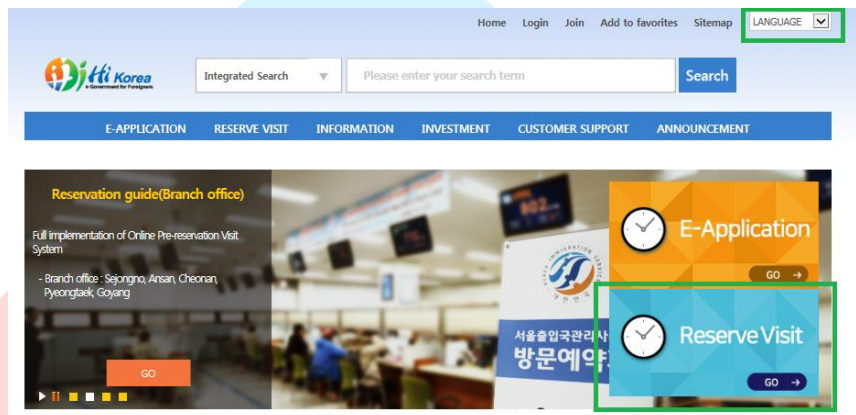


HOW TO MAKE AN ONLINE RESERVATION

(by Thomhert S. Siadari – Div SPM IMUSKA)

For all students who just arrived in Korea should apply for Alien Registration Card (ARC). In some cities like Seoul, directly visiting the IMMIGRATION OFFICE is NOT recommended as you will NOT be SERVED by the officers. You HAVE to make an online reservation beforehand.. So here, IMUSKA creates this guide how to make reservation.

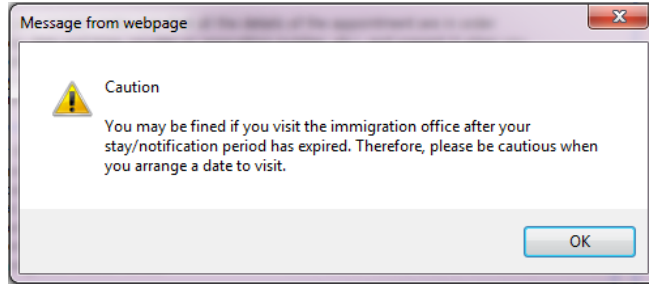
1. Visit hikorea.go.kr (using Internet Explorer)
2. Change LANGUAGE into English. You may choose Korea or Chinese as well.
3. Click **Reserve Visit**



4. Click appointment reservation (non-member) as you do not have Alien Registration Card. Get your no. passport ready as you will input it.

A screenshot of the "Reservation guide" page on hikorea.go.kr. The page title is "Reservation guide" and the breadcrumb is "Appointment > Reservation guide". The main content area contains several bullet points and a red warning box. The red warning box states: "As of May 29, 2017, reservations for visit can be made using civil petitioner's real name only. Therefore, those who want to make reservations for visit are required to log in after signing up for the membership, or become authenticated as non-members." Below the main content, there is a section titled "Guide for the former users of the Ministry of Justice's e-Application system" with a sub-bullet: "The members of the Ministry of Justice's web-site (www.moj.go.kr) must sign up for HiKorea (www.hikorea.go.kr) as well in order to file e-applications to use online reservations or other services." At the bottom of the page, there are three buttons: "Appointment reservation(member)", "Appointment reservation(non-member)", and "LIST OF APPLICATIONS". The "Appointment reservation(non-member)" button is highlighted with a blue box.

- Caution pops up. Just click “OK”



- Click **Identification with a passport no.** Fill out the form and click **CONFIRM.**

Identification [HOME](#) > Appointment reservation > Appointment reservation Apply

Identification with an Alien Registration No./Domestic Residence No. **Identification with a passport No.**

* Passport No. ①
※ In case a passport number of service persons on active duty under A-3 (International Agreement) continues to mismatch, please enter the DoD (Department of Defense) ID.
 ※ For further inquiries, please call the Immigration Contact Center (1345 without an area code)

* Country/Region ②
RUSSIA RUSSIA-KOREAN
UNITED STATES
MONGOLIA
VIETNAM
INDIA
INDONESIA
JAPAN
CHINA P. R. CHINA-KOREAN/Chinese Korean
THAILAND
PHILIPPINES
ETC

* Date of birth ③ (Numerical input only ? ex. 19701123)

Sample reference

CONFIRM **CANCEL**

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- After this, you should fill out your detail information and choose the date of your visitation.
- If everything is done correctly, you can check you reservation by visiting the submitted reservations page and filling out the details.



Submitted reservations

[HOME](#) > MyPage > Submitted reservations

Submitted reservations

Confirmation of visa issuance Results

Search reserved appointments

period	2018.08.06	~	2019.02.06	status	ALL	SEARCH
Receipt no						
Name						
Date of birth	(example : 19800506)					
Passport No						
Alien Registration No / Domestic Residence No						

※ How to check the status

- ① Use your application receipt number to check the status
- ② Use your name and date of birth and Passport No
(Note: your name in capitals with the same word spacing as on your passport)
- ③ Use your Alien Registration No / Domestic Residence No

Print receipt

- Select the appropriate appointment from the following list to print out the receipt for that appointment.

List of reserved appointments

Total applications : 0

No.	Date of appointment	Application	Status	Supervising agency
Data not available.				



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