employees may apply for leave, regardless of her type of employment contract (regular workers and part-time workers).

(2) Duration of stillbirth and miscarriage leave

Progressive protection leave is granted according to term of pregnancy at time of miscarriage or stillbirth.

Within 11 weeks of pregnancy: up to 5 days of protection leave is granted from the date of miscarriage or stillbirth.

12-15 weeks of pregnancy: up to 10 days of protection leave is granted from the date of miscarriage or stillbirth.

16-21 weeks: 30 days from the date of stillbirth or miscarriage

22-27 weeks: 60 days from the date of stillbirth or miscarriage

Week 28weeks~: 90 days from the date of stillbirth or miscarriage

(3) Allowances for stillbirth and miscarriage leave

The same standards are applied to allowances for stillbirth and miscarriage leave as those for maternity leave.

Large corporations pay allowances for the initial 60 days of the leave, and the employment insurance pays allowances for the final 30 days of the leave (max. 2 mil. KRW per month).

For employees of small and medium-sized corporations, the employment insurance pays allowances for 90 days of the leave (max. 2 mil. KRW per month).

(4) How to apply for wages during leave due to miscarriage or stillbirth

Workers who intend to receive wages during a leave of absence must get a confirmation document from their company, and submit it along with an application for leave and a copy of medical records of miscarriage or stillbirth to an employment center of their residence or company.

E. Parental Leave

Female workers who are pregnant or workers with a child or children aged 8 or below, or in the 2nd grade of elementary school, can take a leave of absence for a year for child care.

(1) Qualifications

Female workers who are pregnant or both male and female workers with a child or children aged 8 or below or in the 2nd grade of elementary school can apply for parental leave if they have worked for the same company for more than 6 months.

Childcare leave is aimed at preventing male and female employees from quitting their jobs due to lack of childcare and to help them maintain a healthy work-life balance.

(2) Duration of childcare leave

The max. duration of childcare leave is 1 year.

(3) Childcare leave allowance

Maternity leave is not paid, however, to lessen the burden of filing the maternity and to take care the child adequately living expenses, maternity leave salary is provided from the employment insurance. 80% of the monthly regular wage (up to a max. of 1.5 mil. KRW and min. of 700,000 KRW)

When the mother and father take parental leave for the same child successively, 100% of the average monthly wage of the second user (usually father) will correspond to the childcare allowance for the first 3 months (up to a max. of 2.5 mil. KRW) (Childcare leave bonus system for the father).

When the mother and father with a child aged 12 months or younger take parental leave coincidentally or successively, 100% of the average monthly wage of each parent will correspond to childcare allowance for the first 3 months (up to a max. of 2 or 3 mil. KRW) (3+3 parental childcare leave system).
 Mother's 3 months + father's 3 months: Up to a max. of 3 mil. KRW support monthly (100% of the average monthly wage)
 mother's 2 months + father's 2 months: Up to a max. of 2.5 mil. KRW support each (100% of the average monthly wage)
 mother's 1 month + father's 1 month: Up to a max. of 2 mil. KRW support monthly each (100% of the average monthly wage) → Up to a max. of 7.5 mil. KRW support for each parent.

Apart from childcare leave allowances, incentives are offered to business owners of companies subject to preferential support to ensure employment stability during the childbirth and childcare period (2 mil. KRW per month in addition to 300,000 KRW per month when applying the exception).

(Exemption) Provides 2 mil. KRW monthly for the first 3 months to business owners who allows childcare leave for longer than 3 months for workers with a child aged 12 months or younger.

(4) How to apply for childcare leave allowance

Submit your application for childcare leave allowance to the business proprietor 30 days prior to taking leave.

Workers who intend to receive allowances during childcare leave must get written confirmation from their company and submit it along with an application to their local employment center.

Necessary Documents

Documents received from company: confirmation document for childcare leave, payroll document that can confirm wage such as employment contract (copy), etc.

Documents received from homepage of the Ministry of Employment and Labor or Employment Center: application form for childcare leave

F. Working Hour Reduction during Childcare Period

Workers with children who are 8 years old or younger or in 2nd or lower grade of elementary school can reduce their working hours to 15-30 hours per week during the childcare period.

(1) Subjects

Both male and female workers can apply for reduced working hours if they have worked for the

same company for more than 6 months and have a child 8 years old or younger who has not yet entered elementary school.

Reduction of working hours during the childcare period aims to improve employees' work-life balance, ensure career stability and progression, increase company loyalty, and prevent a decline in the quality of work.

(2) Usage period

Reduced working hours can be applied for up to a year. However, if you have unused parental leave period, you may add it to your reduced hours for up to 2 years.

(3) Wages during reduced hours for childcare

During the working hour reduction period, wages are paid by the business owner for applicable labor hours, and reduced working hour allowances (1 hour per day: 100% of regular wages (up to a max. of 2 mil. KRW per month), the rest of reduced hour wages: 80% of regular wages (Up to a max. of 1.5 mil. KRW per month) proportional to reduced hours) are paid from employment insurance. Apart from reduced hour wages during the childcare leave period, incentives are provided to employers subject to preferential support (400,000 KRW per month when applying an incentive* of 300,000 KRW per month) as well as alternative employment subsidies (800,000 KRW per month, 1.2 mil. KRW during the takeover period).

(Nos. 1-3 incentives) Provides an additional subsidy of 100,000 KRW per month to employers for allowing reduced hour work for workers from the first to third childcare leaves.

(4) How to apply for working hour reduction allowances during childcare period

Workers must apply for working hour reduction 30 days before the reduction in hours is applied. Workers who intend to receive allowances during working hour reduction period must get written confirmation from their company and submit it along with an allowance application to their local employment center.

Necessary Documents

Documents received from the company: confirmation document for working hour reduction during childcare period, payroll documents that can confirm wage such as copy of employment contract, etc.

Documents received from the homepage of the Ministry of Employment and Labor or Employment Center: application form for working hour reduction allowances during childcare period

When workers are pregnant, they can take a leave before or after childbirth. In addition, workers who have a child (or children) aged 8 or younger or in the 2nd grade of elementary school or below, can take parental leave (working hour reduction during the child nurturing period). (The childcare leave benefit includes pregnant female workers).

G. Maternity Allowance for Those Who Do Not Have Employment Insurance

(1) Purposes

Support for maternity allowance for 'people with no employment insurance' but earns incomes to protect maternity and support for living after childbirth (Implemented on July 1, 2019)

(2) Qualifications

- a) One-person business operators, special employees, freelancers, and those who do not meet the requirement (180 days) for receiving employment insurance may receive benefits
- b) Independent, or joint businessmen who do not have employees (real estate brokers excluded)
- c) Workers in special employment and freelancers who have worked for more than 3 months within the 18 months before childbirth
- d) Workers who do not have employment insurance
- e) Workers who have subscribed to employment insurance but did not meet the requirement of '180 days of employment insurance subscription' for receiving maternity leave before and after childbirth
- f) Workers of business to which employment insurance is not applied or workers to whom the Employment Insurance Act is not applicable
- g) Workers who are not subscribers of the employment insurance working at a business where employment insurance is not established

(3) Support amount and application period

You can apply a total of 1.5 mil. KRW within 1 year from the day your child is born. The support will not be carried over to the next year if not applied within the corresponding 1-year period.

(4) How to apply for maternity allowance for those who do not have employment insurance

Those who wish to receive maternity allowance may register as a member at the Employment Insurance website (www.ei.go.kr) and apply or visit or mail the application to the employment center at the place of your residence or work.

Required documents: Birth certificate, (register of family relationship of Korean descent), documents to prove income, business registration, etc.

The employment center may ask for additional verification other than required documents for payment of the maternity allowance.

H. Regulations on Holidays of Government Offices in Korea

Article 2 (Statutory Holidays) Statutory holidays of government offices shall be as follows: Provided, That statutory holidays of embassies and legations abroad shall be the statutory holidays among the national holidays of Korea and statutory holidays of residing nations <Amended Dec. 18, 1998, Jun. 30, 2005, Sep. 6, 2006, Dec. 28, 2012, Oct. 17, 2017>

1. Sundays
2. The March 1 Independence Movement Day, Independence Day, National Foundation Day of Korea and Hangeul Day
3. The 1st day of January
4. The day preceding Seollal (Korean New Year's Day), Seollal, and the day following Seollal (the last day of December and the 1st and 2nd days of January according to the lunar calendar)
5. Deleted <Jun. 30, 2005.>
6. Buddha's Birthday (the eighth day of April according to the lunar calendar)
7. The 5th day of May (Children's Day)
8. The 6th day of June (Memorial Day)
9. The day preceding Chuseok (Korean Thanksgiving Day),
Chuseok, and the day following Chuseok (14th, 15th and 16th days of August according to the lunar calendar)
10. The 25th day of December (Christmas Day)
- 10-2. Election days for elections on the termination of terms of office referred to in Article 34 of the Public Official Election Act
11. Other days the Government designates from time to time

(1) Paid Weekly holidays (Article 55 (1), the above Act)

- At least 1 paid holiday per week
- Workers should use a weekly holiday on that particular week (not necessarily a Sunday).
- Weekly holidays cannot be accumulated and used consecutively

(2) Substitution of holidays (Article 55 (2) of the above Act)

- Before a particular holiday arrives, an employee may designate an alternative holiday for replacement and replace the original holiday with a working day
- The original holiday is a contractual workday, and therefore holiday work allowance may not be paid even if labor is provided

7. Social Insurance

Social security contributions

There are 4 types of social security contributions in Korea, namely: National Pension (NP), National Health Insurance (NHI), Employment Insurance (EI), and Worker's Compensation Insurance (WCI).

A. National Pension (NP)

Assuming the employee is enrolled as a 'workplace-based insured person' under the NP scheme, employers are required to contribute an amount equal to 4.5% of salaries to the national pension fund. Employees are also required to contribute an amount equal to 4.5% of their salaries. As such, the total contribution rate is 9% of salaries per annum with both the employer and the employee splitting the 9% contribution equally. The employee contributions to the NP scheme are deductible in calculating taxable income.

National pension contribution is capped at a monthly salary of 5,240,000 KRW, and the max. monthly pension contribution to be paid by an employee is 235,800 KRW (subject to change every July) for the period from July 2021 to June 2022.

Foreigners working in Korea are required to contribute to the NP scheme unless there is a social security agreement between Korea and their home country and the individual remains under the home country social security scheme (see Social security agreements under the Foreign tax relief and Tax treaties section for more information).

Foreign participants (with few exceptions) withdrawing from the NP scheme due to a permanent departure cannot get a refund unless their home country has a social security agreement with Korea, or applies the same treatment to Koreans on a reciprocity rule in the absence of a social security agreement. Social security contributions paid to a foreign country are not deductible against Korean income under the Korean income tax law.

B. National Health Insurance (NHI)

In general, foreigners working in Korea are required to subscribe to the NHI program, which is mandatory for all foreign expatriates and employees who earn employment income in Korea.

Assuming the employee is enrolled as a 'workplace-based insured person' under the NHI scheme, as of 1 January 2022, the applicable premium rate, including long-term care insurance, is approximately 7.85% of the monthly wages (currently capped at a monthly contribution of 8,203,680 KRW in total, subject to change in 2023); split equally between employers and employees at approximately 3.924% each. The employee contributions to the NHI program are deductible in calculating taxable income.

By submitting relevant documents, certain foreigners can exempt themselves from the mandatory NHI scheme if they are already covered by insurance from their home country, foreign insurance company,

or an employer that provides them with the equal or higher level of medical coverage as prescribed in the Korean NHI Law.

C. Employment Insurance (EI)

The obligation to contribute EI differs depending on the taxpayer's nationality and visa type. In general, a foreigner who holds a D-7, D-8, and D-9 (trade management) visa is required to participate in EI. Foreigners from certain countries are exempt from the EI obligation under a reciprocity principle, if the foreigner's home country does not require mandatory participation by Korean nationals' in the country's equivalent social security contribution.

Currently, the employee contribution rate for EI is 0.80% (0.90% starting from July 2022), but the EI rate for employers varies starting from 1.05% to 1.65% (1.15% to 1.75% starting from July 2022) depending on the number of employees and type of industry. In other words, in addition to the 0.80% (0.90% starting from July 2022) contributions to EI, employers are required to make 0.25%~0.85% contributions to employment stabilisation insurance and occupational competency development insurance.

D. Worker's Accident Compensation Insurance (WCI)

WCI is a state-run social security program for workers with work-related injuries, disease or disability, or any circumstance exposed to danger that can result in death while at work. Making contributions to WCI is compulsory only for employers. The contribution rate is imposed by the social security office considering working environments (currently from 0.7% to 18.6% of total wages and payroll, depending on the type of industry).



8. Tips on Safety

A. In Case of Fire

	
<p>▶ If you find fire, shout out “fire” loudly to inform others.</p>	<p>▶ If there is a fire alarm bell, press the bell to inform others in the building.</p>
	
<p>▶ Quickly call 119 to report fire, and leave the building as soon as possible.</p>	<p>▶ If there is a lot of smoke, cover your nose and mouth with a wet towel, then crawl out.</p>

- Never use the elevator. Evacuate through stairs to lower floors or head to the rooftop and await rescue.
- If you are unable to evacuate, cover door cracks with curtains to block smoke from entering. If water is available, keep covering your nose and mouth with wet clothing or a towel.

※ Source: Ministry of the Interior and Safety (<https://www.mois.go.kr>)

B. Earthquakes

(1) By situation

What to do during the shaking?



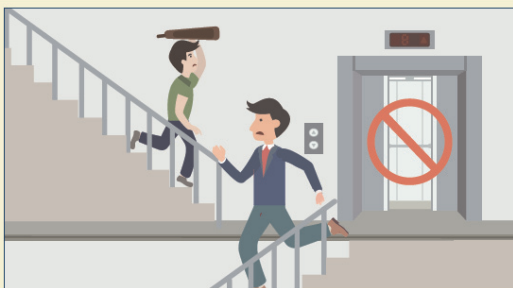
Right away, try to get under a desk or table to protect your head and torso, and hold on to it.

What to do when the shaking stops?



Immediately shut off the electricity mains switch when the shaking stops, and open the door to seek an exit route.

What to do during the shaking?



Proceed down the stairs and leave the building quickly
(Do not use an elevator during an earthquake)

※ If you are in an elevator during an earthquake, hit the button for every floor and get out as soon as you can.

What must I do after I get out of the building?



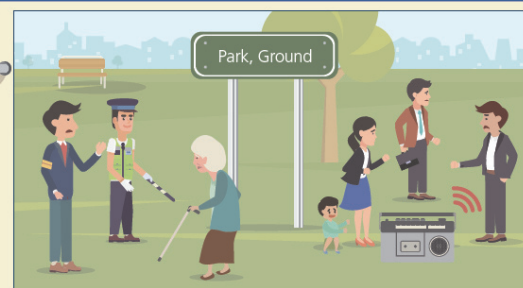
Protect your head with your hands or a bag and stay clear of buildings while you make your escape.

What to do during the shaking?



Move to an open space such as a park or the ground, while watching out for any falling objects
(Do not use a vehicle)

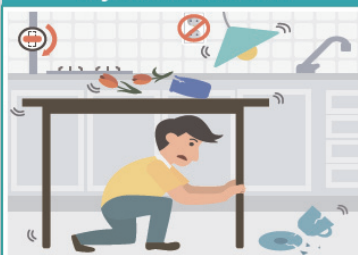
What to do after I arrive at a safe place?



Follow instructions from the radio or emergency officials.

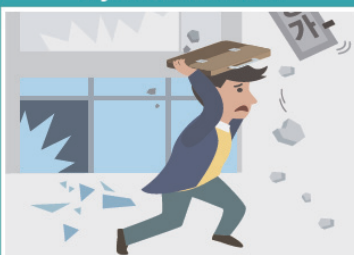
(2) By place

If you are indoors



Right away, try to get under a desk or table to protect your head and torso. Shut off the electricity mains switch when the shaking stops, open the door to secure an exit route, and get into the open.

If you are outside



Protect your head with your hands or a bag from anything that could fall on you. Stay clear of buildings and get into an open space such as a park or playground.

If you are in an elevator



Hit the button for every floor, and get out as soon as you can, by proceeding down the stairs.

※ Do not use an elevator during an earthquake.

If you are in school



Get under a desk and hold onto it. Evacuate to the ground level outside in an orderly manner when the shaking stops.

If you are in a store



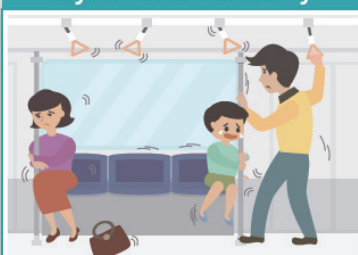
Protect your head and torso from objects that could fall on you and crouch against the stairs or an interior wall. Proceed quickly to an open area when the shaking stops.

If you are in a theater or stadium



Protect your head and torso with your bag or other belongings until the shaking stops and evacuate in a calm manner by following instructions from officials.

If you are in a subway



Hold on to straps or railings in order not to fall down. Follow instructions from officials after the train stops.

If you are driving



Slowly pull over to a safe place, flashing your hazard lights, listen to your car radio for instructions, and move to a safe place while leaving the key in the car.

If you are in a mountainous or sea area



Be aware of the potential for landslides or collapsing cliffs and move to a safe place. Get to high ground if a tsunami warning is issued.

※ Source: Ministry of the Interior and Safety (<https://www.mois.go.kr>)

C. Typhoon/ Heavy Rain

Emergency Response Guidelines

Emergency Response Guidelines Typhoon/ Heavy Rain



Ministry of the Interior and Safety

 <p>Avoid dangerous places such as flood-prone areas and landslide hazard areas; evacuate to a safe place.</p>	 <p>Close doors and windows and check weather conditions through TV, radio, and the Internet instead of going out.</p>
 <p>Do not go near inundation hazard areas such as brooks, streams, and shores, where you may get swept away by the rapids.</p>	 <p>Hikers in mountains and valleys must evacuate to a safe place rather than go near valleys or slopes.</p>
 <p>Do not go near construction sites due to falling construction materials.</p>	 <p>In rural areas, do not go out to check rice paddy levees or inlets for irrigation.</p>

D. Fine Dust

7-item guide to coping with high-density fine dust particles



1

Refrain from staying outdoors

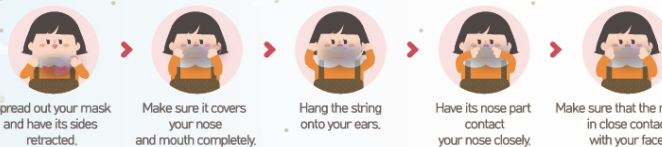
- Need to avoid camping or meeting people or engaging in sports outside



2

Wear MFDS (Ministry of Food and Drug Safety)-certified health mask when going out

How to use the health mask (KF80, KF94, KF99) correctly



3

Avoid visiting highly contaminated areas and minimize activities carried out in such place

- Avoid roadside places or worksites showing a high level of dust particles.
- Avoid engaging in intense physical activities in such places.



4

Wash upon returning home

- Wash your hands, feet, eyes, and nose and brush your teeth properly with flowing water and wash your body thoroughly



5

Drink sufficient water and eat fruits and vegetables rich in vitamin C

- Water helps your body remove waste. Fruits and vegetables have an anti-oxidant effect.



7

Refrain from acts that can worsen air pollution

- Use public transportation where possible; avoid burning waste.



6


Manage the indoor air quality through ventilation and mopping

- Monitor the level of air pollution inside/outside your house and ventilate it
- Mopping and cleaning the indoor and turning on the air cleaner (Periodic checking of filter is required.)


Ventilation when not cooking	Ventilation while cooking
<ul style="list-style-type: none"> Use natural or mechanical ventilation when the level of indoor pollution is high (Avoid natural ventilation when the level of indoor pollution is very high) Ventilate for at least half an hour three times a day (between 10:00 AM and 9:00 PM) When ventilating, use windows other than those close to the roadside, which has a high level of air pollution. 	<ul style="list-style-type: none"> Turn on the kitchen vent hood and use natural ventilation. Ventilate for half an hour after the end of cooking.



E. COVID-19 Guidelines




질병관리본부
KCDC




해외감염병
NOW
1339
질병관리본부 콜센터

COVID-19 Guideline


The general public




Wash your hands thoroughly with soap and running water




Cover your mouth and nose with your elbow when coughing or sneezing




Do not touch your eyes, nose, or mouth with unwashed hands



Avoid coming in contact with people having fever or respiratory symptoms



Wear a facemask when visiting a health facility




Avoid visiting a crowded place


Be careful especially people who pregnant women, over 65 years old, people with chronic disease

Person with symptoms*


* Person having fever or respiratory symptoms



Do not go to school or work and avoid outdoor activities




Take a rest at home and monitor the symptoms for 3-4 days




Visit a triage health center, when fever (>38°C) continues or other symptoms get worse


Consult with KCDC Call Center at 1339, a local code+120 or a local health center



Use a personal vehicle and wear a facemask when visiting a health facility



Inform your healthcare provider of a travel history and contact history with persons with respiratory symptoms



COVID-19 Outbreak reported regions in Korea

Avoid visiting other regions or having outdoor activities and (Persons in isolation) Please follow guidance provided by physicians and public health authority.

* For more information on COVID-19, visit COVID-19 official homepage ncov.mohw.go.kr

Issue Date: 2020. 2. 25

F. Special Entry Procedure and Quarantine System

Recently, the whole world is in tension because of the infectious disease COVID-19, and the Republic of Korea is operating the special entry procedure and the isolation system as a quarantine action for blocking and controlling the opportunities for the disease to spread between countries in advance. The purpose is to protect the health rights of Koreans and foreigners by preventing the disease from spreading in the country because of entry from overseas countries.

(1) Korea disease control and prevention agency call center (1339)

A call center in relation to disease information operated by the KDCPA for free of charge. It operates disease consultations 24/7 all the year round, and you can report about infectious diseases. Foreigners staying in the country can also receive consultations in foreign languages through interpreters on phone calls. The interpretation service can be requested for through the Tourism Guide Center of the Korea Tourism Organization (1330) or the Foreigner Information Center of the Ministry of Justice (1345). The service languages differ in accordance with the center and the operating hours.

(2) Special entry procedure

**Details may change in accordance with situations, so please refer to ncov.mohw.go.kr.*

a) Those with symptoms

They shall receive diagnosis and checkup when they enter the country after being checked by the medical team. When they are found positive, they are transferred to the hospital or life treatment center. If negative, Koreans and foreigners who will stay in the Republic of Korea for a long time start self-quarantine, and foreigners who will stay in the country for a short time start quarantine in a temporary life facility. Those exempted from quarantine start health condition monitoring through the Self-Diagnosis Application.

b) Those with no symptoms

Those with no symptoms shall be classified into the quarantine type and the monitoring type based the nationality, VISA type, etc.

(3) Quarantine

All Koreans and foreigners who enter the Republic of Korea shall install the 'Self-Quarantine Protection Application' or the 'Self-Diagnosis Application' before entering the country. Entrants shall receive the quarantine notice at the immigration process, and move to the temporary quarantine facilities or the self-quarantine place to be isolated until midnight in 10 days from the date of entry. (E.g. if you enter on April 1, you are under quarantine until midnight on April 11.) If you violate the regulations, foreigners will receive the cancellation of their VISA and the permit for stay and be forcibly expelled and be prohibited to enter again. * So you must observe the guidelines.

a) Facility quarantine

Those with no symptoms among foreigners to stay in Korea for a short period shall be classified to be isolated in a facility. They shall submit the Consent for Facility Quarantine when having their tickets issued at the airport. But, those who are confirmed to have family relations* with a Korean or a foreigner who is staying in Korea for a long time, and when they have secured a place to be self-quarantined, they can be put into self-quarantine as an exception. (Currently, the home-care conversion measures are temporarily suspended. Please refer to ncov.mohw.go.kr for details.)

** The spouse of the principal, the lineal ascendants and descendants of the principal or the spouse, blood relatives within 2 degrees of the principal or the spouse*

** Install the 'Self-Quarantine Application' while you are staying in the airport or moving to a facility.*

** You need to check if your address is available as a place for self-quarantine or not at the relevant public health center or the like.*

b) Self-quarantine

Those with no symptoms among Koreans or foreigners to stay for a long time shall move to their home and start self-quarantine for 10 days. If they have no home or it is improper to have self-quarantine*, they must be under quarantine in a facility operated by the Korean government or the local governments. In addition, they must receive the additional PCR diagnosis and checkup at the local governments the 9th day of quarantine. Moving to their homes, and if they are found negative, they are released from the quarantine on the 10th day. (The tests on the 5th to 6th day are omitted).

** When it is impossible to specify a residence in the past or a future residence to live in*

c) Quarantine guidelines

The public facilities or the local governments provide guidelines and details for you to observe in quarantine in temporary facilities or your home. The commonly applied quarantine guidelines are as below.

- Prohibited to go out of the place of quarantine for preventing the spread of the infection.
- Live alone in a separated space.
- If any symptom such as fever, cough, and difficulty in breathing occurs, immediately report to the facility manager or the local public health care center.
- Observe the individual hygiene rules such as washing your hands, covering your mouth and nose with sleeves when you cough, avoid touching your eyes, nose, and mouth with unwashed hands, etc.
- When you cannot avoid going out, you shall contact and notify the fact to the local public health center and use a separate means of transportation such as your own car.
- If you have any family or anyone who lives with you, all of them including yourself shall wear a mask all the time.
- Use your own separate items (such as towels, dishes and spoons and chopsticks or forks, and mobile phones).

Source: KOTRA, living in korea (2022)

9. Telephone Directories

A. Emergency

Organization		Contact	Notes
Korea Immigration Service		1345	No area code input necessary
Crime Report		112	
Emergency rescue / Fire		119	
Phone number information		114	
Centers for Disease Control & Prevention		1339	
120 Call Center	Seoul Dasan	02-120	
	Incheon Michuhol	032-120	
	Gyeonggi	031-120	
	Busan Baro	051-120	
	Daegu Dalgubeol	053-120	
National health insurance call center for foreigners		033-811-2000	

B. Immigration Offices

(1) Seoul/Incheon

Organization name	Address	Phone Number
Seoul Southern immigration office	48 Magokseo 1-ro, Gangseo-gu, Seoul	02-6980-4762
Seoul Station City Air Terminal Branch	2nd basement, 43-227, Dongja-dong, Yongsan-gu, Seoul	02-362-8432
Gimpo Airport Immigration Office	38, Haneul-gil, Gangseo-gu, Seoul	02-2664-6202
Incheon Airport Immigration Office City Air Terminal Branch	159-6, Samseongdong, Gangnam-gu, Seoul	02-551-6922
Seoul Immigration Office	319-2, Sinjeong 6 dong, Yangcheon-gu, Seoul	02-2650-6214-6295
Seoul Immigration Office Sejongno Branch	2,3F Seoul Global Senter,38 Jongro Jongno-gu, Seoul	02-731-1799
Incheon Airport Immigration Office	2172-1, Unseodong, Jung-gu, Incheon	032-740-7391~2 032-740-7395
Incheon Immigration Office	1-31, Hangdong 7-ga, Jung-gu, Incheon	032-890-6407

(2) Gyeonggi

Organization name	Address	Phone Number
Suwon Immigration Office Pyeongtaek Branch	3rd &4th Floor, CK Tower, 1375, Gyeonggi-daero (814, Seojeong-dong), Pyeongtaek-si, Gyeonggi-do	031-8024-9612
Yangju Immigration Office(Uijeongbu)	467-2, Deokgye dong, Yangju City, Gyeonggido	031-828-9301
Hwaseong Immigration Detention Center	739, Hwaseong-ro, Mado-myeon, Hwaseong-si, Gyeonggi-do, Republic of Korea	031-8055-7005
Korean Immigration Service(KIS)	Bldg 1, Gwacheon Government Complex 47, Gwanmun-ro, Gwachon-si, Gyeonggi-do(427-718)	02-2110-3000
Suwon Immigration Office	1012-6, Yeong-tong dong, Yeong-tong gu, Suwon	031-695-3817
Suwon Immigration Office Pyeongtaek Port Branch	75, Pyeongtaekhangman-gil, Poseung-eup, Pyeongtaek-si, Gyeonggi-do	031-683-6938

(3) Gangwon

Organization name	Address	Phone Number
Chuncheon Immigration Office	Saamgil 12 (or hakgongni 29-1), Dongnae-myeon, Chuncheon, Gangwondo	033-269-3210
Chuncheon Immigration Office Donghae Branch	821 Cheongokdong, Donghae, Gangwondo	033-535-5721
Chuncheon Immigration Office Sokcho Branch	53-3, Dongmyeongdong, Sokcho, Gangwondo	033-636-8613
Chuncheon Immigration Office Goseong Branch	271-1 Sacheonri, Hyunnaemyeon, Goseonggun, Gangwondo	033-680-5100

(4) Chungnam/Daejeon

Organization name	Address	Phone Number
Daejeon Immigration Office seosan Branch	seorim Bldg. 6F, 28, Eumnae 3-ro, Seosan-si, Chungcheongnam-do	041-681-6181
Daejeon Immigration Office Dangjin Branch	Choongnam Dangjin city Songakeup Godaeri 342-3(Songakeup Godaegongdan 2 gil 79-33)	041-352-6173
Daejeon Immigration Office	16-8, Jungchondong, Jung-gu, Daejeon	042-220-2201

(5) Chungbuk

Organization name	Address	Phone Number
Cheongju Immigration Office	52 Biha-ro 12beon-gil(791 Bihadong), Heungdeok-gu, Cheongju, Chungcheongbukdo	043-230-9030
Cheongju Immigration Detention Center	148 Mipyongdong, Heungdeok-gu, Cheongju, Chungcheongbukdo	043-290-7512

(6) Busan

Organization name	Address	Phone Number
Busan Immigration Office	22-1, Chungjang-daero, Jung-gu, Busan	051-461-3121
Busan Immigration Office Gamcheon Branch	Busan International Fish Market, 761, Amnamdong, Seo-gu, Busan	051-254-3917~8
Gimhae airport Immigration Office	108, Gonghangjinip-ro, Gangseo-gu, Busan	051-979-1300

(7) Ulsan

Organization name	Address	Phone Number
Ulsan Immigration Office	86, Dotjil-ro, Nam-gu, Ulsan	052-279-8001

(8) Daegu/Gyeongbuk

Organization name	Address	Phone Number
Daegu Immigration Office	345, Innovalley-ro, Dong-gu, Daegu	053-980-3536

(9) Gyeongnam

Organization name	Address	Phone Number
Changwon Immigration Office	30, Je2budu-ro, Masanhappo-gu, Changwon-si, Gyeongsangnam-do	055-981-6000
Changwon Immigration Office Tongyeong Branch	171-10, Donghodong, Tongyeong, Gyeongsangnamdo	055-645-3494
Changwon Immigration Office Sacheon Branch	450, Samcheonpodaegyo-ro, Sacheon-si, Gyeongsangnam-do	055-835-4088
Changwon Immigration Office Geoje Branch	302, Yeonsa-ri, Yeoncho-myeon, Geoje-si, Gyeongsangnam-do	055-681-2433

(10) Jeonnam/Gwangju

Organization name	Address	Phone Number
Yeosu Immigration Office	944, Hwajangdong, Yeosu, Jeollanamdo	061-689-5518
Yeosu Immigration Office Gwangyang Branch	1359-5, Jungdong, Gwangyang, Jeollanamdo	061-792-1139
Gwangju Immigration Office Mokpo Branch	26, Baengnyeong-daero 412beon-gil, Mokpo-si, Jeollanam-do	061-282-7294
Gwangju Immigration Office	22, 911Beongil, Sangmudaero, Seo-gu, Gwangju	062-605-5206

(11) Jeonbuk

Organization name	Address	Phone Number
Jeonju Immigration Office	(863-43 Hoseongdong 1-ga), Deokjin-gu, Jeonju, Jeollabukdo	063-249-8694
Jeonju Immigration Office Gunsan Branch	151-1, Daehak-ro, Gunsan-si, Jeollabuk-do	063-440-8400

(12) Jeju

Organization name	Address	Phone Number
Jeju Immigration Office	953, Yongdam3- Dong, Jeju	064-723-3494



