

■ Documents Required for Part-Time Work Permit:

1. Part-Time Work Confirmation Form
 2. Standard Labor Contract
 3. Certificate of Enrollment (Issued from the certificate machine at C3 Student Center)
 4. Academic Transcript (Issued from the certificate machine at C3 Student Center, Transcript not required for first-semester applicants)
 5. TOPIK (Test of Proficiency in Korean) Score Report (*Validity period must be checked)
- * For English-track programs: Official English test score required (TOEFL 530 (CBT 197, iBT 71) or IELTS 5.5 or higher)
6. Business Registration Certificate
 7. Copy of Employer's ID (Front side only)

■ Allowed Working Hours for Part-Time Employment (Bachelor's / Master's / Doctoral Programs):

| Program | Year | Korean Proficiency Level TOPIK | | Allowed Hours | |
|----------------------------|-----------|--------------------------------|---|---------------|----------------------------------|
| | | | | Weekdays | Weekends/ Vacation Periods |
| Bachelor's Degree | Year 1-2 | Level 3 | X | 10 hours | |
| | | | O | 30 hours | Unlimited |
| | Year 3-4 | Level 4 | X | 10 hours | |
| | | | O | 30 hours | Unlimited |
| Master's / Doctoral Degree | All Years | Level 4 | X | 15 hours | |
| | | | O | 35 hours | Unlimited |

■ Links to Various Forms and Guidelines:

| | |
|---|---|
|  |  |
| Location of Certificate Issuance Machine (C3 Student Center) (Korean/English Documents) | HiKorea Online Application Guide |