

How to Apply for Part-time Work Permit for D-2 visa holders



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Application

Certificate

- Online Certificate
- Request of Certificate via Mail
- Direct & Appeal to Village Office

Personal Information

Agreement

Student ID Card

Major Application & Change

Track Program

마이크로전공 / 나노디그리

Honors Program

Interview (meeting)

Request for Advisor Change

Social-minded Activities

Practicum Course Application

SCICS

Exchange Student

Credit Register

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Part-time Work Permit Application

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Student Info.



Student ID No.:	Name:	Enrolment status:	Modification date of school register:
Major:	Course:	Nationality:	Supervisor:
Grade:	Semester:	Completed semester:	Date of Birth:

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+ New Entry
Delete
Apply

<input type="checkbox"/>	Date	Name of Company	Start Date of Employment	End Date of Employment	Claim status	Documents Download	Reject Reason
<input type="checkbox"/>	The table does not contain any data						

Log into Saint
<https://saint.sogang.ac.kr/irj/portal>

1. Click on [Application]
2. Click on [Part-time work permit (int'l students)]
3. Click on [New Entry]

5 Part-time Work Permit Application

[> Apply for Part-time Work Permit](#)

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Part-time Work Permit

International students holding a **Study(D-2) visa** can work part-time **after obtaining permission from the immigration office**. Students must **receive confirmation from the Office of International Affairs(OIA)** before applying to the immigration office.

Eligibility

- Students holding D-2 visa with a minimum GPA of C (2.0/4.3) in the previous semester
- Newly admitted students in their first semester are not required to submit a transcript

Allowed Working Hours

Students who meet the language proficiency requirements for their track may **work up to 30 hours per week on weekdays**, with **no restrictions on weekends or during vacation**. Those who do not meet the required language proficiency are **limited to a maximum of 10 working hours per week**, regardless of weekdays, weekends, or vacation periods.

Track	Language Proficiency Score
Korean	Year 1-2: TOPIK 3 / KIIP 3 or above/ Sejong Institute Intermediate 1 or above
	Year 3-4: TOPIK 4 / KIIP 4 or above/ Sejong Institute Intermediate 2 or above
English	TOEFL530(IBT 71)/ IELTS 5.5/ CEFR B2/ TEPS601(NEW TEPS 327) or above
	* Students from countries where English is the native or official language are exempt from submitting language proficiency scores.

Restricted Areas of Work

- Private tutoring activities
- Professional fields (E-1~E-7 visas)
 - Support roles in professional fields, such as translation assistance, kitchen assistant, general office work, and sales support, are permitted.
 - Internships in professional fields(E-1 to E-7) are allowed during vacation periods.
- Non-Professional Employment (E-9) & Seafarer Employment (E-10) Sectors
 - Includes industries such as construction, manufacturing, and fishing
 - Part-time employment in the manufacturing sector is exceptionally allowed for those with TOPIK 4 or higher

Save Cancel

Part-time Work Permit Application

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Please enter your visa details and then submit your part-time work permit authorization request. [> Enter visa/immigration information](#)

Visa information

Visa Type: D2-2 학사유학
 Visa Expiration Date: 2026.03.31

* Students who haven't entered their visa/immigration information cannot apply for part-time work permit.

Apply Information

Name of Company:*

Start Date of Employment:* Work Hour(weekday):*

End Date of Employment:* Work Hour(weekends):

* You can select the employment start date to be no earlier than 5 days after the application date.

* The employment end date can be up to 1 year from the start date, but must fall within your permitted stay/visa expiration date

Attachment File List

		List of Required Documents	Requirement Status	Attached file
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Part-time Work Permit Approval form	Required	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Employment Contract	Required	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Academic Transcript	Required	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Certificate of Business Registration of Workplace	Required	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Language Proficiency Score Report(Korean track: TOPIK, English track: TOEFL, IELTS, etc.)	Optional	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Part-time Employment Requirement Compliance Certificate	Optional	
<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	Copy of Employer's ID	Optional	

Windows

Save Cancel

4. Read “Part-time Work Permit” guide carefully

5. Click on [Apply for Part-time Work Permit]

6. Enter application information and upload required documents and Save

- ⚠ Note
- Application is only possible after entering visa information on SAINT
 - Must read the guided information carefully before application

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Semester:

Completed semester:

Date of Birth:

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New Entry

Delete

Apply

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	Date	Name of Company	Start Date of Employment	End Date of Employment	Claim status	Documents Download	Reject Reason
	The table does not contain any data						

7. Check application details and click on [Apply]

8. Check Claim Status

- Approved: Download form from [Documents Download]
- Rejected: Check [Reject Reason] and reapply

OIA approval takes **at least 3 business days** so be sure to apply in advance!

You **must apply for permit at the Immigration Office** after receiving OIA approval!