



Global Education and Services Co., Ltd.
Unionsys.kr



外国人登陆证(RC) 申请指南

2026年 3月





Contents

您好！为确保外国人身份证(RC)的发放顺利进行，**请仔细阅读介绍事项。**
因不遵循本指南而发生的一切问题，责任均由本人承担。

通则

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申请样式

日程

Residence Card application guide



通则

1. 通则

为了顺利的申请程序,请使用**电脑**进行申请。

2. 请把文件准备成电子文件。

所有文件准备好**电子文件**后,才开始申请程序

3. 按类型各提交1个文件

请按每种文件类型提交**一份文件**。(一个文件可包含多页)

4. 100%正确的信息

您输入的所有信息必须**百分之百准确**。请填写所有项目,不要缺失材料。

5. 提交文件扫描基准(排列和清晰度)

上传文件应当整齐排列、不倾斜、清晰易读。

(难以确认时,可要求重新提交。)

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通则

6. 请提交准确信息.

为了顺利审查, 请**准确**提交信息和文件。内容有错误时, 可要求**追加确认或重新提交**, 根据情况申请可能会被退回。

7. 确认各学校的日程.

申请日程因大学而异。请确认本人就读的**(韩国)大学**的申请日程后进行。

8. 确认电子邮箱.

如果提交的文件需要**追加提交或重新提交**, 将通过**电子邮件**通知您。
为了顺利进行, 请**随时确认邮件**。(包括垃圾邮件/垃圾邮件箱)

9. 我的申请进度再在“My Page” 里

“My Page” 里可以确认申请进度。

10. 申请中断时可以在“My Page”里 继续申请.

按下“保存”(或“下一步”)按钮的步骤可以保存**申请进度**, 同时保存文件上传页面登记的文件及相关信息。

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通则

11. 为顺利审查请求协助（未遵守时可退回）

为了顺利审查，请遵守说明事项。如果提交信息不准确、文件难以确认、电子邮件无法回复或不遵守截止日期,申请可能会被退回。因故申请被退回的，我司不承担后果。

12. 申请费: 55,000 韩元

在结算过程中,根据**结算(卡)手续费**、**兑换手续费**、信用卡公司/结算公司政策等,最终结算金额可能会有所不同。

13. 结算方法

只能使用海外支付的信用卡/借记卡、支付宝、微信支付。

14. ⚠️ 安保警告

在公共场所使用后请**务必退出**。



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文件指南

1. 每个PDF最大 2MB

提交文件应为**PDF格式**，每份文件大小**不超过2MB**。

2. 居住地签约时间要求(剩余90天以上)

租赁合同、宿舍入住确认书等居住凭证，申请日剩余合同期限**不得少于90天**。

3. 提交材料语言要求

提交材料只能接收用**英语或韩语写**成的文件。

4. 文档的正确排序和清晰度

请检查文档是否**整齐排列，清晰易读**。

否则可能无法上传或被拒绝。



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根据居住类型
准备PDF文件

文件指南: 您的居住类型是?

§ 大学宿舍

- 1) 宿舍入住确认书 (中央大学宿舍居住者无需提交)
- 2) 签证批准通知书
- 3) 护照

§ 个人租房(本人名义租房)

- 1) 租赁合同
- 2) 签证批准通知书
- 3) 护照

§ 个人租房대 (非本人名义租房)

- 1) 租赁合同
- 2) 居住/租赁确认书
- 3) 出租人 (主机) 身份证 (正面及背面)
- 4) 签证批准通知书
- 5) 护照

§ 酒店:

- 1) 居住/租赁确认书 (预约确认书)
- 2) 出租人的营业执照
- 3) 租金收据
- 4) 签证批准通知书
- 5) 护照

§ 青年旅社:

- 1) 居住/租赁确认书
- 2) 租赁合同
- 3) 租赁人的营业执照
- 4) 租赁费收据
- 5) 签证批准通知书
- 6) 护照

考试院:

- 1) 租赁合同
- 2) 出租人的营业执照
- 3) 租金收据
- 4) 签证批准通知书
- 5) 护照

§ Airbnb:

- 1) 居住/租赁确认书
- 2) 租赁合同
- 3) 出租人 (主人) 身份证 (正面和背面)
- 4) Airbnb 预约确认书
- 5) 签证批准通知书
- 6) 护照

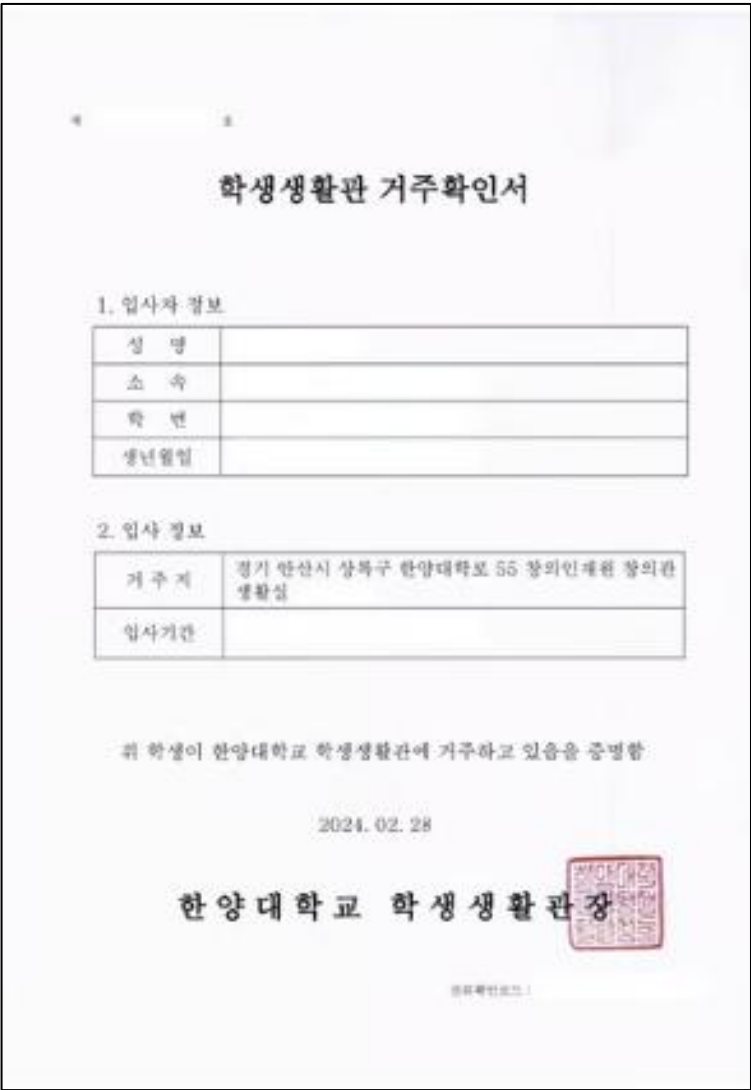


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根据居住类型
准备PDF文件

文件指南:



护照

1. 不要缺失让护照下端的代码。
2. 文档扫描要平直，不倾斜，便于阅读。
3. 扫描图像不能有阴影、反光、模糊。

签证签发确认书

在入境韩国之前，您必须备好签证签发确认书。如您遗失签证签发确认书，请访问以下网站，下载PDF并上传。

https://visa.go.kr/openPage.do?MENU_ID=10301

宿舍居住确认书

以下链接下载。
<https://ring-walrus-b67.notion.site/GENS-1bb07e0e41d8807ba1e6ce396fff5323?pvs=73>

⚠ 中央大学宿舍不需要提交



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根据居住类型
准备PDF文件

文件示例：

REAL ESTATE LEASE AGREEMENT FORM

☐ KEYMONEY DEPOSIT LEASE(JEONSE) ☐ MONTHLY LEASE

This Lease Agreement is made with respect to the lease of the residential premises hereinafter referred to as "premises" as described below upon the terms and conditions contained herein.

1. Description of Premises

LOCATION				
Land	CATEGORY		Area	m ²
Building	structure		Area	m ²
Part for rent	PURPOSE		Area	m ²

2. Terms and Conditions

Article 1. (Purpose) The security deposit and balance will be determined as follows upon the agreement between the lessor and the lessee.

	LSV	Only (W)
Security Deposit		
Down Payment	LSV	shall be paid upon the execution of this Agreement
Intermediate Payment	LSV	shall be paid on (Date :)
Balance	LSV	shall be paid on (Date :)
Monthly Payment	LSV	shall be paid on (Date :)

Article 2. (Term of lease) The lessor shall deliver the premises described above to the lessee by (Date :) in such condition in which the lessee is able to use the premises or to make a profit thereon according to the purpose of the lease, and the term of said lease shall be by (Date :)

Article 3. (Purpose modification or sublease) The lessee shall not modify the purpose or structure or transfer the right of lease to the relevant premises or sub-lease thereof for any purpose other than that as originally agreed by the lessor and the lessee without the consent of the lessor.

Article 4. (Cancellation of contract) In the event that the lessee consecutively defaults in the payment of rent 2 times or breaches the article 3, the lessor may claim for cancellation of contract.

Article 5. (Termination of contract) Following the expiration, termination of this agreement, the lessee shall deliver the premises to the lessor as originally it was and at the same time the security deposit for rent which the lessee deposits with the lessor shall be returned to the lessee. In case there are any types of debts such as penalties for breach the agreement, compensation and losses determined in any other special agreement herein, the lessor may refund the balance to the lessee.

Article 6. (Conclusion of contract) Before the lessee pays the lessor the intermediate payment (the balance failing the intermediate payment), the lessor and the lessee may extend this Agreement by the lessor refunding double the down payment to the lessee and by abandoning the down payment, respectively.

Article 7. (Non-performance of payment and compensation) In any case of non-performance of the articles by any party stated herein, the opposite party may file a suit and demand for rescission. The opposite party may claim for compensation or losses caused by the other party's non-performance and, the down payment will work as standard of compensation unless otherwise stated in the agreement.

Article 8. (Brokerage) The broker shall not be responsible for any inconvenience caused by non-performance of either party, the lessor or the lessee. The brokerage shall be paid by both parties and even in the case that the contract gets cancelled or rescinded by any reason which is not relevant to any faults or errors made by broker, the brokerage shall be paid. In the event it is joint brokerage of the two brokers, the lessee and the lessor should pay brokerage, respectively. (Each of the parties hereto shall pay the broker a commission of _____ % of the amount.)

Article 9. (Distribution of Property Description for customer's verification and etc.) Property Description filled out by the broker and a copy of Rental-aid Insurance Policy shall be distributed to the both parties the lessor and the lessee on the date of _____.

거주/숙소제공 확인서
(Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)

국 적 (Nationality)	외국인등록(거소)번호 (Foreign Resident Registration/Overseas Korean Resident No.)
성 명 (Full Name)	연락처 (Phone No.)
주 소 (Address)	

2. 거주/숙소 제공자 (Residence/Accommodation Provider)

국 적 (Nationality)	주민/외국인등록번호 (Resident/Foreign Resident Registration No.)
성 명 (Full Name)	연락처 (Phone No.)
외국인과의 관계 (Relationship)	신 척 (Relative) 고 용 주 (Employer) 기 타 (Other)
소유형태 (Ownership Type)	자 가 (Own) 임 대 (Rent) 기 타 (Other)
주거형태 (Residence Type)	개인주택 등 (Private Residence, etc.) 기 숙 사 (Dormitory) 숙박 시설 (Accommodation) 기 타 (Other)
거주/숙소 제공일 (Starting Date)	년(Year) 월(Month) 일(Date)

위와 같이 거주/숙소를 제공하였음을 확인합니다.
(I, the undersigned, confirm the provision of accommodation to the abovementioned foreigner.)

년(Year) 월(Month) 일(Date)

성 명 (Name): (서명 또는 인 / Signature or Seal)
업체명 (Company Name): (직인(Official Seal))

OO출입국·외국인청(사무소·출장소)장 귀하

1. 외국인을 고용한 업체에서 기숙사 등을 제공하는 경우 작성 방법
- 제공자란에는 고용주, 대표자 또는 법인의 대표자 인척사항 기재
- 확인란에는 대표자 성명과 서명 날인 또는 업체명과 직인 날인 중 택일

2. 숙소제공자가 외국인에게 제공해야 하는 서류
(Documents to be provided to the foreign tenant from the accommodation provider)
- 거주/숙소제공 확인서(Confirmation of Residence/Accommodation)
- 제공되는 숙소가 분묘 소유 또는 임차 물건임을 증명할 수 있는 서류(등기부등본, 임대차계약서 등). 다만, 숙소 제공자 신분증 상 주소와 외국인에게 제공하는 숙소의 주소가 같은 경우에는 신분증 사본 제출로 갈음
(Documents of evidence regarding ownership of the provided property (Certified Copy of Register, Residential Lease Agreement, etc.) Note, a photocopy of the accommodation provider's ID can be submitted instead when the address on the accommodation provider's ID is the same as the address of the accommodation provided to the foreign tenant)
- 숙소제공자 신분증 사본(Copy of accommodation provider ID Card)

210mm×297mm(백상지 80g/㎡(재활용품))

1. (ARC) Foreigner Residence card (외국인 등록증)

KOR 외국인등록증
외국인등록번호 123456-1234567
성명 HONG SAMPLE (홍성영)
국적 REPUBLIC OF KOREA
거주지 가업투자(농·어·축·수업)
발급일자 2023.04.01
서울출입국·외국인청장
CHIEF, SEKOL IMMIGRATION OFFICE

2. ID Card (주민등록증)

주민등록증
(재외국민)
홍길동
123456-7891012
서울특별시 00-000동
000번지
2015.1.22
서울특별시 00구청장

3. Driving License (자동차 운전면허증)

1호대형 1호소형 2호소형
특수(대형트럭, 소형트럭, 구식)
2호대형 2호소형 권도거

자동차운전면허증 (Driver's License)
21-19-174133-01
출생순 000829-21-1567
서울시 관동구 동일로 97 (종로구 209)
성명 홍길동
생년월일 2023.01.01.
기권 2029.12.31.
조련사 8H1X3Y
발급일 2019.09.10. 서울지방경찰청

租房合同

合同的样式可能有很多种
必须包括以下事项:

- 1.地址及住宅信息
- 2.保证金及租金
- 3.租赁期限 (开始日期及结束日期)
- 4.承租人和出租人的签名

居住/租赁确认书

请在该文件第1栏目中的外国人登录号码项目中填写护照号码。

出租人(Lessor)身份证 (居民登陆证或者驾驶证)

请把出租人身份证正反两面都扫描出来，合并成一个文件上传。



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根据居住类型
准备PDF文件

文件示例

사업자등록증
(법인사업자)
등록번호 :
법인명(단체명) :
대표자 :
개업연월일 : 법인등록번호 :
사업장소재지 :
본점소재지 :
사업의종류 :
발급사유 :
사업자 단위 과세 적용사업자 여부 : 여() 부(V)
전자세금계산서 전용 전자우편주소 : tyeducation@hometax.go.kr
2023년 07월 14일
용산세무서장

营业执照

服务提供者 of 事业者 (公司) 时需要向该公司提交营业执照。

MONTHLY RENT FEE RECEIPT
Applying for Alien Registration Card
DATE OF ISSUE
NAME OF RESIDENT
ROOM NUMBER
PERIOD OF RESIDENCE
MONTHLY RENT AMOUNT
RECIPIENT'S NAME
RECIPIENT'S CONTACT INFORMATION
RECIPIENT'S SIGNATURE

月租缴纳收据

虽然月租收据样式可能很多，必须包括下列事项。

1. 发行日期
2. 居住地名称
3. 房间号
4. 居住时间。月租金额。
6. 领取人 (房东) 姓名及签名

[Hongik University Station] 3Room & Living room. Hongdae Stn *
Check-in 4:00 PM
Checkout 11:00 AM
Confirmation code
Hosted by
Amount paid KRW

Airbnb预订确认书

在爱彼迎网站上查找方法：
爱彼迎菜单 → 旅行 → 点击预约 → 领取签证用PDF → 下载文件。

请用**韩语或英语**填写预约确认书并提交。



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证件照

证件照要求?

⚠ 入境处严格执行拍照规定，请确认并遵守以下要求。

- 需要确认并遵守以下证件照片要求。
- 请以PNG或JPG（JPEG）形式准备证件照（建议最多0.5MB）。

⚠ 以下三种备案方式均可选择一种。

① 上传照片

填写申请表时可以上传照片文件。

但如果不符合规格,在审查过程中**可能会被退回**,因此,如果不确定是否满足规格,请使用**拍照服务**,而不是上传照片。



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证件照

② 现场提交照片(访问学校内拍摄照片场所)

可以访问校园拍照地点，直接提交照片。

如照片不符合规定会被退回，请在提交前查看规定。

必要时，还可以**现场拍摄新照片**。

另外，各学校的照片提交日程不同，请确认在校大学的日程。

③ 校内拍摄照片

在校内可以拍摄学生证照片。

拍照费用为**15000韩元(只能现金结算)**,与RC申请费无关。

拍摄的照片由**本公司打印并提交出入境**，无需另行更新。

各学校的拍照日程可能会有所不同,请确认在校大学的**拍摄日程**。



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证件照

⚠ 不被允许的照片

- 戴墨镜、帽子、美瞳或白色上衣的照片
- 用智能手机拍摄的照片或用photoshop等修饰程序改造的照片
- 不是最近6个月内拍摄的照片，过去曾用于发放外国人身份证的照片
- 不是原件照片的扫描本或重拍（印刷品/重拍画面的形态等）照片。

⚠ 须遵守的内容

- 大小:3.5cm×4.5cm
- 脸部长度（从头顶到下巴）:2.5cm~3.5cm
- 拍摄时间:最近6个月以内
- 能见度:两耳和眉毛清晰可见，脸部无阴影、无反射
- 背景色:只能白色
- 姿势:朝向正面，不能倾斜
- 表情:沉默状态（自然表情）

⚠ 宗教服装

因宗教原因佩戴头罩（头巾、面纱、头巾等）时:

- 从下巴下到额头上必须露出整个脸部。
- 必须显示整个面部，无阴影。
- 不能遮住眉毛、眼睛、鼻子、嘴（耳朵可以遮住）。

证件照：经常出现的问题

Residence Card application guide



① 从头（头顶）到下巴尖必须进入红线内。

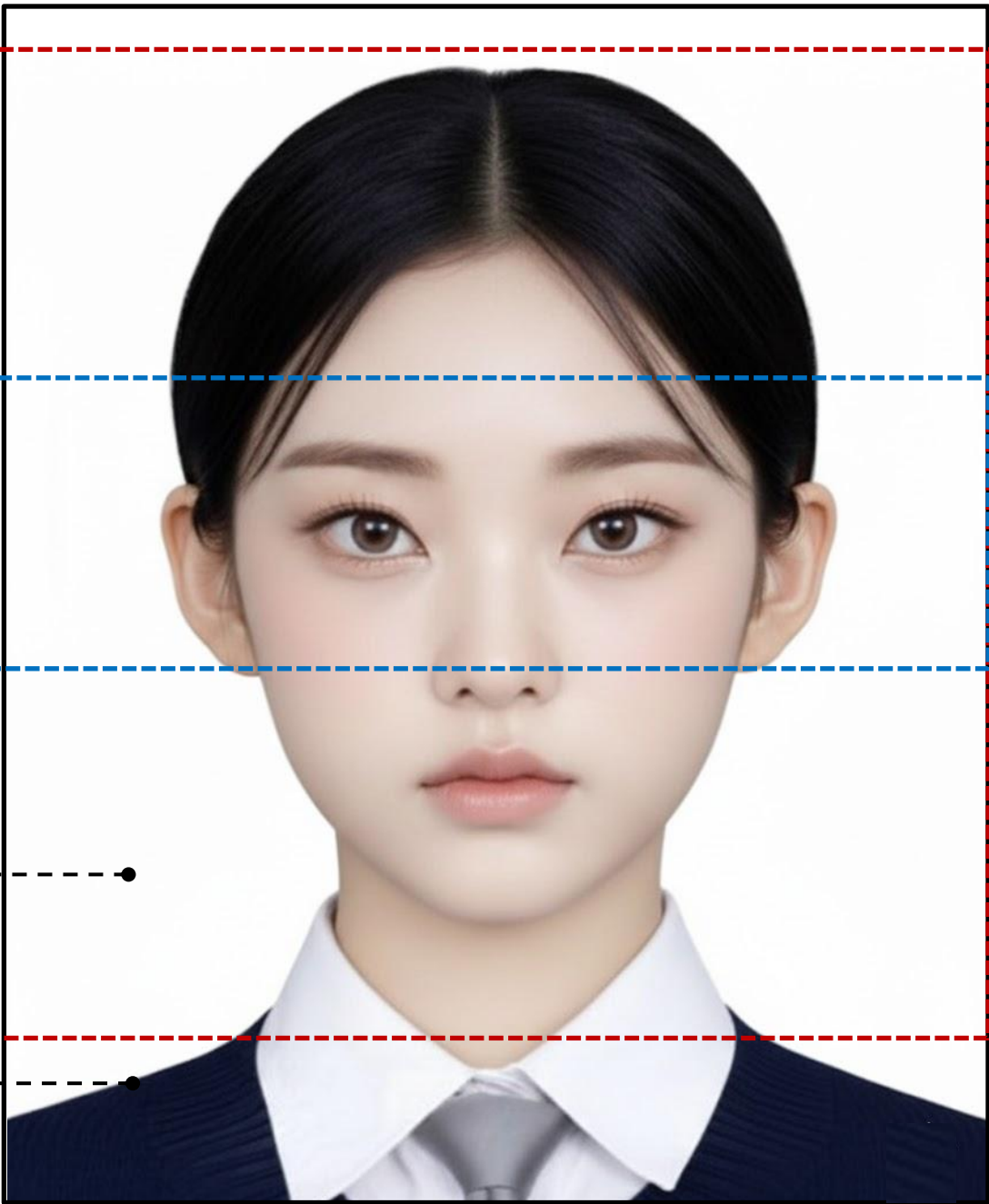
② 眼睛要进入蓝线内。

③ 要完全耳朵和眉毛要清晰。

④ 要完全白色的背景。

⑤ 不能穿白色上衣。

上衣颜色不能是白色



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证件照：以下照片全部不被允许



⚠ 红框标记的照片是经常被拒绝的照片，特别注意！



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申请样式

1) 请务必提前以**文件形式**准备好文件。

2) 在**unionsys.kr**申请

3) 请确认并熟知各学校的进行日程。

4) 按“**Get Started**”按钮开始申请

如果进行过程中有疑问的话
你可以点击Live chat按钮和负责人聊天。
(可能时间:平日09:00 AM-06:00 PM, 公休日除外)



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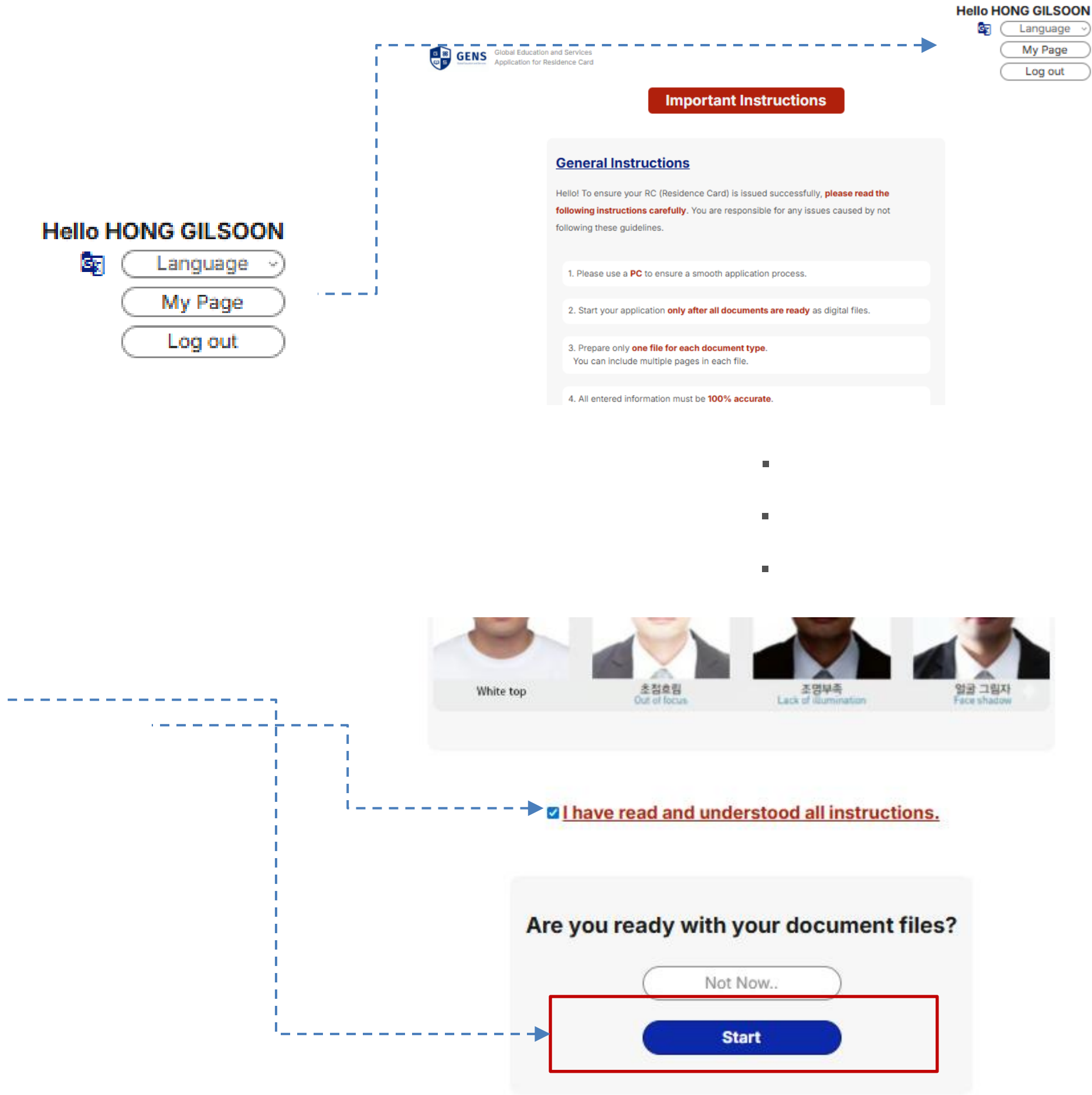


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申请样式

你可以选择语言。
(英语、中文、韩语)。
基本语言是英语。

在确认复选框中确认
点击**"Start"**按钮开始申请。



Residence Card application guide



申请账号

请输入国籍和学校。
请验证邮件并设置密码。



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申请样式

- 1) 选择**国籍**和**所属大学**。
- 2) 输入**电子邮件**并获取**验证码**。
验证码会发送到您输入的电子邮件。
- 3) 输入验证码。
- 4) 邮件认证后**设置密码**。

⚠ 如果邮箱没有收到验证码
请务必确认**垃圾邮件/垃圾邮件**文件夹。

SIGN UP

Step 1/5

[Already have an Account?](#)

Your Nationality *

Type to Search

Your University *

Select

Enter your email.

A verification code will be sent.

Email

Get verification code

Residence Card application guide



护照

上传文件
确认输入信息是否正确



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护照

PASSPORT

Step 2/5

Select your prepared Passport PDF

- * PDF only, max 2MB.
- * Must be straight, clear, and readable.
- * Holograms might impact text recognition.
- * Type manually on recognition error.

Select Passport

- 1) 上传护照
- 2) 可删除文件
- 3) 自动输入信息

File Uploaded

Delete File?

Enter manually?

Auto-fill error or delay?
Click to enter passport info manually.

⚠ 无姓与名之分时
在 First Name 中输入全名。

Gender *

F

First (Given) Name *

GILSOON

Last (Family) Name *

HONG

Date of Birth *

1987-02-01

Passport No. *

M123A4567

Date of Issue *

2020-08-15

Date of Expiry *

2030-08-15

Save & Next

⚠ 一定要确认输入的信息是否正确。

⚠ 如果录入信息不准确或信息无法自动装入，可按下
“Enter Manually” 按钮直接录入。

⚠ 由于全息图等原因,信息可能会输入错误。

Residence Card application guide



个别信息

输入各项信息

个别信息

1) 准确输入各项信息、

⚠ 输入错误信息是申请可能会被取消

⚠ 剩余居住时间须90天以上

韩国朋友的联系方式及Kakao ID
不是必填事项。

但是为了顺利的j进行沟通,请尽可能填写

PERSONAL

Step 3/5

Please enter your information

* Ensure all details are accurate.

VISA type *
Choose your VISA...

Student ID Number *
Type here...

Type of Residence *
Choose an option...

Registered Address in Korea
Address 1 *
Type and Search
Address 2 (Building, Floor, or Suite)
Type here...

Lease Term (Residence Period) *
Start * 2026-02-15
End * 2026-02-15

Your Mobile Number *
+82 10-2000-0000

Your Korean Friend's Mobile Number
+82 10-2000-0000
Optional, but recommended.

Your Kakao ID
Type here...
Optional, but recommended.

Save & Next

Residence Card application guide



照片

选择上传，拍照或现场提交



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申请样式: 照片

请选择提交照片的方法。

- 1) 上传照片
- 2) 在校内拍照
- 3) 现场提交照片

⚠️ 选择“上传照片”时
*要严格执行摄影的相关规定
* 文件最多 2MB (建议 0.5MB)
点击" Select File "上传。

⚠️ 选择“拍照”或“现场提交”时
要确认指定的时间和地点后访问。

⚠️ 面部范围: 位于红线内
眼睛范围: 位于蓝线内

DOCUMENTS

Step 4/5

ID Photo

Select your photo submission method.

Upload Photo.

Upload Photo.

- * Taking photo at school.
- * Submitting a physical photo

⚠️ If you do not have a photo that meets the requirements, Taking your photo at school is recommended.

Select File

DOCUMENTS

Step 4/5

ID Photo

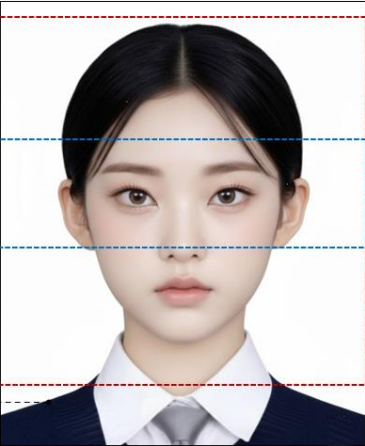
Select your photo submission method.

Upload Photo.

* jpeg, jpg, png only, max 2MB.

* Please check the precautions below.

⚠️ If you do not have a photo that meets the requirements, Taking your photo at school is recommended.



Max face range: Red lines.
Max eyes range: Blue lines.
&
All other photo rules must be met.

Photo uploaded.

Delete File?

Residence Card application guide



文档

全部上传文档



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文档

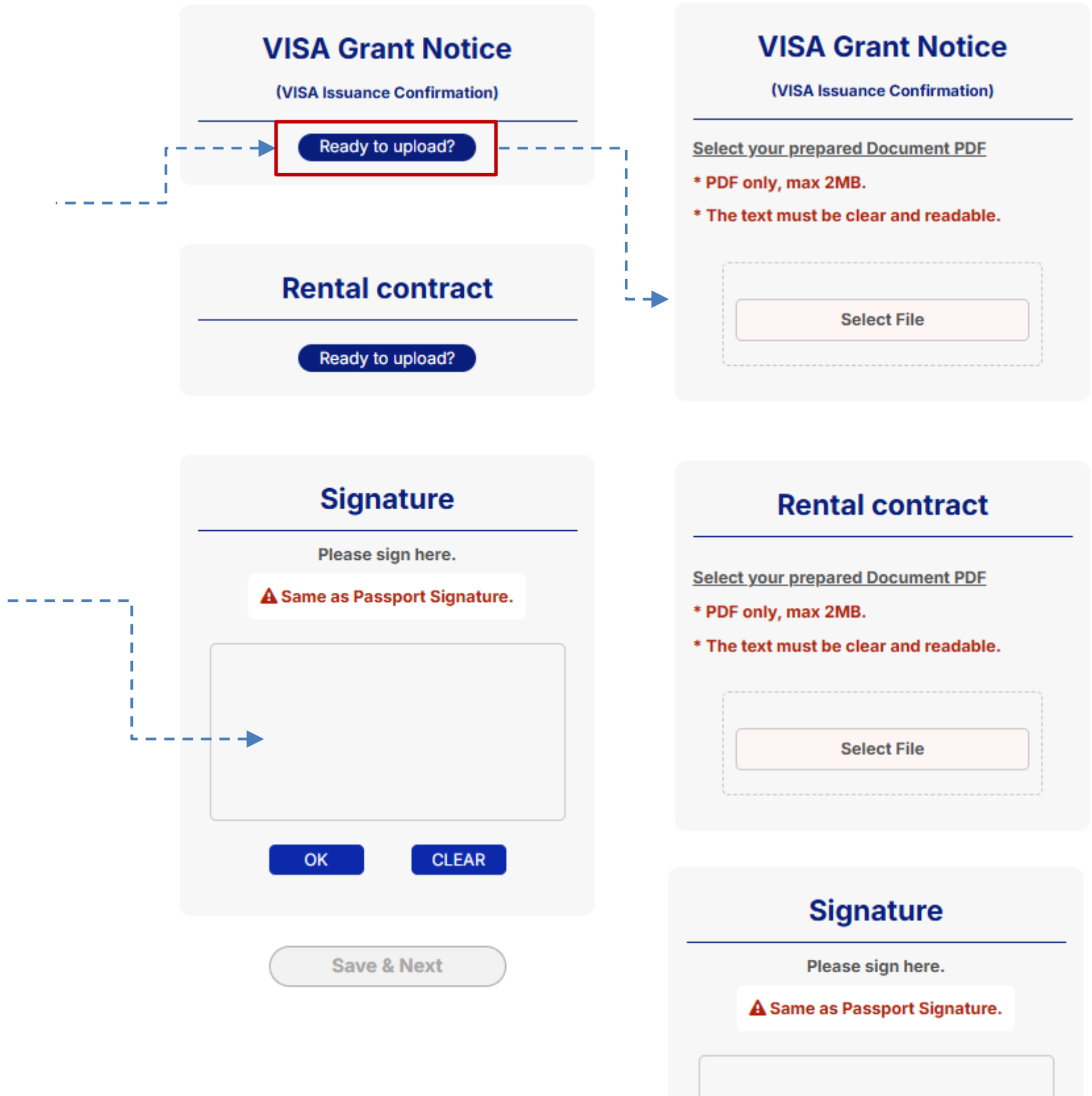
须上传所有文档不能有遗漏

点击"Ready to upload?" Select file

⚠ 只允许PDF 文件.

⚠ 文件最大2MB

⚠ 在Signature field签名
须和和护照上的签名相同



结算

Residence Card application guide



结算

选择结算方式



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点击你想要的付款方式进行付款。

- 国际信用卡 (信用或借记) :
VISA、Mastercard、JCB、AMEX、Union Pay
- 快捷支付:支付宝或微信支付

⚠ 使用信用卡或直付卡结账时，系统会提示选择当地货币或韩元(KRW)。为了避免额外的手续费，建议您选择“当地货币”进行结算。

PAYMENT

Step 5/5

₩ 55,000 KRW

1. Accepted Payment Methods

- International Cards (credit or debit): VISA, Mastercard, JCB, AMEX, UnionPay
- E-wallets: Alipay, WeChat Pay

2. What Happens After Payment?

- Our team will start reviewing your documents within 24 business hours.
- If additional documents are required, we will contact you via your registered email or phone number.
- You can upload them on "My Page>>Add Documents"

⚠ Please enable pop-ups in your browser for payment.

☐ I agree to the Pricing and Refund Policy.

Credit or Debit Card

VISA    

Alipay+

支付宝 Alipay+

Wechat Pay

 微信支付 WeChat Pay

Secure Payment Processing by

EXIMBAY

Residence Card application guide



My Page

My Page

- 1. 可在 “My Page.” 里确认申请进度.
- 2. 如果需要追加材料, 管理者会通过邮件或其他方式通知.

⚠ 需要追加的材料
可在“My Page>>Add Documents” 里上传.

⚠ 如果在申请过程中中断了申请, 可以在My Page继续申请。

My Page

HONG GILSOON

1. STATUS

Application Steps:
Documents Uploaded

RC Processing Status
Pending

Payment Status:
Unpaid

Email
testing@test.com

2. PASSPORT

Nationality
finland

Country Code
FIN

Gender
F

First Name
gilsoon

Last Name
hong

Date of Birth
1987-02-01

Passport No.
m123a4567

Date of Issue
2020-08-15

Date of Expiry
2030-08-15

Upload

3. PERSONAL

VISA type
D-2-3

University
Hanyang U

Student ID Number
sdaferfsc

Type of Residence
Private Residence

Current Address
Seogang-ro

Your Mobile Number
+82123456

Your Korean Friend's Mobile Number
blank

Your Kakao ID
blank

Upload

4. DOCUMENTS

ID Photo:
Upload

VISA Grant
Upload

Rental contract
Upload

Signature
Upload

Add Documents

Upload additional requested files.
PDF Only, Max 2MB per file

Add File

3. PERSONAL

⚠ Information Incomplete
Continue from here.

CONTINUE

VISA type
blank



Residence Card application guide

日程

日程

	学校	线上申请	拍摄照片 (现场提交照片)	指纹登录
1	建国大学	2/26(周四) ~ 3/10(周二) 下午6点	3/13(周五) 10点 ~ 16点	TBA
2	汉阳大学ERICA	2/26(周四) ~ 3/6(周五) 下午6点	3/11(周三) 10点~ 16点	3/25(周三) 预计
3	西江大学	3/2(周一) ~ 3/6(周五) 下午6点	3/6(周五) 10点~ 17点	3/19(周四)
4	中央大学	3/3(周二) ~ 3/9(周一) 下午6点	3/12(周四) 10点~ 16点	TBA

⚠️ 指纹登录日期可能会有变动
⚠️ 现场拍照及照片提交地点、指纹登记地点将于日后通过电子邮件通知，请务必留意您的邮箱。





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