**Faculty Application for**

**Hanyang University Summer Faculty-Led Program**

Approximate dates of Summer Program:

Name:

Title:

Department:

Address:

Email:

Phone:

I understand that to participate in this program I must teach one course at Hanyang University, as per the guidelines provided by that university, and bring 5 students, for whom I will serve as the ‘faculty leader’. I also agree to ensure that these 5 students who will have secured the required written permission to transfer credits for the Hanyang course to UNK (from the Department Chair or Registrar) before I sign their application, and that each of these students will sign and submit the required Study Abroad forms to the Study Abroad Office in Welch Hall by the designated deadline.

The undersigned have approved my application to participate in this program, but I understand that an inter-college UNK committee will select the actual participants at a later date.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Signature Date

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Signature Date

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Signature Date

**Faculty C4 Visa Application Instructions**

**PLEASE BE AWARE THAT THE UNK OFFICE OF INTERNATIONAL EDUCATION (OIE) DOES NOT ISSUE VISAS - THE KOREAN GOVERNMENT DOES THROUGH THEIR OVERSEAS EMBASSIES & CONSULATE GENERALS.**

**WE DO PROVIDE THE INFORMATION ON THIS PAGE, HOWEVER, AND WILL ASSIST IN SENDING APPLICANTS THE HANYANG DOCUMENTS THAT MAY BE REQUIRED TO COMPLETE THEIR APPLICATION. THIS PAGE CONTAINS THE SUM TOTAL OF ALL VISA-RELATED INFORMATION WE POSSESS &, MORE IMPORTANTLY, ALL OF THE INFORMATION THE VAST MAJORITY OF C4 VISA APPLICANTS ARE EVER LIKELY TO NEED. PLEASE READ IT, ESPECIALLY THE C4 VISA ELIGIBILITY NOTES, APPLICANT SUPPLIED DOCUMENTATION & THE VISA APPLICATION FAQS.**

**IF THE ANSWER TO YOUR QUESTION IS NOT FOUND HERE THEN IT'S LIKELY WE DON'T HAVE THE ANSWER. IN THIS CASE, WE REQUEST, BEFORE YOU CONTACT US, THAT YOU PLEASE CONTACT THE KOREAN EMBASSY OR CONSULATE GENERAL LISTED BELOW:**

(Hanyang recommended consulate for UNK: Korean Consulate General - Chicago)

Website:

http://usa-chicago.mofat.go.kr/english/am/usa-chicago/main/index.jsp

Address, Phone Number, Fax, Emergency Contact, and Email:

NBC Tower Suite 2700

455 North Cityfront Plaza Drive

Chicago, IL 60611

Tel: 1-312-822-9485

Fax: 1-312-822-9849, 1-312-822-0413

Emergency Contact: 1-312-371-6316, 1-312-371-9239

Email: [Chicago@mofat.go.kr](mailto:Chicago@mofat.go.kr)

**Visa Specifics & The C4 Visa Application Process**

In order to work at an institution in South Korea, every foreign member of staff needs visa clearance. There is no exception to this steadfast rule; Hanyang University will not employ someone without visa clearance as it is illegal to do so.

The first step for any applicant who has been offered a position at Hanyang University is to

1. Apply for the necessary visa at Consulate General of the Republic of Korea in Chicago
2. You must apply for & acquire a visa **PRIOR** to arrival in Korea (one CANNOT acquire the visa in Korea itself). This visa is called a C4 visa. It is a single-entry visa that is valid for a maximum of 90-days after arrival in Korea.

*THE C4 VISA & APPLYING FOR SAME*

**1. Eligibility**

As previously mentioned the majority of Hanyang University foreign staff members must secure a temporary C4 employment visa from the Korean government. **It is the responsibility of the applicant to secure their own visa**. Applicants typically apply for the visa, which is a single entry visa valid for a maximum of 90 days, through the Korean Embassy or Consulate General in their home country prior to coming to Korea. Applicants who may not be in their home country when needing to apply for the visa can, in theory, apply at any Korean Embassy or Consulate General outside of Korea, assuming all their paperwork is in order (see below for more details). Applicants must meet the following two basic criteria in order to be eligible to apply for a C4 visa.

* **They must be the holder of, at a minimum, a 3 or 4 year undergraduate Bachelor's degree from an accredited university or college.**
* **They must be a native English speaker from one of the following countries: The United Kingdom, The Republic of Ireland, The U.S.A., Canada (except Quebec), New Zealand, South Africa, or Australia.**

Once applicants meet the above criteria they are eligible to apply for a C4 visa.

**2. Applying For a C4 Visa**

C4 visa applicants need to ensure they have the right documentation before applying for the visa, regardless of the application location. Hanyang University will provide successful applicants certain documentation (see '2.2 - Hanyang University Supplied Documentation' below) required by a Korean Embassy or Consulate General in order to process the application but there are other documents that the applicant themselves need to furnish to say Embassy or Consulate General. OIE will assist in getting these documents from Hanyang to you in a timely manner. These documents are:

**2.1 - Applicant Supplied Documentation**

**The following items must be submitted to Korean Consulate located to Chicago:**

1. Application for visa (with a passport or proper picture, 2x2, color)

Application Form: Please, click the below link and fill out the application form.

Link: <http://usa-chicago.mofat.go.kr/english/am/usa-chicago/image/cont/res/visa_form.doc>

2. Your Original Passport

3. A money order in the amount of $45.00, payable to Korean Consulate General

4. Your resume or CV

5. Your original contract of employment with Hanyang University

6. The Hanyang University Summer School Contract

7. The Certificate for Business Registration for Hanyang University

**2.2 - Hanyang University Supplied Documentation**

Hanyang University will furnish successful applicants requiring a C4 visa with the following documents:

**-** The Certificate for Business Registration for Hanyang University

**-** The Hanyang University Summer School Contract

**-** Your original contract of employment with Hanyang University

Please contact directly to the below email address if you need more information:

* + **Seojun Kim**, Hanyang Univ. Summer Program Coordinator

Email : jeen112@hanyang.ac.kr

* + **Bokyung Kim**, Hanyang Univ. Summer Program Coordinator

Email: shybboy@hanyang.ac.kr

**Embassy or Consulate General Links**

The Korean Embassy, [Washington D.C](http://www.koreaembassyusa.org/) & the Korean Consulate General in [New York](http://usa-newyork.mofat.go.kr/eng/am/usa-newyork/main/index.jsp), [San Francisco](http://usa-sanfrancisco.mofat.go.kr/eng/index.jsp), [Los Angeles](http://usa-losangeles.mofat.go.kr/eng/am/usa-losangeles/main/index.jsp), [Boston](http://usa-boston.mofat.go.kr/eng/am/usa-boston/main/index.jsp), [Chicago](http://www.chicagoconsulate.org/en/index.php), [Seattle](http://usa-seattle.mofat.go.kr/eng/am/usa-seattle/main/index.jsp), [Atlanta](http://usa-atlanta.mofat.go.kr/eng/am/usa-atlanta/main/index.jsp), [Houston](http://usa-houston.mofat.go.kr/eng/am/usa-houston/main/index.jsp) & [Honolulu](http://usa-honolulu.mofat.go.kr/eng/am/usa-honolulu/main/index.jsp).