

Guide to Part-time Employment for International Students

1. Basic Principles

-International students holding D-2 or D-4 visas are not, in principle, permitted to engage in profit-making or employment activities in Korea.

-However, if they obtain confirmation from their university and prior approval from the competent immigration office, they may engage in part-time work at the level of ordinary student jobs, including simple labor.

2. Eligible Applicants

Category	Content
① Academic Performance	Must have at least a C average (GPA 2.0) in the previous semester
	First-semester students without a transcript are exempt, but permission is limited to one semester (until the end of March or September)
② Korean Language Proficiency	Associate degree and 1st–2nd year undergraduate students: TOPIK Level 3 or above
	3rd–4th year undergraduate and graduate (master's/doctoral) students: TOPIK Level 4 or above
	English-track programs: TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) or above
	Students from countries where English is a native or official language are exempt from submitting proof of English proficiency
	Even if the applicant does not meet the Korean (or English for English-track programs) proficiency requirement, permission for part-time work may still be granted if other conditions (such as academic performance) are satisfied; however, the allowed working hours will be limited to half or less
③ Period of Stay	Exchange students (D-2-8) must wait until 6 months have passed from the date of entry or visa status change

3. Restricted Applicants

Part-time employment is restricted in the following cases.

- Students who completed the regular curriculum but received an exceptional extension of stay because graduation requirements were not met
- Holders of research visa status (D-2-5)
- Those with a record of punishment for unauthorized work or violation of permit conditions
- Activities contrary to good morals or public order
- Workplaces or employers with past records of illegal employment
- Work falling under professional fields (E-1 to E-7)
- Manufacturing, construction, and seafarer industries under non-professional employment (E-9 / E-10) However, manufacturing may exceptionally be allowed if the student has Korean proficiency equivalent to Level 4 or above.
- Conversation teaching activities at foreign language education facilities for minors
- Special types of labor such as delivery drivers, riders, substitute drivers, insurance salespersons, etc.
- Employment through dispatch, subcontracting, or brokerage arrangements
- Long-distance work

4. Exceptional Permission

- Manufacturing work may be allowed if the student has Korean proficiency equivalent to Level 4 or above

TOPIK (Test of Proficiency in Korean)	KIIP (Korea Immigration & Integration Program)	Sejong Institute Korean Language Course
Level 4 or above	Completion of Level 4 or a pre-evaluation score of 81 or higher	Completion of Intermediate Level 2 or higher

- In cases where the business registration certificate lists a mixed business category that includes restricted industries such as manufacturing or construction, along with other industries, permission may be granted if the industry specified in the university-submitted "Part-time Work Confirmation Form (Attachment)" is not a restricted industry.
- Persons intending to work as safety assistants, play assistants, or in similar roles at foreign-language education-related facilities for minors, such as English kids cafés or English camps, may be permitted if they submit ❶ a criminal record certificate issued by their home government and officially authenticated, and ❷ an employment medical examination report issued by a medical institution designated by the Minister of Justice, including drug test results.
- Part-time or full-time seasonal work may be permitted.
- Professional fields (E-1 to E-7, excluding E-6-2)
- Auxiliary work in professional fields (E-1 to E-7, excluding E-6-2)
- Professional-field internships (E-1 to E-7) for work-study linked international students (Details) Internships in professional fields (E-1 to E-7) at external institutions or companies may be permitted.

- This refers to cases where the student receives a prescribed training allowance and signs a contract to work in the form of an intern, trainee, or probationary employee in a permitted professional field (E-1 to E-7). Part-time employment may be permitted even if the internship is unrelated to academic credit.

(Scope of permission) Up to 6 months per internship during the period of enrollment, with no limit on the number of internships during vacation periods.

- Professional-field internships (E-1 to E-7) for degree-program international students during vacation periods

(Eligible persons) Degree-program international students (D-2), excluding research students (D-2-5)

(Details) During vacation periods only, internships in professional fields (E-1 to E-7) at external institutions or companies may be permitted.

- This refers to cases where the student receives a prescribed training allowance and signs a contract to work in the form of an intern, trainee, or probationary employee in a permitted professional field (E-1 to E-7). Part-time employment may be permitted even if the internship is unrelated to academic credit.

※ Even when engaging in part-time employment through auxiliary work or internships in professional fields (E-1 to E-7), the person must still satisfy any qualification requirements under Korean law if the job is one that legally requires specific qualifications.

Program	Year	Required Period of Stay in Korea	Korean Proficiency Requirement (① TOPIK / ② KIIP / ③ King Sejong Institute)	Requirement Met	Weekdays	Weekends / Vacation	Certified University / Excellent Academic Record / Excellent Korean (Weekdays)
Associate Degree	-	Immediately eligible	① Level 3 ② Completion of Level 3 or above / Pre-evaluation score of 61 or above ③ Intermediate 1 or above	X	10 hours		
				O	25 hours	No limit	30 hours
Bachelor's Degree	1-2 year	Immediately eligible		X	10 hours		
				O	25 hours	No limit	30 hours
Bachelor's Degree	3-4 year	Immediately eligible	① Level 4 ② Completion of Level 4 or above / Pre-evaluation score of 81 or above ③ Intermediate 2 or above	X	10 hours		
				O	25 hours	No limit	30 hours
Master's / Doctoral Degree	-	Immediately eligible		X	15 hours		
				O	30 hours	No limit	35 hours

6. Preferential Benefits

D-2: Preferential Extension of Permitted Weekday Working Hours

Category	Students Enrolled in a Certified University	Students with Excellent Academic Performance	Korean Proficiency
Eligibility Criteria	Enrolled in a certified university	A grade or above in the previous semester	Equivalent to Level 5 or above*
Preferential Benefit	An additional 5 hours of weekday work permitted	An additional 5 hours of weekday work permitted	An additional 5 hours of weekday work permitted

7. Required Documents

- ① Passport, Alien Registration Card, application fee (exempted), and Integrated Application Form (Form No. 34)
- ② Confirmation Form for Part-time Employment of International Students (to be completed by the international student officer), and a transcript or certificate of attendance (may be omitted if verified through FIMS)
- ③ Supporting document(s) for Korean language proficiency (or English language proficiency)
 ※ Expired TOPIK score reports or KIIP pre-evaluation score reports may also be accepted. In addition, if it is confirmed that proof of Korean language proficiency was previously submitted in connection with any stay-related civil application, resubmission is not required.
- ④ Confirmation of Compliance with Part-time Employment Requirements for International Students and a copy of the employer's identification card
 ※ However, this applies only when manufacturing or construction is included in the business registration certificate.
- ⑤ A copy of the business registration certificate and a copy of the employer's identification card
- ⑥ A copy of the standard labor contract (which must include the hourly wage, job description, and working hours)

8. Application Method

Applicant: International student

Application method: Apply either by visiting the immigration office in person or through the HiKorea online civil service service (advance reservation is required for in-person visits)

Competent office: The immigration office having jurisdiction over the student's place of residence or affiliated school

Timing of application: Prior authorization is required (even if an employment contract has been signed, permission must be obtained before the employment start date).

Contact Person Information

Staff in Charge: Junsu Lim

Office Location: C9-506

Contact Number: 033-640-2774

※ Prior approval from the university is required, and you must confirm the required documents with the staff in charge.