**Letter of Guarantee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Family Name : | | Gender | Male |
| First Name : | | Female |
| Date of Birth  (YY/MM/DD) |  | Nationality |  | |
| Passport No. |  | Tel |  | |
| Name of home university |  | | | |
| Program of study  at home university | (e.g.: BA/Master/PhD) | | Email |  |
| Purpose of Visit |  | | | |

1. **Warrantee Foreigner (피보증외국인)**
2. **Personal Information**
3. **This is to certify that**
4. I obey Korean laws and SNU regulations during my stay.
5. During my stay, I conduct research activities **only at Seoul National University** under the supervision of Professor...........................................
6. I shall immediately report any incidents and/or changes during my stay to Professor............................ and the ( ) Office, College of ( ), Seoul National University.
7. I have no objection that SNU reports to the Immigration Office of the Republic of Korea if I violate Korean laws or SNU regulations.
8. I shall report changes in Alien Registration Matters **(see**[**Obligations to Report**](https://www.hikorea.go.kr/info/InfoDatail.pt?CAT_SEQ=196&PARENT_ID=146)**)** and changes in Place of Stay **(see**[**Obligations to Report**](https://www.hikorea.go.kr/info/InfoDatail.pt?CAT_SEQ=197&PARENT_ID=146)**)** to the jurisdictional Immigration Office within 15 days from the change.

Date: …………………………………………………….

Name of Warrantee: …………………………………….. Signature: …………………………………………

…………………………………….....…………………………………………………………………………….........

1. **Identity Guarantor (신원보증인: 초청(지도) 교수)**
2. **Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Family Name : | | Gender | Male |
| First Name : | | Female |
| Date of Birth  (YY/MM/DD) |  | Email |  | |
| Tel |  | |
| Department and  Job Title |  | | | |
| Relation with  Warrantee |  | | | |

1. **Period of Guarantee (보증기간)**

from…………………………………………………to…………………………………..

1. I certify that the warrantee conducts his/her research activities **only at Seoul National University** under my supervision. If the warrantee violates any SNU regulations and governmental rules, I shall report this fact to the ( ) Office, College of ( ), Seoul National University, immediately.

Date: …………………………………………………….

Name of Guarantor: …………………………………....... Signature: ………………………………………...

Notice

* **Incident/Change in personal detail Reporting Procedure**

1. The warrantee reports the following incidents and/or changes to (1) supervising professor, (2) school staff for international students (D-2-5 visa holders) in the College (3) the Immigration Office of the Republic of Korea.
   1. Changes in alien registered matters (name, gender, date of birth, nationality / passport number, date of issue, expiry date, etc.)
   2. Change of residential place
   3. Change of institution

The warrantee foreigner must submit the Application Form (Report Form) directly to the Immigration Office of the Republic of Korea within 15 days from the fact. Or, he/she may be subject to an unfavorable penalty.

\* Permission to extend period of stay should be obtained before the expiration of the permitted period of stay. (Applications are available up to 4 months in advance of the expiration date of stay)

\* Immigration Office of the Republic of Korea ☎ 1345

1. The supervising professor immediately reports the fact to the ( ) Office, College of ( ), Seoul National University if one of the following happens to the warrantee.
   1. In case of the warrantee’s resignation or death
   2. In case of absence without prior notice for more than five days
   3. If the warrantee violates Korean laws(ex. illegal stay) and SNU regulations
   4. In case of a significant change of personal details in the <Research Student Confirmation Form> and/or the <Letter of Guarantee> such as

- Change of the research period

- Change of purpose of visit (Type of Visa)

- Change of contact information

(Reference: [Hikorea>Immigration/Stay Guide>Obligations to report](https://www.hikorea.go.kr/info/InfoDatail.pt?CAT_SEQ=198&PARENT_ID=146))