

[붙임 1] 상세기술서

Detailed Information Form

Personal Information of the Child	<input type="checkbox"/> Male <input type="checkbox"/> Female	Passport or Travel Document	Birth Certificate	School Records	Nationality
	Full Name				
	Date of Birth	

※ If any of the personal information on the child's passport, school records, or birth certificate does not match the rest, document that can prove they all belong to the same person must be submitted.

Born in Korea or Immigrant Youth	Place of Birth	<input type="checkbox"/> Hospital <input type="checkbox"/> Birth Center <input type="checkbox"/> Home <input type="checkbox"/> Other ()
	Address	

※ Birth certificate or official document issued by the government of the home country must be submitted (translation required; if you don't have any of the above documents, submit any document that can prove the child was born in Korea).

Residence for at least 6 (or 7) years in Korea	Period of Stay in Korea	Period of Overstay	Period of Legal Stay	Travel History to Another Country	Stayed Outside Korea for 91 Days or More
	Y M	Y M	Y M	<input type="checkbox"/> No <input type="checkbox"/> Yes (Times)	<input type="checkbox"/> No <input type="checkbox"/> Yes (Total Period: Y M)

※ Period of stay in Korea is calculated by adding periods of overstay and legal stay, excluding the time spent outside Korea for 91 days or more.

Education	Name of School	Date of Entrance ~ Date of Graduation	Location of School	Status
	Elementary School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped out
	Middle School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped out
	High School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped out
	Reason for Transferring/Dropping Out of School			

– If the child has attended more than 1 elementary/middle/high school, fill in the details of the school the child is currently registered or has graduated from, and fill in the rest of the information in the Additional Information Sheet.

– If the child has passed the Middle/High School Graduate Equivalency Test, write "Equivalency Test (year of the test)" for the "Name of School" column, date of the test for "Date of Entrance", and the date the child passed the test for "Date of Graduation".

※ Please submit the certificate of graduation or registration of the child's elementary, middle, and high school. As for the child who passed the Middle/High School Graduate Equivalency Test, please submit the equivalency certificate of the child's highest level of education.

※ If any of the personal information on the child's certificate of graduation or registration is different from that of the passport, please submit documents that can prove they belong to the same person.

Family	Relationship	Name on Passport	Date of Birth	Passport No.	Sex	Most Recent Date of Entry	Current Status (In Korea, Departed)
	Father		
	Mother		
	Sibling		
	Sibling		

※ Document that can prove parental relationship : ☐ Birth certificate ☐ Official document issued by the home country (including the embassy), Other ()

– If the child has more than two siblings, please provide the details of the rest of the family members in the Additional Information Sheet.

Contact Information		Child	Father	Mother	Emergency Contact (Relationship with the Child)
	Phone No.				()
	Email				()

※ Guardians or adults other than the child's parents should write their contact information in the emergency contact column.

Adult Accompanying the Child	Relationship	Full Name	Date of Birth	Address	Phone No.

※ The guardian who accompanies the child for the application must submit a report explaining the background of supporting the child (it must be handwritten by the guardian, and if it is written in another language, translation into Korean must be attached).

☐ I certify that the information I have provided above is true and correct.

☐ I certify that there is no further information to be included in the Additional Information Sheet.

Year	Month	Day
Name	(Signature)	

Additional Information Sheet

Education	Name of School	Date of Entrance ~ Date of Graduation	Location of School	Status
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Not Attending School Yet/ <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	School	Y M ~ Y M	Si/Do Gu/Gun	<input type="checkbox"/> Graduated <input type="checkbox"/> Registered <input type="checkbox"/> Dropped Out
	<p>– If the child has attended more than one elementary/middle/high school, please provide details of the rest of the schools in the order of year of entrance.</p> <p>– Only alternative schools and special schools approved by the Ministry of Education will be recognized (please check the official website of the Ministry of Education).</p> <p>– If the child has passed the Middle/High School Graduate Equivalency Test, please write "Equivalency Test (year of the test)" for the "Name of School" column, date of the test for "Date of Entrance", and the date the child passed the test for "Date of Graduation".</p>			
Reason for Transferring/ Dropping Out of School				
Reason for Transferring/ Dropping Out of School				

	Relationship	Name on Passport	Date of Birth	Passport No.	Sex	Most Recent Date of Entry	Current Status (In Korea, Departed)
Family			
			
			
			
			
			
			

☐ I certify that the additional information I have provided above is true and correct.

Year	Month	Day	
Name	(Signature)		

【 Instructions on Application 】

- ▶ The child and the parent (or the guardian who supports the child, if the parent is not present) must visit the immigration office of jurisdiction and file an application. The child may submit the application alone if he/she is earning a living alone because his/her parent has departed from Korea or is deceased.
- ▶ You may be **punished according to related laws if you give any false information or submit forged documents.**
- ▶ Any personal information contained in the submitted documents shall be protected by the Personal Information Protection Act and other related laws and shall only be used to perform duties under the Immigration Act.
- ▶ All of the contacts should be reachable, and you must report any changed contact information. The applicant is responsible for any disadvantage caused by providing wrong contact information or not reporting updated information.
- ▶ Documents that need to be filled out for application are written in Korean, assuming that the child filing an application has received regular education in Korea for a certain period of time and has no difficulty understanding Korean. Please ask for help from people around you if you do not speak Korean.
- ▶ You may receive consultation and instruction at the reception desk at the immigration office on eligibility, documentary evidence, etc.

【 Mandatory Documents 】

- ▶ **Integrated Application Form** (Appendix 34 of the Enforcement Regulations of the Immigration Act)

and **Detailed Information Form**

– Documents must be filled out separately for the child and the parent. They should also be filled out separately for each child, if there are more than one.

▶ **Copies of the passports of the child and the parent**

– Please bring valid passports issued by the government of your home country (including the embassy) to get them checked by the authorities and submit copies of them.

※ This requirement may be waived in special circumstances, including the child of a refugee born in Korea or stateless person.

▶ **Documents to prove the birth of the child in Korea and parental relationship**

– Document that can prove the child was born in Korea, such as birth certificate, official document issued by the government (including the embassy) of the home country, photograph, etc.

– Document that may be used as evidence of parental relationship, such as DNA test report

▶ **Documents to prove the child has been residing in Korea**

– Document that can prove the child has attended schools in Korea, such as day care centers, kindergarten, elementary school, middle school, and high school (including alternative schools approved by the Ministry of Education)

– Photographs of the child growing up in Korea

▶ **Documents to prove the highest level of education received in Korea**

– Certificate of graduation or registration, middle/high school equivalency certificate, etc.

▶ **Documents to prove the place of residence**

– Document that can prove the child is living in the written address, such as rental contract

【 Additional Documents 】

▶ **Document to prove the validity of the child filing an application alone**

– Document that can prove the parent's departure, death, or any other cause that leads to the child not living with the parent currently

▶ **Document to prove all submitted documents belong to the same person**

– Required if any of the personal information on the submitted documents does not match the rest (school photo, family photo, etc.)

▶ **A guardian who accompanies the child instead of his/her parent must write by hand a report that explains the background of supporting the child.**

– If it is written in another language, translation into Korean must be attached (translation done by the child will be approved).

※ It must be written in detail about the current status, including how the guardian is providing basic necessities, such as food, shelter, and clothing, etc.

【 Complementary Documents 】

▶ The authorities may ask for complementary documents during the examination, and if they are not submitted within the deadline, the examination may be delayed or deferred.

– DNA test report, etc.