



# A-3 Visa & SOFA Stamp



<http://8tharmy.korea.army.mil/sja/legal-services/>

**Client Legal Services can review your A-3 Visa/SOFA Stamp application on a walk-in basis from 1400 ~ 1630 hours before you visit a local Immigration Office, and the following information is provided regarding the process:**

**A-3 Visa:** A Republic of Korea (ROK) issued Grant for Status of Sojourn is required for all USFK non-military SOFA status personnel residing in the ROK. An A-3 Visa must be applied for at a ROK Immigration Bureau. Obtaining and maintaining an A-3 Visa is an individual responsibility, separate from required SOFA Status Verification, and penalties (including fines and confinement) may be imposed for failing to maintain an appropriate Visa during your stay in the ROK.

**SOFA Stamp:** To ensure that USFK non-military SOFA status personnel entering and sojourning in the ROK are exempt from ROK laws and regulations concerning the registration and control of aliens, the ROK Immigration Bureau will verify SOFA status and affix a SOFA Verification Seal in passports. USFK non-military SOFA status personnel obtain a SOFA Verification Seal by presenting, or having a designated agent present, the appropriate documentation to the ROK Immigration Bureau.

## Checklist for Obtaining A-3 Visa and/or SOFA Stamp

\_\_\_ Completed ROK Ministry of Justice Form 34

◀ Blank form attached in on-line version of this handout (see left column attachment listing)

\_\_\_ Original Valid passport. If you recently obtained a new passport, you must also present the cancelled passport containing the valid A-3 Visa and SOFA Stamp previously issued by ROK Immigration.

\_\_\_ Clear photocopy Passport Data Page

\_\_\_ Clear photocopy Consular Report of Birth Abroad (if applying for a newborn)

\_\_\_ Clear photocopy of Sponsor's ID card – front and back both on same side of sheet (face on copy must be clearly recognizable).

\_\_\_ Clear photocopy of family member's ID Card, age 10 and older (if family member applying) – front and back both on same side of sheet (face on copy must be clearly recognizable).

One of the following Application Certification Memorandum (less than 30 calendar days old on appointment date):

\_\_\_ Original Military Assignment Certification memorandum (for dependents of military personnel)

◀ Sample completed format attached in on-line version of this handout (see left column attachment listing)

\_\_\_ Original Civilian Employment Certification memorandum (for DoD civilian employees and their dependents)

\_\_\_ Copy (regardless of date, but showing current DEROS date) USFK Form 700-19A-E & SOFA Letter of Accreditation (for Invited Contractors and their dependents)

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

To obtain an A-3 Visa and SOFA Stamp, you must present all required documentation in person to a ROK Immigration Bureau, and below are recommended offices for Area II personnel:

<p><b><u>Seoul Immigration Office Sejongno</u></b></p> <p><b>Branch</b>          Phone: COM 1345          Hours: 0900 – 1800          Lunch Hours Closed: 1130-1230          Mon-Fri (closed KN holidays)          Location: Seoul Global Center          2d Floor          Vicinity Jonggak subway station</p>	<p><b><u>Seoul Immigration Office (Mokdong)</u></b></p> <p>Phone: COM 1345          Hours: 0900 – 1800          Mon-Fri (closed KN holidays)          Location: Vicinity Omokgyo          subway station</p>	<p><b><u>Suwon Immigration Office Osan</u></b></p> <p><b>Branch (Osan Airbase)</b>          Phone: COM 1345          Hours: 0900 – 1300          Mon-Fri (closed KN holidays)          Location: Building 648          Osan Air Base AMC Terminal</p> <p><b>A3 Visa &amp; SOFA Stamp ONLY</b></p>
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◀ Detailed subway directions to the Seoul Sejongno and Mokdong Immigration Offices are attached in on-line version of this handout (see left column attachment listing)

The Area II Army Community Services (ACS) office has free bus service to the Seoul Immigration Office (Mokdong) the first Tuesday of each month. You can sign up by calling DSN 738-7505, COM 050-3338-7505, or visiting the ACS office.

◀ See handout attached in on-line version of this handout (see left column attachment listing)

In obtaining an A-3 Visa and/or SOFA Stamp, it's important that you understand the following:

- A-3 Visas/SOFA Stamps are only issued for a maximum period of two (2) years.

*The effective date of an A-3 Visa/SOFA Stamp is the date it is issued. If your scheduled departure from the ROK is more than two (2) years from the date your A-3 Visa/SOFA Stamp was issued, you need to remember to reapply before the two (2) year expiration date.*

- A-3 Visas/SOFA Stamps are only issued up to the earliest date of one of the following, not to exceed two (2) years:
  - Expiration date on your passport
  - Expiration date on your US Government identification card
  - Expiration date on Sponsor's US Government identification card
  - DEROS date based on your official documentation/letter of employment

*To maximize the length of your A-3 Visa/SOFA Stamp, it's important to ensure that your ID card and passport (if necessary) are renewed PRIOR to submitting your application so the expiration date(s) are at least up to or beyond your scheduled departure date from the ROK. Although not required, documentation with earlier expiration dates will limit the validity period of an A-3 Visa/SOFA Stamp.*

- A-3 Visas/SOFA Stamps are only issued in the same valid passport used to enter Korea containing a ROK Immigration Entry Stamp (with the following exceptions):
  - Newborn infants with their first passport
  - Newly acquired passport (upon presentation of a cancelled passport with valid A-3 Visa/SOFA Stamp)

If you have any other Korean visa issues such as family visitation or a work permit, you must go through the Immigration Office having jurisdiction over your physical residence, and an online reservations is required. Reservations can be made at: [http://www.hikorea.go.kr/pt/main\\_en.pt](http://www.hikorea.go.kr/pt/main_en.pt)

◀ A handout with answers to additional frequently asked questions is attached in on-line version of this handout (see left column attachment listing)



**PLEASE STOP BY YOUR LEGAL OFFICE IF YOU NEED FURTHER ASSISTANCE**

