Notice on Part-time Employment for International Students

International students holding D-2(D-2-1~4, D-2-6~8) or D-4(D-4-1,7) visas must obtain permission from the Immigration Office Before starting any part-time job.

If caught working without permission, a fine of up to 30 million KRW will be imposed, along with penalties such as future visa issuance restrictions and entry refusal.

○ Categorization by Report Type

Category	Job Description	Remarks
Not Required	- Simple/temporary work on campus - Major-related research on campus - Mandatory field practice semester	
Required	- Common part-time jobs for university students - Participation in research at INU unrelated to the student's major - Participation in research at another university related to the student's major - Self-Directed Practicum	- Students participating in research related to their major at another university must submit the following additional documents to verify the research's relevance to their major: ① Confirmation from the Academic Advisor, ② Letter of Recommendation from the Dean of the Graduate School, ③ Statement of Reason Participating in the Research
Prohibited	- Manufacturing and construction sectors (including working at construction site cafeterias) - Work in specialized fields - Special employment types such as delivery drivers and riders, etc. - Research unrelated to major off-campus - Private tutoring activities, foreign language education-related facilities	- Manufacturing sector: Allowed only with TOPIK Level 4 or higher - Construction sector: Immediate deportation upon detection - Participation in research unrelated to major at another university: Falls under the scope of activities for a Research Visa (E-3), so it must be reported as 'Activity Outside Seeking Status' rather than 'Part-time Employment'

○ Qualifications and Working Hours

- GPA of C average(2.0) or higher in the previous semester as of the application date
- Permitted Working Hours According to Conditions

Program	Year	Korean Language Proficiency ① TOPIK ② KIIP ③ King Sejong Institute		Start Time	Permitted Hours	
					Weekdays	Weekends & Vacation
KLI	-	① Level 2 ② Completion of Stage 2 or higher / Pre-test score of 41 or higher ③ Completion of Beginner 2 or higher	X	After 6 months	10	
			O		25	20
Under graduate	1-2	① Level 3 ② Completion of Stage 3 or higher / Pre-test score of 61 or higher ③ Completion of Intermediate 1 or higher	X	Immediately	10	
			O		30	Unlimited
	3-4	① Level 4 ② Completion of Stage 4 or higher/ Pre-test score of 81 or higher ③ Completion of Intermediate 2 or higher	X		10	
			O		30	Unlimited
Graduate School	-		X		15	
			O		35	Unlimited

※ For English Track Students, the Korean Proficiency Standard can be replaced by the following documents:

1. Document certifying that the entire program is conducted in English.
2. Score report of TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 or higher(Regardless of academic year)

○ Part-time Job (Part-time Employment) Permission Procedure

Student	- Search for a job after checking part-time employment eligibility criteria
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Employer	- Provide Business Registration Certificate, Employer's ID copy, and Standard Labor Contract to the student
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Student	- Visit the International Service Center with the required documents for the part-time employment application
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Internatioanl Service Center	- Check the documents submitted by the student and sign the Part-time Employment Confirmation Form
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Student	- Apply in person at the Incheon Immigration Office or apply online ※ Online(HiKorea): Takes about 2 weeks ※ Offline(Visit reservation required): Granted immediately if approved after screening
↓	
Incheon Immigration Office	- Review documents and grant approval
↓	
Student	- Start working from the date specified in the Standard Labor Contract ※ Starting work before obtaining permission from the Immigration Office will be considered illegal employment.

○ Required Documents for Part-time Employment Permission Application

- Part-time Employment Confirmation Form(must specify hourly wage, job description, period of employment, working days/hours)
- Passport
- Alien Registration Card(ARC)
- Certificate of Enrollment
- Academic Transcript
- Proof of Korean Language Proficiency: TOPIK score report or other supporting document (Expired TOPIK score reports are accepted.)
- Business license of the workplace
- Copy of Employer's ID
- Copy of Standard Labor contract(must specify hourly wage, job description, workplace location, period of employment, working days/hours)
- Confirmation of Compliance with Part-time Employment Requirements (required if Manufacturing or Construction is listed on the Business Registration Certificate)

○ Other Important Notes

- Permitted Period: Up to one year, within the student's authorized period of stay. Students may work at no more than two workplaces at a time; working hours at both workplaces are combined.
- Students in their first semester after admission who have not yet been issued an academic transcript are exempt from the academic performance requirement, but the permitted period is limited to one semester.
- English-track students from countries where English is a native or official language are exempt from submitting proof of English proficiency.