

# HI Korea On-Line Reservation Guide

## How to make On-Line Reservation for your Alien Registration card and other Immigration Issues

- ✓ Students can make an on-line reservation at the Hikorea website by becoming a member of the Hikorea:
  - Alien Registration Card Application
  - Visa extension and other immigration issues
- ✓ If you visit immigration office without making a reservation, waiting time is normally 3-4 hours or more due to heavy traffic specially in the beginning of the semester.
- ✓ Visit <http://www.hikorea.go.kr> -- > English -- > Reservation(should join to become a member first)
- ✓ Online reservation available period: possible to make a reservation 1 day before the visit.

**※Please print out your receipt, make sure that all the details of appointments are in order (such as the office, the date, window number, etc.), and present it when you go for your appointment to the immigration office**

- ✓ Canceling Reservation: Available until the day before the appointment (You cannot cancel on the day of appointment)
- ✓ Void Reservation: Please be advised that your reservations will be automatically rendered void if you cancel the day of the appointment, are not present until five minutes after reserved time, or have specified the wrong office /window. (If you miss more than 3 appointments without prior notice, reservation service will be made inaccessible to you for a certain amount of time)
- ✓ Please use [My e-Applications>Manage e-Applications] to manage your applications or print out your receipt.

For more information, please contact immigration call center 1345 (without the area number)

## 출입국 온라인 예약 시스템

- ✓ 외국인 등록증 발급, 비자 연장 등 방문 예약 서비스 온라인으로 신청 가능
- ✓ 출입국 사무소에 예약 없이 방문 시 학기 초에는 약 3-4시간 정도 기다려야 함
- ✓ 예약 방법 : [www.hikorea.go.kr](http://www.hikorea.go.kr) 방문 - > 영문전환(혹은 한글로) -> 예약 (홈페이지 가입필수)
- ✓ 온라인 예약 가능 기간 : 지원할 수 있는 날 다음날부터 (당일 예약 불가능)

**※영수증을 프린트해 모든 세부사항(사무실 정보, 날짜, 창구 번호 등)을 확인하고, 방문 시 제시할 것**

- ✓ 예약 취소 : 예정일 하루 전까지 가능 (당일 취소 불가능)
- ✓ 예약 무효 : 예정된 날짜를 취소하거나 예정된 시간 5분 후까지 오지 않거나, 혹은 잘못된 사무실이나 창구에 갔을 경우 예약은 무효가 됨. (사전 통보 없이 3회이상 예약시간을 지키지 않았을 경우, 예약서비스가 제한 될 수 있음)
- ✓ 정보 수정 및 영수증 출력 : [My e-Applications>Manage e-Applications]
- ✓ 추가 정보 : 출입국 사무소 콜센터 (국번없이) 1345

# Hi Korea On-Line Reservation Guide

## How to make On-Line Reservation for your Alien Registration card and other Immigration Issues

- ✓ Students can make an on-line reservation at the hikorea website for applying for Alien Registration Card, Visa extension and other immigration issues by becoming a member of the Hikorea website and making a reservation On-Line
- ✓ If you visit the immigration office without making a reservation, waiting time is normally 3-4 hours or more due to heavy traffic specially in the beginning of the semester.
- ✓ Visit <http://www.hikorea.go.kr> -- > English -- > Reservation(should join to become a member first)
- ✓ Online reservation available period: Designated period from the next day of application date of reservation. (Available from the next date of application date. You cannot make a reservation for today's visitation)

1. Please click English on the top of the page



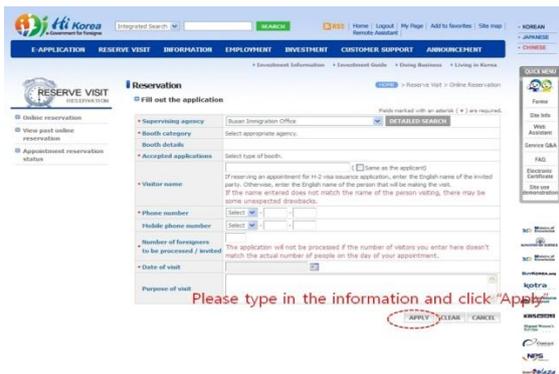
2. Click 'Join', and type in personal information in order to join



3. Click Reserve 'visit', then go to 'Online Reservation'



4. Please type in the personal information. and then click' apply'



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

- ✓ Canceling Reservation: Available until the day before the appointment (You cannot cancel on the day of appointment)
- ✓ Void Reservation: Please be advised that your reservations will be automatically rendered void if you cancel the day of the appointment, are not present until five minutes after reserved time, or have specified the wrong office /window. (If you miss more than 3 appointments without prior notice, reservation service will be made inaccessible to you for a certain amount of time)
- ✓ Please print out your receipt, make sure that all the details of the appointment are in order (such as the office, the date, window number, etc.), and present it when you come for your appointment.
- ✓ Please use [My e-Applications>Manage e-Applications] to manage your applications or print out your receipt.

For more information, please contact immigration call center 1345 (without the area number)