

# Part-time job application guide for international students

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Hallym University  
Global Engagement Center

In general, it is prohibited to engage in commercial or employment activities in Korea with a student(D-2) visa, but it is permitted with **prior permission** for part-time employment or work activities.

Required documents

No	Documents Title	Notes
1	Application Form	<a href="#">Download link</a> (click “English” at the right top → put your cursor arrow on the “News & Announcements” tab → click "Application form")
2	Passport	
3	Alien Registration Card	
4	Part-time work Confirmation form	c University office in charge of international students
5	Certificate of Enrollment	Can be issued by ATM or at the Student Affairs office, on 3F of the Campus Life Center(CLC)
6	Academic Transcript	
7	Proof document/ Certificate/ Test score of English proficiency	Working time limit is different depending on undergraduate/graduate, and less than one with TOPIK (Korean language ability) – see below
8	Copy of Business certificate	For business certificate that includes manufacturing and construction industries, Confirmation certificate of compliance with part-time employment requirements must be added.
9	Copy of Employer's ID	
10	Copy of Employment Contract	It must include hourly rate(wage), total working hours and work details.

■ Working time limit depending on language ability

Degree	Required Language Score above admission criteria		Working Time Limit	
			Weekday	Weekend, Break
Undergraduate	Validity check (valid before expiry date)	X	10 hours	
		O	25 hours	Unlimited
Graduate		X	15 hours	
		O	35 hours	Unlimited

※ Hallym University students get the time benefit for IEQAS (accredited) university but it may change in the future by circumstances.

## ■ Attention

### 1. The Immigration Office accepts only e-Application through HiKorea website.

[전자민원 신청 < 전자민원 < 하이코리아](#) (log in first)

#### e-Application

1.Select Civil Petition	2.verification	3.Please complete your enquiry	4.Enquiry submission result
∨ Re-entry Permit(Multiple)			<input type="radio"/>
∨ Permit to change employment for foreign worker with a Non-professional Work Visa (E-9)			<input type="radio"/>
∨ Extension of stay for registered foreigners			<input type="radio"/>
∨ Extension of Sojourn period for Overseas Korean (F-4)			<input type="radio"/>
∨ Permission for Extension of stay for short-term visitor			<input type="radio"/>
∨ Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			<input type="radio"/>
∨ Change of status for registered foreigners			<input type="radio"/>
∨ Permission to engage in activities not covered by the current status of stay (household/childcare work, etc.)			<input type="radio"/>
∨ Report of commencement of activities in household/childcare work			<input type="radio"/>
∨ Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)			<input checked="" type="radio"/>

Permission to work part-time for International Student (D-2) and Language Trainee (D-4-1)

- These are applications filed by foreigners residing in the Republic of Korea to engage in activities allowed by other status of stay, along with the activities allowed by the original status of stay.
- International students intending to work part-time are required to obtain Permission to work part-time from a chief of a jurisdictional Immigration (Branch) Office, and are required to report on changes in part-time workplace if it changes.
- For more inquiries on Part-Time Employment, please contact the Immigration Contact Center (call 1345 without area code) or refer to Information at HiKorea website > Immigration/Sojourn > Foreigners' Stay > Permission to engage in activities beyond the current status of stay.
- For inquiries on system failures or failures of reporting when filing an e-Application, please contact the Immigration Contact Center (call 1345 without area code).

### 2. You can't take the part-time job simultaneously at more than 2 different companies.