



Alien Registration Sticker/Card



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

Client Legal Services provides the below information regarding USFK personnel (A-3 Visa/SOFA Status) applying for an Alien Registration Sticker or Card containing an Alien Registration Number.

An Alien Registration Sticker or Card is NOT required for USFK personnel, and obtaining one is optional. An Alien Registration Number may be useful for opening a Korean bank account, registering your lease agreement with the local Ward office, obtaining a Korean cell phone, ordering off the internet, etc. There is no age limit for applying for an Alien Registration Sticker or Card. USFK personnel are exempt from any obligations incurred by other foreign nationals who possess an Alien Registration Sticker or Card.

Checklist for Obtaining an Alien Registration Sticker or Card

- Completed ROK Ministry of Justice Form 34
- Housing Contract (Original and Copy) with client's name (off-post resident) or Housing Assignment Memo by Housing Office (on-post resident) Barracks Assignment Record by Unit Building Manager
- One (1) color photo, 3cm x 4cm Korean visa size
- Original Valid passport (with valid A-3 Visa/SOFA Stamp for non-active duty members)
- Clear photocopy of passport data page
- 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 military personnel and their dependents)
- ◀ **Sample completed format are posted in CLS Website; <http://8tharmy.korea.army.mil/sja/legal-services/>**
- 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)

You can apply for an Alien Registration Sticker or Card at below Korean Immigration Office without an appointment.

<p><u>Humphreys On-post A3 & SOFA Service</u> Hours: Wednesday & Thursday, 1000-1600 Closed for Lunch(1200-1300) and on KN holidays Location: One Stop(Bldg 6400) 2F, Room I-201 Phone: COM 031-666-2677</p>	<p><u>Suwon Immigration Office Osan Branch(Osan Airbase)</u> Hours: Mon. Tue, Wed 0900-1300 Thu, Fri 1100-1300 (closed KN holidays) Location: Building 648, Osan Air Base AMC Terminal</p>
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If you wish to apply it to other Korean Immigration Office, an online appointment is required at http://www.hikorea.go.kr/pt/main_en.pt.

The Alien Registration Sticker is issued in your passport the same day. The Alien Registration Card takes approximately four (4) weeks to process and should be picked up in person at Pyeongtaek Immigration Office.(Map posted in <http://8tharmy.korea.army.mil/sja/legal-services/>)



PLEASE STOP BY YOUR LEGAL OFFICE IF YOU NEED FURTHER ASSISTANCE

