Introduction on Reporting Participation in "Part-time Jobs" for International Students

When participating in part-time jobs, international exchange students (D-2) must obtain permission through their school from the Jeonju Immigration Office. **Engaging in activities without proper authorization is considered 'illegal employment' and may result in penalties under the Immigration Control Law.**

▶ **Undergraduate or Graduate program International and Exchange Students (D-2)**

- Must have received a minimum grade of C (2.0 GPA) in the most recent semester as of the application date.
  - ※ Exclusion: students who have obtained permission for additional semesters because of not meeting graduation requirements, being in the process of writing a thesis, or have not acquire TOPIK score etc.

>> The allowed working hours for part-time employment (for international students at Jeonju University)

category	Grade	Permitted working hours		
		Korean Proficiency Criteria ① TOPIK or ② KIIP	weekday	weekend and vacation
Undergraduate	1st – 2nd year	① TOPIK Level 2 or below ② Completion of KIIP Level 1 or 2, or a pre-test score below 61	10 hours (including weekends and vacation)	
		① TOPIK Level 3 or higher ② Completion of KIIP Level 3 or higher, or a pre-test score of 61 or higher	25 hours	No Limit
	3rd – 4th year	① TOPIK Level 3 or below ② Completion of KIIP Level 3 or below, or a pre-test score under 81	10 hours(including weekends and vacation)	
		① TOPIK Level 4 or higher ② Completion of KIIP Level 4 or higher, or a pre-test score of 81 or above	25 hours	No Limit
Master's and Doctoral Candidate	Undergraduate	① TOPIK Level 3 or below ② Completion of KIIP Level 3 or below, or a pre-test score under 81	15 hours (including weekends and vacation)	
		① TOPIK Level 4 or higher ② Completion of KIIP Level 4 or higher, or a pre-test score of 81 or above	30 hours	No limit
	Graduate	① TOPIK Level 4 or higher ② Completion of KIIP Level 4 or higher, or a pre-test score of 81 or above	30 hours (including weekends and vacation)	

English Track Program Language Proficiency Exemption: Acceptable if meeting the criteria of TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 601 points (NEW TEPS 327 points), regardless of the grade

>> Limited part-time Job

▶ Private tutoring, riders in delivery service company , long-distance (over 1 hour), manufacturing, seasonal work, entertainment establishments, and activities outside the status of an international student (However, Students with TOPIK Level 4 or above are allowed in manufacturing)

※ Exemptions from Hourly Employment Permit

- Working for a temporary basis, prizes, or on campus assistantships, work-study students etc. If it is not done in the range that doesn't include.
- Receiving compensation for temporary daily housework assistance or office support, police interpretation, advisory or counseling services, participation in events, temporary appearances in movies or broadcasts (single and non-continuous), and other similar activities.

The procedure for applying for part-time work permits and information on penalties

>> Document Preparation

Employer	International Student
• Standard Labor Contract (Form 1) • Part-Time Work of Foreign Student Confirmation Form (Form 2) • Copy of Business Registration Certificate	• Passport • Foreigner Registration Card • Academic Transcript • TOPIK Certificate • Application Form(Report Form)

※ The Standard Labor Contract (Form 1) and Part-Time Work of Foreign Student Confirmation Form (Form 2) can be downloaded through Jeonju University Office of Internaional Affairs website **(jj.ac.kr/oia)** → Bulletin Board → Resource center → **Post #36**

>> Application Procedure for Permission

1. Document Preparation (Employer & International Student)
   form 1 and 2
2. The Confirmation from Office of International Affairs at Jeonju University
   Office of Internaional Affairs (063-220-3292)
3. Application (international student)
   Apply Online, or Visit Jeonju Immigration Office in Person (www.hikorea.go.kr)
4. Approval, Disapproval (within 7 days of submission)

The application process and methods for obtaining a part-time work permit are kindly guided by the Office of International Affairs, so feel free to visit at any time

>> Penalty for Illegal Part-time Work

Unapproved Part-time Work According to Duration	international student	
	No permission	Granted permission but in violation of conditions
Less than 1 month: 2,000,000 won 1 month to less than 3 months: 3,000,000 won 3 months to less than 6 months: 4,000,000 won Less than 1 year: 7,000,000 won Less than 2 years: 10,000,000 won 5 years or more: 20,000,000 won	First Offense: Fine and Warning From the Second Offense Onward: Forced Deportation	First Violation: Fine and Strict Warning Second Violation: Prohibition of part-time work for the entire period of study abroad and fine Third Violation: Forced Deportation

※ Students who work in the field of construction for illegal employment will be expelled regardless of the number of offenses without exceptions.

※ Those who have received warnings, penalties, or fines totaling more than 2 million won within the last 3 years for violations of the Immigration Control Act (failure to report part-time work, etc.) are not allowed to change their visa to D-10 (Job Seeking Visa) after graduation

Inquiries

전주대학교 국제교류원 **Jeonju University Office of International Affairs 063-220-3292**

법무부 **Ministry of Justice Immigration Contact Center (without area code) 1345**