-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

The following set of instructions applies to U.S. citizens ONLY

If you are **NOT** a U.S. Citizen, you will need to research the visa requirements for your nationality.

What You Will Need TO DO:

- **READ** information on this instruction sheet and **CONSULATE WEBSITE:** http://overseas.mofa.go.kr/us-newyork-en/index.do
- **YOU MAY APPLY BY MAIL OR IN PERSON – THE CHOICE IS YOURS!**
- **MAKE AN APPOINTMENT** with the consulate if presenting your documents in person (instructions below).
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **APPLY IN PERSON or BY MAIL** through the Republic of Korea Consulate in New York City. As a Dickinson student, you have standing in NYC; if you need another consulate, you will need to research the consulate that has jurisdiction over your area.
- **RECEIVE** your passport back from the consulate and ensure that your visa is correct

Step 1: Prepare by Collecting Necessary Documentation

- Consult Korea's New York City consulate website (listed above) for list of requirements
- Complete the **Visa Application** form from the Consulate website (above)
- Gather appropriate documents for the appointment
  - Prioritize – some documents take longer to obtain!

Step 2: APPLY! Either in person or by mail.

- **APPLY** in person for your visa at the New York Consulate. It can take up to six weeks to receive your visa from the time of your appointment.
- **SEND YOUR MATERIALS TO THE APPROPRIATE CONSULATE, IF APPLYING BY MAIL.** Application materials must be complete before sending them to the consulate. Any error in your paperwork could jeopardize your application or cause serious delays in processing. If you want to have your passport with the visa mailed back to you, enclose a self-addressed and pre-paid envelope provided by the U.S. Postal Service Express Mail; be sure to request a tracking number.
  - Note: please check the Jurisdiction for the Korean Consular Office in your area.

YOU WILL NEED TO SURRENDER YOUR PASSPORT IN ORDER TO GET YOUR VISA!
Do not plan to travel internationally during this time.

CHECKLIST FOR YOUR VISA APPLICATION

Items you will need for a complete visa application:

Required Items	Provided by:	Notes
One (1) Complete and Signed Visa Application and One (1) Copy	CGSE	http://overseas.mofa.go.kr/us-newyork-en/wpge/m_12040/contents.do
Signed passport with at least one blank visa page available for visa stamp(s).	You	Must be valid six months after the END of program.
One (1) recent passport photograph	You	Recent, passport-sized (2" x 2"), in color; computer generated photos **are not** acceptable
Copy of your flight itinerary	*You*	*Not necessary for the visa, but highly recommended.*
Embassy Fees of $45 for U.S. citizens (cash or money order only) *fee can vary; check the consulate website for changes	You	Money orders should be made payable to: **Korean Embassy**
Letter of Invitation/Admission (from Yonsei University)	CGSE *(from Yonsei)*	CGSE will mail this to you once it is received.
Dickinson Letter of Acceptance	CGSE	Will state purpose of travel, dates, expenses covered (room, board, tuition), etc.
Self-addressed and pre-paid mailing envelope from the USPS	You	If you are mailing in your visa application, you need to include this. You do not need to include this if you will drop/off and pick up your passport with visa. This must be an Express Mail Envelope from the U.S. Postal Service for the return of your passport and visa from the Korean Consulate. Make sure you write down the tracking information.

Normally it takes 10 business days to process a visa after the application submission.

- Money orders and pre-paid Express Mail envelopes can be purchased at the Carlisle Post Office at 66 W. Louther St.

Please contact the Center for Global Study and Engagement (CGSE) with any questions.

Contacts:
CGSE | Dickinson College| 717.245.1341| global@dickinson.edu
Embassy of the Republic of Korea in New York | Public Office (Visa Section): 460 Park Ave. (57th St.) 6th Fl. New York, NY 10022 | t: 646.674.6000 | http://usa-newyork.mofat.go.kr/english/am/usa-newyork/main/index.jsp