



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



Residence Card Application Guide Book

2026 3월





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Hello! To ensure your RC (Residence Card) is issued successfully, **please read this guide carefully.** You are responsible for any issues caused by not following these guidelines.

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Residence Card application guide



General Guidelines

1. Please Use a PC

Please apply using a PC for a smooth application process.

2. Prepare Your Documents as Files

Only start the application process once all documents are prepared as digital files.

3. Submit One File per Document Type

Please submit one single file for each document type. (Multiple pages can be included in one file.)

4. 100% Accurate Information

All information you enter must be 100% accurate. Please complete all fields without omission.

5. Scan Standards (Alignment/Clarity)

Uploaded documents must be straight, properly aligned, and easy to read. (If difficult to verify, you may be requested to resubmit.)

Residence Card application guide



General Guidelines

6. Please Submit Accurate Information

Submit information and documents accurately for a smooth review. Errors may lead to requests for verification, resubmission, or application rejection.

7. Check University Schedules

Application schedules vary by university. Please check the specific schedule of your Korean university before applying.

8. Check Your Email Frequently

If further action is needed, we will notify you via email. Please check your inbox regularly, including your spam/junk folders.

9. Check Status on "My Page"

You can monitor your application status anytime on "My Page."

10. Resume Application on "My Page"

If interrupted, you can resume from where you left off. Data is saved up to the step where you clicked "Save" or "Next."

Residence Card application guide



General Guidelines

11. Cooperation for Review

Follow all guidelines for a smooth review. Inaccurate info, difficult verification, no email response, or missing deadlines may result in rejection. The company is not liable for such rejections.

12. Application Fee: 55,000 KRW

The final amount may vary based on card/payment fees, exchange rates, or payment provider policies.

13. Payment Methods

Only international credit/debit cards, Alipay, and WeChat Pay are accepted.

14. ⚠ Security Warning

Please make sure to **log out** after using the service in public spaces.



Residence Card application guide



Document Guidelines

1. Maximum 2MB per PDF

Submitted documents must be in **PDF format**, and each file size must not exceed 2MB.

2. Residence Contract Requirement (90+ Days)

Proof of residence must have a remaining contract period of **90 days or more** from the application date.

3. Document Language

Only documents written in **English or Korean** can be accepted.

4. Proper Alignment and Clarity

Please ensure documents are aligned **straight and clear**. Otherwise, the upload may fail or be rejected.



Residence Card application guide



Please prepare the correct PDF files depending on “your housing type”.



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Document Guidelines: What is your residence type?

§ University Dormitory

- 1) Confirmation of dormitory residence
(⚠ Not required for Chung-Ang Univ.dormitory residents.)
- 2) Visa Grant Notice
- 3) Passport

§ Private Rental (Lease in my name)

- 1) Rental contract
- 2) Visa Grant Notice
- 3) Passport

§ Private Rental (Lease NOT in my name):

- 1) Rental contract
- 2) Confirmation of Residence/Rental
- 3) Lessor(Host)'s ID Card (Front & Back)
- 4) Visa Grant Notice
- 5) Passport

§ Hotel:

- 1) Confirmation of Residence/Rental
- 2) Lessor's Business License
- 3) Rent Receipt
- 4) Visa Grant Notice
- 5) Passport

§ Guesthouse / Share House:

- 1) Confirmation of Residence/Rental
- 2) Rental contract
- 3) Lessor's Business License
- 4) Rent Receipt
- 5) Visa Grant Notice
- 6) Passport

§ Gosiwon / Gositel:

- 1) Rental contract
- 2) Lessor's Business License
- 3) Rent Receipt
- 4) Visa Grant Notice
- 5) Passport

§ Airbnb:

- 1) Confirmation of residence/Rental
- 2) Rental contract
- 3) Lessor's ID Card (Front & Back)
- 4) Airbnb Reservation Confirmation
- 5) Visa Grant Notice
- 6) Passport

Residence Card application guide



Please prepare the correct PDF files depending on “your housing type”.



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Documents Examples :



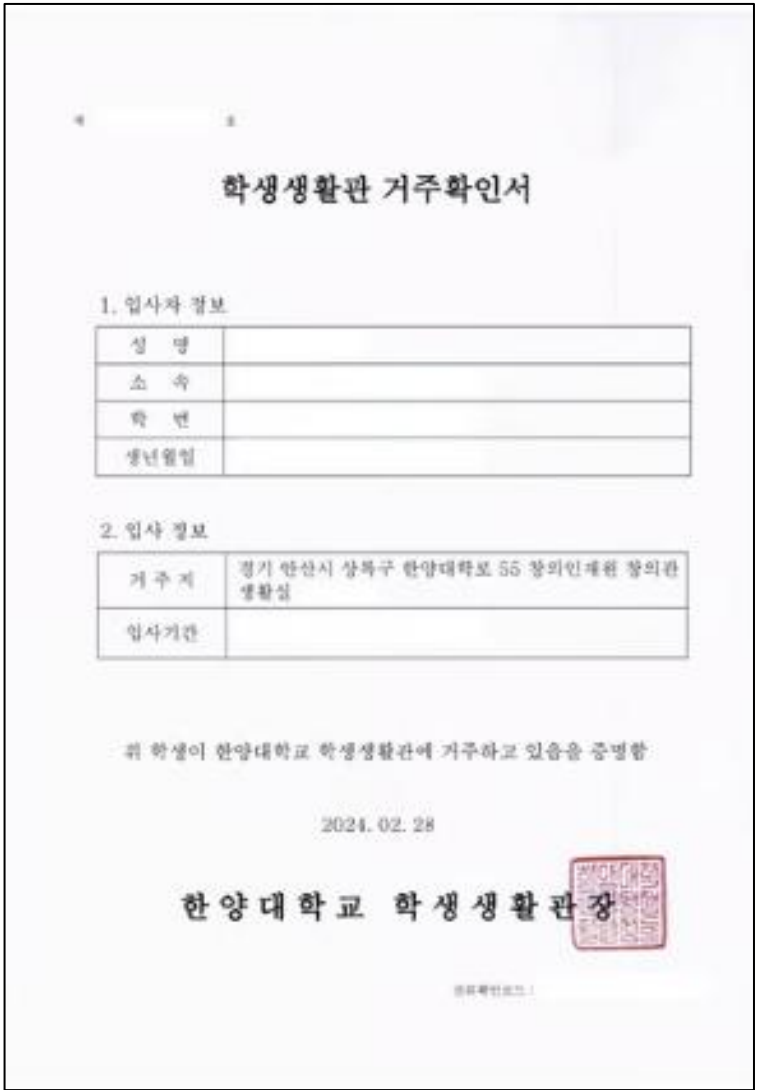
Passport

1. Do not cut off the code at the bottom of the passport.
2. The document must be **scanned straight** without tilting and must be easy to read.
3. The scanned image must be free of **shadows, light reflections, or blurring**.



Visa Grant Notice

If you have lost your Visa Grant Notice, please download it as a **PDF file** from the website below and upload it:
https://visa.go.kr/openPage.do?MENU_ID=10301



Confirmation of dormitory residence

Please check the issuance method for each university through the link below:
<https://ring-walrus-b67.notion.site/GENS-1bb07e0e41d8807ba1e6ce396fff5323?pvs=73>
⚠ Not required for Chung-Ang Univ. dormitory residents.

Documents Examples :

Residence Card application guide



Please prepare the correct PDF files depending on “your housing type”.

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 (₩)
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 refunded 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 incommence 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 _____.

Rental Contract (Lease Agreement)

Lease forms may vary, but they **MUST include** the following:

- 1.Address and housing information
- 2.Deposit and monthly rent
- 3.Lease period (Start and End dates)
- 4.Signatures of both the tenant and the lessor

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 법인외 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)
- 제공하는 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))

Confirmation of Residence/Rental

In the "Alien Registration Number" section of Section 1 in this document, please enter your **Passport Number**.

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

KOR 외국인등록증
외국인등록번호 123456-1234567
성명 HONG SAMPLE (홍병철)
국적 REPUBLIC OF KOREA
거주지 가업투자(주-8)
발급일자 2023.04.01
서울출입국·외국인청장
CHIEF, SEOKU, 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)

1종대형 1종중형 1종소형
특수(대형과면, 소형과면, 가면)
2종대형 2종중형 2종소형
자율차운전면허증 (Driver's License)
21-19-174133-01
홍길동
000829-21-1567
서울시 관내 주민등록번호 92-123456789-1
생년월일 2029.01.01.
기권일 2029.12.31.
조련자 8H1X3Y
2019.09.10.서울지방경찰청

Lessor's ID Card (Front & Back) (National ID or Driver's License)

- Please scan **both the front and back** of the lessor's ID.
- Combine them into **one single file** and upload it.



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Please prepare the correct PDF files depending on “your housing type”.

Documents Examples :

사업자등록증
(법인사업자)
등록번호 :

법인명(단체명) :
대표자 :
개업연월일 : 법인등록번호 :
사업장소재지 :
본점소재지 :
사업의종류 : [종목]
발급사유 :

사업자 단위 과세 적용사업자 여부 : 여() 부(V)
전자세금계산서 전용 전자우편주소 : tyeducation@hometax.go.kr

2023년 07월 14일
용산세무서장

국세청

Lessor’s Business Registration Certificate

If the accommodation provider is a business (company), you must obtain and submit the company’s Business Registration Certificate.

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

Rent Receipt

Rent receipt formats may vary, but the following information must be included:.

- Date of issuance
- Accommodation name (residence name)
- Room number
- Period of stay
- Monthly rent amount
- Recipient (landlord) name and signature

[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 Booking Confirmation

How to find it on the Airbnb website:
Airbnb menu → Trips → Select your reservation → Get a PDF for visa purposes → Download the document.

Please submit the booking confirmation in **Korean or English.**



Residence Card application guide



ID Photo (Identification photo RC)

How do I submit my ID photo?

⚠ **Since the Immigration Office applies photo requirements strictly, please review and comply with the guidelines below..**

- You must check and follow the ID photo requirements below.
- Please prepare your photo in PNG or JPG (JPEG) format. (Maximum 0.5MB recommended.)

⚠ **You may choose one of the following three submission methods.**

① Upload a Photo File

You may upload your photo while completing the application form.

However, if the photo does not meet the official requirements, **your application may be rejected during the review process**. If you are unsure whether your photo meets the requirements, please use the photo-taking service instead of uploading a photo.



Residence Card application guide



ID Photo (Identification photo RC)

② Submit the Photo in Person (Visit the Campus Photo Station)

You may visit the campus photo station to submit your photo in person.

If the photo does not meet the requirements, **your application may be rejected**, so please review the guidelines before submission. If necessary, you can also have a new photo taken on site.

Photo submission schedules vary by university, so please check the schedule for your current university.

③ On-Campus Photo Taking

You can have your student ID photo taken on campus.

The photo fee is **KRW 15,000 (cash only)** and is **separate from the RC application fee**.

The photo will be printed by our company and submitted to the Immigration Office, so **no additional upload/update is required**.

Photo-taking schedules may vary by university, so please check the schedule for your current university.



Residence Card application guide



ID Photo (Identification photo RC)

! Unacceptable Photos

- Photos wearing **sunglasses, a hat, colored contact lenses, or a white top**
- **Photos taken with a smartphone or altered/edited using retouching software (e.g., Photoshop)**
- Photos **not taken within the last 6 months, or photos previously used for a RC application**
- Photos that are not original, such as scanned copies or re-photographed images (e.g., taking a picture of a printed photo)

! Mandatory Requirements

- Size: 3.5 cm × 4.5
- Face length (top of head to chin): 2.5 cm–3.5
- Date taken: Within the last 6 months
- Visibility: Both ears and eyebrows must be clearly visible, and there must be no shadows or glare on the face-
- Background: White only
- Pose: Facing forward; head must not be tilted
- Expression: Mouth closed (natural expression)

! Religious Attire

If you wear a head covering (e.g., hijab, veil, turban) for religious reasons:

- Your entire face must be visible, from **below the chin to above the forehead**.
- Your face must be fully visible **without any shadows**.
- Your **eyebrows, eyes, nose, and mouth** must not be covered (ears may be covered).

Residence Card application guide



ID Photo: Common Mistakes

① The top of your head (crown) and the tip of your chin must fit within the red guidelines.

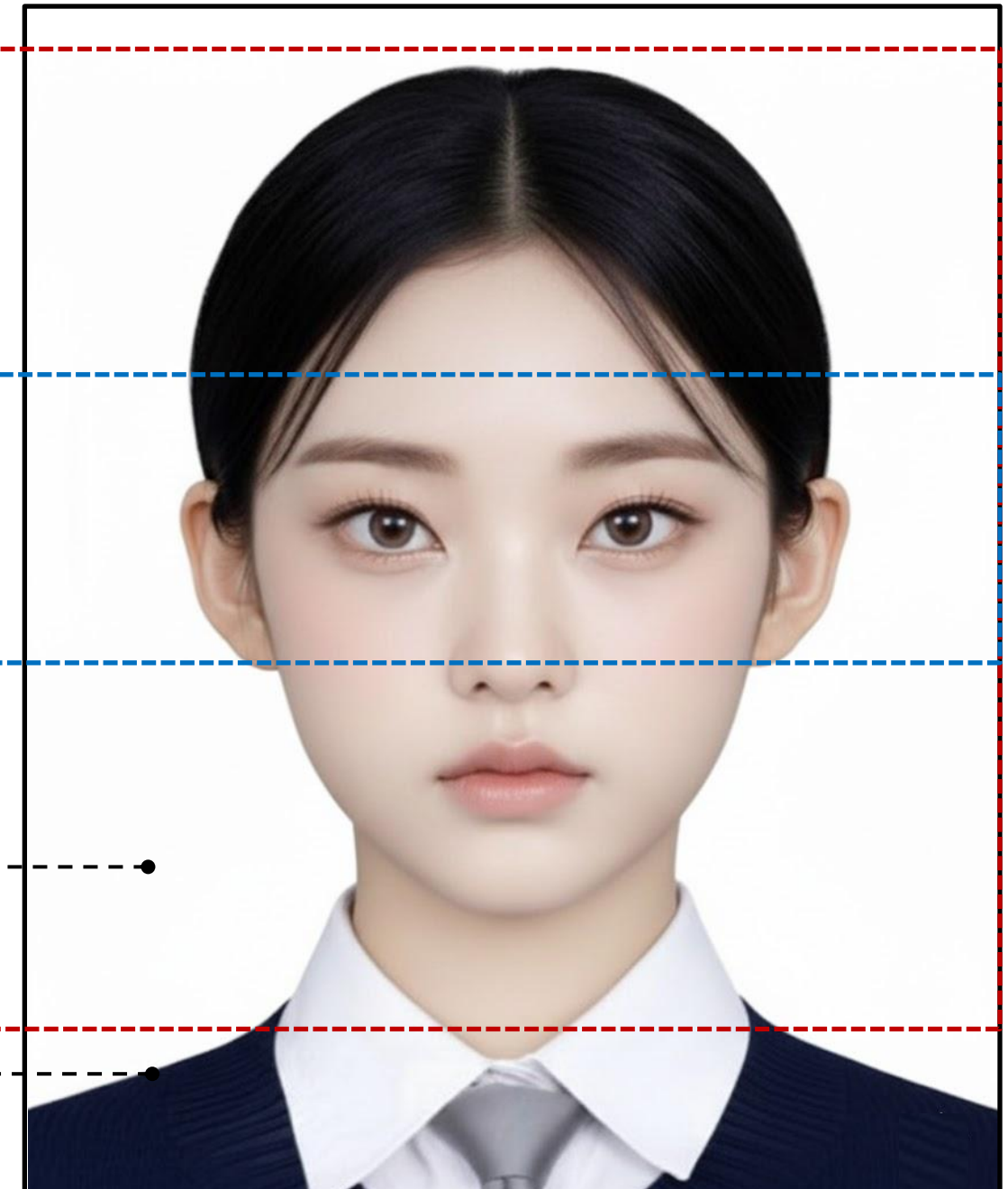
② Your eyes must be within the blue guide lines.

③ Your ears and eyebrows must be clearly visible.

④ The background must be completely white..

⑤ White tops are not allowed.

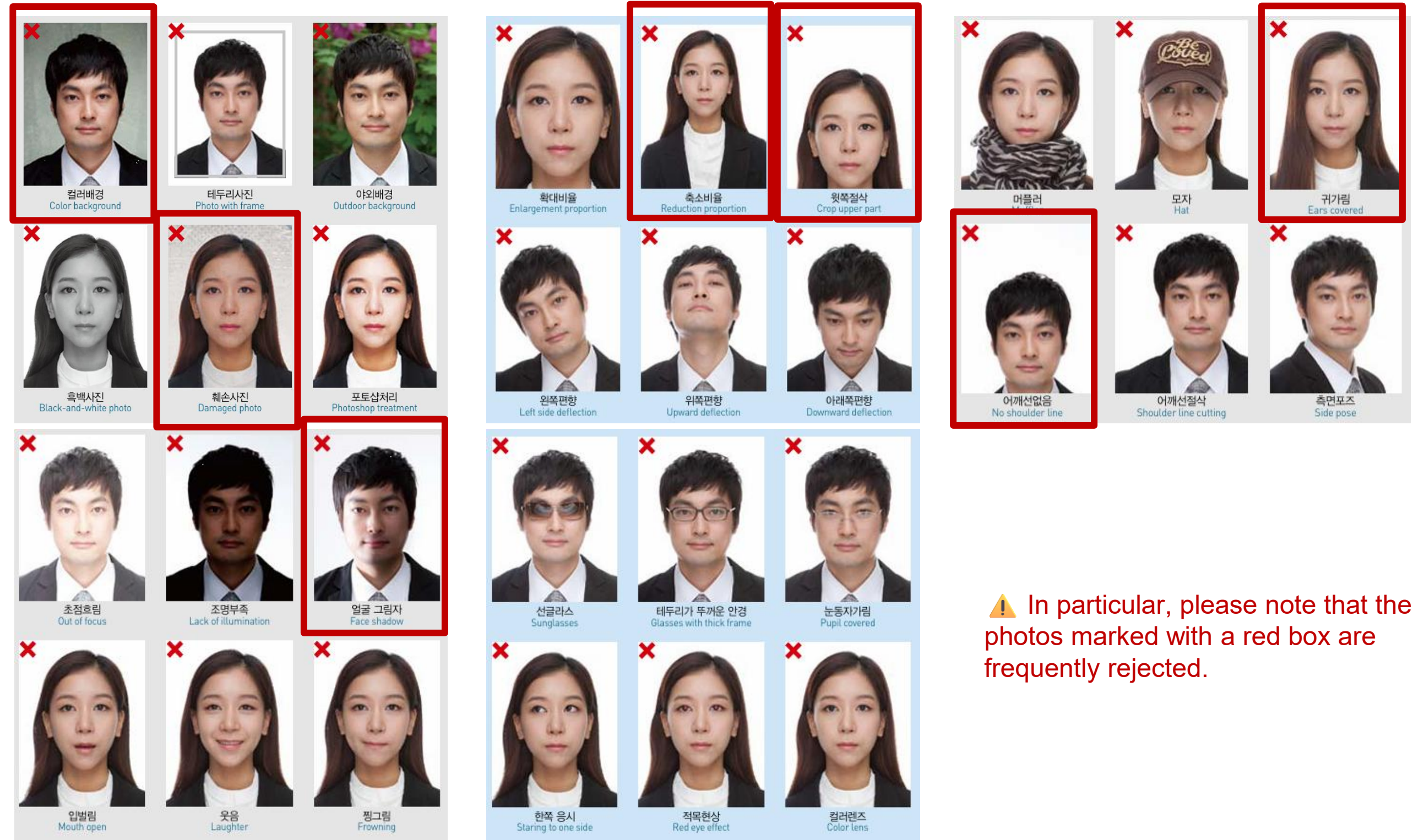
Please wear a top that is not white



Residence Card application guide



ID Photo: Any photo that meets any of the following conditions will be rejected.



⚠ In particular, please note that the photos marked with a red box are frequently rejected.



Residence Card application guide



Application Form

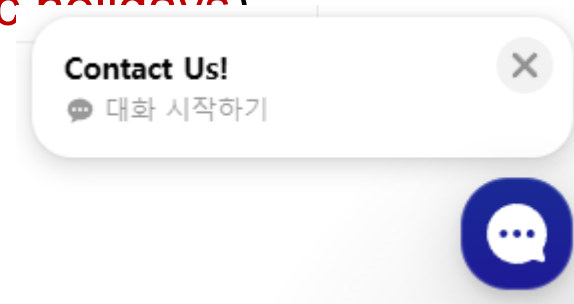
1) Please prepare **all required documents in file format** in advance.

2) Visit unionsys.kr

3) Check and familiarize yourself with your university's schedule.

4) Click "**Get Started**" button to begin.

If you have any questions during the process, you may click the **Live Chat** button to speak with a representative.
(Available hours: **Weekdays 09:00 AM – 06:00 PM**, excluding, weekend and public holidays)



Online RC(ARC) Application Service

This service is officially authorized by the university.

Shall we begin?

- Read Carefully: Check all important notices thoroughly without missing any details.
- Prepare Files: Prepare required documents as digital files according to the guidelines.
- Start Application: Once your files are ready, you can begin your application.

Get Started

Residence Card (RC)?
(Alien Registration Card)

The RC is your essential ID in Korea.
- Required for: Phone plans, bank accounts, health insurance, and part-time jobs.
- Benefit: You can prove your identity without carrying your passport.
- Note: Must be issued within 90 days of arrival.

Online RC(ARC) Application Service?

No more long waits or stressful visits to the Immigration Office!
Apply for your Residence Card (RC) easily online.
This service is officially authorized by your university.

● Eligibility

- All international students staying in Korea for more than 90 days.

● How to Apply

1) Click "Get Started" and read the important instructions carefully.

2) Prepare Files:
- Please prepare the required documents as explained in the "Important Instructions."
- Document format: PDF only
- ID Photo format: JPG, JPEG, or PNG only

3) Submit Info & Upload Files:
- Ensure all details are entered and all files are uploaded correctly.

4) Payment: Complete the payment for the application and service fee.
- Only credit cards, debit cards, Alipay, and WeChat Pay are accepted for payment.

● Service Fee

- \$5,000 KRW (includes card issuance, service fee, and VAT)
- International Cards (credit or debit): VISA, Mastercard, JCB, AMEX, UnionPay
- E-wallets: Alipay, WeChat Pay

Please check the schedule.

University	Campus	Check schedule	Open: Feb 15 - Mar 5, 2026
Chung-Ang University	Seoul Campus	Check schedule	Open: Feb 15 - Mar 5, 2026
Hanyang University	Seoul Campus	Check schedule	Open: Feb 15 - Mar 5, 2026
Konkuk University	Seoul Campus	Check schedule	Open: Feb 15 - Mar 5, 2026
Sogang University	Seoul Campus	Check schedule	Open: Feb 15 - Mar 5, 2026

Shall we begin?

- Read Carefully: Check all important notices thoroughly without missing any details.
- Prepare Files: Prepare required documents as digital files according to the guidelines.
- Start Application: Once your files are ready, you can begin your application.

Get Started



Residence Card application guide



Application Form

You may select your preferred language.(English, Chinese, or Korean)
The default language is English..

Hello HONG GILSOON

Language

My Page

Log out

GENS Global Education and Services Application for Residence Card

Hello HONG GILSOON

Language

My Page

Log out

Important Instructions

General Instructions

Hello! To ensure your RC (Residence Card) is issued successfully, **please read the following instructions carefully**. You are responsible for any issues caused by not following these guidelines.

- Please use a **PC** to ensure a smooth application process.
- Start your application **only after all documents are ready** as digital files.
- Prepare only **one file for each document type**.
You can include multiple pages in each file.
- All entered information must be **100% accurate**.

White top

초점흐림
Out of focus

조명부족
Lack of illumination

얼굴 그림자
Face shadow

☒ **I have read and understood all instructions.**

Are you ready with your document files?

Not Now..

Start



Residence Card application guide



Create Account

국적과 학교를 입력하세요.
이메일을 인증하고 비밀번호를 설정하세요.



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Sign-up

- 1) **Select your nationality and university.**
- 2) Enter your **email address** and request a verification code.
The verification code will be sent to the email address you entered.
- 3) Enter the verification code.
- 4) Once your email is verified, **set your password.**

⚠ If you do not receive the verification code in your inbox,
please make sure to check your spam/junk mail folder.

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



PASSPORT

File Upload

Please review the information provided.

Passport

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) Upload your passport file.
- 2) You may delete the file if necessary..
- 3) The information will be Auto-filled

File Uploaded

Delete File?

Enter manually?

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

⚠ If there is no distinction between first name and last name, the full name will be entered in the **First Name** field.

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

⚠ You must carefully verify that the entered information is accurate..

⚠ If the information is incorrect or not automatically populated, you may click the **“Enter Manually”** button to input the information yourself.

⚠ Due to factors such as holograms or security features on the passport, the information may be incorrectly recognized.



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Personal Information

Residence Card application guide



Personal Information

You must enter each item accurately.

1) You must enter each item accurately.

⚠ If incorrect information is entered, your application may be rejected.

⚠ The remaining period of stay must be at least **90 days from today**.

The contact information of your Korean friend **or your own Kakao ID** is not mandatory.

However, for smooth communication, we recommend providing it if available.

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



ID Photo

Select a photo submission method:

- 1) Upload a photo
- 2) Take a photo on campus
- 3) Submit the photo in person



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ID Photo

Please select a photo submission method:

- 1) Upload a photo
- 2) Take a photo on campus
- 3) Submit the photo in person

- ⚠ If you select “Upload a Photo”:**
 - * Photo requirements must be strictly followed..
 - * Maximum file size: 2MB (0.5MB recommended).

Click **“Select File”** to upload.

- ⚠ If you select “Take a photo on campus” or “Submit the photo in person”,**
you must visit at the designated date, time, and location.

- ⚠ Face area:** Must be within the red guide lines.
Eye area: Must be within the blue guide lines.

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



Required Documents

Upload all required documents without omission.



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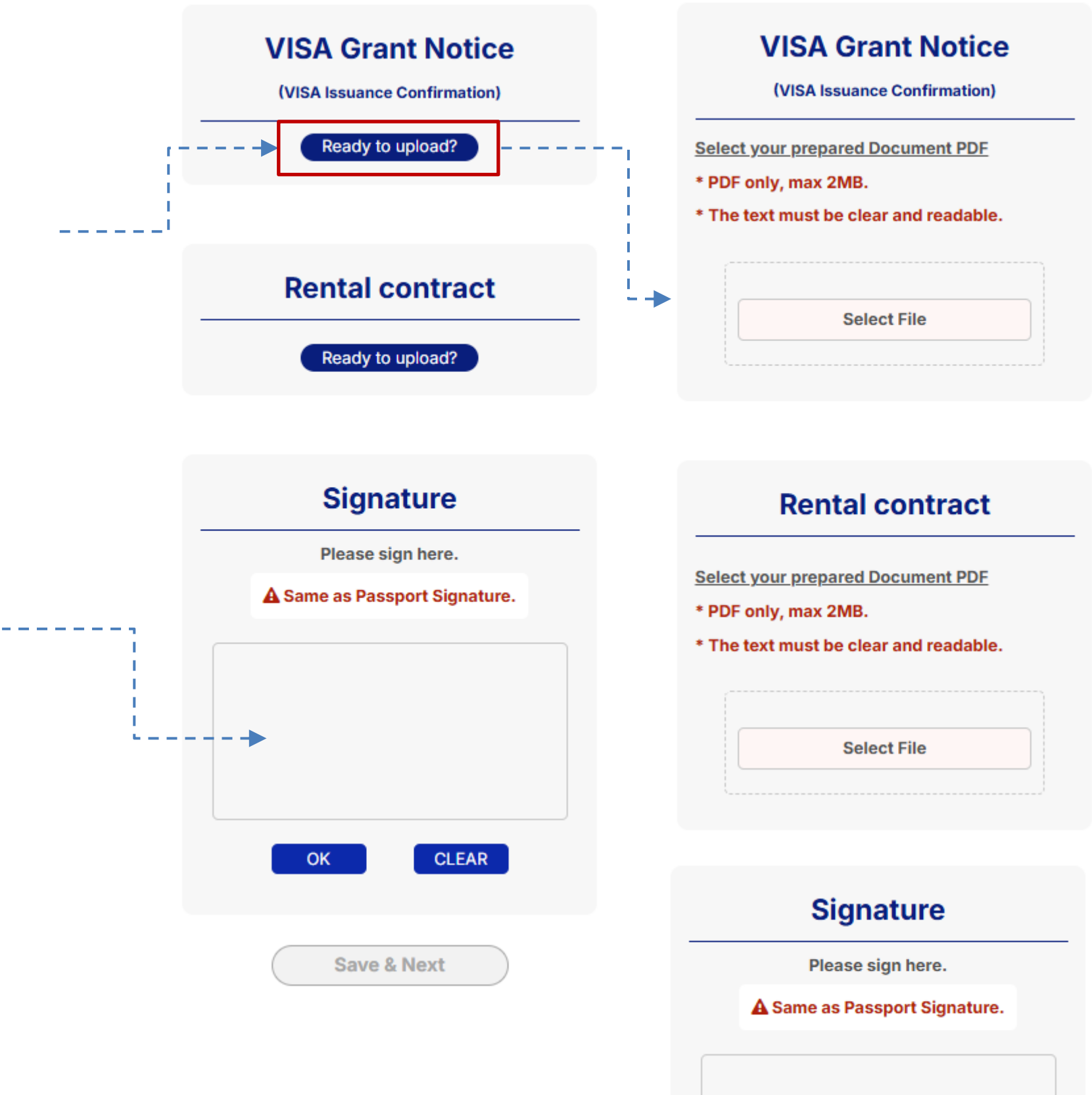
Required Documents

Upload all required documents without omission.

Click “**Ready to upload?**” and then select “**Select File.**”

- ⚠ Only PDF format files are accepted.
- ⚠ Maximum file size: 2MB per file.

⚠ Please sign in the Signature field.
Your signature must match the one in your passport..



Payment

Residence Card application guide



Payment

Please select a payment method.

Click your preferred payment method to proceed with payment.

- **International Credit/Debit Cards:** VISA, Mastercard, JCB, AMEX, UnionPay

** You may choose to pay in your local currency or in Korean won (KRW). We recommend selecting payment in your local currency.*

- Mobile Payment: **Alipay or WeChat Pay**

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



Alipay+



Wechat Pay



Secure Payment Processing by
EXIMBAY



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Residence Card application guide

Schedule

Schedule

	University	Online Application	On-Site Photo Taking (On-Site Photo Submission)	Fingerprint Registration
1	Konkuk Univ.	Feb 26(Thur) ~ Mar 10(Tue) Until 6:00 PM	Mar 13 (Fri) 10:00 AM ~ 4:00 PM	TBA
2	Hanyang ERICA	Feb 26(Thur) ~ Mar 6(Fri) Until 6:00 PM	Mar 11(Wed) 10:00 AM ~ 4:00 PM	Scheduled for Mar 25 (Wed)
3	Sogang Univ.	Mar 2(Mon) ~ Mar 6(Fri) Until 6:00 PM	Mar 6(Fri) 10:00 AM ~ 5:00 PM	Mar 19(Thur)
4	Chung-Ang Univ.	Mar 3(Tue) ~ Mar 9(Mon) Until 6:00 PM	Mar 12(Thur) 10:00 AM ~ 4:00 PM	TBA

⚠ *The fingerprint registration schedule is subject to change.*

⚠ *The locations for on-site photo taking/submission and fingerprint registration will be announced by email at a later date. Please check your email regularly. (including spam/junk folder)*





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