

## What are the Procedures for Hiring Foreign Workers?



### Efforts to Hire Korean Workers

- Manufacturing sector, construction sector, service sector  
14 days in principle, 7 days for exception
- Fishing sector, agriculture and livestock sector  
7 days in principle, 3 days for exception



### Application and Issuance of Employment Permit

- The job center checks the eligibility of the employer intending to hire foreign workers and finds multiple foreign workers who meet the requirements of employment (more than three times of the required number of foreign workers).



### Labor contract signing

- HRD Korea sends and signs an labor contract to the sending country (organization).



### Application and Issuance of the Certificate for Confirmation of Visa Issuance (CCVI)

- The employer (or proxy agent) applies for and issues the CCVI to the presiding immigration office.



### Application and Issuance of Visa

- The organization of the sending country applies for and issues Visa to the Korean Embassy in the sending country with the CCVI issued by the immigration office.



### Entrance and Employment Training of Foreign Workers

- HRD Korea informs the employer of the entering date of the worker by fax.
- HDR Korea dispatches and posts foreign workers on the date of completion of the employment training.



## Contact Information of HRD Korea Affiliated Organizations

Organization	Address	Tel
Southern Seoul Branch Office	110, Beodeunaru-ro, Yeongdeungpo-gu, Seoul	02-6907-7128
Gangwon Branch Office	135, Wonchangpogae-gil, Dongnae-myeon, Chundcheon-si, Gangwon-do	033-248-8508
Eastern Gangwon Branch Office	60, Bangdong-gil, Sacheon-myeon, Gangneung-si, Gangwon-do	033-650-5726
Busan Provincial Headquarters	26, Geungnok-daero 441beon-gil, Buk-gu, Busan	051-330-1843
Southern Busan Branch Office	454-18, Sinsaeon-ro, Nam-gu, Busan	051-620-1938
Gyeongnam Branch Office	239, Dudaeb-ro, Seongsan-gu, Changwon-si, Gyeongsangnam-do	055-212-7226
Ulsan Branch Office	347, Jungga-ro, Jung-gu, Ulsan (Gyodong)	052-220-3240
Daegu Provincial Headquarters	213, Seongseogongdan-ro, Dalseo-gu, Daegu	053-580-2364
Gyeongbuk Branch Office	42, Halgasannoncheon-gil, Seohu-myeon, Andong-si, Gyeongsangbuk-do	054-840-3016
Eastern Gyeongbuk Branch Office	9, Baobwon-ro 140beon-gil, Buk-gu, Pohang-si, Gyeongsangbuk-do	054-230-3225
Incheon Provincial Headquarters	209, Namdongseo-ro, Namdong-gu, Incheon	032-820-8654
Gyeonggi Branch Office	46-68, Hamaesil-ro, Gworseon-gu, Suwon-si, Gyeonggi-do	031-249-1244
Northern Gyeonggi Branch Office	140, Chudong-ro, Uljeongu-si, Gyeonggi-do	031-850-9134
Eastern Gyeonggi Branch Office	1217, Seongnam-daero, Sujeong-gu, Seongnam-si, Gyeonggi-do	031-750-6233
Gwangju Provincial Headquarters	82, Cheomdanventure-ro, Buk-gu, Gwangju	062-970-1754
Jembuk Branch Office	69, Yusang-ro, Dedjin-gu, Jeonju-si, Jeollabuk-do	063-210-9202
Jeonnam Branch Office	35-2, Sungwang-ro, Suncheon-si, Jeollanam-do	061-720-8523
Western Jeonnam Branch Office	820, Yeongsan-ro, Mokpo-si, Jeollanam-do	061-288-3315
Jeju Branch Office	19, Bokji-ro, Jeju-si, Jeju-do	064-729-0725
Daejeon Provincial Headquarters	1, Seomun-ro 25beon-gil, Jung-gu, Daejeon	042-580-9166
Chungbuk Branch Office	81, Tsunhwan-ro 394beon-gil, Heungdeok-gu, Cheongju-si, Chungcheongbuk-do	043-279-9025
Chungnam Branch Office	27, Cheonilgo 1-gil, Seobuk-gu, Cheonan-si, Chungcheongnam-do	041-620-7622



HRDK 한국산업인력공단

## Guide on Employment Permit System of Foreign Workers



Human Resource Development Service of Korea : [www.hrdkorea.or.kr](http://www.hrdkorea.or.kr)  
 Integrated EPS Service : [eps.hrdkorea.or.kr](http://eps.hrdkorea.or.kr)  
 Employment Permit System : [www.eps.go.kr](http://www.eps.go.kr)

### • What is Employment Permit System of Foreign Workers (EPS)?

A system that allows a small or mid-sized company who has difficulties acquiring native workers to hire unskilled foreign workers by receiving the employment permit from the government

### • 16 Countries Sending Workers

The Philippines, Mongolia, Sri Lanka, Vietnam, Thailand, Indonesia, Uzbekistan, Pakistan, Cambodia, China, Bangladesh, Kyrgyzstan, Nepal, Myanmar, East Timor and Laos



### • Business Types Allowed to Hire Foreign Workers



**Manufacturing sector**  
 Less than 300 regular workers or paid-in-capital less than or equal to KRW8 billion



**Construction sector**  
 All construction projects  
 ※ Except for a business that has the construction license of Industrial Environment Facility



**Service sector**  
 Businesses of treating construction waste, collecting and selling materials for recycling, (land) treating and refrigeration warehouses, publishing books, magazines, and printed materials, and publishing music and other audiomaterials



**Fishing sector**  
 Businesses of offshoring fishing, aquaculture, producing sun-dried salt, and mining salt



**Agriculture and livestock sector**  
 Businesses of growing crops, stock breeding, livestock industry-related service business

## How are foreign workers selected?



### "Point System for Recruitment of Foreign Workers"

A combined recruitment system for comprehensively evaluating individuals' competence elements through the Test of Proficiency in Korean (TOPIK), Skills Test, vocational ability test, etc. to select workers whose work ability has been verified

#### [1st Test] TOPIK

Evaluate the Korean language proficiency and the understanding of Korean culture to recruit foreign workers

##### - Qualifications -

- ① A person aged 18 to 39 years
- ② A person who has no criminal history of imprisonment or more severe penalty
- ③ A person who has never been evicted from Korea or deported from Korea
- ④ A person who has no restriction from leaving his or her home country
- ⑤ A person who has not stayed in Korea for more than 5 years with Non-professional Employment (E-9) or Vessel Crew (E-10)

#### [2nd Test] Skills Test and Vocational Competency Evaluation

Evaluate TOPIK passers as targets in four areas of "physical strength," "interview," "basic functionalities," and "vocational competency"

Evaluation Item	Description
<b>Physical Strength</b> (Common in all business types)	rip, back muscles, weight, height, color vision test (Physical peculiarity)
<b>Interview</b> (Common in all business types)	Self-introduction and attitude (video recording), basic conversation and action instruction, name matching, basic job skills, speaking Korean
<b>Basic Functionalities</b> (Manufacturing Sector)	Common : Inserting pins, hanging rings Optional : Assembling bolts and nuts, measuring and weighing, jointing
<b>Basic Functionalities</b> (Agriculture & Livestock Sector)	Common : Inserting pins, driving a single wheeled vehicle Optional: Fitting models, conveying work products
<b>Basic Functionalities</b> (Construction Sector)	Common : Inserting pins Optional : Frame woodwork, assembling and combining iron bars
<b>Basic Functionalities</b> (Fishing Sector)	Common : Inserting pins, loading heavy weights Optional : driving a single wheeled vehicle, roping and knotting

\*The interview videos of foreign workers are taken and provided to employers.

## Guide to Sojourn and Return Support Services For Employers and Foreign Workers



### 01 "Support for Employment Adjustment during Early Entry"

- » **Targets** : Foreign workers within 3 months of entry and employers
- » **Support Details** : Monitoring and guidance on improvements for working conditions, working environment, adjustment to the workplace, etc. of the workplace
- » **Support Method** : Visits and calls to workplaces

### 02 "Workplace Issue Resolution Support"

- » **Targets** : Employers and foreign workers suffering from workplace conflicts
- » **Support Details** : Mediation workplace issues and conflicts (calls and visits)
- » **How to Apply** : Visit the offices of HRD Korea around the nation or call to apply

### 03 "Specialized Services for Agricultural, Livestock, and Fishery Industrial Workplace"

- » **Targets** : Foreign workers and employers in agricultural, livestock, and fishery industries
- » **Support Details** : Connects with relevant organizations to provide "comprehensive sojourn support services" and "visiting consultation services"

### 04 "Education for the Employer on Employment and Management of Foreign Workers"

- » **Targets** : Employers who want to hire or have hired foreign workers
- » **Education Details** : Systems and knowledge required to hire foreign workers
- » **Applying for Participation** : Visit the offices of HRD Korea around the nation or FAX to apply
- » **Benefits of Completing Education** : Granting additional points under the points system upon hiring new foreign workers for following year

### 05 "Vocational Skills Development Training for Currently Employed Foreign Workers"

- » **Targets** : Currently employed foreign workers under the EPS
- » **Education Details** : A vocational training program aiming to enhance basic job performances
- » **Benefits for Participants** : Free training, certificates issued, transportation and food expenses provided, recognized vocational training in the certificate of career
- » **Applying for Participation** : Nationwide training organizations designated by HRD Korea

### 06 "Education and Training to Support Re-settlement for Those Who are Planning to Return to Home Country"

- » **Targets** : Foreign workers subject to reemployment for at least 3 years and re-entry system for committed workers
- » **Education Details** : An education and training program to cultivate the employment and startup capabilities for foreign workers after they have returned to their home countries
- » **Benefits for Participants** : Free training, certificates issued, transportation and food expenses provided, recognized vocational training in the certificate career
- » **Applying for Participation** : Nationwide training organizations designated by HRD Korea

### 07 "Step-by-Step Return Support Services"

- » **Targets** : Foreign workers who are scheduled to return and their employers
- » **Support Details** : Guide to return preparation and administrative reports

Period	Service Details
6 months, 3 months before departure	Guides to return preparation sent by post (Departure preparations, returning worker network application form, job search form, etc.)
2 months, 2 weeks before departure	Consultations on returning provided through visitor calls to workplace (Guide to departure preparation such as guides to expiration date of employment period and reporting departure schedule)
1 week before departure	SMS sent to remind foreign workers to confirm their return



## Counseling Center for Foreign Workers Comprehensive Counseling Support Regarding EPS 1577-0071

- Operating Hours : 365 days a year (09:00-18:00)
- Place : 3F, Emerald Building, 16, Gojan 2-gil, Danwon-gu, Ansan-si, Gyeonggi-do
- Service Details : Counseling in person upon visiting, by phone, three-party calls, translation, etc.
- Targets : Foreign workers (E-9, H-2) and employers hiring foreign workers

### • Support Center for Foreign Workers •

Organization	Address	Tel
Korea Support Center for Foreign Workers	1F, Yeongin Office Block B, 1291, Nambu-sunhwan-ro, Guro-gu, Seoul	02-6900-8000
Ulsjeongbu Support Center for Foreign Workers	94, Gyeongju-ro, Ulsjeongbu-si, Gyeonggi-do	031-838-9111
Gimhee Support Center for Foreign Workers	6F, Jibyo Building 81, Garak-ro, Gimhee-si, Gyeongsangnam-do	055-338-2727
Changwon Support Center for Foreign Workers	203, 3-15-dae-ro, Masanheppo-gu, Changwon-si, Gyeongsangnam-do	055-253-5270
Incheon Support Center for Foreign Workers	12F, Myungjin Plaza, 220, Hogu-po-ro, Namdong-gu, Incheon	032-431-5757
Daegu Support Center for Foreign Workers	8F, Jinyong Tower, 863, Daegu-beol-dae-ro, Dasa-eup, Daeseong-gun, Daegu	053-654-9700
Cheonan Support Center for Foreign Workers	21, Seongsong-gongwon 5-ro, Seobuk-gu, Cheonan-si, Chungcheongnam-do	041-411-7000
Gwangju Support Center for Foreign Workers	2F, 82, Pungyeong-ro 145beon-gil, Gwangsan-gu, Gwangju	062-946-1199
Yangsan Support Center for Foreign Workers	28, Yearho-ro, Yangsan-si, Gyeongsangnam-do	055-912-0255