

INSTRUCTIONS FOR COMPLETING FORM 34 (A-3 Visa/SOFA Stamp) (may be handwritten or typed)

공 통 기 계 사 함 FOR ALL					
성명 Full Name	Surname DOE	Given names JOHN THOMAS	漢字姓名	성별 Sex <input checked="" type="checkbox"/> 남 M <input type="checkbox"/> 여 F	

Enter applicant's last name, first and middle name, exactly as it appears on your passport. Check the appropriate Sex block. DO NOT enter the name of the military sponsor, or anyone else who is not applying for A-3 Visa and/or SOFA Stamp.

생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No.(if any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No	국적 Nationality / Others	U.S.A.
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Enter the applicant's date of birth. Enter the applicant's nationality.

대한민국내 주소 Address in Korea	Hangaram Apt, Ichon 1-dong Yongsan-gu, Seoul, Korea 140-728	전화번호 Tel. No	(02)000-0000
		H · P No	010-000-0000

Enter the applicant's PHYSICAL residence in Korea (DO NOT ENTER A UNIT, ORGANIZATION, APO MAILING ADDRESS). The zip code for physical addresses on Yongsan is "140-766". Enter your resident phone (if applicable) and cell phone number.

본국 주소 Home Address	123 Main Street, New York, New York 00009	전화번호 Tel. No	(999) 999-9999
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Enter the applicant's permanent address in the US along with a phone number. If you do not have a permanent address, you must enter the address and phone number of your closest relative.

근무처 Workplace	HHC, 1st Sig Bde	직위 Position	Paralegal	전화번호 Tel. No	(02) 7913-0000
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Enter the sponsor's unit of assignment, position title, and office phone number. Unit of assignment must match unit listed on applicable certification memorandum.

여권번호 Passport No.	123456789	여권발급일자 Passport Issue Date	Feb 20, 2009	여권유효기간 Passport validity	Feb 19, 2014
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Enter the applicant's passport number, passport issue date, and passport expiration date (enter dates in civilian format).

신청 사유 Reason for Application	A-3 Visa & SOFA Stamp	E-Mail	John.Doe@us.army.mil
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Enter the reason for application (either "A-3 Visa & SOFA Stamp" or "SOFA Stamp" as appropriate) and enter the sponsor's e-mail address.

동반자 Dependent in Passport	성명 Full Name	생년월일 Date of Birth	관계 Relation	성명 Full Name	생년월일 Date of Birth	관계 Relation	
1	DOE, Jane Sue	19800801	Spouse	2	DOE, Jacob Jack	20030101	Son

You may enter up to two additional dependent family applicants in the blocks above. If you have more than three (3) applicants total for your family, you must fully complete an additional form on the fourth (4th) applicant, and add any additional applicants in the blocks above.

신청일 Date of Application	신청인서명 Signature
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Application must be dated and personally signed by applicants ages 10 and older. Sponsor must sign for applicants under age 10.