

## Registering as an Alien Resident in Seoul, Korea

This page is by no means official; it's simply my way of making a positive contribution to the foreign community in Seoul. While my intent is to be helpful, I can't take responsibility for changes that may have occurred since writing these guidelines. I hope you find this page useful. Comments, positive or negative, can be sent to djsilvatx"at"yahoo"dot"com.

If you've been told that you must register as an Alien Resident in Korea, then you need to file an application at the Seoul Immigration Office (출입국관리사무소 *Churipkukkwallisamuso*).

### Before You Go to the Immigration Office

1. Go to your local subway station and have a series of ID photos taken. You need the small 3cm x 4cm size. Be safe and take four identical photos with you.
2. Before you leave for the Immigration Office, cut your photographs into separate pictures; the Immigration Office doesn't have scissors available.
3. Collect any letters of employment, study, etc., issued by your sponsoring entity in Korea. Your sponsor will likely tell you what documents you need to take with you.
4. Make two copies of your passport. Keep one safe at your residence and carry the other copy with you. Why? Because you must surrender your passport at the Immigration Office for the approximately 10-day period it takes to process your application. Don't allow yourself to be without at least a photocopied form of official identification!

### Things to Bring with You

1. Your Passport (which you'll surrender for about 10 days)
2. Copy of your Passport (which you need to keep with you in the interim)
3. At least 3 (if not 4) identical, pre-cut 3 x 4 cm photos
4. Letters of employment, enrollment, invitation, etc. from your Korean sponsor
5. 10,000 won (for most people) for the registration fee (I say be safe: take 30,000 won.)
6. A book or newspaper to read while you wait

The Immigration Office is a busy, crowded place. You leave large bags and any valuables at home.

### Getting There

1. Take the subway to the #5 (purple) line, and get off at station #521, **Omokgyo (오목교)**.
2. Go up the stairs and head toward exit #7.  
*If you haven't already prepared your photos, have your picture taken at the photo machine immediately before exit #7.*
3. As you emerge from exit #7, continue to walk straight ahead; this is **Cheonhoja-gil (천호자길)**. Immediately upon exiting, you will see a branch of the Hana Bank on your right. About 30-60 seconds later, you should see an SK Gas Station across the street, on your left.
4. Continue straight ahead on Cheonhoja-gil for about 5 minutes.
5. You will come to a point where the road forks: your side of the street will curve gently to the right. (There's another SK Gas station on the left side of the street.) Follow the gentle rightward curve; this is still Cheonhoja-gil.
6. You will soon see the Seoul Immigration building ahead of you, a bit to the left. It's a multi-story building, clearly marked in Korean and in English. **Note!** Be careful crossing the streets across from the Immigration building; the traffic is particularly fast around the nearby blind curves.

The walk from Omokgyo to the Immigration Office should take you 10-12 minutes.

## When You Arrive at the Immigration Office

1. At the information desk, turn right and prepare to enter the Residence Control room. Both in front of and inside this room, you will find glass-topped tables with forms under the glass. Take a copy of the *Alien Registration Form* and fill it out. The form is reasonably self-explanatory; if you get stuck, there are examples for you to follow under the glass. Be sure to use the glue sticks available at the office to attach one of your photographs to the form.
2. Once you've completed the form, get a number to wait in line. The machine to receive a number is inside the room, to the left of the door as you enter. Because there are multiple sets of numbers being generated by this one machine, you must be sure to push the correct button for your situation. If, for example, you are an American or Canadian citizen, you should press the button for "Other Nationalities."
3. Collect your number and check the number boards over the appropriate window(s) to see how far you are from being served. (It will probably be at least 20 or so numbers!) Before you begin waiting ...
4. Return to the lobby of the building. On your left, you will see a small office for purchasing your *Revenue Stamp*. Go to the window and present your completed Alien Registration Form. You will then be asked for the appropriate fee (most likely 10,000 won), for which you will receive a stamp.
5. Return to the glass-topped tables and use a glue to attach your revenue stamp to your completed application form; follow the model form under the glass.
6. Now you wait. And wait. And then wait some more.
7. When your number is called, present your paperwork to the Immigration Official. Assuming all goes well, you will receive a receipt, which will include a date for you to return to pick up your Alien Registration Card and your passport.

## If you get lost...

Seoul is a large complicated city, so getting lost can be surprisingly easy. Even Koreans frequently need to draw and fax each other area maps (약도 *yakdo*) to get around. You'll find a *yakdo* below.

If you get lost on your way to (or from) the Immigration Office, find a local resident and point to the appropriate phrase below. In response, the person helping you should point you in the right direction.

실례하지만, 한국어 못 합니다.  
출입국관리사무소에 가는 길 좀 가르쳐주십시오.  
감사합니다.

*Excuse me, but I don't speak Korean. Please show me the way to the **Immigration Office**. Thank you.*

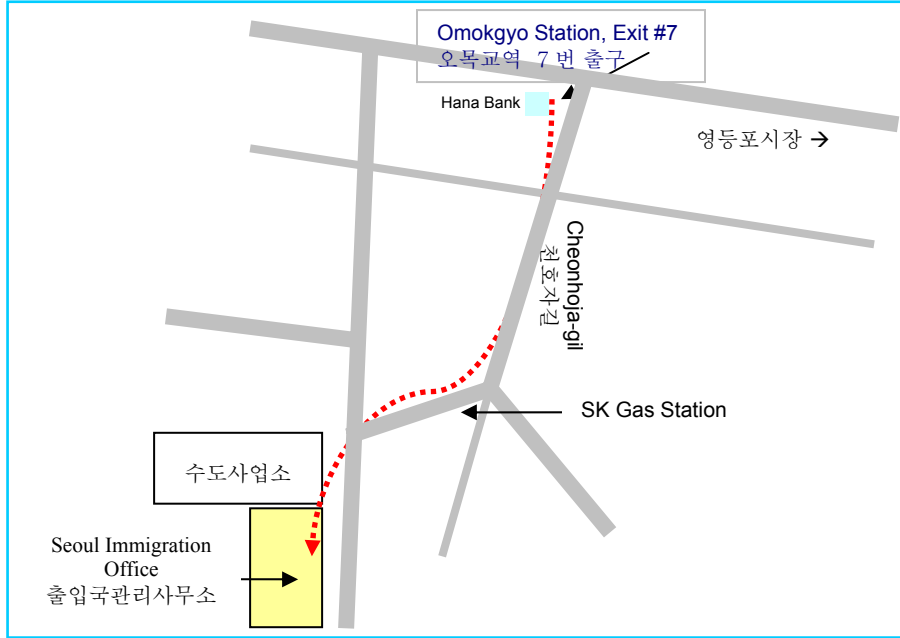
실례하지만, 한국어 못 합니다.  
오목교 지하철역에 가는 길 좀 가르쳐주십시오.  
감사합니다.

*Excuse me, but I don't speak Korean. Please show me the way to **Omokgyo Subway Station**. Thank you.*

If you decide to take a taxi, you can show the following to the cab driver.

서울 출입국 관리사무소로 가주세요.  
오목교 지하철역에 가깝습니다. 주소는 양천구 신정 6 동 319-2.

*Please take me to the Seoul Immigration Office.  
It's near the Omokgyo Subway station. The address is Yangcheon-gu, Shinjeong-6-dong, 319-2.*



Map Not to Scale

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