

# INSTRUCTIONS FOR MAKING AN ON-LINE IMMIGRATION APPOINTMENT

1 [http://www.hikorea.go.kr/pt/main\\_en.pt](http://www.hikorea.go.kr/pt/main_en.pt)

http://www.hikorea.go.kr/pt/main\_en.pt

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My Page

Add to favorites

Site map

Remote Assistant

E-APPLICATION

RESERVE VISIT

INFORMATION

EMPLOYMENT

INVESTMENT

CUSTOMER SUPPORT

ANNOUNCEMENT

Online Reservation

## Announcement on visit reservation for foreign residents in Korea

Offices in operation : Immigration Offices (Seoul, Incheon, Suwon, Southern Seoul),  
Branch Offices (Sejongno, Ansan)

Effective date : **Monday, 1 February, 2016**

※ Visiting without reservation, you may not be able to have your application processed directly, or experience inconvenience due to waiting for a long time.

Visit Reservation

LOGIN

ID

PASSWORD

Login

Remember me

- Find ID/Password -Join



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Notice



KOP

2

Click on "Visit Reservation"  
or "Reserve Visit" Box



E-Application

GO >



Reserve Visit

GO >



Employment Support

Need help with  
employment-related issues?



## 암호화 프로그램 설치 안내

1. 처음 접속하시는 분은 **[보안경고]**창이 표시되면 반드시**[예(Y)]**를 누르셔서 프로그램을 설치하셔야 합니다.  
보안에 필요한 프로그램 설치이므로 **[아니오(N)]**를 선택하시면 서비스를 이용하실 수 없습니다.
2. 보안프로그램 설치중 오류가 발생하거나 장시간 화면이 정지해 있을 경우,  
아래의 **[수동설치]**를 눌러 다운받으신 후 프로그램 실행 하여 보안프로그램을 수동설치하십시오.
3. 10초에서 1분정도가 소요됩니다. 잠시만 기다려 주세요.

1

수동설치



What do you want to do with xw\_install.exe (2.31 MB)?  
From: hikorea.go.kr

2

Save

Save as

Cancel



xw\_install.exe finished downloading.

3

Run

Open folder

View downloads



**NOTE: If you receive the above message, you must install this ActiveX program on your computer in order to use the on-line appointment system (There is no alternative). This program may not work on Microsoft Edge web browser, and you may to have access the site and install this program on your computer using a different web browser.**



- [Online reservation](#)
- [Appointment reservation status](#)
- [Instructional Video on Visit Reservation](#)

- A visit reservation allows you to arrange a date and time on-line before visiting an immigration office
  - just as you would reserve a flight/movie ticket or make an appointment with your doctor.
- If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.
  - Available time for online reservations: 24/7
  - Who can use the services: registered HiKorea members only
  - One-day advance policy: you should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.
  - Cancellation of reservations: you can cancel a reservation until the day before the appointment date. (You cannot cancel your reservation on the appointment day.)
  - Void reservation: please be advised that if you cancel a reservation, or if you do not make an appearance until five minutes past the arranged time or designate a wrong office or counter, your appointment becomes ineffective.

※ If you are found to have made a reservation for the purpose of obstructing duties, selling, etc., you are banned from using the reservation services.

- Please print (such as the come for the
- Please go to out a receipt
- For more info in Korea.

Click on “Appointment reservation(non-member)” Box

- **Guide for the former users of the Ministry of Justice’s e-App**
  - Using e-Applications
    - The members of the Ministry of Justice’s web-site (www.moj.go.kr) must sign in Korea (www.hikorea.go.kr) as well in order to file e-applications to use online reservation and other services.

[Appointment reservation\(member\)](#)

[Appointment reservation\(non-member\)](#)

[LIST OF APPLICATIONS](#)





# RESERVE VISIT RESERVATION

## Reservation

### Fill out the application

- Online reservation
- Appointment reservation status
- Instructional Video on Visit Reservation

Supervising agency

Booth category

Booth details

Accepted applications

Daejeon Immigration Office Dangjin Branch Office  
Donghae Branch Office  
GIMHAE BRANCH OFFICE  
Gamcheon Branch Office  
Geoje Branch Office  
Gimhae Immigration Office  
Gunsan Branch Office  
Gwangju Immigration Office  
Gwangju Immigration Office Mokpo Branch Office  
Gwangyang Branch Office  
Incheon Airport Immigration Office  
Incheon Immigration Office  
Incheon Immigration Office Ansan Branch Office  
Jeju Immigration Office  
Jeonju Immigration Office  
Pohang Branch Office  
Pyeongtaek Branch Office  
Pyeongtaek Port Branch Office  
Sacheon Branch Office  
Sejongno Branch Office  
Seoul Immigration Office  
Seoul Southern Immigration Office  
Sokcho Branch Office  
Suwon Immigration Office  
Tongyeong Branch Office  
Ulsan Immigration Office  
Yangju Immigration office  
Yangju Immigration office Goyang Branch Office  
Yeosu Immigration Office

From the drop-down list, select the appropriate Immigration Office having jurisdiction over your place of residence.

**NOTE: Both Sejongno Branch Office & Seoul Immigration Office will process A-3 Visa applications for USFK personnel, regardless of place of residence. HOWEVER, other actions (i.e. Non-A-3 Visa issues, Alien Registration Cards, etc.) WILL only be processed at the appropriate Immigration Office having jurisdiction over your place of residence.**



## Reservation

HOME > Reserve Visit > Online Reservation

### Fill out the application

Fields marked with an asterisk ( \* ) are required.

Online reservation

Appointment reservation status

Instructional Video on Visit Reservation

* Supervising agency	Seoul Immigration Office
* Booth category	<input checked="" type="radio"/> Foreigner Residence Control,1F (non-Chinese) <input type="radio"/> Foreigner Residence Control (Chinese) <input type="radio"/> Report for nationality <b>If you select a counter irrelevant to your application, your reservation will become void.</b>
Booth details	Registration, Extension of stay, Change of status, etc. for Foreigners.(non-Chinese)(2016.04.04~)
* Accepted applications	<input checked="" type="radio"/> Application of Sojourn
* Visitor name	
Phone number	select - -
Mobile Phone	010 - - <i>Input the Mobile Phone Number accurately</i>
* Number of foreigners to be processed / invited	3
* Date of visit	
Purpose of visit	Registry the all name
* PassWord (For modify)	

1

2

3

This field will auto-populate with the name on file for the passport number entered.

Max limit is 3. If you have more than 3 family members being processed at the same time, don't worry, they will process additional family members at same appointment time.

# Select date/time of visit

Selected number of visitors: 3      Time needed for appointment: 24minute

## Notice

Can reserve from **2016.10.23**(Excluding the day) - 2016.12.31  
**(2016.12.23 is available)** .  
You've selected over 1visitors, and standard time  
( 8minutes) is not enough to process everything.  
Please reserve consecutive time slot.

Note that the system will automatically highlight multiple eight-minute appointments in a group if more than one visitor is selected.

**1**

Select date

2016. 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

※ Time slots marked in gray are already reserved. Please select a different time slot.

**2** Selected date : 2016.11

09:00(2/4)	09:48	10:36(2/4)	
09:08	09:56	10:44(1/4)	
09:16	10:04(4/4)	10:52(1/4)	
09:24	10:12(1/4)	11:00(4/4)	
09:32	10:20(4/4)	11:08(3/4)	11:36(2/4)
09:40	10:28(4/4)	11:16(2/4)	11:30(1/4)
13:16(1/4)	14:04(4/4)	14:52	15:40
13:24	14:12(2/4)	15:00(3/4)	15:48
13:32(2/4)	14:20(3/4)	15:08(2/4)	15:56
13:40	14:28	15:16	16:04(1/4)
13:48	14:36(1/4)	15:24	16:12(1/4)
13:56	14:44	15:32	16:20
16:28(2/4)	17:16		
16:36	17:24		
16:44	17:32		
16:52	17:40		
17:00(3/4)	17:48(1/4)		
17:08(1/4)	17:56		

**3**



## Reservation

[HOME](#) > Reserve Visit > Online Reservation

### Fill out the application

Fields marked with an asterisk ( \* ) are required

Online reservation

Appointment reservation status

Instructional Video on Visit Reservation

* Supervising agency	Seoul Immigration Office
* Booth category	<input checked="" type="radio"/> Foreigner Residence Control,1F (non-Chinese) <input type="radio"/> Foreigner Residence Control (Chinese) <input type="radio"/> Report for nationality <b>If you select a counter irrelevant to your application, your reservation will become void.</b>
Booth details	Registration, Extension of stay, Change of status, Re-entry permission, Notification, etc for Foreigners.(non-Chinese)(2016.04.04~)
* Accepted applications	<input checked="" type="radio"/> Application of Sojourn
* Visitor name	
Phone number	select - -
Mobile Phone	010 - - Input the Mobile Phone Number accurately for SMS
* Number of foreigners to be processed / invited	3
* Date of visit	2016.11.03 14:52~15:16
Purpose of visit	<div style="border: 2px solid red; padding: 5px;">This block is not mandatory, but recommend you enter "A-3 Visa", as well as the passport numbers &amp; names of family members applying.</div> Registry the all name
* PassWord (For modify)	....

1

2

3

**APPLY** CLEAR CANCEL



Online reservation

Appointment reservation status

Instructional Video on Visit Reservation

## Confirm Reservation

[HOME](#) > Reserve Visit > Online Reservation

- Appointment successfully reserved.
- Please print the following receipt and go to the immigration office on 2016.10.26 11:40.

### Receipt

Reception number	SUNA16002560
Supervising agency	(Seoul Immigration Office)
Booth category	Report for nationality<annex>
Booth number	No.1
Visitor Name	
Date of visit	2016.10.26 11:40 ~ 12:00
Number of visitors	1
Purpose of visit	

**IMPORTANT: You MUST print and bring your confirmation receipt to your scheduled appointment**

[PRINT](#)

[CONFIRM](#)

### Filling out application form and purchasing tax stamp

- To ensure speedy procession, please have your application form and tax stamp ready before the appointment.

### Void appointment and cancellation

- Reservations can be canceled until the day before the appointment. Please be advised that if the applicant cancels on the day of the appointment, or is more than 5 minutes late, then the reservation will be rendered void.
  - ※ if an applicant misses more than 3 appointments without prior notification, he/she will temporarily be denied reservation privileges.

### Fill out application

# MENU OPTIONS FOR PRINTING, MODIFYING, OR CANCELLING, YOUR ON-LINE IMMIGRATION APPOINTMENT



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Home

Login

My Page

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Site map

Remote Assistant

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RESERVE VISIT

INFORMATION

EMPLOYMENT

INVESTMENT

CUSTOMER SUPPORT

ANNOUNCEMENT



RESERVE VISIT  
RESERVATION

Online reservation

Appointment reservation status

Instructional Video on Visit Reservation

## Identification

HOME

> Appointment reservation > Appointment reservation Apply

Identification with an Alien Registration No./Domestic Residence No.

Identification with a passport No.

\* Passport No. ①

\* Country/Region ②

- RUSSIA
- UNITED STATES
- MONGOLIA
- VIETNAM
- INDIA
- INDONESIA
- JAPAN
- CHINA P. R.
- CHINA-KOREAN/Chinese Korean
- THAILAND

## Submitted reservations

[HOME](#) > [MyPage](#) > Submitted reservations

### Search reserved appointments

**1**  ~  **2**  **3**  **4**

### Print receipt

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

### List of reserved appointments

Total applications : 1

No.	Date of appointment	Application	Status	Supervising agency
1	<b>5</b> 2016.10.26 11:40	Application of Nationality	Reserved	Seoul Immigration Office (02-2650-6212)

## Submitted reservations

[HOME](#) > [MyPage](#) > Submitted reservations

### Receipt

\* You must have one in printed form when you make your visit

<b>Receipt number</b>	SUNA16002560
<b>Supervising agency</b>	(Seoul Immigration Office)
<b>Booth category</b>	Report for nationality<annex>
<b>Booth number</b>	No.1
<b>Visitor name</b>	
<b>Date of visit</b>	2016.10.26 11:40 ~ 12:00
<b>Number of visitors</b>	1
<b>Purpose of visit</b>	

PRINT

MODIFY

CANCEL

LIST

Activate W