

SUNY Korea Student Services

PART-TIME VISA (S-3)

Part-Time Work Permit for
International Students with D-2 Visa

YOUR VISA TYPE



- Associate Degree: D-2-1



- Bachelor's Degree: D-2-2
- Master's Degree: D-2-3
- Doctoral Degree (Ph.D.): D-2-4
- Exchange Student: D-2-6

WHAT IS PART TIME VISA (S-3)?

Work Permit

S-3 is a part-time work permit for international students with D-2 visa.

Priority

While staying in Korea, students are required to prioritize their studies. Thus, students with D-2 visa can only engage in activities that are usually considered a part-time job.

ELIGIBILITIES

- Students with one of the following visa status:
D-2-1, D-2-2, D-2-3, D-2-4, D-2-6, D-2-7
- Students who have spent over **6 months** in Korea after entry
- Academic Requirements: cumulative GPA of **2.0** or above
- Work hour limit: **maximum 20 hours** during weekdays in academic semesters

**English proficiency qualification: TOEFL PBT 530, CBT 197, iBT 71 / IELTS 5.5 / TEPS 600 / CEFR B2 or above*

***This can be waived if you hold a nationality that uses English as an official language*

PART TIME VISA (S-3)

Pre-approval Required

- All students need to acquire S-3 Visa permission **before** the internship/part-time job
- It is required to apply for the work permit at least **2 weeks** before the start date
- If your workplace changes, you must report the change

Fields

**Recommend you consult with the staff at the Student Services Office to discuss the details.*

- Translation / Interpretation
- Restaurant Assistant
- Clerical / Office Work Assistant
- Sales Clerk

PART TIME VISA (S-3) - RESEARCH

Working at enrolled university

- Related to studies/coursework:
work permit **not required**

**Must prove the research is related:
Recommendation letter from a professor and
department chair*

- Not related to studies/coursework:
work permit (S-3) **required**

Working outside of enrolled university

- Related to studies/coursework:
work permit **required**

**Must prove the research is related:
Recommendation letter from a professor and
department chair & Reason for participation
on research outside of enrolled university*

- Not related to studies/coursework:
activities **not** covered by the status
of sojourn

REQUIRED DOCUMENTS

- Valid Passport
- Residence Card (RC)
- Employment Contract
 - *This should include the followings:*
 - *Employment period*
 - *Employer's contact information*
 - *Weekly working hours*
 - *Hourly wage*
- Employer's Business Registration Certificate
- Transcript
- Application
 - *Requires approval from the staff at the Student Services Office.*
 - Please visit the Student Services Office to apply for the process.*

ANOTHER APPLICATION SUBMISSION REQUIRED WHEN...

— Your employer changes

— You need to extend your
Work Permit

FOR MORE INFORMATION

- Immigration Office Contact Center (1345)
 - English service available
- [HiKorea Website](#)
- SUNY Korea Student Services
 - Academic Building A 208
 - student@sunykorea.ac.kr
 - 032-626-1198