

[NOTICE] Part-Time Employment for International Students

1. Eligibility: International Students holding a D-2 Visa

※ Holders of a D-2 Visa are generally not permitted to engage in employment. However, those who have received prior approval from the immigration authorities may work part-time within the authorized working hours.

Eligible Applicants	Ineligible Applicants
○ Regardless of academic year: TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601(NEW TEPS 327) or higher. ○ Students from countries where English is a native or official language are exempt from submitting supporting documents.	✗ GPA below 2.0(C) as of the application date ✗ Students who have exceeded the permitted period of study ✗ Graduates ✗ Applicants who have violated the conditions of their part-time employment authorization within three months prior to the application date

2. NOT Acceptable (Example)

- ✗ Manufacturing Industry*, Construction Industry, Employment as a Sailor, Employment Agency
- ✗ Conversational Language Instruction at Private Foreign Language Education Institutions
 **(e.g. English Kids' Cafes, Language Camps, Private Language Academies and Etc.)
- ✗ Delivery Driver, Delivery Agency Rider, Agent Driver, Insurance, Workbook Teach, Door-to-Door Salesperson and Etc.
- ✗ Employment in Entertainment or Adult-Oriented Businesses: Karaoke Studio, Entertainment Bar, Hostess Bars, Massage Businesses, Game Rooms, Dance Hall, and Etc.

*EXCEPTION: Permitted for Holders of **TOPIK Level 4 or higher**

**EXCEPTION: Permitted when employed as a Safety Assistant, Playground Assistant.

※ **Penalty for Violation: Administrative fine (starting from KRW 2,000,000) and Deportation**

3. Permitted Working Hours

Program	Year	Korean Language Proficiency	Eligibility Status	Permitted Working Hours		Accredited University, Academic Excellent, Korean Language Excellence(Weekdays)
				Weekdays	Weekends/ Vacation periods	
Degree D-2	1 st Year	TOPIK Level 3 or above	Not Eligible	Up to 10 hours		
	2 nd Year		Eligible	Up to 25 hours	No limit	Up to 30 hours
	3 rd Year	TOPIK Level 4 or above	Not Eligible	Up to 10 hours		
	4 th Year		Eligible	Up to 25 hours	No limit	Up to 30 hours

※ First-year students (first semester) may work for up to 6 months from the date of application.

To continue working after 6 months, they must have completed at least one semester of study before reapplying.

※ As this institution is an Accredited University, students may work up to 30 hours per week on weekdays.

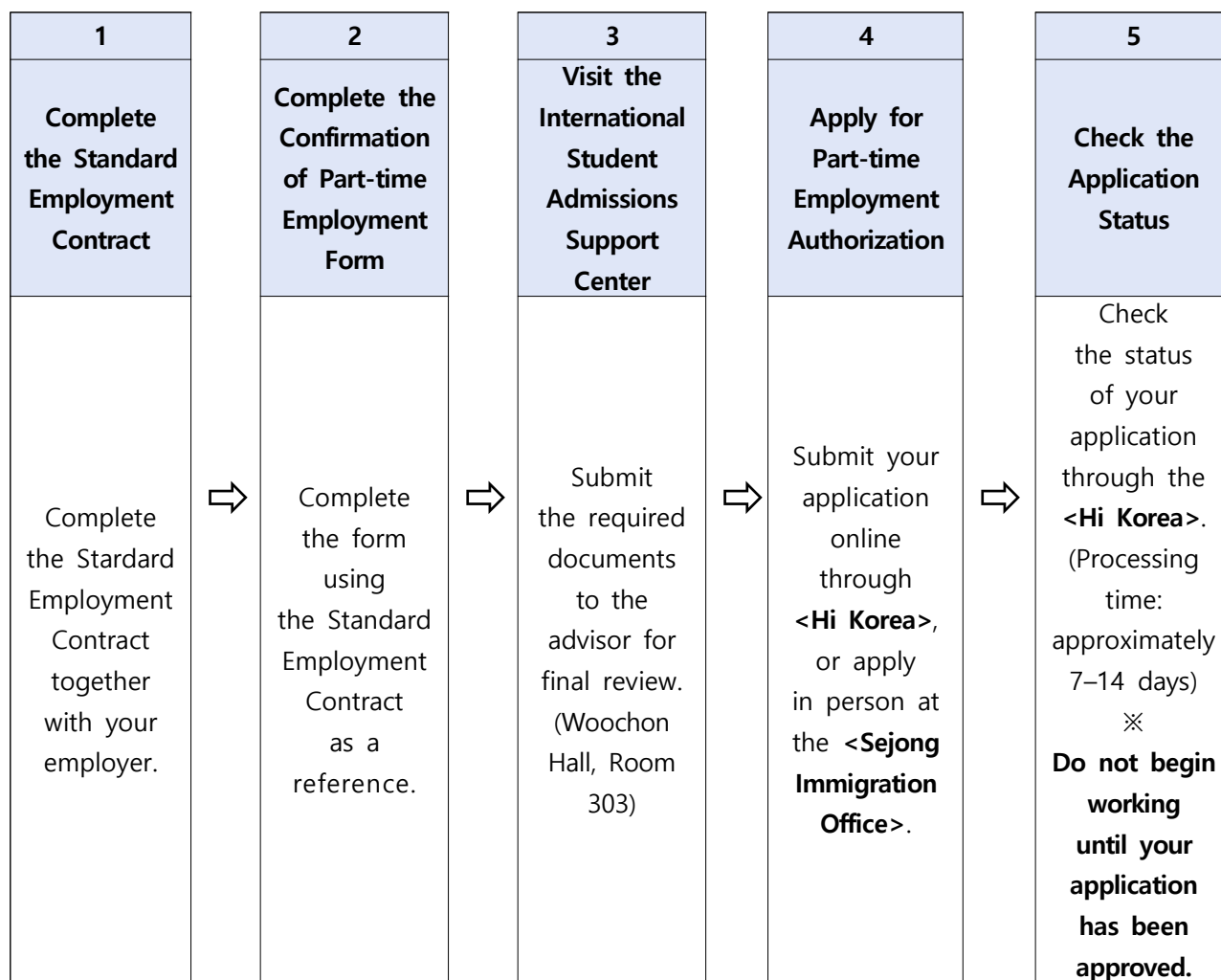
(as of 2026;subject to change)

※ For students in English-track programs, regardless of year or degree level, proof of English proficiency is required at one of the following levels: TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) or higher. International students from countries where English is an official or native language are exempt from submitting proof of English proficiency.

4. Required Documents

- 1) Part-Time Work Confirmation Form (Attached file)
- 2) Standard Employment Contract (Attached file, must include wage, job duties, working hours)
- 3) Copy of the Business Registration Certificate
- 4) Copy of the Employer's ID card
- 5) Documentation of Korean Language Proficiency
- 6) Official Academic Transcript

5. Application Procedure



1) Completion of the Standard Employment Contract

- Employment may not commence earlier than the date stated in the application.
- When preparing the Employment Contract, please **set the employment start date to two weeks after the application date**, as it generally takes approximately two weeks to obtain work authorization.

e.g.) Application Date: June 1, 2026 / Employment Start Date: June 15, 2026

- ☒ Obtain a copy of the Employer's Business Registration Certificate
- ☒ Obtain a copy of the Employer's Identification Card (front side)

2) Completion of the Part-Time Employment Confirmation Form

- Complete the form by referring to the standard employment contract prepared by the employer.
- ☒ The contract date should be the same as the date on which the employer prepared the contract.
- ☒ Obtain the employer's signature

3) Visit to the International Student Support Center

- **Bring all of the documents listed in Section 4 (Documents Required for Application) and visit the office.**
- Copies of the employer's business registration certificate and identification card may be presented as photographs on a mobile phone or tablet.

4) Application for Part-Time Employment Authorization

- Submit the application online through <HiKorea>: <https://www.hikorea.go.kr/Main.pt>
(HiKorea → e-Application → Permission for Part-Time Work of International Students(D-2) and Korean Language Trainees(D-4))
- In-person Application: Sejongno Branch Office, Seoul Immigration Office
(Seoul Global Center, 38 Jong-ro, Jongno-gu, Seoul)

5) Commencement of Employment

- Employment may begin only after receiving approval for the part-time employment authorization.
- ※ For inquiries regarding part-time employment, please contact the Immigration Contact Center at 1345.
(Consultation services are available in 20 languages, including Korean, English, Chinese, and Vietnamese.)