# Guidelines on Part-Time Employment and Paid Research Activities for International Students

## 1 Purpose

☐ To provide information on the permission requirements for part-time employment and research activities for international students, thereby preventing disadvantages resulting from violations of laws and regulations and contributing to a stable study experience in Korea.

☐ To raise awareness of relevant regulations among university members, including international students, faculty, and staff.

## 2 Main Guidelines

### ☐ Basic Information on Part-Time Employment

#### ○ Eligibility

- International students holding D-2 (Student) or D-4 (General Trainee) visa status who meet the relevant permission requirements.
- Students engaging in simple part-time jobs or paid research and internship activities that are subject to permission requirements.
- Eligibility for permission and permitted working hours vary depending on individual circumstances, including visa status, enrollment status, and Korean/English language proficiency.

#### ○ Permitted Activities

- Restaurant assistance and general office assistance.
- Interpretation and translation assistance, tourism assistance, etc.
- Research and internship activities that meet the permission requirements.

※ Actual eligibility for permission is determined based on the nature of the activity and relevant guidelines.

### ○ Application Procedures

1. Prepare the required documents, including the Part-Time Work Confirmation Form and Standard Labor Contract, before starting the activity.
2. Visit the Office of International Affairs to obtain verification and a signature from the staff member responsible for international students.
3. Apply in person at the competent Immigration Office or submit an online application through HiKorea.
4. Print the permit after approval has been granted.

※ Applications through HiKorea(https://www.hikorea.go.kr/Main.pt)are recommended.

### ○ Major Restricted Activities

- Employment in restricted industries, such as manufacturing and construction.
- Activities as workers under special employment arrangements, such as courier and delivery agency services.
- Foreign language education at restricted facilities for minors.
- Employment activities under dispatch, subcontracting, or job placement arrangements.
- Long-distance employment not permitted under the Immigration Act, etc.
- Activities in other industries that undermine public morals and social customs.

※ Violations may result in penalties depending on their severity (administrative fines, deportation, etc.).

## □ Permission Requirements for Paid Research and Internship Activities

### ○ Scope of Application

- International students enrolled in degree programs (excluding D-2-5 visa holders) who participate in research or internship activities while receiving research allowances or other payments from their university, an industry-academic cooperation foundation, or an external institution.

○ Permission Requirements by Type of Activity

| Type of Activity | Activities Related to Academic Studies | Activities Unrelated to Academic Studies |
|---|---|---|
| Research/Internship Activities **Within** the Student's University | Exempt from Part-Time Work Permission | **Part-Time Work Permission Required** |
| Research/Internship Activities **Outside** the Student's University | **Part-Time Work Permission Required** | **Permission for Activities Outside the Status of Stay Required** |

○ Verification of Academic Relevance

- Verify whether the activity is directly related to academic studies, such as degree thesis research or earning academic credits.
- Submission of supporting documents, such as a **confirmation letter from the academic advisor**, is mandatory in accordance with relevant laws and regulations.

○ Important Notes

- Prior permission is mandatory even for research activities recommended or supervised by a professor, if the activities are subject to permission requirements.
- If research allowances are received from an external institution, such as an industry-academic cooperation foundation at another university, students must verify whether permission is required before starting the research activity.

## 3 Disadvantages in Case of Violations

☐ Engaging in employment or research activities subject to permission without obtaining prior authorization may result in disadvantages under the Immigration Act.

○ International Students

- Administrative fines may be imposed in accordance with relevant laws and regulations.
- Depending on the nature and severity of the violation, restrictions on part-time employment, restrictions on permission to stay, or deportation may be imposed.

○ Employers and Other Relevant Parties

- Penalties, including administrative fines under relevant laws and regulations, may be imposed depending on their involvement in the violation.

※ Applying for permission afterward does not retroactively legalize activities previously conducted without authorization.

## 4 Requests for Cooperation

☐ Faculty Members and Principal Investigators

○ Must verify whether prior permission has been obtained when supervising international students participating in external research projects.

○ Cooperate in verifying whether the relevant permission procedures have been completed before employment or research activities begin.

☐ Departments and University Offices

○ Actively inform affiliated faculty members and international students of the relevant regulations.

○ Encourage international students currently participating in external research activities to voluntarily check whether they have obtained the necessary permission.

☐ International Students

○ Contact the Office of International Affairs before starting part-time employment or research activities to determine whether permission is required.

○ Begin activities subject to permission only after obtaining prior authorization.

○ Immediately consult the Office of International Affairs if they have already engaged in activities without the required permission.

※ This document summarizes the main permission requirements. Detailed eligibility requirements and required documents are subject to the relevant laws and regulations, the Ministry of Justice's guidelines on the management of foreign nationals' stay, and the standards of the competent Immigration Office in effect at the time of application.

# List of Required Documents for Part-Time Work Permission

| Required Documents | Remarks |
|---|---|
| 1. Application form (통합신청서) | Download the Integrated Application Form from the [Download Link] |
| 2. Passport(Copy) (여권 사본) | |
| 3. Standard Labor Contract (표준근로계약서) | **[Attachment 1]** |
| 4. Confirmation Form of Part-time Work Permission (외국인유학생 시간제 취업확인서) | **[Attachment 2-1/2-2]** |
| 5. Business Registration (사업자등록증) | |
| 6. Copy of Employer's ID (고용주 신분증 복사본) | |
| 7. Certificate of Enrollment (재학증명서) | |
| 8. Transcript (성적증명서) | |
| 9. TOPIK Transcript (토픽성적표)<br>(Students in the English Track: IELTS score report (5.5 or above)) | |
| 10. Copy of Alien Card (외국인등록증 앞뒤 복사본) | |

[Attachment 1] Standard Labor Contract

# 표준근로계약서
# Standard Labor Contract

아래 당사자는 다음과 같이 근로계약을 체결하고 이를 성실히 이행할 것을 약정한다.
The following parties to the contract agree to fully comply with the terms of the contract stated hereinafter :

| | | |
|---|---|---|
| 사용자 Employer | 업체명 Name of the enterprise | 전화번호 Phone number |
| | 소재지 Location of the enterprise | |
| | 성명 Name of the employer | 사업자등록번호 (주민등록번호) Identification number |
| 취업자 Worker | 성명 Name of the worker | 생년월일 Birthdate |
| | 본국주소 Address(Home Country) | |

| | |
|---|---|
| 1. 근로계약기간 Term of Labor Contract | 년 월 일 ~ 년 월 일 |
| 2. 취업 장소 Work Place | |
| 3. 업무내용 Contents of Duties | - 업종:<br>- 직무내용: |
| 4. 근무시간 Working Hours | 월: 시 분 ~ 시 분<br>화: 시 분 ~ 시 분<br>수: 시 분 ~ 시 분<br>목: 시 분 ~ 시 분<br>금: 시 분 ~ 시 분<br>토: 시 분 ~ 시 분<br>일: 시 분 ~ 시 분 |
| 7. 급여 (시급) Salary per hour | 원 |

년 월 일

사용자: (서명 또는 인)
Employer: (signature)

취업자: (서명 또는 인)
Worker: (signature)

[Attachment 2-1] Part-Time Work Confirmation Form (Korean Version)

# 외국인 유학생 시간제 취업 확인서

| | | | | |
|---|---|---|---|---|
| 대상자 | 성 명 | | 외국인 등록번호 | |
| | 학과(전공) | | 이수학기 | |
| | 전화번호 | | e-mail | |
| 취업 예정 근무처 | 업 체 명 | | | |
| | 사업자 등록번호 | | 업종 | |
| | 주 소 | | | |
| | 고 용 주 | (인 또는 서명) | 전화 번호 | |
| | 취업기간 | | 급여 (시급) | |

| 근무시간 | 평 일 : 총 시간 | | | | | 주말 : 총 시간 | |
|---|---|---|---|---|---|---|---|
| 요일 | 월 | 화 | 수 | 목 | 금 | 토 | 일 |
| 시간 | | | | | | | |

위 유학생은 본교에 재학하고 있는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서는 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 확인합니다.

20 . . .

※ 시간제취업허가 [한국어능력기준 제출자]허용시간은 어학연수생은 주당 20시간, 학부과정은 주당 20시간 이내(인증대학은 25시간), 석박사과정은 주당 30 시간 이내임.

▶ 한국어능력기준(토픽 기준) : 어학연수 2급, 전문학사 3급, 학사(1~2학년) 3급, 학사(3~4학년) 4급, 석박사 4급이상 ◀

- 한국어 능력기준 미달할 경우 허용시간은 어학연수생과 학부생 10시간, 석박사과정 15시간으로 제한 -

※ **시간제취업 허가 전 취업할 경우 [유학생과 고용주] 모두 처벌될 수 있습니다.**

**(허가된 근무처에서만 취업 활동 가능)**

전주출입국·외국인청(사무소·출장소)장 귀하

| | | | | |
|---|---|---|---|---|
| 유학생담당자 확인란 | 소속 | 전북대학교 | 성명 | (인 또는 서명) |
| | 인증대학 여부 | 해당□ 비해당□ | | |
| | 직위 (연락처) | | | |

# [Attachment 2-2] Part-Time Work Confirmation Form (English Version)

| Part-time Work Confirmation for International Students | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Applicant | Name | | | Alien registration No. | | | | | |
| | Department (Major) | | | Semester | | | | | |
| | Tel no. | | | e-Mail | | | | | |
| Expected Workplace | Company name | | | | | | | | |
| | Business registration No. | | | Type of Industry | | | | | |
| | Address | | | | | | | | |
| | Employer | (Seal/Signature) | | Tel no. | | | | | |
| | Employment Period | | | Wage (per hour) | | | | | |
| | Working Hours | Weekday: | | | | Weekend: | | | |
| | | | Weekday : hours | | | | | Weekend: hours | |
| | | day | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | hour | | | | | | | |

I hereby confirm that the above named student is enrolled at our university, and that the part-time job indicated above will not impede his/her learning (research) at school considering his/her academic and research progress hitherto.

※ The number of allowed hours for part-time work (For those submitting the Korean language proficiency standard) is 20 hours per week for language training students, 20 hours per week for undergraduate students (25 hours for IEQAS-certified universities), and 30 hours per week for masters/doctoral degree students.

▶ Korean language proficiency standard (TOPIK): Language training level 2, Associate degree level 3, Bachelor's degree (1st-2nd year) level 3, Bachelor's degree (3rd-4th year) level 4, Masters/doctoral degree level 4 or higher

- In case the Korean language proficiency standard is not fulfilled, the number of allowed work hours is limited to 10 hours for language training/undergraduate students, and 15 hours for masters/doctoral degree students

※ Both students and employers may be subject to punishment if working before obtaining a part-time work permit. **(Employment activities are allowed only at a permitted workplace)**

*MM/DD/YYYY*

## TO: Chief of Jeonju Immigration (branch) Office

| Confirmation by University Officer | University | 전북대학교 | Name | (Seal/Signature) |
|---|---|---|---|---|
| | IEQAS | YES ☐ NO ☐ | | |
| | Position (Tel no.) | | | |