Consultation Request Form for Foreign Residents

제천바른비자 행정사사무소 · Jecheon Bareun Visa Administrative Agent Office · 법무부 출입국 민원 대행기관

☎ 010-8230-8880 · info@jecheonvisa.com · jecheonvisa.com · 충북 제천시 의림대로33길 52, 두진백로2차상가 109호

사무소 기재란	접수번호		접수일		담당	

Please fill in the blanks and tick (✓) the boxes ☐. You may leave blank anything you do not know.

1. Personal information

Full name (as in passport)			
Korean name (if any)		Sex	☐ Male ☐ Female
Date of birth	. .	Nationality	
Passport No.		Passport expiry date	. .
Alien registration No. (residence report No.)	-		
Status of stay (visa)	ex) E-9, D-2, F-6	Date of first entry to Korea	. .
Permitted period of stay	20 . . ~ 20 . .		
Mobile phone		Email	
Messenger / ID	☐ KakaoTalk ☐ WhatsApp ☐ Viber ☐ Zalo ☐ WeChat ☐ Facebook ☐ Telegram ID:		
Registered address in Korea			
Actual address (if different)			
Language(s) spoken			
Korean level	☐ None ☐ Basic ☐ Conversational ☐ Fluent TOPIK ____ / KIIP ____		
Interpreter / companion	Name / Relationship / Phone		

2. Workplace / School

Company name		Company contact person / phone	
Company address			
Industry / job duties		Start date	. .
Contract period	20 . . ~ 20 . .	Monthly wage (before tax)	원 (KRW)
Number of workplace changes (E-9)	회 (times)	School / major / year (students)	
Family in Korea (relationship, visa)			

3. What do you need help with? (tick all that apply)

☐ Extension of stay	☐ Change of status (visa)	☐ Alien registration / card reissue
☐ Change of address report	☐ Change / addition of workplace	☐ Permission for other activities (part-time work etc.)
☐ Re-entry permit	☐ Inviting family (visa issuance certificate)	☐ Permanent residence (F-5)
☐ Naturalization / nationality	☐ Regional visa (F-2-R, E-7-4R)	☐ Skilled worker (E-7-4)
☐ Marriage immigrant (F-6)	☐ Overseas Korean (F-4)	☐ Job seeking (D-10) / Study (D-2)
☐ Certificates (entry-exit, registration)	☐ Violations (fines, departure order)	☐ Other

Change of status (visa)	now _____ → wanted _____
Details of your question	
Urgent date	☐ Stay expiry date . . ☐ Planned departure . . ☐ Other
Have you ever had an immigration fine, criminal penalty or unpaid taxes?	☐ No ☐ Yes (details)
Preferred consultation	☐ Visit ☐ Phone ☐ Messenger Preferred date / time _____
How did you hear about us?	☐ Website ☐ Blog ☐ Facebook ☐ Friend ☐ Company ☐ School ☐ Other

4. Documents to bring

Passport, alien registration card, employment contract or certificate of employment (workers), certificate of enrollment (students), any notice from the immigration office, other related papers

5. Consent to collection and use of personal information

- Purpose: consultation, preparing and filing immigration applications for you, contacting you
- Items: the information written in this form
- Retention: 3 years from the consultation (if you hire us, the period required by law)
- You may refuse, but then we may not be able to advise you.

Do you agree to the collection and use of your personal information?	☐ I agree ☐ I do not agree
Do you agree to the processing of your passport No. and alien registration No.?	☐ I agree ☐ I do not agree

※ Administrative agents keep your information confidential as required by the Certified Administrative Agents Act.

※ We do not introduce or broker jobs. Visa decisions are made by the immigration office.

Date	20 . . .	Applicant		(signature)

사무소 기재란 (상담 후 작성)			
상담 결과·안내 내용			
수임 여부	☐ 수임 ☐ 보류 ☐ 불가·타 기관 안내	안내 보수·인지대	
관할 관서·접수 예정일		상담 행정사	(서명)