

# SKKU

Spring 2023 (1st Round)

## General Graduate School International Students Admitted Student Guide



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## 1 Submission of Original Documents

- All original documents (hard copies) of the scanned files that were submitted online should be submitted via postal or in person
- ※ Admission may be canceled if documents are not submitted
- ※ Submitted documents are not to be returned in any case. Please submit a notarized document if re-issuance of the document is not available.  
(Graduation certificate and transcripts should bear the 'original' apostille or embassy legalization on the notarized document)
- Address for Submission

Address :	(03063) 서울시 종로구 성균관로 25-2 성균관대학교 600주년기념관 2층 10215A 대학원팀 (03063) Office of Graduate School Affairs, #10215A, 2 <sup>nd</sup> Floor, 600 <sup>th</sup> Anniversary Hall, Sungkyunkwan University, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea
Recipient :	대학원팀 외국인특별전형 담당자 Graduate International Student Admissions
※ Please address to the recipient above.	
Contact :	Office of Graduate School Affairs, SKKU ☎ +82-2-740-1729 ✉ <a href="mailto:intlgrad@skku.edu">intlgrad@skku.edu</a> ※ Admission inquiry is not available on weekends and holidays.

### ■ Required Documents

Document	Details	Submit Original
④ Documents Concerning Nationality (Applicant, Parents)	<b>1. Applicant with foreign citizenship whose parents also hold foreign citizenships</b> - Submit both ① + ② below ① Applicant's and parents' passport copies - in color (local ID cards acceptable for parents) ② Family relationship certificate (original or notarized within 6 months required) ※ Original official documents (e.g. birth certificate) issued by the government (embassy legalization not required) ※ Chinese nationality (submit both) : Family Relation Certificate + Family Registry Certificate (Hokoubu) (notarization within 6 months required for all) ※ If case one of the parent's documents is not available for submission due to divorce/death, a certificate issued by the government proving such reason should be submitted	○
	<b>2. Applicant including overseas Korean who completed the entire education outside Korea</b> - Submit all ① - ③ below ① Applicant's and parents' passport copies - in color (local ID cards acceptable for parents) ② Family relationship certificate (original or notarized within 6 months required) ③ Transcripts & Graduation Certificates for all grades (elementary, junior high, high school, and undergraduate level) (embassy legalization or apostille required) ※ If above documents are not available, a document confirming the completion of your education outside Korea should be submitted (embassy legalization or apostille required)	○

## Spring 2023 (1st Round) General Graduate International Student

Document	Details	Submit Original
⑤ Certificate of Language Proficiency	English or Korean proficiency required by each department ※ SKKU graduate may submit expired TOPIK score when necessary	○
⑥ Graduation Certificate (or expected) & Transcript  ※ Korean Embassy legalization or Apostille required	<b>[Applicant for Master's / Combined Master's &amp; Ph.D.]</b>	
	(1) Bachelor's degree graduation certificate (or expected) (embassy legalization or apostille required) ※ Expected to Graduate: certificate of expected graduation, then submit the final graduation certificate after graduation ※ Graduate from university in China (submit both): Certificate of Graduation + Degree Certificate (notarization required; embassy legalization not required) - Expected to graduate: certificate of expected graduation, then submit both final certificates after graduation	○
	(2) Official transcript (embassy legalization or apostille required) ※ Expected to Graduate: submit the final transcript after graduation ※ Graduate from university in China: notarized+embassy legalization required - Expected to graduate: ①transcript up until the 7 <sup>th</sup> semester ②final transcript with 8 semesters after graduation (both ①, ② notarized+embassy legalization required)	○
	<b>[Applicant for Ph.D.]</b>	
	(1) Bachelor's degree graduation certificate (embassy legalization or apostille required) ※ Graduate from university in China (submit both): Certificate of Graduation + Degree Certificate (notarization required; embassy legalization not required)	○
	(2) Master's degree graduation certificate (or expected) (embassy legalization or apostille required) ※ Expected to graduate: certificate of expected graduation, then submit the final graduation certificate after graduation ※ Graduate from university in China (submit both): Certificate of Graduation + Degree Certificate (notarization required; embassy legalization not required)	○
	(3) Official transcripts of undergraduate and graduate programs (embassy legalization or apostille required) ※ Graduate from university in China: notarized+embassy legalization required for transcript	○
⑦ VERIFICATION REPORT (Graduate from university in China only)	◎Transfer Applicant (submit both): ①Certificate of academic certificate from the previous university (choose from: (expected) Graduation, or (expected) Completion, or enrollment) ②transcripts	
	※ Notes 1. <b>Transcript:</b> if transcript does not state the grade scale or in need of grade conversion, official certificate issued by the university with such information is required 2. <b>Applicant with transfer records:</b> academic certificates (e.g. graduation certificate) + transcripts submission required (embassy legalization or apostille required) ※ Graduate from university in China: VERIFICATION REPORT ( <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a> )	
⑦ VERIFICATION REPORT (Graduate from university in China only)	(Submit both ① + ② in English - <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a> ) ① 'ONLINE VERIFICATION REPORT OF HIGHER EDUCATION DEGREE CERTIFICATE' ② 'ONLINE VERIFICATION REPORT OF HIGHER EDUCATION QUALIFICATION CERTIFICATE' (embassy legalization not required)	○

## ■ Korean Embassy Legalization Samples

- ▶ Not Acceptable: photocopy or notarized document of embassy legalized document
- Original (or notarized) document with 'original legalization stamp' should be submitted



## ■ Apostille Samples

- ▶ Not Acceptable: photocopy or notarized document of the apostilled document
- Original (or notarized) document with 'original apostille' should be submitted

※ Q. Graduation certificate/transcript can only be issued once in my country. How can I submit the documents?

- ① Have the photocopy of the original apostilled certificates notarized
  - ② Have the photocopied+notarized document issued with an apostille or legalization
  - ③ Submit the photocopied+notarized document with 'original' apostille or legalization
- >> The apostille/legalization itself of the submitting documents should be original.

※ Q. Can I submit the original notarization document of the apostilled document? The notarization document shows that apostille has been issued.

- A. No, it is not acceptable. The apostille itself of the submitting documents should be original.



## 2 Letter of Acceptance & Certificate of Scholarship

- Certificates can be printed out on the SKKU international student admissions website (<https://admission-global.skku.edu/>) - Name, application number, birth date(YY/MM/DD)
  - Period: Nov. 09 (Wed) - Dec. 30 (Fri), 2022
- Contact: Office of Graduate School Affairs ☎ +82-2-740-1729 ✉ [intlgrad@skku.edu](mailto:intlgrad@skku.edu)

## 3 Enrollment

- Payment Process

Enrollment Deposit	1st round students: print out available from 10:00, Nov. 10 (Thu) <ul style="list-style-type: none"> <li>■ International student admissions website &gt; Admissions result announcement</li> </ul>
Deposit	Nov. 10 (Thu) - Nov. 18 (Fri), 2022 (10:00 - 16:00) ※ Amount: 500,000 KRW
Payment Tuition	2023. 01. (to be informed) <ul style="list-style-type: none"> <li>■ International student admissions website &gt; Admissions result announcement</li> <li>■ Admission will automatically be cancelled if payment is not completed by due</li> </ul>
Notes	<ul style="list-style-type: none"> <li>■ 100% Scholarship Recipient: tuition amount will show '0 KRW' → 'Confirmation for Enrollment' will be requested for submission (to be informed)</li> </ul>
Admission Withdrawal	For withdrawal after tuition payment, [Attachment 5. Admission Withdrawal] should be submitted with the passport copy to <a href="mailto:intlgrad@skku.edu">intlgrad@skku.edu</a> (Submission Due: 17:00 PM, Feb. 10 (Fri), 2023) <ul style="list-style-type: none"> <li>■ Email should be titled [Admission Withdrawal]</li> <li>■ If student decides to withdraw registration after the semester starts, student is placed under the category 'drop out' and tuition fee refund amount will be determined according to the school regulation Article 28 and section 9(par. 2).</li> </ul>

- Tuition ※ Admission will automatically be cancelled if payment is not completed by due

National Health Insurance (NHIS)	<ul style="list-style-type: none"> <li>■ All international students will be registered to the <a href="#">mandatory</a> Korean National Health Insurance Services (NHIS) by the national regulation starting from March 2021.</li> <li>■ Insurance fee will not be included in the SKKU tuition invoice and payment is not made to SKKU.</li> <li>■ <a href="#">Students are advised to purchase private insurance such as travel insurance for the period between the arrival in Korea and completion of alien registration (approximately 3 months); NHIS is not registered until the alien registration is completed.</a></li> </ul>
Student Council (Optional)	Refer to [Attachment 4. Tuition Invoice]
Payment Process	①Visit Wooribank ②(On/Offline)Bank transfer ③Overseas transfer <ul style="list-style-type: none"> <li>■ Registration is not completed unless the exact amount has been transferred. When making an overseas transfer, please consider the exchange rate and the transaction fee. ※ Bank information is stated on Tuition Invoice.</li> <li>■ If the paid amount exceeds the invoiced amount, the difference will be refunded after enrollment.</li> </ul>
Payment Confirmation	Login to SKKU website ( <a href="http://www.skku.edu">www.skku.edu</a> ) with your KINGO ID: <ol style="list-style-type: none"> <li>1) SKKU website &gt; Campus Life / IT Services / Certificate Issuing Services &gt; login &gt; Certificate Issuance &gt; Enrollment Receipt</li> <li>2) SKKU Certificate Issuing Services Website (<a href="http://icert.skku.edu">icert.skku.edu</a>) &gt; login &gt; Certificate Issuance &gt; Enrollment Receipt</li> </ol> <ul style="list-style-type: none"> <li>■ Confirmation is available within 10 minutes after payment via online banking/transfer.</li> <li>■ For overseas transfer, confirmation is available after 5 days.</li> <li>■ KINGO ID registration: refer to [Attachment 3. How to register Kingo ID]</li> </ul>



## 4 Certificate of Admission

- Certificate of Admission is used as proof for acceptance and is required for D-2 visa application. It can be issued only after the tuition payment is complete and all documents are properly submitted.
- F Visa holder: Type change to D-2 is not required, but please submit the following documents for the office to confirm your sojourn status. (financial statement not required)
- Application Period : Jan. 09 (Mon) - Feb. 10 (Fri), 2023
  - ※ Student expected to graduate from Korean university in Feb.: to be informed
- Contact: Office of International Student Service ☎ +82-2-760-0025, 0026, 0027 ✉ [oiss@skku.edu](mailto:oiss@skku.edu)

Application: SKKU GLS System (application via email is not accepted)

Application Process	<ul style="list-style-type: none"> <li>■ GLS System: certificate will be issued from Jan. 09 (Mon), 2023 in order, and issued certificate can be downloaded on your GLS (issuance takes 7-10 days from application)</li> </ul>
	① SKKU Kingo ID login > GLS ※ All documents should scanned in A4 size, in color, PDF. - Document title: Student ID number_Eng name_document name (example: 2023000000_HONG GILDONG_application)
	② GLS > Application/Graduation > CoA Issuance Apply ③ Online submission of consent form
	<ul style="list-style-type: none"> <li>■ Issuance is available only when all the process above is completed.</li> <li>■ SKKU does not issue the certificate after the semester starts (Feb. 20, 2023).</li> <li>■ Issuance is available only when the tuition payment is completed.</li> <li>■ Original financial statement and graduation certificate should be submitted for issuance.</li> <li>※ Additional submission may be asked when the document is not sent to the proper address.</li> </ul>

① Document GLS Upload: all in color scanned PDF file

② Original copies (financial statement, graduation certificate) submission in person or via postal

Required	Color copy of passport	Personal information page
	Certificate of Financial Statement (Original)  ※ Address for Submission of Financial Statement Office of International Student Services (03063) #90212, International Hall, Sungkyunkwan University, 25-2 Sungkyunkwan-ro, Jongno-gu, Seoul +82-2-760-0025~0027	Certificate must be issued within 30 days of the COA application date <ul style="list-style-type: none"> <li>■ Balance: more than 20,000 USD</li> <li>■ Issuance: by Korean or overseas bank</li> <li>■ Account Holder: student or parents</li> </ul> ※ Note <ul style="list-style-type: none"> <li>- Issuance of 2 original copies required: 1 for Korean embassy, 1 for SKKU</li> <li>- Family relationship certificate is required when submitting parent's financial statement (photocopy acceptable)</li> <li>- Notarized translation to Korean or English required</li> <li>- Student extending visa in Korea: certificate of personal account issued by Korean bank is required</li> </ul> ※ Certificate issued by bank in China (2 requirements should ALL be met) <ul style="list-style-type: none"> <li>① Issued within 30 days of the COA application date</li> <li>② Valid date of the statement (the period of the account freeze) should remain over 60 days from the date of COA application</li> </ul> <li>■ STEM, HEC, GKS Scholars can submit scholarship certificate</li>
	Graduation Certificate ※ Expected graduation certificate not acceptable	<ul style="list-style-type: none"> <li>- Admitted to Master's: Bachelor's degree / Ph.D.: Master's degree</li> <li>- Embassy legalization or Apostille required</li> <li>※ Graduate from university in China: VERIFICATION REPORT</li> <li>- Provisional graduation certificate not acceptable</li> </ul>
Optional	Copy of Alien Registration Card	If applicable; copy should be in color
	F Visa confirmation	Only for F visa holder

## 5 Application for Visa

### ■ Applicant: Student in need for D-2 visa

- F visa holder is not required to change the type to D-2, but please re-confirm your status with the Immigration Office (hotline 1345) as requirements may differ depending on specific visa types.
- **Student must obtain D-2 visa by Feb. 19 (Sun), 2023, otherwise the student will be fined.**
- Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea. Please be sure to enter Korea with D-2 visa issued by Korean embassy.
- **Transfer student: type change is not possible in Korea; student should re-enter Korea after D-2 visa issuance by the Korean embassy.**

Applying for D-2 from Overseas	Who	Student in need for D-2 residing outside of Korea
	Required Documents	Certificate of Admission, passport, TB test report ※ Additional documents may be requested depending on the individual status and the Korean embassy
	How	Visit the Korean embassy in the residing country
Applying for D-2 in Korea (Graduate from University in Korea)	Who	Student residing in Korea; entering SKKU after graduating from university in Korea
	Required Documents	①Application Form(download at hikorea), ②passport, ③alien registration card, ④photo, ⑤Certificate of Admission, ⑥Certificate of Tuition Payment, ⑦proof of residence, ⑧financial statement, ⑨Certificate of Graduation, ⑩fee
	How	Visit the Immigration Office ※ appointment required at <a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a>
Extension of D-4 Before Applying to D-2	Note	Visa types of C-3-9 (Tourist), C-3-2 (Group Tourist), C-3-3 (Medical Treatment) cannot be changed to D-2 in Korea. <b>Type change must be completed by Feb. 19 (Sun), 2023, otherwise the student will be fined.</b>
	Who	Student who need to extend D-4 visa due to the interval between the completion date of language course and the SKKU admission date (extension can be allowed for up to 3 months when all requirements are met)
	Condition	ALL the following requirements should be met: ①Completed the SKKU Language Institute course ②Holds TOPIK level 3 (or above) or period of stay exceeds 18 months
	Required Documents	①Application Form(download at hikorea), ②passport, ③alien registration card, ④photo, ⑤Letter of Acceptance, ⑥TOPIK test score, ⑦proof of residence, ⑧Certificate of Completion and Transcript of language course, ⑨fee
	Note	- Application should be made within 15 days of the completion date, and visa type change to D-2 should be completed by Feb. 19 (Sun), 2023; otherwise the student will be fined. - Student may leave Korea only after receiving the D-2 visa; application for D-2 will be canceled when the student leaves Korea before the change is completed. - Completion certificate and transcripts of the language course may be requested. Student is advised to complete the course properly.



## 6 KINGO ID (SKKU System) Registration

- Student can access SKKU internal system (Kingo portal, GLS) with Kingo ID. School notices and information will be sent to the SKKU email address (ID@skku.edu) once the Kingo ID is registered.
- Registration Period: after enrollment fee payment
  - Payment can be confirmed in 1-2 hours after virtual account payment, 3-5 days after international transaction.
- Instruction: refer to [Attachment 3. How to register KINGO ID]

## 7 Dormitory Application

- Application for Spring Semester 2023
  - Application Period: Jan. 2023 (to be informed)
  - Application Process: Login to GLS system > Application/Graduation Requirements Managment > Dormitory > Dorm Application
- Photos of facilities, application process, dorm fee information are available on the website
  - Website: <https://dorm.skku.edu/>
  - Contact: Seoul Campus ✉ dorms@skku.edu ☎ +82-2-760-0163, 0164, 0167, 0168  
Suwon Campus ✉ dorm@skku.edu ☎ +82-31-290-5182

## 8 Course Registration

- Registration Period: Feb. 2023 (to be informed)
  - Please contact each department office for details on the curriculum and courses

## 9 International Student Orientation

- Information will be notified via email.

## 10 Beginning of Semester

- Spring Semester 2023 starts on Feb. 20 (Mon), 2023 – the first day to join SKKU !

## Instruction for Newly Admitted Students

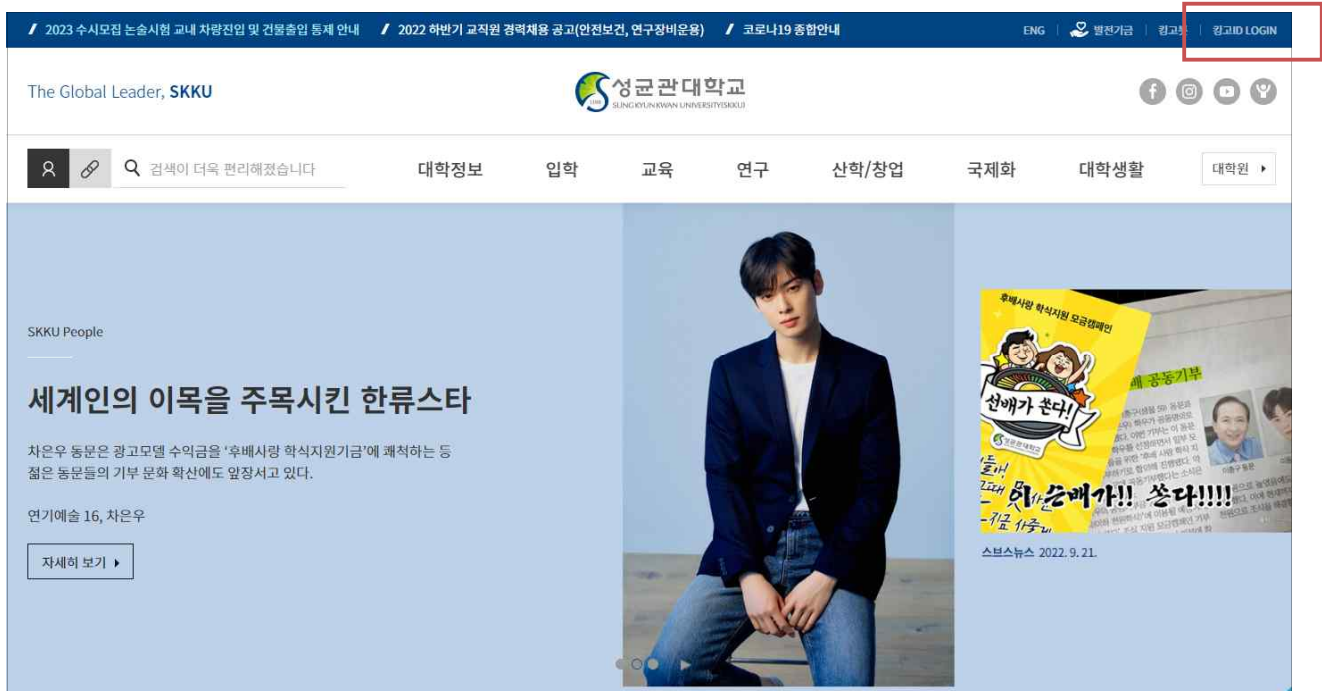
- The acceptance and admission of student who violated any rules regarding the enrollment and the application (e.g. student who failed to graduate) will be canceled at any time.
- The acceptance and admission of student who forged or falsified the submitting documents, put false information on the application form and other documents, and cheated in any other ways will be canceled at any time.
- Student who has been accepted to SKKU as student expected to graduate must submit the final Graduation Certificate and Transcript **by March 10 (Fri), 2023 (embassy legalized or apostilled)**. Acceptance may be canceled even after entrance if the final academic documents are not submitted by due.
  - ※ Graduate from university in China: ONLINE VERIFICATION REPORT + Degree Certificate + Graduation Certificate should be submitted; embassy legalization is required for transcript
  - ※ Graduate from university in Japan: submission due may be adjusted depending on the academic calendar
- General Graduate student admitted with English proficiency must fulfill one of the Korean Proficiency Certification requirements below within the 3<sup>rd</sup> semester for thesis and graduation:
  - The students must submit one of the documents to Office of International Student Services:
    1. TOPIK result of level 1 or above
    2. Certificate of completion of Korean Courses level 1 or above in a language institute affiliated with any University in South Korea.
    3. The documents that prove completion of Korean Language Courses (more than 120 hours); Free Korean Language courses will be provided by SKKU for graduate school students.
      - ※ Acceptable Korean Language Courses: All On-line, Off-line Korean Courses which are conducted by Sungkyun Language Institute, Central/ local governments or NGOs, etc.
  - Submission Deadline (Submission to Office of International Student Service)
    1. Spring Semester: August 31 every year / 2. Fall Semester: February 28 every year
  - Penalty
    1. Graduate student not qualified with Korean Proficiency Certification will not be eligible to graduate nor apply for the Final Defense of Thesis.
    2. If the student meets the requirement past due, the student may apply for the Final Defense of the Thesis from the next semester.
  - The requirement for Korean Proficiency Certification may be waived for the following students:
    1. Graduate Students sponsored by Korean Government (GKS)
    2. Scholars of Foreign Government
    3. Transfer students
    4. Students of the contract department
    5. Professional Graduate School, Special Graduate School students
- Student must arrive in Korea before the semester begins.

## Appendix. How to Register Kingo ID


Students can use SKKU's internet service(Kingo portal, GLS) after registering Kingo ID. When you register, you can have school email address (ex.ID@skku.edu) and receive school's notice through email.

- Registration Period : After enrollment
- Contact : IT CALL CENTER  
☎ 031-299-6119 ✉ [itservice@skku.edu](mailto:itservice@skku.edu)

## Kingo Registration STEP 1



Kingo Registration STEP 2



SUNGKYUNKWAN UNIVERSITY(SKKU)

☒ Korean    ☐ English

아이디를 입력하세요. ☐ ID 저장


비밀번호를 입력하세요.

로그인

성균관 가입
ID 찾기
비밀번호 찾기
회원탈퇴

로그인 도움말 (?)

IT공센터 TEL 031-299-6119    E-Mail [itservice@skku.edu](mailto:itservice@skku.edu)  
 COPYRIGHT © SUNGKYUNKWAN UNIVERSITY ALL RIGHTS RESERVED. Contact us



STEP1
STEP2
STEP3
STEP4

### 약관 동의

☒ 이용약관, 개인정보 수집 및 이용에 모두 동의합니다.

**성균관 이용약관 동의(필수)**

- 성균관대학교 통합정보시스템에 오신 걸 환영합니다.  
 성균관대학교는 학교에서 제공하는 온라인 서비스를 이용함에 있어 개인 정보가 보호 받을 수 있도록 최선을 다하고 있습니다.  
 회원님의 정보는 동의없이 공개되지 않으며, 개인정보 보호정책에 의해

☒ 동의    ☒ 미동의

**개인정보 수집 및 이용 동의(필수)**

[수집하는 개인정보의 항목]  
 가. 성균관대학교는 회원가입, 재반 학사/행정/연구업무 서비스의 제공을 위해 최초 회원가입 당시 아래와 같은 개인정보를 수집하고 있습니다.  
 - 필수항목 : 성명, 생년월일, 아이디, 비밀번호

☒ 동의    ☒ 미동의

**개인정보 수집 및 이용 동의(선택)**

개인정보 수집 및 이용 동의

☒ 동의    ☒ 미동의

닫기

다음

IT공센터 TEL 031-299-6119    E-Mail [itservice@skku.edu](mailto:itservice@skku.edu)  
 COPYRIGHT © SUNGKYUNKWAN UNIVERSITY ALL RIGHTS RESERVED. Contact us

Kingo Registration STEP 3

STEP1 > **STEP2** > STEP3 > STEP4

본인 확인

회원 구분

☒ 학생/졸업생
 ☐ 교직원
 ☐ 과제참여연구원

회원구분 (국적)

☐ 내국인
 ☒ 외국인

개인 식별

☐ 이름
 ☐ 이메일 주소
 ☒ 수험번호

이름

성

이메일 주소

수험번호

생년월일

YYMMDD 형식으로 입력해주세요.

본인 인증 방법

☐ 학교에 등록된 휴대전화로 인증
 ☐ 학교에 등록된 이메일로 인증
 ☒ 본인명의 휴대전화로 인증

이름, 이메일주소, 수험번호 중 1가지 선택하여 아래 작성

1가지 선택하여 본인 인증

STEP1 > STEP2 > **STEP3** > STEP4

Enter Information

아이디/비밀번호 생성

Name

ID

Double-check ID

Password

combination of lowercase characters, numbers and special characters

Confirm Password

External Email

Mobile phone number

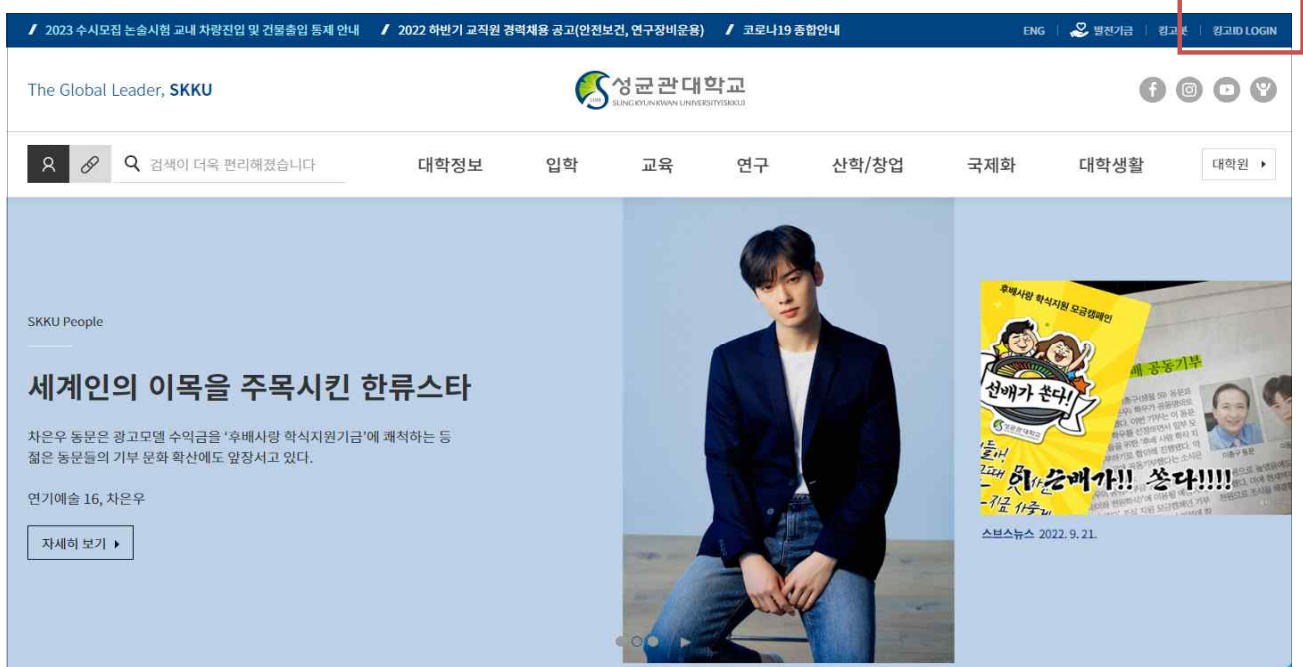
Numbers Only.

### Appendix 3. Application for Certificate of Admission

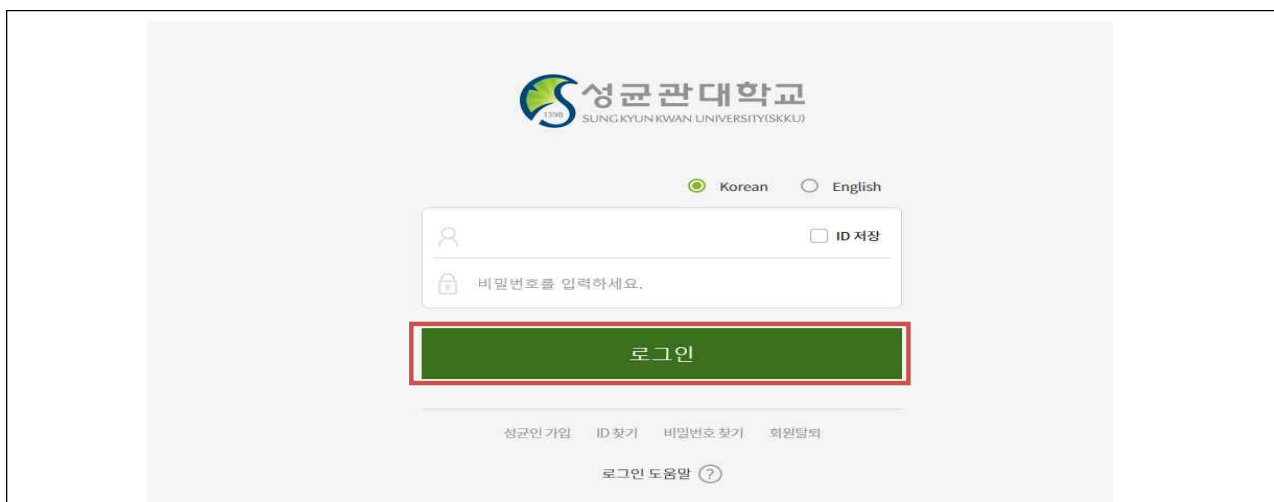
Student should apply for the Certificate of Admission on the SKKU system, GLS.

- Application Process: Application on SKKU system GLS
  - Application will be rejected unless all required documents are submitted. Student should re-apply with all the documents.
- Inquiry: Office of International Student Services +82-2-760-0025~0027 ✉ oisshs@skku.edu

#### STEP 1

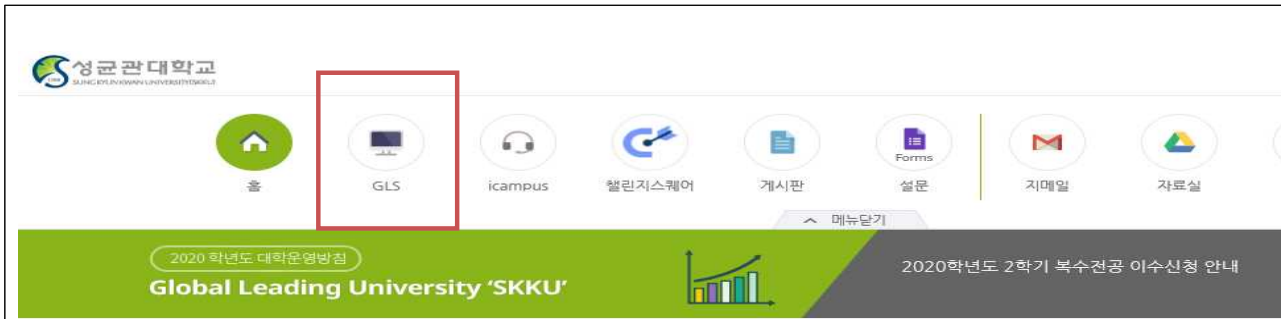


#### STEP 2



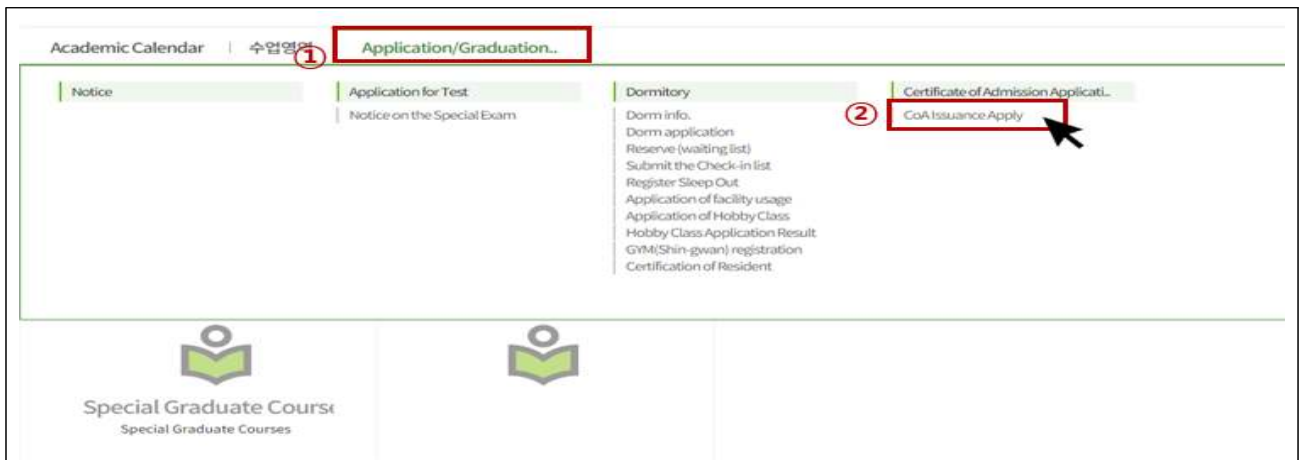


### STEP 3



### STEP 4

: Application/Graduation > CoA Issuance Apply



### STEP 5

: Type in information, submit documents, confirm consent form > 'Temporary Save' > 'Submission of application'

The screenshot shows the 'CoA Issuance Apply' form. The form is divided into several sections. The first section is 'Detailed Admission Information' with fields for Candidate No., Name in Korean, Name in English, Type of Admission (Freshmen), and Unit of Admission. The second section is 'Application Form' with fields for Alien Registration No., Nationality, Korean-Chinese checkbox, Passport No., Cellular Phone, E-mail(1), Emergency Contact No., Agency Contact No., and E-mail(2). The third section is 'Attached File' with a table listing required documents and their upload status. The fourth section is 'Personal Information Collection/Use Provision Consent Form' with a 'Consent Form' button. The fifth section is 'Application Status' with a progress bar showing 'Processing steps: Application Ongoing -- Submission of application -- Accepted -- Processing completed' and a 'Submission of application' button.

Document Name	File Name	Size	Search File	Delete
Color Copy of Passport (Personal Information page)	1어권.JPG	134 KB	Search File	Delete
Certificate of Financial Statement	2잔고증명서.JPG	135 KB	Search File	Delete
Family Relationship Certificate	3가족관계.JPG	129 KB	Search File	Delete
Color Copy of Alien Registration Card	4외국인등록증.JPG	136 KB	Search File	Delete