

Manual for the Resettlement Support for North Korean Refugees



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I. Overview of Resettlement Support for North Korean Refugees

1. Present State of North Korean Refugees
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1. Present State of North Korean Refugees

A. Definition

The term “**North Korean Refugee**” means a person who has his/her domicile, immediate family, spouse, workplace, and so on in North Korea, and who has not acquired any foreign nationality after escaping from North Korea. (Article 2 of the Resettlement Support Act)

Similar Concepts (Persons who are not North Korean refugees)

- Chinese residing in North Korea: Persons who reside in North Korea but retain Chinese citizenship
- North Koreans residing in China: Persons who reside in China but retain North Korean citizenship
- North Korean refugees’ children born in a third country: Persons who have never resided in North Korea and, accordingly, never escaped North Korea

B. North Korean Refugees Living in South Korea

◦ Number of North Korean Refugees in South Korea by Year

- As of the end of 2013, a cumulative total of 26,122 North Koreans entered South Korea (Male: 7,947 persons; Female: 18,175 persons).

- The number of North Korean refugees entering the South reached some 2,000 persons in 2006; afterwards the annual total remained at 2,500 to 3,000 persons until it was reduced to 1,514 persons in 2013 due to the tightened border control by North Korea and China and other causes.

Classification	~98	~01	02	03	04	05	06	07	08	09	10	11	12	2013 (est)	Total
Male	831	565	510	474	626	424	515	573	608	662	591	795	404	369	7,947
Female	116	478	632	811	1,272	960	1,513	1,981	2,195	2,252	1,811	1,911	1,098	1,145	18,175
Total	947	1,043	1,142	1,285	1,898	1,384	2,028	2,554	2,803	2,914	2,402	2,706	1,502	1,514	26,122

◦ By Age (Age at the time of entry)

(As of June 2013)

Classification	0-9	10-19	20-29	30-39	40-49	50-59	60 and older	Total
Male	586	1525	2081	1825	1050	387	280	7,734
Female	590	1826	5032	5748	2759	841	785	17,581
Total	1176	3351	7113	7573	3809	1228	1065	25,315

◦ By Occupation in North Korea

(As of June 2013)

Classification	Manager	Military personnel	Laborer	Unemployed/ supported	Service area	Arts/ sports	Professional	Not applicable	Other	Total
Male	307	572	3332	2,873	69	65	180	238	98	7734
Female	98	77	6227	9,459	921	145	323	184	147	17581
Total	405	649	9,559	12,332	990	210	503	422	245	25315

◦ By Educational Attainment in North Korea

(As of June 2013)

Classification	Preschool	Kindergarten	People's school	Middle school	Junior college	University and above	Other	Total
Male	335	114	680	4703	660	859	383	7,734
Female	325	143	1,015	13,034	1,658	917	489	17,581
Total	660	257	1,695	17,737	2,318	1,776	872	25,315

Are North Korean refugees multicultural families?

- The territory of the Republic of Korea shall consist of the Korean peninsula and its adjacent islands. (Article 3 of the Constitution of the Republic of Korea)
- North Korean refugees are members of an ethnic community and citizens of South Korea as provided for in the Constitution of the Republic of Korea. They need to be essentially distinguished from multicultural families, such as married immigrants and naturalized citizens, who are supported under the Framework Act on Treatment of Foreigners Residing in the Republic of Korea.
- North Korean refugees share some features of multicultural families in that they lived in different culture and political system. However, in essence, it is difficult to regard them as multicultural families in light of South-North integration.
- North Korean refugees are unification resources who will return to their hometowns and play leading roles in building a unified Korea once the Korean Peninsula becomes one state again.

C. Actual Conditions of Resettlement of North Korean Refugees

◦ A survey on North Korean refugees conducted in 2013 (2,355 respondents) showed that more than 74.5 percent of North Korean refugees are satisfied with life in the South (* 9.1 percent unsatisfied)

- Respondents answered that they are satisfied because ① they can earn as much as they work (43.5%) ②they can do the work that they like (43.0%), ③they are better off than in North Korea (42.0%).

◦The resettlement indicators continue to improve, but fall short of the average of the general public.

- Misfit cases also exist including those who return to the North or defect to foreign countries by falsely representing themselves as North Koreans

◦ Key Indicators Concerning Resettlement of North Korean Refugees

Classification	NK Refugees for 2007	NK Refugees for 2012	NK Refugees for 2013	All people for 2013
Employment ratio	36.9%	50. 0%	51. 4%	60. 4%

Unemployment ratio	22.9%	7.5%	9.7%	2.7%
Livelihood benefit receipt ratio	63.5%	40.8%	35.0%	2.6%
Average monthly income	1.064 million won	1.377 million won	1.414 million won	

* Source: Database Center for North Korean Human Rights (2007); Korea Hana Foundation (2012 to 2013)

◦ The school dropout rate of North Korean youth refugees is decreasing.

- Some of North Korean youth refugees, however, have difficulties adapting to schools due to poor academic achievements, language and cultural differences, and so on.

* Most difficult problems at school for North Korean youth refugees: ① Catching up with class (52.6%) ② Cultural adaptation and language (13.5%) ③ Friends (8.5%) (2012 report on North Korean youth refugees prepared by the Korea Hana Foundation)

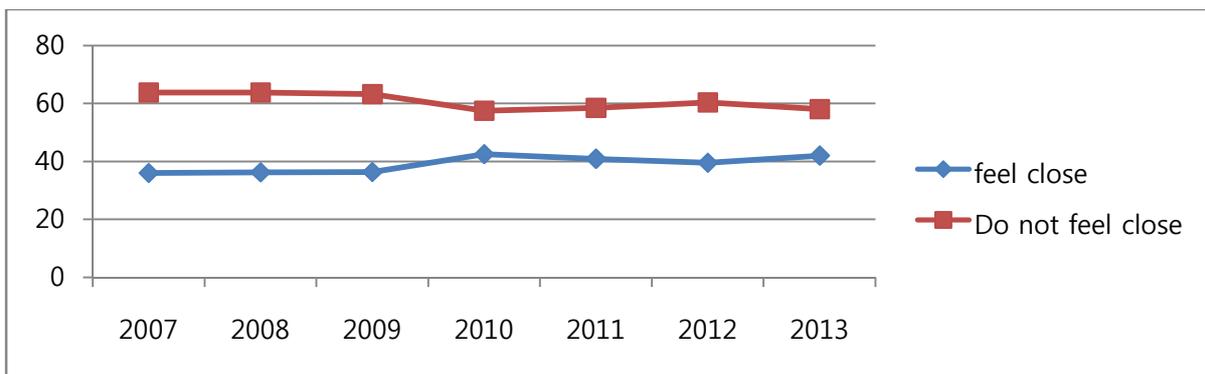
◦Elementary, Middle, and High School Dropout Rates of North Korean Youth Refugees

Classification	2008	2009	2010	2011	2012	2013	General students (2012)
Dropout ratio (%)	10.8	6.1	4.9	4.7	3.3	3.5	0.9

◦ Social perceptions of North Korean refugees are mostly negative.

- Only 42 percent of respondents answered they feel “closeness” with North Korean refugees.

< South Korean’s’ Sense of Closeness with North Korean Refugees >



* Source: Unification Attitude Survey 2012 (Institute for Peace and Unification Studies, Seoul National University)

◦ North Korean refugees also find themselves facing serious discrimination in society.

- A great number of North Korean refugees indicated social prejudice and discrimination as a reason for dissatisfaction with life in the South.

* North Korean refugees found themselves dissatisfied with life in the South because of:

①economic difficulties (70.6%) ② discrimination against North Korean refugees (33.6%)
③gap between what they can do and what they want to do (30.9%) ④difficulties with cultural
adaptation (28.8%) ⑤ conflict with family members (5.7%) (2013 survey conducted by the
Korea Hana Foundation)

- Prejudice and discrimination cause them serious emotional trauma.

*** How are you hurt by South Koreans?** ① Condescending attitude (35.4%) ② Prejudice and
preconceived notions (30.8%) ③ Seeing North Koreans as people of a different nationality
(24.6%) (The Institute of the Humanities for Unification, Konkuk University, 2012)

2. Resettlement Support Process

◦ Resettlement support policies are implemented through cooperation among the central government, local governments, and the private sector.

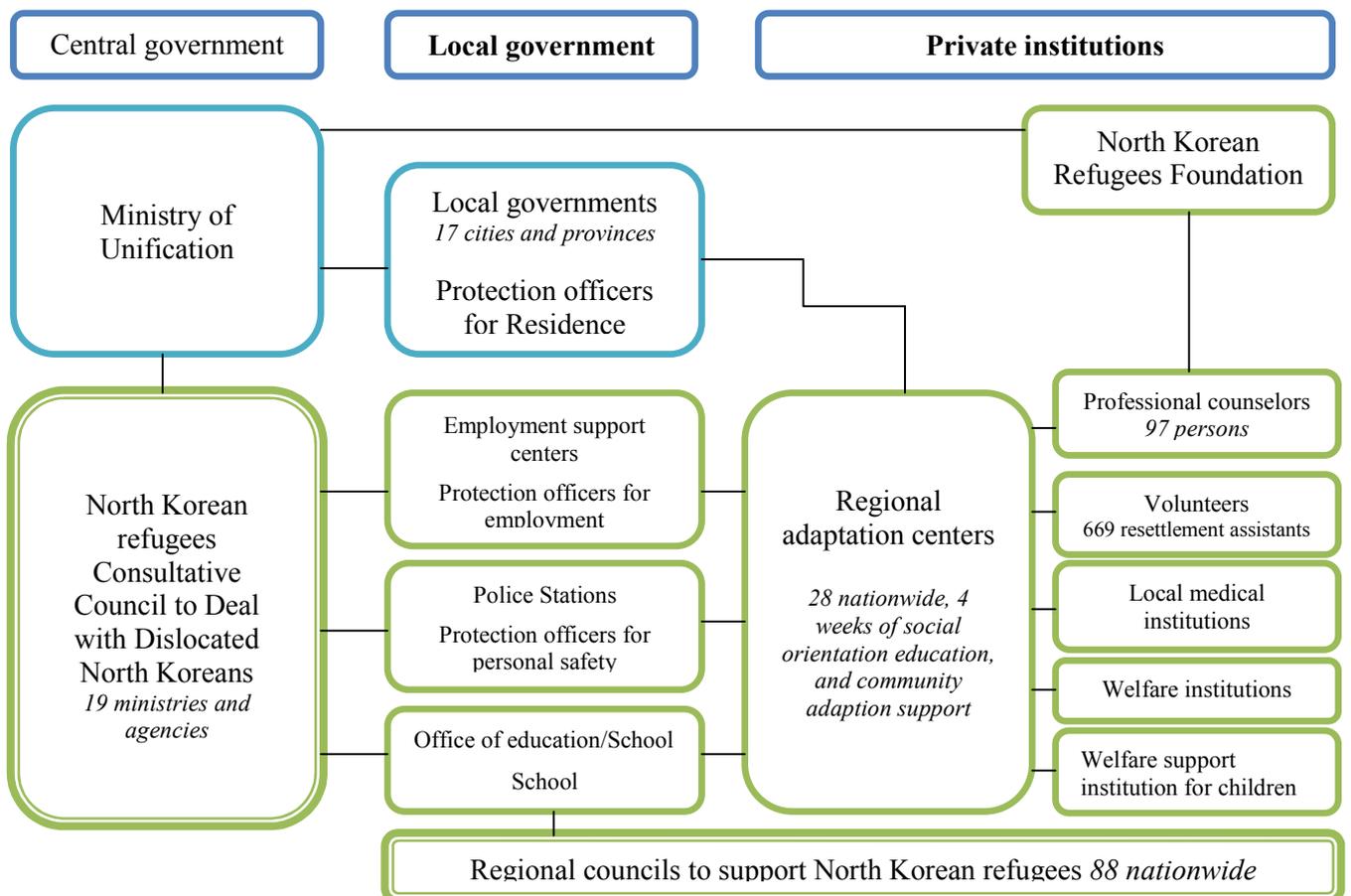
- At the central government level, the Consultative Council to Deal with Dislocated North Koreans under the Ministry of Unification discusses and coordinates policies.

- At the community level, local governments and regional adaptation centers render resettlement support services designed specifically to meet the needs of North Korean refugees and regional circumstances.

* Regional Councils to Support North Korean Refugees are regional policy consultation organizations consisting of protection officers for community services, protection officers for employment, and protection officers for personal safety, Hana Center, and regional NGOs.

- At the private sector level, regional NGOs, medical institutions, religious groups, and volunteers render support services in alignment with the North Korean Refugees Foundation and regional adaptation centers.

◦ Resettlement Support Process



< Resettlement Support Process for North Korean Refugees >

Request for protection and transfer to South Korea	<ul style="list-style-type: none"> • Upon receipt of a request for protection, report the situation to appropriate government agencies • Accommodate refugees in foreign diplomatic offices or temporary shelters in a host country • Negotiate with the host country and arrange for the immigration of refugees after verifying their identity
Enter South Korea	
Joint interrogation	<ul style="list-style-type: none"> • Upon entrance, conduct joint interrogation with relevant government agencies including the National Intelligence Service and the National Police Agency • Upon completion of interrogation, transfer refugees to the custody of Hanawon, the education center for social adaptation
Decision over protection	<ul style="list-style-type: none"> • Decide whether to protect the refugees after deliberation by the Consultative Council to Deal with Dislocated North Koreans • Make decisions over protection for each household
Resettlement preparations at Hanawon	<ul style="list-style-type: none"> • Education for social adaptation (12 weeks and 392 hours) <ul style="list-style-type: none"> - Psychological security, better understanding of South Korean society, career counseling, and basic vocational training • Support at the initial stage resettlement: Creation of family relation register, housing arrangement, resettlement subsidies, and incentives
Move into the domicile	
Community adaptation support (five years)	<ul style="list-style-type: none"> • Incorporated into social safety net (livelihood benefits and healthcare benefits granted) • Vocational support: employer subsidies, free vocational training, accreditation, etc, • Educational support: Special school transfers and tuition subsidies • Protection officers: Support through officers responsible for community adaptation, employment, and personal safety
Non-governmental participation	<ul style="list-style-type: none"> • Provide comprehensive North Korean Refugees Foundation • Regional adaptation centers (27 nationwide and 4 branches) • Resettlement assistants: Civil volunteers are matched with refugees • Professional counselors for North Korean refugees (about 100 persons) <ul style="list-style-type: none"> - Reaching out for them to provide comprehensive counseling services and help them resolve problems

3 Highlights of Resettlement Support Programs

Classification	Program	Description
Social Adaptation Education	Basic education	Education for 392 hours over 12 weeks at Hanawon * Seven classes based on age and gender: Preschooler, kindergartener, grader, teenager, adult male, adult female, and senior classes) * Four areas: emotional stability & health care, better understanding of South Korean, career counseling & basic vocational training, and initial resettlement support
	Community orientation education	Education for four weeks and 80 hours and follow-up support at Hana Centers nationwide * Understanding of community, educational guidance, health promotion, employment, economic education
Resettlement Subsidies	Basic resettlement subsidy	KRW 7 million for a single person household * Initial payment of KRW 4 million and the remaining KRW 3 million paid out in quarterly installments
	Provincial resident incentive	For a single person household, KRW 1.3 million for those who reside in metropolitan cities for two years and KRW2.6 million for other provinces
	Additional benefits for particularly vulnerable groups	Up to KRW 15.4 million for the aged, the disabled, those under long-term medical treatment, and children of a single-parent family * Only one type of benefit per person permitted
Housing	Housing arrangement	Permanent and affordable rental arrangement (Impossible to terminate the lease contract for two years; and impossible to amend ownership or leasehold rights)
	Housing subsidy	KRW 13 million for a single person household (The housing subsidy less key money for a rental house is paid out after the protection period.)
	Other (Foundation)	Operation of shelters for those on the waiting list for housing, group homes for teenagers without families, and shelters for female victims
Employment	Vocational training	Vocational training fees supported in full; and monthly training allowances of KRW 200,000 provided during the training period
	Vocational training, certification, and employment incentives	<ul style="list-style-type: none"> • KRW 1.2 million granted upon completion of vocational training for 500 hours; KRW 200,000 additionally granted for every further 120 hours of training; and KRW1.6 million upon completion of up to 740 hours of training (KRW 2 million added for vocational training in core and strategic industries) • KRW 2 million upon acquisition of a certificate • For 3-year continuous service, KRW 16.5 million for the Seoul metropolitan area and KRW19.5 million for provincial

		areas
	Employer subsidy (paid to employers)	A half of wages for North Korean refugee employees are subsidized up to KRW 500,000 for up to four years
	Other (Foundation)	Operation of employment support centers, support for the establishment of social enterprises, support for resettlement in agricultural areas and business start-ups, and provision of employment support vouchers
Social Security	Livelihood benefits	Designated as recipients of national basic livelihood security benefits; KRW 600,000 per month for a single-person household
	Healthcare	Designated as recipients of class I healthcare benefits eligible for medical care services with no patient contributions
	Special pension plan	Those who are aged 50 through 59 at the time of entry are eligible for national pension
	Other (Foundation)	Provision of nursing mother assistance, medical expenses, and emergency livelihood and daily necessity kit
Training	Special admission and school transfer	Special admission and transfer to colleges (based on college-specific special admissions outside the normal fixed quota)
	Support for school fees	Tuition for middle and high schools and national and public universities exempted; 50 percent of tuition subsidized for private universities
	Other (Foundation)	Provision of scholarships, operation of leadership programs for college students, support for alternative educational facilities (e.g. alternative schools, after-school learning centers), and provision of distance-learning English programs and home-study workbooks
Counseling		Follow-up services through Hana Center, professional counselors, and resettlement assistants

II.

Initial Resettlement Support

1. Social Orientation Program at Hanawon
2. Family Relation Register Creation and Resident Registration Notification
3. Resettlement Subsidies
4. Housing Support

1. Social Orientation Program at Hanawon

A. Overview of Hanawon

◦ Hanawon is a “resettlement support facility” under Article 10 of the Act on Protection and Resettlement Support of North Korean Refugees (hereinafter referred to as “the Resettlement Support Act”). It is also called the Resettlement Support Center for North Korean Refugees on the organization chart of the Ministry.

- Hanawon was established in Anseong, Gyeonggi Province in July 1999, and the second Hanawon, or Hwacheon Branch, was opened in December 2012.
- Hanawon is responsible for providing educational programs for women while Hwacheon Branch provides educational programs for men and in-depth education.
- A total of about 24,200 persons completed social orientation programs and advanced into society from 1999 through 2013.

B. Curriculum

Program Objectives: Regaining emotional stability, overcoming cultural differences, and finding motivation to become socially and economically independent

Emotional stability and health care (46 hours)	<ul style="list-style-type: none"> - Psychological test and counseling - Health check and treatment 		<ul style="list-style-type: none"> - Aptitude test and career guidance - Basic vocational training 	Career guidance and vocational training (157 hours)
12-week, 392 hour program				
Promotion of understanding of Korean society (138 hours)	<ul style="list-style-type: none"> - Free democracy and market economy - History, culture, laws for daily life - Hands-on experience (buying goods in market, family visits, city experiences) 		<ul style="list-style-type: none"> - Introduction to resettlement support programs - Education to help participants become self-supporting 	Initial resettlement support (51 hours)

** Elective and supplementary programs: Korean language, driving license, computer, basic accounting, etc. (284 hours)*

2. Family Relation Register Creation and Resident Registration Notification

A. Overview

- North Korean refugees can obtain support for their creation of family relation register and resident registration so that they can enjoy rights and duties as South Koreans.

B. Family Relation Register Creation

- Legal basis: Article 19 of the Resettlement Support Act
- Creation of a family relation register
 - The Ministry of Unification submits an application for the creation of family relation register to the Seoul Family Court.
 - If such application is accepted, the Seoul Family Court sends a certified copy of permission for such creation to the head of a Si/Gu/Eup/Myeon of the place of registration.
 - The head of a Si/Gu/Eup/Myeon draws up a family relation register.

C. Resident Registration Notification

- Legal basis: Article 19-3 of the Resettlement Support Act; Article 8-2 of the Guidelines for Protection at the Place of Domicile; and Guidelines for New Resident Registration for North Korean Refugees (Community Service Division of the Ministry of Security and Public Administration – No.9405; November 26, 2010)
- Resident registration notification
 - Hanawon submits resident registration notifications to 22 nationwide Eup/Myeon/Dong offices designated to deal with new resident registrations.
 - Applicable Eup/Myeon/Dong offices grant the resident registration number and give notifications to applicants before their completion of Hanawon programs.
 - The Eup/Myeon/Dong offices where Hanawon is located record the resident registration number in the applicant's family relation register.
 - Hanawon issues a temporary identification card bearing the resident registration number.
 - North Korean refugees present their temporary ID cards in reporting their move-in and applying for their resident registration certificate after their completion of Hanawon programs.
- Process of resident registration notification (for designated Eup/Myeon/Dong offices)
 - Receive official documents sent via e-mail by Hanawon concerning requests for resident registration notification for North Korean refugees
 - Issue family relation registers (identification certificates) of the applicants for official purposes
 - Verify the identity of the applicants (name, date of birth, and place of registration)
 - Grant a resident registration number based on the applicants' date of birth

◦ Special corrections of resident registration numbers

- Exceptions were made where those who are given a resident registration number based on the domicile of Hanawon (Samjuk-myeon, Anseong, Gyeonggi-do) are allowed to change the resident registration number based on their current place of residence.

•How to grant a resident registration number for a person whose date of birth is earlier than the date of establishment of Eup/Myeon/Dong offices

- Request the resident registration division of the Si/Gun/Gu office to grant such resident registration number
- Go through the resident registration notification process with a new resident registration number sent by the office concerned
- Notify the new resident registration number to the head of the resettlement support office for North Korean refugees (Hanawon) and the head of a Si/Gu/Eup/Myeon where resettlement support facilities are located

3. Resettlement Subsidies

A. Resettlement and Housing Subsidies

(in KRW tens of thousands)

Household size	Basic resettlement benefit			Housing subsidies	Total
	Initial payment	Installments	Subtotal		
One person	400	300	700	1,300	2,000
Two persons	500	700	1,200	1,700	2,900
Three persons	600	1,000	1,600	1,700	3,300
Four persons	700	1,300	2,000	1,700	3,700
Five persons	800	1,600	2,400	2,000	4,400
Six persons	900	1,900	2,800	2,000	4,800
Seven persons or more	1,000	2,200	3,200	2,000	5,200
Time of payment	Upon discharge from Hanawon	Paid out in quarterly installments for one year after moving into the place of residence		The housing subsidies less the key money for a rental house to be paid out five years later	

Additional Benefits to Resettlement Subsidies (One benefit per household)

Type	Criteria	Amount	Application method	Required documents
Disability benefit	Disability grade	KRW 15.4 million (grade 1) KRW 10.8 million (grades 2-3) KRW 3.6 million (grades 4-5)	- Time: During protection period - Method: Apply to Hanawon (Required documents to be sent via mail)	- Common documents: Additional Benefit Application; certified copy of resident registration; a copy of resident registration certificate; and a copy of bankbook - Disability benefits: common documents; medical certificate; and disability certificate (welfare card) - Long-term treatment: common documents and medical certificate for hospitalization
Long-term medical treatment benefit	Hospitalized due to serious illness for three months or more	Months x KRW 800,000		
Children of single-parent family benefit	Children less than 13 years old living with a single-parent family	KRW 3.6 million (per household)	Paid through Hanawon without a separate application process	

Age	60 years or older	KRW 7.2 million	

B. Other Incentives

(in KRW tens of thousands)

Type	Criteria	Amount	Remarks
Vocational training incentive	Less than 500 hours in total	-	Not paid
	500 hours or more in total	120	
	620 hours or more in total	140	
	740 hours or more in total	160	
	<i>*Completion of a one-year program in national core and strategic industries</i>	200	Additional incentive
Certificate acquisition incentive	Recipients of vocational training incentive	200	Can be applied only one time
	Certificate acquisition through self-study	200	
Employment incentive	Employed by the same company for six months		(Seoul metropolitan area) 200 (Provincial area) 250
	Year 1		(Seoul metropolitan area) 450 (Provincial area) 550
	Year 2		(Seoul metropolitan area) 550 (Provincial area) 650
	Year 3		(Seoul metropolitan area) 650 (Provincial area) 750
Maximum amount: KRW 22 million for the Seoul metropolitan area and KRW25 million for provincial areas			
Incentive to live in provincial areas (paid two years later)	Seoul, Gyeonggi-do, and Incheon		Not paid
	Metropolitan cities (excluding Incheon; 10% of housing subsidies)	130	
	Other provincial areas (20% of housing subsidies)	260	

* Those who have moved into Seoul, Gyeonggi-do, or Incheon from metropolitan cities or other areas within two years are not eligible for the incentive to live in provincial areas.

4. Housing Support

A. Overview

- Housing support based on Article 20 of the Resettlement Support Act
 - Rental housing is arranged for North Korean refugees when they enter society.
 - Housing subsidies are provided. (KRW 13 million for a single-person household)
 - After entering society, North Korean refugees become eligible for special and priority provision of public housing, if they apply.

B. Rental Housing Arrangement

- Legal basis: Article 38 of the Enforcement Decree of the Resettlement Support Act; and Articles 19, 31, and 32 of the Rules on Housing Provision
- Arrangement process
 - North Korean refugees in educational programs at Hanawon indicate the region of their choice.
 - Hanawon requests the Korea Land and Housing Corporation and development corporations (SH Corporation, etc.) to arrange for rental housing. Housing arrangement is completed before North Korean refugees enter society.
 - * *There is a possibility that housing is not assigned before discharge depending on availability.*
 - * *Teenagers without family become eligible for application for housing through the North Korean Refugees Foundation when they reach 20 (considering their self-support capabilities, etc.).*
 - Those who postpone housing arrangement can apply for it after the period of postponement ends.
 - * *Teenagers without family can postpone housing arrangement up to age 24, and those with serious illness requiring nursing can postpone for up to one year.*
- ※ Additional housing arrangement for a household with five or more persons (Article 4 of the Enforcement Rule of the Resettlement Support Act)
 - For a household with five or more persons for which protection was determined after January 31, 2009, more than two houses can be arranged.
 - The household that had entered society before the Rule came into force can apply for additional housing arrangement one time, with the exception of those who waived their right to housing arrangement before leaving Hanawon.

C. Housing Subsidies

- The amount of housing subsidies is determined based on the resettlement subsidy payment criteria when protection is determined (on a household level). At the time of entering society, only the key money for a rental house is paid.
 - The Ministry of Unification pays the key money for a rental house directly to housing management entities such as the Korea Land and Housing Corporation or development corporations.
 - The housing subsidies less the key money for a rental house is paid out five years later.
 - However, upon occurrence of any event set out in the guidelines provided by the Ministry of

Unification (Resettlement Subsidy Payment Guidelines), housing subsidies can be paid before the five years have elapsed.

Early Payment Events (Article 14 (3) of the Resettlement Subsidy Payment Guidelines)

1. A person subject to protection has drawn a lot for a unit of affordable housing (aka Bogeumjari housing) intended for rent and sale subject to Article 2, subparagraph 1 of the Special Act on the Construction of Bogeumjari Housing, etc.;
2. A person subject to protection has been rendered ineligible for national livelihood security benefits due to income generation from employment, etc., with the result that his/her key deposit is increased.
3. A person subject to protection increases the key money of the assigned rental house; or
4. A person subject to protection has been selected as a recipient of agricultural subsidies provided by the North Korean Refugees Foundation and leases, purchases, expands, or repairs a home in rural areas in order to engage in farming activities.

* Article 14(3)4 of the Resettlement Subsidy Payment Guidelines first applies to those who have been selected as recipients of rural community resettlement support since January 1, 2011.

III.

Protection at the Place of Domicile

1. Community Center
2. Protection Officer for Community Services
3. North Korean Refugee Management System (Hana Net)
4. Other

<Resettlement Support Services at the Place of Domicile>	
Hana Center	<ul style="list-style-type: none"> • Take over the responsibility for North Korean refugees from Hanawon upon their discharge • Operate the resettlement assistant system • Provide initial orientation (4 weeks) and follow-up support
Community center	<p><Early stage of resettlement></p> <ul style="list-style-type: none"> • Handle move-in notification of North Korean refugees • Register their seal impression • Issue the certified copy of resident registration • Issue the temporary ID card • Apply for national basic livelihood security benefits <p><After resettlement></p> <ul style="list-style-type: none"> • Provide national basic livelihood security benefits (Livelihood benefits, healthcare benefits, emergency living expenses, and providing connections with community organizations)
Si, Gun, and Gu	<ul style="list-style-type: none"> • Execute or terminate special contract for rental housing • Issue the North Korean refugee registration confirmation • Issue the educational attainment confirmation • Issue the educational protection recipient certificate • Issue the spousal protection decision confirmation • Form and operate the regional consultative council
Si and Do	<ul style="list-style-type: none"> • Support the operation of or manage the regional adaptation center (Hana Center) • Assign rental housing and notify the list of those who have entered into society • Conduct surveys on actual conditions of North Korean refugees (semiannual report) • Form and operate the regional councils to support North Korean refugees and working-level councils

1. Community Center

A. Move-in Notification

- (In general) Hana Center, having the jurisdiction over the domicile of North Korean refugees, sends by fax the list of North Korean refugees concerned to appropriate Eup/Myeon/Dong before making move-in notification.
 - A Hana Center employee makes appointment and visits a responsible person at the community center together with those under protection.

- A responsible person at the community center receives a move-in notification and a temporary ID card to handle the filing notice (with a copy of temporary ID card attached)

- Required documents
 - Single-person household: Temporary ID card of the person who moves in
 - Incorporated into a household: ID card and stamp of the householder, and temporary ID card of the person who moves in

B. Issuance of the Resident Registration Certificate

- A responsible person at the community center receives the application for issuance of the resident registration certificate, has the applicant's ten fingers fingerprinted, and issues a confirmation for the issuance of a resident registration certificate (Application for issuance not needed for those under 17)
 - * *The issuance process is the same as that for a new resident registration certificate for those aged 17 or older.*

- Required documents: Two photos taken within the last six months
 - * *Request additional photos if a temporary resident registration certificate needs to be issued*

- Issuance of the temporary resident registration certificate
 - Upon issuance of a temporary resident registration certificate on the same day, three copies (for public use) of a certified copy of resident registration (required for housing contract)
 - Return the temporary ID card issued by the Minister of Unification to the North Korean refugee concerned upon verification
 - Transfer the North Korean refugee concerned to a public official responsible for social welfare after issuing the temporary resident registration certificate

C. Livelihood Benefits

① Overview

- Subject to Article 26 of the Resettlement Support Act, "North Korean refugees who have difficulties making a living" after being discharged from Hanawon are eligible for special livelihood benefits for up to five years.
 - Details of the special cases are set out in the Ministry of Health and Wealth guidelines (2014 National Basic Livelihood Security Program Guidelines).
 - North Korean refugees are subject to the same criteria as for general recipients except for their exceptional cases. Upon expiration of the valid period for the exceptions, the same criteria are

applied.

② Exceptions for North Korean Refugees

◦Exception period

- Five years from the day of the first move-in for a household consisting of those who are incapable of working and three years for a household having a person capable of working

* *Exceptions apply from the date when one moves into his/her first place of domicile.*

* *Exceptions apply only when one remains eligible over the exception period.*

◦Details of exceptions

- For a household consisting of persons lacking capacity to work, livelihood benefits and housing benefits are granted for the household and one more person. (A household including a person capable of working is subject to general selection criteria.)

- Resettlement subsidies (e.g., basic subsidies, incentives, housing subsidies) are excluded from the calculation of property value.

* *Subsidies paid out in installments are also excluded from the calculation of income. For automobiles, general criteria apply.*

- Criteria for persons under obligation to support dependents do not apply.

- The imposition of requirements to receive livelihood benefits is exempted for six months from the date of move-in to the first domicile (treated as persons whose qualification verification is deferred). After the exception period expires (seven months to three years from the move-in to the first place of domicile), they are obligated to participate in self-support programs.

◦ Minimum cost of living for 2014

(in KRW)

Household size	1person	2 persons	3 persons	4 persons	5 persons	6 persons	7persons
Recognized income	603,403 (1,027,417)	1,027,417 (1,329,118)	1,329,118 (1,630,820)	1,630,820 (1,932,522)	1,932,522 (2,234,223)	2,234,223 (2,535,925)	2,535,925 (2,837,627)

* *For a household of 8 or more persons, KRW 301,702 is added for every additional household member.*

* *The recognized income in parentheses is for exceptional standards for a household consisting of persons lacking capacity to work.*

◦Calculation of benefits

- Livelihood and housing benefits are cash benefits less recognized income.

Livelihood benefits for a household + Housing benefits = Cash benefits – Recognized income of the household	(77.968%)	(22.032%)	(100%)
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- The calculation is made to the exact one won and rounded to the nearest ten won.

* *For a single person household with the recognized income of KRW 150,000:*

488,063 - 150,000 → 338,063 won (Livelihood benefits: KRW 263,581 and housing benefits: KRW 74,482)

③ Application Process

◦A recipient reports in person the change of the place of his/her domicile to a public official in charge of social welfare at the Eup/Myeon/Dong office when moving in.

- The public official informs the recipient of re-examination and payment schedules.

◦A protection officer for community services assists the applicant with issuance of required documents.

• The application process has been improved such that North Korean refugees can receive support immediately after they are discharged from Hanawon, as long as they are eligible for exceptions.

- Local governments (Anseong-si, Gyeonggi-do and Hwacheon-gun, Gangwon-do) determine the eligibility of North Koreans prior to their discharge from Hanawon.

- When North Korean refugees move into their first ordinary domicile, local governments concerned provide basic livelihood security benefits according to prior decisions over protection.

④ Real Cases

Exception period

① The first move-in on January 1, 2010; benefit amount determined in January 2010; protection suspended on April 1, 2013; and benefits applied again on January 1, 2014

- A household incapable of working at the time of investigation is designated as an exceptional case again in January 2014 and is changed to a general recipient on January 1, 2015 when five years lapses.

- A household capable of working at the time of investigation becomes a general recipient because three years from the first move-in has lapsed.

② If a status of recipient is reinstated after livelihood benefits were suspended due to income generation, can the exceptions be applied to the recipient?

- The special cases apply only when eligibility remains valid throughout the period concerned from the commencement date (for five years for a household incapable of working; for three years for a household capable of working). Even during the qualified period, if grants were suspended and resumed, general criteria apply.

Incorporation into a household

① North Korean refugees generally receive livelihood benefits for six months after move-in. However, if they are incorporated into their family who settled in South Korea earlier, their eligibility is affected by their family's eligibility.

- Even if they live in a temporary home before housing arrangement is completed, livelihood benefits might be reduced since they are a family.

② A rental apartment is granted to only one household in one home. However, a community center may accept two households in one home considering unique circumstances of North Korean refugees.

- In such case, it is deemed that the original householder, Mr. C, leases a part of his home (i.e., a room) to Mr. B, who is a temporary resident. As a result, rental income arises to Mr. C, whose

livelihood benefits are accordingly curtailed.

- In most of such cases, Mr. B pays a part of the reduced benefits to Mr. C.

Other

① Even after marrying a South Korean man, Ms. A keeps postponing registration of her marriage to continue to receive livelihood benefits.

- Anyone engaged in fraud in receiving national basic livelihood security benefits may be liable for paying back benefits already received.

② It is important to eliminate any variation between regions in designating recipients by complying with the principles of the basic livelihood security system.

- Numerous complaints have been made as livelihood benefits were granted or suspended after six months for North Korean refugees with the same conditions just because they live in different districts.

D. Healthcare Benefits

① Overview of Healthcare Benefits

◦ People eligible for healthcare benefits

- Recipients under the National Basic Living Security Act
- Recipients under the Medical Care Assistance Act
- Recipients under other acts (victims of a disaster, persons killed or wounded for a righteous cause, adopted children, persons of distinguished services to the nation, holders of important intangible cultural property, those who receive compensation for the Gwangju Democratization Movement, and North Korean refugees)

◦Coverage: Medical examination and test, medicines and materials for treatment, treatment and surgery, preventive measures and rehabilitation, hospitalization, nursing, and patient transfer (Article 7 of the Medical Care Assistance Act)

◦Deductibles: Different for each recipient type

- Class I recipients: Households incapable of working, persons eligible under other acts (e.g., North Korean refugees), homeless hospital patients, etc., among recipients of the national basic livelihood security program
- Class II recipients: Households that are not Class I recipients of the national basic livelihood security program

Category		Primary (clinic)	Secondary (hospital, general hospital)	Tertiary (designated hospital)	Pharmacy	CT, etc.
Class I	Inpatient	None	None	None	-	None
	Outpatient	KRW1,000	KRW1,500	KRW2,000	KRW500	5%
Class II	Inpatient	10%	10%	10%		10%
	Outpatient	KRW1,000	15%	15%	KRW500	15%

* The deductibles above are for the medical costs covered by benefits; medical costs not covered by benefits should be fully borne by the recipient.

② Application Standards for North Korean Refugees

◦Legal basis

- Article 25 of the Resettlement Support Act and Article 3 (7) of the Medical Care Assistance Act

◦Eligible persons

- Persons, who are subject to the Resettlement Support Act, and their family, whose need for healthcare benefits has been acknowledged by the Minister of Health and Wealth

Scope of Eligible North Korean Refugee Household

- Persons who are on the same resident registration card are eligible: i.e., those on the resident registration card of a household who make their living and reside together (except for housemates).
 - * Recipients' lineal relations (grandparents, grandchildren, and siblings) are regarded as of the same eligible household even though they are indicated as housemates on the resident registration card.
- Persons who are included in a household eligible for protection even though they are on a different resident registration card
 - A recipient's spouse eligible for healthcare benefits under other acts (including persons in a de facto marriage relationship)
 - A recipient's unmarried children under age 30 eligible for healthcare benefits under other acts
 - * A recipient's unmarried children under age 30 who live at different domiciles and have jobs are separated from the recipient's household since they are deemed to make a living separately.
- Scope of those who are excluded from a household eligible for protection: Same as for the national basic livelihood security system

- While in Hanawon programs, persons whose family relation register has not been created can acquire eligibility for healthcare benefits by giving their computer-generated control number.

* *Income inquiries are not conducted.*

- After moving into the place of domicile, they obtain eligibility through their resident registration number, which is notified to the National Health Insurance Corporation via Happiness e-Eum.

* *Eligibility is verified through the North Korean refugee registration confirmation and the temporary ID card.*

◦Criteria to apply recognized income

- Recognized income is computed based on the criteria used to determine eligibility for basic livelihood security benefits. The criteria for persons under obligation to support dependents do not apply.
- For a household consisting of persons incapable of working, the recognized income should be less than 120% of the minimum cost of living for the number of household members plus one person.
- For a household having a person capable of working, the recognized income should be less than

120% of the minimum cost of living for the number of household members.

- As part of special cases for employment, for a household where a member under protection period (five years) is employed by a company covered by employment insurance (including both new hire and reemployment), the recognized income should be less than 400% of the minimum cost of living for the number of household members.

◦ Minimum cost of living and maximum recognized income for healthcare benefits for North Korean refugees

(in KRW)

Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Minimum cost of living	603,403	1,027,417	1,329,118	1,630,820	1,932,522	2,234,223
Household capable of working	724,084	1,232,900	1,594,942	1,956,984	2,319,026	2,681,068
Household incapable of working	1,232,900	1,594,942	1,956,984	2,319,026	2,681,068	3,043,110
Household eligible for special cases for employment	2,413,612	4,109,668	5,316,472	5,316,472	7,730,088	8,936,892

◦ Eligibility management

- North Korean refugees should note that the selection criteria for the special cases under the National Basic Living Security Act and the selection criteria for healthcare benefits under other acts are different.

Household size	Selection criteria for special cases under the National Basic Living Security Act	Selection criteria for healthcare benefits under other acts
Protection period	5 years for a household incapable of working; 3 years for a household capable of working	No limitation (5 years for a household eligible for special cases for employment)
Eligibility	100% of minimum cost of living	120% of minimum cost of living; 400% of minimum cost of living for a household eligible for special cases for employment
Valid period	Recipients need to remain eligible throughout the protection period	Once eligibility is satisfied, recipients are eligible for benefits anytime
Scope of household members	Same as the scope protected by the National Basic Living Security Act	The scope protected by the National Basic Living Security Act applies mutatis mutandis.
Household incapable of working	The number of household members + one person	
Income calculation	Resettlement subsidies and the like are excluded from the property value calculation; and persons under obligation to support dependents do not	

	apply.
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- If North Korean refugees apply for benefits within ten days from the day when they are discharged from Hanawon, the discharge date becomes the day when their eligibility is acquired; if applying thereafter, the protection decision date becomes the actual benefit commencement date.

** Eligibility for basic livelihood security benefits is determined while at Hanawon. After fact-finding investigations are conducted when they move into the first domicile after discharge, whether to continue to protect them is decided. (Refer to the special cases for the scope of recipients in the National Basic Livelihood Security Program Guidelines)*

- In cases where a North Korean refugee dies, if there is a North Korean refugee in the surviving household, healthcare benefits will continue. (Otherwise, qualification is forfeited on the following day of the death of the householder.)

③ How to Apply

◦ To apply for healthcare benefits under other acts, North Korean refugees need to submit the Application for Provision (Change) of Social Welfare Services and Benefits to Eup/Myeon/Dong offices or Si/Gun/Gu offices in their place of domicile.

◦ Selection of benefit recipients and eligibility management for North Korean refugees
(Call Basic Healthcare Protection Division under the Ministry of Health and Wealth at 02-2023-8262)

Category		Descriptions
Persons eligible for support		▶ Persons, who are subject to the Resettlement Support Act, and their family, who are deemed to need healthcare benefits by the Minister of Health and Wealth
Application	Applicant	▶ Qualified applicants: Persons eligible for receiving benefits, their relatives, other related persons, and protection officers for community services ▶ Place of application: Eup/Myeon/Dong offices
	Application	▶ Application form - Application for Provision (Change) of Social Welfare Services and Benefits (common form) ▶ Required documents (if applicable) - Lease contract, family relation certificate, and income verification statement, etc.
Selection criteria	Personal	▶ Persons eligible to receive benefits and their family
	Income	▶ 120% of the minimum cost of living (for a household incapable of working, 120% of the minimum cost of living for the number of household members plus one person) * 400% of minimum cost of living for a household eligible for special cases for employment
	Other	▶ Not applicable
		▶ Apply for healthcare benefits under other acts (to Eup/Myeon/Dong)

Selection process	→ Register counseling requests with Happiness e-Eum (Comprehensive Investigation and Management Team) → Verify qualifications (Comprehensive Investigation and Management Team: check with protection officers for community services in Si/Gun/Gu about the identity of North Korean refugees and protection period) → Inquire income and property (Comprehensive Investigation and Management Team) → Make decisions (Healthcare Benefits Team) → Take measures to forfeit qualifications if reasons therefor arise (Healthcare Benefits Team)
Benefit commencement date	▶ If application is filed within ten days from the discharge date (or the date of entry into society), the discharge date becomes the day when eligibility is acquired; if applying thereafter, the protection decision date becomes the benefit commencement date.
Other	<p>▶ When notifying the move-in to the first place of domicile, applications for both national basic livelihood security program and healthcare benefits under other acts should be indicated concurrently on the Application for Provision (Change) of Social Welfare Services and Benefits.</p> <p>▶ Even though a recipient acquired his/her resident registration number at Hanawon, he/she should maintain eligibility by using his/her computer-generated number until discharge.</p>

* Source: Ministry of Health and Wealth

④ Real Cases

After I bought a car, my Class I healthcare benefits were discontinued. Is there any way I can become eligible again?
Eligibility for healthcare benefits for North Korean refugees is determined by calculating their property excluding resettlement subsidies. In the case of small- and mid-sized cities, those who hold property of more than KRW 34 million are not eligible for benefits. To become eligible again, one may consider disposing of the property (car). However, a car with displacement of less than 1600cc and which is more than 10 years old, or a used car worth less than KRW1.5 million is not included in the calculation of property.

Healthcare benefits for a foreign husband
<p>Subject to Article 31 of the Immigration Control Act, a foreigner who has been registered as a foreigner and falls under the following cases are eligible for health benefits. (Article 5-2 of the Enforcement Decree of the National Basic Living Security Act)</p> <ul style="list-style-type: none"> ▶ Where a person marrying a Korean is pregnant or the person's Korean spouse is pregnant; ▶ Where a person marrying a Korean is bringing up minor children of Korean nationality (including relationships between stepfather (stepmother) and child, and between adoptive parent and adopted child) ▶ Where a person makes a living or resides together with his/her spouse's lineal ascendant of Korean nationality; or ▶ Where a person who divorced his/her Korean spouse, or whose Korean spouse died, is bringing up a Korean minor child or is with child of the deceased spouse

Special cases for employment

North Korean refugees can receive healthcare benefits if they get jobs. Therefore, if they have taken out company medical insurance, their eligibility for special cases for employment should be examined so that they can renew or re-apply for healthcare benefits.

For instance, if a North Korean refugee's wage is less than 400% of the minimum cost of living for the number of his/her household members, he/she is eligible for healthcare benefits.

E. National Pension

- **Overview:** Korean people aged 18 or older and less than 60 living in Korea are required to join the national pension plan (except for public officials, military personnel, and faculty of private schools)

- In order for general people to receive national pension benefits, the duration of entitlement to the pension should exceed at least ten years. However, for North Korean refugees, if they are 50 years of age or above and less than 60 years of age at the time when their protection is granted, they can receive old-age pension after five years of duration of entitlement.

- Legal basis: Article 26-2 of the Resettlement Support Act (Special Cases for National Pension)

- Special cases

- Among North Korean refugees aged 50 to 59 at the time of granting protection, persons currently aged less than 60

- * Eligibility is determined based on the day when their protection was granted and the date of birth

- Details (Article 26-2 of the Resettlement Support Act)

- For persons eligible for protection who are at the age of 50 to 59 when protection for them was granted by the Minister of Unification, even though the minimum duration of entitlement to the pension of ten years is not fulfilled, if the duration becomes more than five years when they reach 60 or if the duration becomes five years when they are after 60 years old, they become entitled to old-age pension.

Important Details when Applying

When applying to join the pension or claim benefits at the National Pension Management Corporation, North Korean refugees should present their North Korean refugee registration confirmations (by protection officers for community services); otherwise, exceptions might not be applied to them.

F. Registration of Birth for Children Accompanied

- ① Process:

- Matrimonial child: After confirming the parents' family relation register, proceed with registration through the same process as local residents.

- Extramatrimonial child: After confirming the family relation register of the child’s mother, proceed with registration through the same process as local residents by attaching the birth certificate

② Required Documents

Birth certificate (Same for both matrimonial child and extramatrimonial child)		Single status certificate (For extramatrimonial child)
<ul style="list-style-type: none"> • An original copy of the birth certificate issued by the hospital where the child was delivered • An original copy of a translated version 	<p>A birth certificate certified by the neighborhood (A certificate where two guarantors confirm the birth of the child)</p>	<p>A single status certificate certified by the neighborhood (A certificate where two guarantors confirm that the mother of the child was not married from the date of birth of the mother through the time of birth of the child)</p>
	<p>- Process: same as for standard birth registration - Required documents: When neighborhood guarantors accompany the applicant, they should present their ID cards; if not, the applicant should present their registered seal and certificate of their seal impression * Qualifications of neighborhood guarantors: A North Korean refugee age 19 or older at the time when the child was born, who has acquired the South Korean citizenship after the child was born</p>	

* Some institutions do not require a single status certificate.

North Korean refugees’ children born in a third country

- North Korean refugees’ children born in a third country are not North Korean refugees.
 - The term “North Korean refugee” means a person who has his/her domicile, immediate family, spouse, workplace, and so on in the area of the Korean peninsula north of the Military Demarcation Line, and who has not acquired any foreign nationality after escaping from North Korea. (Article 2 of the Reresettlement Support Act)

- The birth of North Korean refugees’ children born in a third country can be registered through the guarantee of the neighborhood (two guarantors).
 - Since a child born in a third country is registered by the surname of the child’s mother, the child can be renamed during the birth registration.

- Where the statutory birth registration period elapses for North Korean refugees’ children, a fine for default is exempted.
 - Courts apply mutatis mutandis precedents concerning family register cases in deciding that North Korean refugees’ children born in a third country constitute a cause of exemption.
 “Family register precedent 200511-7: Under Article 122 of the Family Register Act, ④ with respect to a child who was born out of wedlock before the child’s mother acquires her family register after fleeing North Korea, the child’s mother is exempted from a fine for default even though she registers the child’s birth after acquiring the register as set out in Article 19 of the Resettlement Support Act even after a lapse of the statutory birth registration period.”

③ Real Cases

How to register the birth of a child with the surname of a Chinese husband

- In the case of a woman who was married in North Korea, even if her child's real father is Chinese, the baby cannot be registered with the Chinese husband's surname because her relationship with the husband in North Korea is still valid.
- To give her child the Chinese husband's surname, she must first settle the relationship (i.e., divorce) with the North Korean husband.
- Otherwise, the child will automatically assume the North Korean husband's surname. It is advisable to explain that the administrative process to correct this matter is complex.

Support for enrollment and transfer of elementary school for children accompanied

- To enroll North Korean refugees' children in an elementary school, the same documents need to be prepared as for South Korean children.
- In the case of school transfer after move-in, North Korean refugees should carry a school transfer guide issued by Hanawon and visit the school designated by the competent community center. Required documents: Recipient certificate, a certified copy of resident registration, and school transfer guide)

2. Protection Officers for Community Services

- Each local government designates protection officers for community services to manage and coordinate protection services for North Korean refugees in their community.
 - As of 2013, protection officers for community services from 230 local governments nationwide were helping North Korean refugees with their resettlement in their communities and administrative affairs.
- Main activities
 - Managing and coordinating protection services in the community
 - Housing arrangement; special contract termination and notification under Article 8 of the Guidelines for Protection at the Place of Domicile; and matters concerning notification under subparagraphs 5 and 10 of Article 8 of the Guidelines
 - Support for obtaining national basic livelihood security and healthcare benefits, and emergency medical support (in cooperation with Eup/Myeon/Dong public officials in charge of social welfare)
 - Support for issuance of North Korean refugee registration confirmation, educational attainment confirmation, and educational protection recipient certificate
 - Managing the survey on living conditions of North Korean refugees and the community protection register (Comprehensive Management System for North Korean Refugees)
 - Organizing and operating regional councils to support North Korean refugees
 - Support for the operation of and managing regional adaptation centers (Hana Centers)
 - Connecting with community resources for support for North Korean refugees and establishing cooperation system
 - Establishing relationships with religious groups, NGOs and communities, and promoting their support, etc.
- Precautions for changes
 - In the case of personnel transfers of protection officers for community services (staff), an application for changes in the protection officer for community services should be submitted to the Ministry of Unification.

Mindset of protection officers for community services

From the perspective that the integration of South-North Korean people and society constitutes unification, it can be said that protection officers for community services can greatly help establish a foundation for unification at the local government level.

If unification occurs all of a sudden as in Germany, protection officers for community services will undertake the most important duties at local governments since they are public officials who best understand North Korean people.

If they perform their duties with the mindset that they are preparing for unification at the local government level, unification will greatly benefit the country, not put it into chaos.

A. Rental Housing

① Execution or Cancellation of Special Contract

◦ According to Article 20 of the Resettlement Support Act, North Korean refugees are not allowed to terminate the lease contracts or change ownership, leasehold rights, or leasehold interests of the arranged housing for two years without the permission of the Minister of Unification.

- Therefore, a special contract system is in place so that North Korean refugees cannot modify agreements of the rental housing for two years (Article 8 of the Guidelines for Protection at the Domicile for North Korean Refugees)

◦ The special contract for rental housing is executed among the contractor (a North Korean refugee; householder), the Korea Land and Housing Corporation (development corporations), and a protection officer for community services.

- Putting up mortgage on the rental housing is prohibited; and the termination of the contract requires the written consent of a protection officer for community services to be attached.

** Each party retains a copy of the special contract.*

◦ The special contract can be terminated only for reasons set out in Article 8 of the Guidelines for Protection at the Domicile for North Korean Refugees.

- A protection officer for community services affixes his seal on the Consent to Termination of the Rental Housing Contract after verifying the Application for Termination of the Rental Housing Contract (Attachment No.2), the Pledge for Termination of the Rental Housing Contract (Attachment No.3), and other documents proving the reasons for such termination.

- The Pledge for Termination of the Rental Housing Contract includes a covenant that the party will not request any rental housing arrangement after terminating the rental housing contract.

- A protection officer for community services should instruct a North Korean refugee to fill out the pledge in his/her own handwriting.

Reasons for Terminating the Special Contract (Article 8 of the Guidelines for Protection at the Place of Domicile)

1. The person eligible for protection has signed a contract to move in to a rental housing provided by the rental housing provider;
2. The person eligible for protection intends to move in with another person eligible for protection living in a rental housing through marriage or to join his/her family;
3. The person eligible for protection is married to a North Korean person who has a residence;
4. The person eligible for protection works at a company covered by employment insurance located in the Seoul metropolitan area or a metropolitan city that is not the site of the rental housing for more than six months;
5. The person eligible for protection works at a company covered by employment insurance located in a region other than the Seoul metropolitan area or a metropolitan city that is not the site of the rental housing for more than three months;
6. The person eligible for protection is subject to the State Public Officials Act, Local Public Officials Act, or the Pension for Private School Teachers and Staff Act, and has worked at a company in a Metropolitan City, Do, Si, or Gun which is not the site of the rental housing, for more than six months;
7. The person eligible for protection goes to a university in a Metropolitan City, Do, Si, or Gun which is not the site of the rental housing or goes abroad to study for one year or more;

8. The person eligible for protection is hospitalized in a hospital or a nursing institution for treatment of a disease for more than six months;
9. The person eligible for protection or his/her spouse has purchased a home and completed the registration of ownership transfer;
10. The person eligible for protection has been engaged in farming in a Metropolitan City, Do, Si, or Gun which is not the site of the rental housing for more than three months; or
11. Other cases that the Minister of Unification deems equivalent to any of the subparagraphs above.

* The Minister of Unification excludes persons, who have terminated the special contract for reasons under in subparagraphs 5 and 10, from the list of persons eligible for priority provision and special housing sale in the Seoul metropolitan area for two years from the date of termination. Protection officers for community services should notify the Minister of Unification of all persons falling under these conditions. (☎ 02-2100-5926)

* As protection officers for community services are not obligated to consent to the termination of the special contract, they should make decisions over such consent after carefully reviewing the reasons for the termination. They should not give consent to any termination requested for inappropriate reasons.

② Application for Public Rental Housing

◦ In cases where North Korean refugees who have entered society need to move their residence for personal reasons, protection officers for community services need to recommend that they apply for public rental housing.

- As North Korean refugees are eligible for priority provision under Article 32 of the Rules on Housing Supply, they can more easily win the apartment lottery than the general public. (Competition exists among North Korean refugees.)

* Subject to Article 32 of the Rules on Housing Supply, the public rental housing provider can supply up to 20 percent of construction volume to vulnerable groups, such as the aged, the disabled, persons of distinguished services to the nation, and North Korean refugees, on a priority basis.

◦ How to apply for public rental housing

- A household applying for public rental housing selects a region of choice after examining the public announcement made by the Korea Land and Housing Corporation.

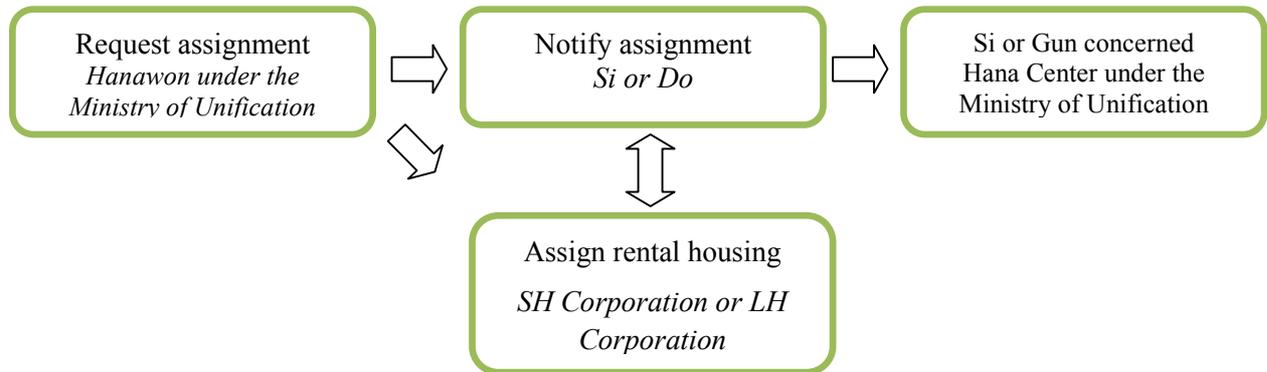
- Applicants make direct application by the process given by the Korea Land and Housing Corporation. (They can apply through the North Korean Refugees Foundation.)

- Housing costs such as key money are borne by applicants.

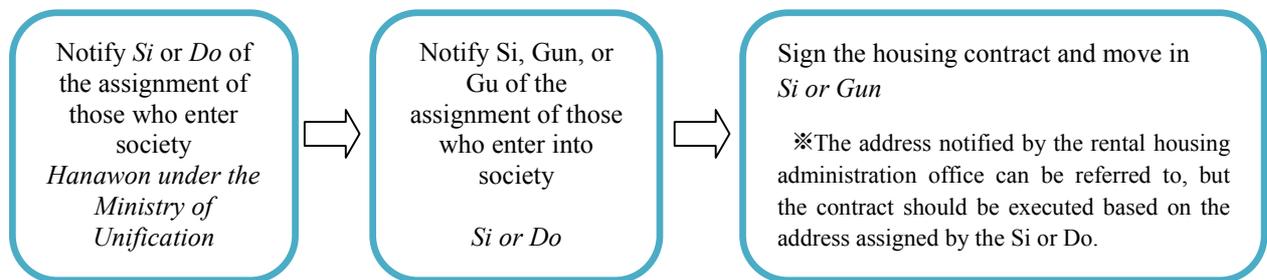
◦ Protection officers for community services teach North Korean refugees how to check the public announcement of the Korea Land and Housing Corporation.

* The North Korean Refugees Foundation receives applications for the priority provision of public rental housing by SH Corporation and the special provision of public rental housing by LH Corporation and SH Corporation, while Hanawon selects applicants and recommends them to the housing corporation concerned.

◦ Process to assign rental housing



◦ Process to render support for those who enter society



* Where there is any discrepancy between addresses assigned by the Si or Do and those notified by the rental housing management office, the Si or Gun should immediately reconfirm it with the Si or Do.

③ Real Cases

Death of a house owner

In the event of the death of the titleholder of a rental apartment, the titleholder can be changed to his/her family. If it is proved that the legitimate successor is a family member, he/she is entitled to terminate the lease contract and have the key money refunded. However, if succession has been completed, the special contract cannot be terminated.

Move-in notification before the termination of the special contract

- If a titleholder works at a company covered by employment insurance located in the Seoul metropolitan area/metropolitan city or other areas that are not the site of the rental housing for more than six months or three months, respectively, he/she can terminate the special contract.
- Even if moving to another area has been reported before the special contract is terminated, a protection officer for community services at the site of rental housing should affix their seal on the written consent to the termination of the special contract.

Moving within an apartment complex

Where a North Korean refugee wishes to move to another apartment unit within the complex due to unavoidable causes such as disability or disease, he/she may do so if the administration office of the

rental housing permits. This is simple relocation and has nothing to do with the termination of the special contract.

B. Regional Adaptation Center (Hana Center)

① Program Objectives

- To provide community orientation education for North Korean refugees who enter society after completing Hanawon programs
 - To help them quickly adapt themselves to the community and establish a foundation for self-support and self-sufficiency by providing initial intensive education (80 hours for four weeks) and regional adaptation support services
- To establish a low-cost, highly-efficient reresettlement support system in preparation for an increasing number of North Korean refugees by encouraging the participation of local governments and strengthening NGOs' capabilities to render support

② Persons Eligible for Education (Support)

Initial intensive education (within one year)	Community adaptation support program
<ul style="list-style-type: none"> • North Korean refugees who enter the first place of domicile - Infants, students, and the aged are excluded. 	<ul style="list-style-type: none"> • North Korean refugees who entered their domicile (upon completion of Hanawon programs)

* Persons excluded from the initial intensive education: ① Persons under age 18; ② Persons age 65 or older; and ③ Persons whose housing has not been assigned (Some of the persons excluded may be included in such education according to their prerogative and the center's judgment.)

* For those who have completed the initial intensive education, 80 hours of education is recognized as hours entitled for vocational training incentives. To complete the education, they need to attend programs for more than 64 hours.

* All North Korean refugees within a community are entitled to receive community adaptation support services and local resident exchange programs, irrespective of when they moved in.

③ Curriculum for Initial Intensive Education (80 hours for four weeks)

Category	Subject	Details
Initial support for resettlement	Education on daily life	- Introduce basic matters and systems necessary for daily living: e.g., buying goods, bank transactions, laws, economy, crime prevention education on sexual violence, etc.
	Understanding local community	- Introduce the local community, resettlement support institutions, and other important institutions in the community - Visit institutions in the community: e.g., city hall, provincial office, employment support center, and medical institutions
	Special lecture on protection officers	- Introduce roles of protection officers and initial meetings with them
Career path finding and vocational preparations	Motivation to work	- Identify daily checkpoints and plan for daily living - Explain motivations and purposes of getting a job (and working)
	Understanding life	- Explain types of and needs for occupations and introduce

	at work	life at work: e.g., interpersonal relationships, problem-solving methods, and communication training
	Vocational training	- Explore and visit vocational training institutions - Prepare resumes and practice interviews
Personal competency development	Self-knowledge	- Provide self-knowledge and self-esteem promotion programs - Raise awareness of psychological health and teach how to manage it
	Communication skills	- Teach standard language, pronunciation, foreign languages, and ways of communication
	Social and cultural experiences	- Visit volunteer activity and social welfare facilities in the community - Visit cultural facilities in the community
Life planning	Success stories	- Meet with exemplary senior North Korean refugees or South Koreans - Show videos on success stories
	Initial counseling	- Identify aspirations, problems, and capabilities based on personal data from Hanawon and in-depth interviews
	Professional counseling	- Propose possible life paths through individual in-depth interviews

④ Duties of Protection Officers for Community Services Concerning Hana Center

- To make quarterly payments of operational subsidies at the request of Hana Center
 - To check and direct the operation of subsidies and program operation by Hana Center (on an as-needed basis)
 - To review the quarterly operational report prepared by Hana Center and report it to the Ministry of Unification (on around 10th of the following month of the quarter-end)
 - Return of the remainder of budget
- Process to return the remainder of the budget for the previous year: Si/Do → Receive a written notice → Cash management other than revenue and expenditure in the e-Hojo system → Debt management → Send a written notice to a regional adaptation center upon notification of payment → Report receipt to the Ministry of Unification upon completion of receipt

*As protection officers for community services provide a variety of support for North Korean refugees to better adapt themselves to the community and build good relationships with the local residents, they need to closely cooperate with Hana Center.

Work Flow of Regional Adaptation Centers

Apply for government subsidies (December of the current year)	<ul style="list-style-type: none"> • Submit business plans (Hana Center → Si/Do → the Ministry of Unification) - Apply for government subsidies to the Ministry of Unification after modifying and complement business plans ※The amount of subsidies may differ depending on the number of people expected to move in
Grant the first government subsidies (January)	<ul style="list-style-type: none"> • Ministry of Unification → Si/Do → Hana Center ※ Subsidies are issued by Si or Do on a quarterly basis.

Implement programs (January to December)	• Implement programs serving the purposes of the center
Grant the second government subsidies (April)	• Determine the amount of subsidies by evaluating centers (local governments)
Interim report of program implementation (quarterly)	• Submit results of education programs (Hana Center → Si/Do and the Ministry of Unification) • Submit subsidy execution results and resettlement statements (Hana Center → Si/Do → Ministry of Unification)
Program resettlement (January of the following year)	• Submit the final resettlement statement and return the balance of budget (Hana Center → Si/Do → the Ministry of Unification)
Performance evaluation (February of the following year)	• Conduct performance evaluation (Ministry of Unification and an outside organization)

C. Regional Councils to Support North Korean Refugees

① Purpose

- To build public-private cooperative networks in communities to support North Korean refugees
- To promote region-specific resettlement support programs and avoid duplicate support programs within a community

② Legal Basis

- Article 42-2 of the Enforcement Decree of the Resettlement Support Act (Establishment and Operation of Regional Councils); Article 14 of the Guidelines for Protection at the Domicile (Establishment and Operation of Regional Councils); and Guidelines for the Operation of the Regional Councils to Support North Korean Refugees

③ Composition of Regional Councils

- Members: Protection officers, Hana Center, religious organizations, NGOs, educational institutions, and businesses
- Chairman: A person designated by the head of the local government
 - * It is recommended to appoint a directorial level or higher person as the chairman to ensure smooth implementation of programs and increase the interest of local governments.
- For local governments where more than 100 North Korean refugees reside, practices of establishing the regional councils are reflected in the joint evaluation of local governments (an evaluation indicator).
 - * Regional councils are required to report to the Minister of Unification their operation results within ten days from the end of every half year and business plans for the current year by February 10.

Recommendation on Re-delegation of Matters on the Establishment and Operation of Regional Councils

- Subject to Article 31 (1) of the Resettlement Support Act and Article 49(1)2 of the Enforcement Decree of the Act, the Minister of Unification delegates the matters concerning the establishment and operation of regional councils to the Special Metropolitan City Mayor, Metropolitan City Mayors, Do Governors, or the Governor of a Special Self-Governing Province. (affairs delegated to agencies)

- Therefore, the Special Metropolitan City Mayor, Metropolitan City Mayors, Do Governors, or the Governor of a Special Self-Governing Province are advised to empower Si, Gun, or Gu to establish and/or operate regional councils by stipulating provisions on re-delegation in the rules on the delegation of affairs. (Affairs delegated to agencies are governed by rules, not municipal ordinances)

- Re-delegated matters should be included in quarterly results of regional councils for submission.

④ Present Status of Regional Councils

◦ Started to operate from 2001 (first established in Nowon-gu, Seoul); 92 regional councils in operation as of March 2014

* Before 2007 (20)→ 2008 (6)→2009 (2)→2010 (8)→2011 (29)→2012 (18)→2013 (9)

⑤ Duties of Protection Officer for Community Services Concerning Regional Councils

◦ To conduct the councils more than twice a year (half-yearly) and submit the operation results to the Ministry of Unification (Resettlement Support Division) within ten days from the end of each quarter)

- To share meeting results to be used as proposals for policies on resettlement of North Korean refugees

◦ To implement region-specific projects discussed at regional councils

- Carrying out North Korean refugee resettlement support projects that meet specific regional needs

- Project that can inspire North Korean refugees' pride as South Korean citizens and local community spirit

*The budget for regional councils (government subsidies) appropriated by the Ministry of Unification should be used only to cover costs of operating meetings and implementing programs.

◦ To make final reports for regional councils: Compiling overall performance from January through December and submitting it to the Ministry of Unification (resettlement Support Division) by January 10 of the following year

◦ To report operational plans for regional councils for the current year: Preparing project plans and submitting them to the Ministry of Unification (Resettlement Support Division) by February 10

◦ **Best practice projects implemented by regional councils**

Category	Examples
Medical support	<ul style="list-style-type: none"> • Executing an MOU on medical treatment with hospitals within the jurisdiction: Support for free-of-charge treatment for North Korean refugees • Supporting treatment of post-traumatic stress disorder
Employment support	<ul style="list-style-type: none"> • Supporting employment and business start-up by consolidating floriculture training programs • Supporting participation in a job fair
Understanding of community	<ul style="list-style-type: none"> • Visiting traditional markets within the jurisdiction: going shopping and going on market economy tours • Publishing booklets, leaflets, and post-it notes containing information on the region • Visiting important public facilities within the jurisdiction
Support for infants/toddlers, children, teenagers, and senior citizens	<ul style="list-style-type: none"> • Helping high and middle school students and students preparing for qualification examinations with their studies and rendering them emotional support • Helping seniors maintain emotional stability (e.g., history lectures, sing-a-long class) • Providing parental education for mothers of infants/toddlers • Executing arrangements with photo studios within the jurisdiction to support photo shooting of infants and toddlers
Cultural experience (community spirit)	<ul style="list-style-type: none"> • Providing city tours (metropolitan cities), watching baseball games, watching cultural performances, and visiting art museums • Hands-on cultural experience for the Dano Festival • Supporting weekend farming (kitchen gardens)
Other general resettlement support	<ul style="list-style-type: none"> • 15 things that a man should do • Success Story of Master of Happiness • Pro bono legal counseling
Exchange between South and North Korean people	<ul style="list-style-type: none"> • Establishing hope (sisterhood) ties with community residents • Operating South-North Korean resident volunteers' group • Operating South-North Korean choirs

⑥ Working-level Councils

◦ Working-level councils assist regional councils with their efficient operation and handle matters entrusted by regional councils.

- Regional councils determine the composition, meetings, and duties of working-level councils.

◦ The working-level council meetings are considered equivalent to regional council meetings during the joint evaluation of local governments by the Ministry of Security and Public Administration; provided that working-level councils have generated operational results.

⑦ Government Subsidies

◦ Budget allocation for regional councils

- The Ministry of Unification considers the number of North Korean refugees residing in jurisdictions, the operational results of regional councils for the previous year, and local governments' cooperation

when allocating budget funds (government subsidies) for regional councils for the following year.

- Public officials at local governments register for or request budget funds through the e-Hojo system in January and February every year. (local governments → metropolitan governments)

- Upon completion of the registration by local governments, the Ministry of Unification allocates operating budget funds for regional councils to metropolitan governments. (Ministry of Unification → metropolitan governments → local governments)

** Based on the report of performance of regional councils for the first half of the year (July), any budget funds not used are to be returned and reallocated to other local governments.*

- Budget resettlement for regional councils

- After reporting the performance of regional councils for the second half of the year, submit budget data for regional councils in January of the following year → Verify and finalize the amount to be returned → Send the written notice

- Handling of returned budget funds (for the budget prepared for the previous year)

- Si or Do (for projects implemented directly by a Do) → Compile supplementary budget for expenditures → Receive the returned budget funds through the expenditure process in the e-Hojo system

- Si or Do (for projects subsidized by the Do budget) → Receive the notice → Revenue and expenditure cash management in the e-Hojo system → Debt management → Send the notice to Si, Gun, or Gu after notifying payment → Upon completion of receipt, notify the Ministry of Unification of the receipt of the returned budget funds

⑧ Important Details Concerning Regional Councils

- Ensuring the personal safety of North Korean refugees and maintaining the confidentiality of their personal information are of the highest priority: Personal information is to be destroyed after every event.

- Their anonymity should be guaranteed when conducting projects and rendering support: take especially great care during photo shootings or publicity events (their consent required)

- One-time events, publicity stunts, or events involving drinking should be avoided.

- It is advisable to visit historic sites in the community for cultural events to build community spirit.

- North Korean refugees in need of care or requiring emergency relief need to be closely monitored.

Duties of the Ministry of Unification concerning regional councils

- To collect operational plans and results (including meeting results) from public officials responsible for regional councils nationwide and to incorporate them into policies

- To provide job training for public officials responsible for regional councils (protection officer for community services)

- To provide workshops for nationwide or area-level regional councils

- To examine operation of regional councils (second half of the year; regions whose government subsidies have been allocated)

- To strive to increase budget funding for regional councils: discuss with the Ministry of Strategy and Finance to increase operating budget for regional councils in budgeting for the following year

- To render assistance to the Ministry of Security and Public Administration with its joint evaluation of local governments: establishment of indicators and validation of results

3. Comprehensive Management System for North Korean Refugees (Hana Net)

Functions and usage of the comprehensive management system

- Verification of basic personal information
 - Fleeing the North and entry into the South: Protection number, protection decision date, and other information on background in North Korea such as education and career
 - Hanawon programs: Entry into Hanawon, entry into society, etc.
 - Protection at the place of domicile: Address, move-in and move-out, contact numbers, status of benefit recipient, economic activity, education in the South, etc.
- Issuance of certificates
 - North Korean refugee registration confirmation: Used for getting a job, taking classes at educational institutes, or school admission or transfer, etc.
 - Educational attainment confirmation: Used to verify educational attainment in North Korea
 - Educational protection recipient certificate: Used to apply for tuition subsidies for admission to middle/high schools and universities or school transfer
 - Spousal protection decision confirmation: Used to divorce a spouse in the North
 - Consent to termination of the rental housing contract: Used to terminate the contract in accordance with Article 8 of the Guidelines for Protection at the Place of Domicile
- Statistical inquiries for North Korean refugees
 - Residence status of residents, the deceased, and emigrants by age and by region
- Semi-annual report, move-in and move-out, current status of protection officers, and their community

A. Issuance of Confirmations and Certificates

① Legal Basis

Article 31 of the Resettlement Support Act; Article 49 of the Enforcement Decree of the Act; and Article 5 (2) of the Guidelines for Protection at the Domicile for North Korean Refugees

② Issuance Process

- North Korean refugees present their identification card and relevant applications.
- Protection officers for community services log in to the Hana Net system and issue documents at Civil Affairs > Application for Documents
 - Issued immediately: North Korean refugee registration confirmation; educational attainment confirmation; consent to termination of the rental housing contract
 - Issued from Hana Net upon verification with the Ministry of Unification: Spousal protection decision confirmation; educational protection recipient certificate
- Where information on the educational attainment confirmation is different from the information on

the application: Call the Ministry of Unification (☎ 02-2100-5784)

- The Ministry of Unification verifies the joint interrogation records, and corrects immediately if the applicant's claims are consistent with the records.

- If different, the applicant's request for correcting educational attainment is accepted. The ministry requests the investigation institution to reconfirm.

- Results as to whether corrections can be made are informed to the applicant.

◦ To issue the spousal protection decision confirmation, the issuer needs to log in to a national security network and verify whether the spouse has entered South Korea.

- Required documents: Two copies of certified copy of resident registration, marriage relation certificate, and family relation certificate, respectively (one copy for submission to the court)

◦ To issue the educational protection recipient certificate, relevant matters including whether educational subsidies have been granted should be verified with the Ministry of Unification (Hanawon). (Hanawon personnel responsible for educational subsidies (☎ 031-670-9325))

- One of the following is required to be submitted: domestic high school diploma (or certificate of expected graduation), certificate of passing of high school qualification exam, educational attainment recognition certificate (or written notification of educational attainment review results), or educational attainment recognition notification

Divorce from a spouse

■ Divorce from a spouse in the North

• Legal basis: Article 19-2 of the Act on Protection and Resettlement Support of North Korean Refugees

• Process: Filing for divorce through proceedings at the Seoul Family Court by submitting the spousal protection decision confirmation (issued by the Resettlement Support Division of the Ministry of Unification)

* Required documents: Two copies of a certified copy of resident registration, family relation certificate, and divorce relation certificate, respectively

- If North Korean refugees fled North Korea while in a marriage relationship with their spouse, they should divorce their spouse to avoid bigamy.

* If a spouse has also defected and entered South Korea later, the divorce needs to be filed for with a regional family court.

- The divorce from a spouse in North Korea proceeds through divorce proceedings by means of service by public notice, which is executed only by the Seoul Family Court (☎ 02-2055-7181~2).

* Four to five months after filing is required.

- Persons who live in provincial areas can file by registered mail.

* The spousal protection decision confirmation, stamp fees, and a payment confirmation of service fees must be attached.

- If one is away from home for a long time during proceedings, he/she should report change in address.

■ Divorce from a spouse in China

- One can file for divorce from a Chinese husband through proceedings with a domestic family court. Proceedings can commence through the service by public notice.

** Service by public notice: In cases where it is difficult to serve litigation documents due to causes such as a party's unknown address, such documents are posted on a bulletin board of courts or in a newspaper for a given period. This posting has the same force as serving documents.*

③ Real Cases

If documents cannot be issued (e.g., system errors, filing by one whose domicile is in another region)

- In principle, requests for document issuance should be made to protection officers for community services of the region where the applicant resides. However, if such is impossible, assistance can be requested via facsimile first to a protection officer for community services in a local government of a metropolitan city where the applicant's domicile belongs, and then to the Ministry of Unification (☎ 02-2100-5787, 5899).
- However, for persons in need of special care, verification should be made with the Ministry of Unification, not with local governments.

Issuance of documents for application for documents by a proxy

- Minors: Can be issued by a person with parental rights (The ID card to prove parental rights should be presented.)
 - Authorized person: A power of attorney should be presented. (ID cards of both persons are to be presented.)
 - Family member: A family relation should be confirmed. (ID cards of both persons are to be presented.)
 - Relative if the principal has deceased: A document to prove a relative relationship and a statement of reasons for application should be presented. (If impossible, request the Ministry of Unification to confirm facts.)
- * If a person other than the principal applies for documents, it must be confirmed whether such issuance is against the principal's will. If the case is suspect, call the Ministry of Unification!!*

Educational attainment confirmation and educational attainment recognition

- Educational attainment confirmation and educational attainment recognition are easily confused. In many cases, an applicant makes applications in confusion of their meanings and uses ambiguous terms such as "educational attainment certificate." The reasons for applying for a document should, therefore, first be verified to ensure the issuance of the appropriate document.
 - (Educational attainment confirmation) Issued from the system at the place of domicile. It is issued by confirming North Korean refugees' educational attainment back in North Korea which was entered into the system based on the joint interrogation conducted when they entered South Korea (Educational attainment of a North Korean refugee in North Korea is specified in detail).
- * e.g., year xxxx to year xxxx Graduated from OOOO People's School (four years); year xxxx to year xxxx Graduated from OOOO Senior Secondary School (six years)*
- (Educational attainment recognition) It is a legal act that legally acknowledges educational attainment in North Korea to be equivalent to that in South Korea. Inquiries into educational attainment recognition for junior/senior secondary schools and under should be made to education offices of Si or Do, and those for colleges and universities to the Ministry of Unification.

- (Educational attainment recognition) It is requested mostly for the purpose of admission to an upper level institution of education (required for educational subsidies). By law, it is handled within three months from the date when it is delivered to the Ministry of Education.

- The educational attainment recognition by education offices of Si or Do is done using a certain educational attainment recognition form, while that by the Ministry of Unification is done by official documents. Hence, there is no educational attainment recognition certificate for colleges and universities.

** Example of an official document: Kim xx – His educational attainment obtained in North Korea is accredited as educational attainment at a four-year university in South Korea (names of schools not spelled out)*

B. Semi-Annual Report

◦ Protection officers for community services are required to report the present status of North Korean refugees' resettlement to the Minister of Unification on a semi-annual basis (January and July).

◦ Legal basis: Article 23 of the Resettlement Support Act; Articles 41 and 43 of the Enforcement Decree of the Act; and Article 7 of the Enforcement Rule of the Act

◦ Process: Go to Hana Net > Civil Affairs > Protection at the Domicile > Semi-Annual Reports to download, upload, and finish the registration of reports

- Download basic materials → investigate and prepare reports → upload reports → register completion

◦ For a local government that does not use Hana Net due to the small number of resident North Korean refugees, the Si or Do concerned instead registers semi-annual reports.

◦ The Si or Do concerned can retrieve semi-annual reports under its jurisdiction: Go to Hana Net > Civil Affairs > Protection at the Domicile > Semi-Annual Reports > Inquiry into Semi-annual Reports

Regular reports (Local governments → Ministry of Unification)

- Request for government subsidies for operating regional adaptation centers (Hana Center): End of a year

- Report on operation of regional adaptation centers (Hana Center): Around the 10th of the month following the end of a quarter

- Submission of project plans of regional councils: By February 10 every year

- Report on operation results of regional councils: Before the 10th of the month following the end of a half of the year

- Survey on actual living conditions of North Korean refugees (semi-annual report): January and July

C. Confirmation of Move-in and Move-out

◦ Move-in is reflected in the system through the link with the resident registration network within two or three days from its notification

- Go to Hana Net > Civil Affairs > Protection at the Domicile > Move-in and Move-out to check move-in and move-out of North Korean refugees

- Separate reports on move-in and move-out through official documents are not needed.
- However, for the deceased, the reason for death needs to be notified to the Resettlement Support Division of the Ministry of Unification (☎ 02-2100-5787, 5899).
- * *If it is not reflected in the system after three days from the move-in/move-out date, call the Resettlement Support Division of the Ministry of Unification.*

D. Confirmation of Current Status of Protection Officers

◦ Retrieving names and contacts of protection officers in other regions

- Go to Hana Net> Civil Affairs> Protection at the Domicile> Status of Protection Officers

◦ Sharing needs and opinions via on-line community (bulletin boards)

- Go to Hana Net> Civil Affairs> Protection at the Domicile> Community for Protection Officers for Community Services

※ *Posts containing personal information are not to be open to the public.*

E. Important Details

① System Protection

◦ The system containing sensitive personal information on North Korean refugees is a classified information network (Encryption modules are used for user authentication). The following must be observed:

- User permissions: Only the working-level personnel authorized to handle classified information are permitted to use the system. Any personnel not authorized to handle classified information needs to go through a prompt authorization process.

- Access block: Safeguards must be put in place to prevent unauthorized persons or applicants (e.g., North Korean refugees) from accessing the system and system-generated data such as prints, files, or screens.

- IP exposures or leasing of IDs and passwords must be prohibited.

② Management of Individual Encryption Modules

◦ As encryption modules are classified, costly devices provided by the National Intelligence Service, they must be:

- Handled carefully to prevent such incidents as loss, theft, and leakage

- Forbidden to be taken outside the office except for disposal and return

- Forbidden to be disassembled and commissioned to outside service providers for repairs

- Kept in a place where there are locking devices after business hours

- Handled carefully to prevent their damage

* *As they are manufactured in small production runs only upon placement of orders, damage may cause long term suspension of business.*

- Security incidents for encryption modules
- Report any loss, theft or leakage immediately by the Report of Loss of Encryption Module (Attachment No.8)

** The certificate on an encryption module can be discarded at the central server, where encryption module are controlled, only with the report of its loss.*

- How to handle when the personnel in charge changes

- Issuing a new encryption module by local governments:

- Send the Request for User Change (Attachment No.6), Application for Issuance (Return) of Encryption Module (Attachment No.7), Confidentiality Agreement (Attachment No.10), and a copy of the ID card of the person in charge (public official ID card) to the Resettlement Support Division of the Ministry of Unification in the form of official documents

- Changing the local government personnel in charge for whom encryption module was issued:

- Send the Request for User Change (Attachment No.6), Confidentiality Agreement (Attachment No.10), and a copy of the ID card of the person in charge (public official ID card) to the Resettlement Support Division of the Ministry of Unification in the form of official documents

- Hand-over of modules based on the Personal Encryption Device Ledger (Attachment No.9)

** The personal encryption device ledger should continue to be kept and archived as long as individual encryption modules are used. When they are discarded by a protection institution or returned due to their malfunctions or other causes, the original copy of the ledger must be returned to the Ministry of Unification and each managing institution must keep its copy (for three months).*

- Renewal of valid period for encryption modules

- The Ministry of Unification gives prior notification when the renewal period approaches (within the two years from an expiry date).

- Users send the application for issuance (return) of encryption modules specifying whether it involves return or renewal, along with a copy of their ID card.

** The same as the cases of loss or failure (check for return, re-issuance, or issuance upon repair)*

③ Security for System-Generated Documents (personal information, etc.)

- Documents generated by the system have document rights management (DRM) embedded to prevent alteration, writing, and saving.

④ Important Details Concerning Personal Information on North Korean Refugees

- Forbid system printouts to be provided to persons other than those responsible for protection at the domicile

- Carefully manage storage media when preparing documents based on entries in the system

- Indicate relevant documents as “confidential” when attaching them to documents for approval

- Outputs or printouts of which use has been terminated should be destroyed.

** If anyone uses information or data obtained through his/her work for other purposes than intended, he/she is subject to punishment. (Article 33 of the Resettlement Support Act)*

- If other divisions within an institution or other institutions request data, prior approval of the Ministry of Unification is required. (Call at ☎02-2100-5927 and inquire by an official document)
- Sending newsletters and the like to North Korean refugees by mail should be avoided. Instead, use other means of delivery that do not expose their personal information (e.g., address) such as informing them face-to-face at Hana Center of the delivery of such materials or announcing the availability of such materials on the website of appropriate institutions.

1. Understanding the use of security network

- The performance of the comprehensive management system for North Korean refugees is slowed by complicated security programs, unlike general information networks.
- To continually develop the system, users need to continue to use it based on understanding of the basic nature of security programs.

2. Active use

- Protection institutions need to actively enter information on North Korean refugees generated after they enter society and manage such information in order to fulfill the purposes of the system.
- Ongoing data entry is required to precisely track actual conditions of North Korean refugees.

3. Thorough hand-over

- When a person in charge is replaced, the hand-over of system instructions and encryption modules is likely to be carried out poorly.
- A user change must be requested (updating system users).
- Delayed job processing due to inexperienced system handling should be prevented.

System failure handling and responsible entities

Situation	Handling entity and method	Contact number
System permission change (Change of personnel in charge)	Send an official document stating a request for change	02-2100-5927
Issuance and sending of certificates by facsimile	Resettlement Support Division of the Ministry of Unification	02-2100-5899 02-2100-5787
	Local governments of metropolitan cities and other cities	See Current Protection Officers
Inquiries into application for educational subsidies (Issuance of the educational protection recipient certificate)	Hanawon under the Ministry of Unification	031-670-9325
Inquiries into system connection and details	Resettlement Support Division of the Ministry of Unification	02-2100-5927
Other technical failures	Maintenance service provider (GMT)	

4. Others

A. North Korean Refugees Foundation (aka Korea Hana Foundation)

◦Roles: As a public institution funded by the Ministry of Unification, it provides comprehensive resettlement support for livelihood stability, employment, and education of North Korean refugees.

◦Legal basis: Article 30 of the Resettlement Support Act

◦Major duties

- To support North Korean refugees at their initial stage of resettlement and help stabilize their livelihood
- To support their adaptation to society through community orientation, provision of commodities, and in-home counseling
- To provide subsidies for medical fees, childbirth costs, and emergency costs of living
- To operate common houses such as shelters and teenager group homes

Detailed work	Phone number
•24/7 call center (resettlement support system, problem counseling)	1577-6635
•Shelters (temporary residential facilities) and group homes	02-3215-5761
•Daily necessity kit and infant/toddler care service support	02-3215-5763
•Support for medical treatment and stabilization of livelihood	02-3215-5764

- To help realize self-reliance through employment and encourage employers to hire more North Korean refugees
 - To provide one-stop matching services between job seekers and employers through employment support centers
 - To operate various vocational training programs to improve job skills
 - To help North Korean refugees become self-supporting through their establishment of social enterprises, farms, and business start-ups

Detailed work	Phone number
•Employment support center (help-wanted, job-wanted, and employment counseling)	02-3215-5881~4
•Support for the establishment and operation of social enterprises	02-3215-5771
•Support for resettlement in agricultural areas	02-3215-5773
•Support for business start-up	02-3215-5777

- To support education for youths and survey their living conditions
 - To develop and operate educational programs that meet the needs of North Korean refugee students
 - To operate alternative education facilities and after-school study centers, and provide scholarships
 - To survey and analyze living conditions of North Korean refugees and study policies on them

Detailed work	Phone number
•Conducting survey on living conditions of North Korean refugees	02-3215-5851
•Examining policies on North Korean refugees	02-3215-5854
•Support for alternative education facilities and after-school study centers	02-3215-5752
•Operation of scholarship programs and preliminary university	02-3215-5756
•Support for distance-learning English programs and education for children	02-3215-5753
• Group homes	02-3215-5754

- To improve mutual understanding and recognition between South and North Korea
- To conduct campaigns to promote the integration between South and North Korean people and to improve perceptions of North Korean refugees
- To support resettlement support activities and cultural and sports events by NGOs
- To receive, manage, and operate contributions

Detailed work	Phone number
• Support for private organizations and North Korean refugee organizations	02-3215-5732
• Public relations through media outlets and raising awareness	02-3215-5731
• Printed media (Dongpo Sarang, English newsletter)	02-3215-5733
• Publicity through the website of the foundation and new media	02-3215-5738
• Receipt, management, and operation of contributions	02-3215-5736

B. Support for Employment

① Overview of Support for Employment

Program	Implemented by	Details
Vocational training	Ministry of Employment and Labor	• Free-of-charge vocational training; training allowances granted during the training period
Job placement; protection officers for employment	Ministry of Employment and Labor	• Protection officers for employment designated at 56 employment centers nationwide to provide job placement and career path guidance
Employer subsidies	Ministry of Unification	• One-half of wages for North Korean refugee employees are subsidized for up to four years in order to encourage employers to hire North Korean refugees. •Applying for them at employment centers and paid by the Ministry of Unification (Hanawon)
Resettlement incentives	Ministry of Unification	• Incentives granted according to individuals' determination to become self-reliant by taking vocational courses, acquiring certificates, getting a job (the same processes as employer subsidies)
Educational attainment and qualification accreditation	Ministry of Unification (institutions concerned)	• Educational attainment and qualifications obtained in North Korea are recognized as those obtained in South Korea subject to applicable laws

② Employment Protection Programs

◦ Employment protection is a system to grant employer subsidies and arrange job placement for North Korean refugees in order to promote their employment.

◦ Legal basis: Article 17 (Employment Protection, etc.) and Article 17-2 (Restrictions in Employment Protection) of the Resettlement Support Act

◦ Eligible period: Two years (24 times) from the day when one is employed for the first time during the period for protection at the domicile (five years)

- The employment protection period can be extended by one year if (i) one is hired by the same business throughout the employment protection period (two years); (ii) one is over 60 years old at the time of protection decision; or (iii) one is with disability of grade V or higher.

◦ Designation and management of protection officers for employment

- Protection officers for employment render employment protection services at 56 employment centers nationwide as of 2013.

- Protection officers for employment are responsible for providing occupational counseling and vocational training guidance; arranging job placement; receiving applications for and applying for employer subsidies; surveying actual conditions of employment; and developing and managing employment protection documents.

◦ Place of application for employment protection: Employment centers having jurisdiction over the domicile concerned

③ Processes to Apply for and Handle Incentives

Category	Vocational training incentives	Certification incentives	Employment incentives
Place of application	Employment centers having jurisdiction over the domicile concerned		Employment centers having jurisdiction over the site of a business * Head of local governments for those employed at agricultural businesses
Application period	Within one year from the day when application requirements are satisfied		
Required documents	Common	Application for incentives; a copy of bankbook of the applicant	
	Specific	Evidentiary documents for vocational training completion	Evidentiary documents for vocational training completion (if applicable); evidentiary documents for certification Certificate of employment; inquiries into historical data of employment/industrial accident insurance and loss report details (inquiry screen); an abstract copy of the resident registration (including previous addresses)

Process to handle incentives	<p>North Korean refugees fill out the application → Submit</p> <p>Employment centers (initial receipt) → Send (within ten days from the receipt)</p> <p>Ministry of Unification (Hanawon) (Receipt and handling)</p>
	<ul style="list-style-type: none"> · North Korean refugees apply for incentives to employment centers. · Employment centers send all relevant documents to the Ministry of Unification within ten days from the day of receipt of the applications. · The Ministry of Unification (Hanawon) determines eligibility, informs applicants of the results, and pays incentives in lump sum within one month from the day of receiving the applications

C. Educational Support

① Basis for Support

- Legal basis: Article 24 of the Resettlement Support Act; Articles 44, 45, 46, and 47 of the Enforcement Decree of the Act; and enforcement guidelines

② Eligible Persons

- Middle and high schools: Persons under age 24 who have been admitted or transferred to a high school or below

- Four-year universities and teachers' college: Both of the following requirements should be satisfied:

- **Age requirements:** North Korean refugees aged 34 or younger (under 35)

- **Academic requirements:** North Korean refugees who have been admitted or transferred to a school within five years from the day when their graduation from a domestic high school or their educational attainment equivalent to high school or above was recognized (i.e., passing of the qualification exam for a high school, or school attainments in North Korea accredited as the graduation of a high school or above in South Korea)

- Community colleges, cyber colleges, and continuing education facilities*: No age restrictions

- North Korean refugees who have been admitted or transferred to a school within five years from the day when their graduation from a domestic high school or their educational attainment equivalent to high school or above was recognized (i.e., passing of the qualification exam for a high school, or educational attainment in North Korea accredited as the graduation of a high school or above)

** Industrial colleges, technical colleges, junior colleges, distance learning colleges, and other similar schools; continuing education facilities accredited under the Lifelong Education Act; and educational and vocational institutions that provide courses accredited by law concerning credit recognition*

** Age calculation is based on the first admission or transfer date.*

** School transfer applies only to a case where an applicant was transferred to the school concerned after his/her schooling in North Korea or foreign countries had been accredited. (Article 44 of the Enforcement Decree of the Resettlement Support Act)*

③ Support Period

- Support is rendered for eight semesters for up to six years from the date of the first admission or

transfer to the college concerned (12 semesters for up to eight years for medical, pharmaceutical, dental, veterinary, and Oriental medicine schools)

* In the case of admission or transfer to another college, the number of semesters subsidized previously is excluded.

* Any amount of tuition for semesters exceeding the support period (eight semesters over up to six years) is borne by the support recipient.

④ Restrictions on Support

◦ Persons who graduated from four-year universities in South Korea

◦ For persons whose average score for the immediately preceding two semesters was less than 70 points (grade C) out of 100, incentives for the current semester are not granted and assistance is restricted.

* The incentive exclusion period is included in the support period (eight semesters over up to six years).

* In the case of admission or transfer to another college (or the same college) after expulsion or dropout, academic grades of the previous school become the baseline.

⑤ Support Details

◦ Middle and high school: Admission fee, tuition, school operating support fee, and dormitory fee are exempted by schools concerned.

◦ National and public universities: Admission fee, tuition, and school operating support fee are exempted by universities concerned.

◦ Private universities: Schools submit the subsidy application (for admission fee, tuition, and school operating support fee) to the Ministry of Unification and receive funds to cover 50 percent of the costs.

* Admission fees for middle and high schools and national and public universities are exempted or subsidized only once.

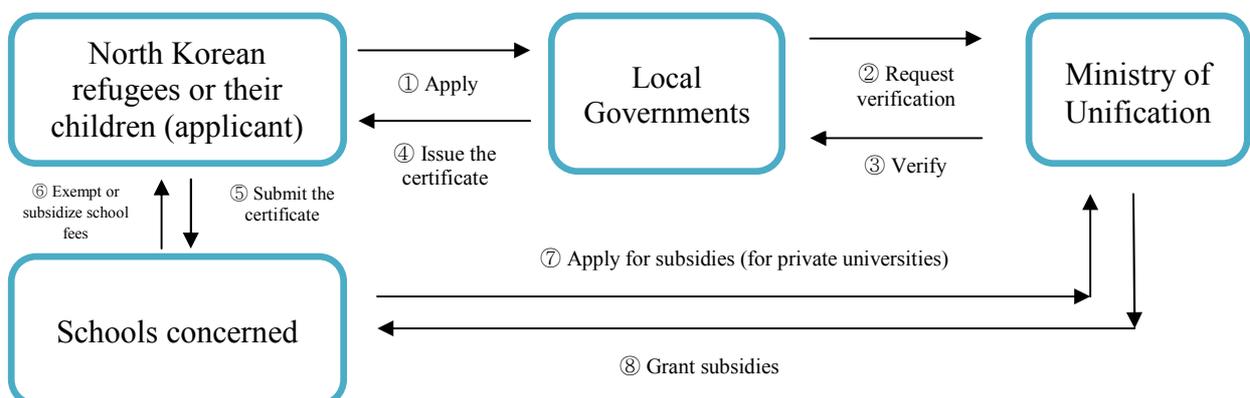
* For colleges that do not use the semester calendar, 20 credits are accredited as one semester.

⑥ Process to Grant Support

- North Korean refugees submit the educational support application to the local governments of their domicile.

- Protection officers for community services issue the educational protection recipient certificate.

- North Korean refugees submit the certificate to the school of their choice.



⑦ Real Cases

How protection officers for community services issue the educational protection recipient certificate

- Request North Korean refugees who intend to enter a university to submit documents* that prove their educational attainment equivalent to or higher than those of high school graduates
- Verify if applicants satisfy educational requirements (five years from the day when their educational attainment equivalent to or higher than those of high school graduates were obtained or accredited) and age requirements (34 or younger for general universities and teachers' colleges)
- Request the personnel responsible for educational subsidies at the Ministry of Unification (031-670-9325) to confirm if applicants have received educational subsidies
- Issue the educational protection recipient certificate to applicants who satisfy all requirements
 - * -A diploma for high school and community college graduates;
 - A certificate proving passing of qualification examination for those who passed the qualification exam;
 - An educational attainment recognition certificate for those whose high school graduation was accredited;
 - An educational attainment recognition notification (official document) given by the Minister of Education for those whose college or university graduation in North Korea was accredited

D. Academic and Qualification Accreditation

① Legal Basis

- Article 13 of the Resettlement Support Act; Articles 27 and 24 (1) of the Enforcement Decree of the Act; and Article 44 of the Enforcement of the Act
- Articles 19, 75, 82, 89-2, and 96 to 98-3 of the Enforcement Decree of the Elementary and Secondary Education Act; and Articles 29 and 70 of the Enforcement Decree of the Higher Education Act

② Educational Attainment Recognition

- It is a legal act that accredits the educational attainment obtained in North Korea or foreign countries by North Korean refugees as that obtained in South Korea

** Educational attainment for high school and below is accredited by superintendents of offices of education of Si or Do, while that for junior college and above is by the Minister of Education.*

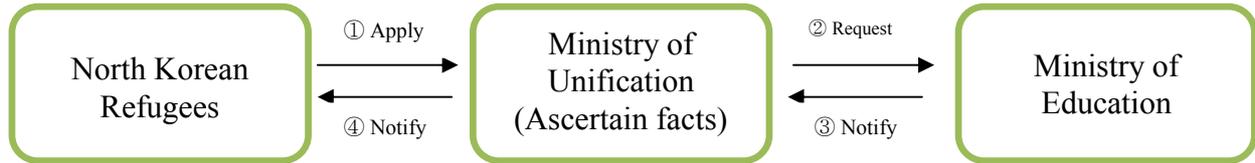
- As it is impossible to provide evidentiary documents for educational attainment obtained in North Korea, they are verified by the Ministry of Unification and accredited pursuant to laws related to education.
- For educational attainment obtained in foreign countries, North Korean refugees should directly provide evidentiary documents, which in turn are accredited pursuant to laws related to education.

** It is impossible for the Ministry of Unification to verify educational attainment obtained in foreign countries.*

③ Educational Attainment Recognition Process

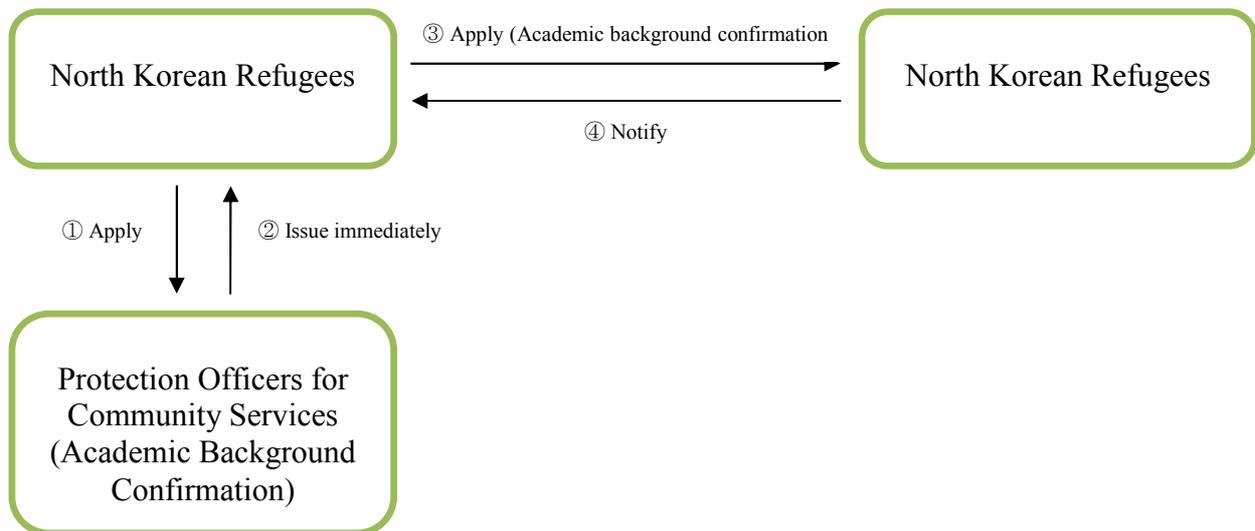
◦ Junior college and above

- Educational attainment recognition subject to Article 27 of the Enforcement Decree of the Resettlement Support Act and Article 70 of the Enforcement Decree of the Higher Education Act



◦ High school and below

- Educational attainment recognition subject to Articles 96 to 98-3 of the Enforcement Decree of the Elementary and Secondary Education Act



* Educational attainment recognition requires one to three months.

* Educational attainment recognition of adults is generally used to obtain certificates and in some cases to be admitted to a college or get a job.

Case studies for educational support

•Case 1: Where support requirements are not satisfied

- (Age) An applicant is expected to enter in February 2013 becomes 35 years old in January 2013.
- (Admission time) The day when five years have elapsed since an applicant graduated from a domestic high school or an applicant obtains educational accreditation (February 2013) is earlier than the day when he intends to enter a college (March 2013)

• Case 2: Where the support period is not satisfied

- After receiving subsidies for one semester after entering XX University in March 2007, Applicant A dropped out (or took academic leave from school). He re-entered the same university or was admitted to OO University in March 2013. Even though he can still receive support for seven semesters, the support period (six years) has elapsed. Therefore, he is not eligible for the support.

* Age and support period are computed on the basis of the first admission or transfer date.

• Case 3: Transfer to a four-year university after graduating from a two-year college

- After entering a junior college in March 2010 and graduating in February 2012, Applicant B transferred to a four-year university in March 2012. In this case, Applicant B is entitled to the support. However, if B received the support for four semesters while in the junior college, she can receive the support for four semesters by February 2016.

* However, she should be under 35 years of age when entering the four-year university and pay the entrance fee that is incurred after the entrance fee was exempted or subsidized previously.

- However, if she was over 35 years old when entering the junior college or if she transfers to the university in March 2016, she is not entitled to the support.

•Case 4: Admission or transfer from a four-year university to a two-year college

- Where Applicant C entered a four-year university in March 2009, received the support for four semesters, and took academic leave from the school for two years before being admitted or transferred to a two-year college in March 2013, he is entitled to the support for four semesters by February 2015.

* Where he transfers to the junior college two years after completing two years (four semesters) at the university, he can receive the support for only two years because the two years away from school are included in the support period (six years).

•Case 5: Transfer from a continuing education center to a four-year university

- After earning 84 credits at a continuing education center which did not use the semester calendar, an applicant transferred to a four-year university. In this case, her tuition can be subsidized for four semesters (20 credits equivalent to one semester) at the continuing education center and for the remaining four semesters at the four-year university.

* If she has not received the support at the continuing education center due to lack of knowledge of education support programs or other such causes, she can receive the support for eight semesters for up to six years with the date of admission to the continuing education center being a baseline date.

④ Educational Attainment Recognition and Transfer for Youths

- North Korean refugee youths can be transferred to schools in the South after being accredited by a superintendent of an office of education following reviews of the educational attainment review

committee, as prescribed in Article 96 to 98-2 of the Enforcement Decree of the Elementary and Secondary Education Act.

* In the past, they were automatically assigned to the school system of South Korea (six, three, and three years).

* Each office of education has different review standards. (Consideration points vary: educational background in North Korea only; educational attainment and age; or educational attainment, age, and aptitude test.)

◦ At some of the schools designated by the superintendent of the office of education with a given number of North Korean refugees attending, the headmaster can determine educational attainment recognition and placement according to school rules. (Article 98-3 of the Enforcement Decree of the Elementary and Secondary Education Act)

◦ South-North Korean school system comparisons

North Korea

Four- to seven-year university (College)	Senior
	Junior
	Sophomore
	Freshman
Senior secondary school (3years)	3 rd grade
	2 nd grade
	1 st grade
Junior secondary school (3 years)	3 rd grade
	2 nd grade
	1 st grade
Primary school (People's school)	5 th grade
	4 th grade
	3 rd grade
	2 nd grade
	1 st grade
(Upper class of kindergarten) 1 year	

South Korea

Four- to seven-year university (College)	Senior
	Junior
	Sophomore
	Freshman
High school	3 rd grade
	2 nd grade
	1 st grade
Middle school	3 rd grade
	2 nd grade
	1 st grade

Elementary school	6 th grade
	5 th grade
	4 th grade
	3 rd grade
	2 nd grade
	1 st grade

* The above is the comparisons based on current, general educational systems. Direct comparison between the educational systems of North Korea and South Korea is not possible because the educational system of North Korea is changed depending on time and type.

* Educational attainment recognition and placement for youths' admission and transfer to schools in South Korea are determined based on separate standards (considering age and other factors).

⑤ Qualification

◦ Subject to Article 14 of the Resettlement Support Act, Article 28 of the Enforcement Decree of the Act, and other laws, licenses obtained in North Korea are qualified as those of South Korea in whole or in part.

- As a given level of educational attainment is required by law, educational attainment recognition should precede.

- Credentials in healthcare and other professions are recognized.

* At present, licenses for teachers and researchers are not recognized by relevant ministries.

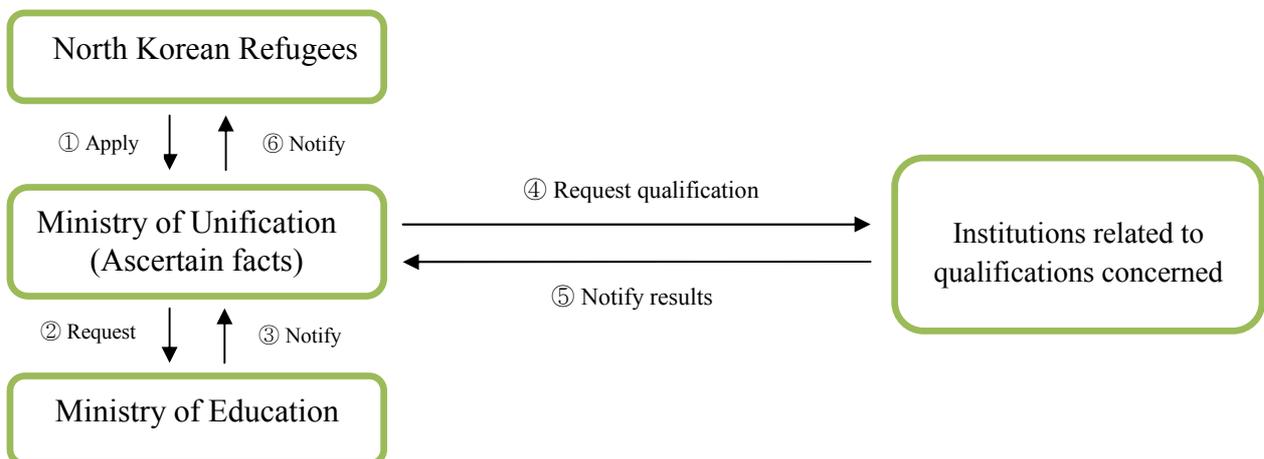
◦ Issuance of qualification confirmations

- Qualifications and careers obtained in North Korea are confirmed by the Ministry of Unification to be used for employment and other purposes.

* Work experience in North Korea is not used to issue a career confirmation but is used for qualification confirmation.

- See Attachment Form No. 2-2 of Enforcement Rule of the Resettlement Support Act

⑥ Qualification Process



⑦ Current Qualifications

- Healthcare area: Qualifications to apply for state examinations granted
- Qualified by the Ministry of Health and Welfare (National Health Personnel Licensing Examination Board) after deliberation
- Doctors, Oriental doctors, dentists, pharmacists, and nurses

Career Change for Doctor Program

- Operated from 2013 by the second Hanawon (in collaboration with medical colleges and institutions; 40 weeks)
- Eligible persons: Those who practiced as doctors in North Korea
- Objectives: ① To assist those who were doctors in North Korea with their preparations for the state-run exam for medical practitioners
- ② To help doctors with experience in North Korea successfully settle in the healthcare sector of South Korea
- ③ To foster South-North Korea's integrated healthcare specialists in preparation for a unified Korea
- Details: Teaching medical terms, preparing for written and practical tests, and providing mentoring
 - Education on theory, practical training, and clinical training

- Technical area: Qualification exams are exempted in whole or in part.
- Qualified by the Ministry of Employment and Labor (Human Resources Development Service of Korea) after deliberation
- Engineers in the areas of construction, civil engineering, electricity, telecommunications, railway system, information processing, metal, electronic computation, food processing, and textiles; Korean food cooks, and others

E. Prior Verification when Hiring North Korean Refugees as Local Public Officials

① Details

- Position: Public official and administrative support personnel of the central or local governments
- * Where administrative assistants are employed as part-time public officials, verification by the Ministry of Unification should be first performed.
- Matters to be verified: Status as a North Korean refugee; academic and career background in North Korea; and other aspects of competency as a public servant
- Verifications vary depending on employment types and methods in general; however, they differ mainly depending on whether the North Korean refugees are hired through public notice or recommendation.

[Hiring through Public Notice]

- Where there is job vacancy, government agencies of various levels submit their hiring plans and current applicant reports (see Attachment Form No.4) to the Resettlement Support Division of the

Ministry of Unification. (documentary enforcement)

** Required information in the current applicant report is the applicant's name and resident registration number. Optional information (where the verification by the Ministry of Unification is required) includes protection decision date and academic/career background in North Korea.*

- Upon completion of application submission, government agencies of various levels request the Ministry of Unification to conduct the verification prior to document-based screening or written tests, and consider the findings prior to oral tests.

- The verification by the Ministry of Unification takes more than one week.

** Government agencies of various levels should reflect such period in their hiring timetables. The verification and the candidate screening/written test can be carried out concurrently in order to accelerate the hiring process.*

- Based on the prior verification finding, the Ministry of Unification notifies the agency concerned of qualified candidates.

[Recommendation-based Hiring]

- In employing new administrative support personnel, government agencies of various levels preferably use the recommendation-based hiring approach.

- Recommending institutions for which the Ministry of Unification can conduct prior verification are the Employment Support Center under the North Korean Refugees Foundation (☎ 02-3215-5885~6) and Hana Centers.

· The central government and local governments in the Seoul metropolitan area use the North Korean Refugees Foundation as a recommending institution.

· Other local governments use Hana Centers under their jurisdiction.

- Government agencies of various levels can request recommendations to one of the two institutions.

- Recommending institutions notify selecting agencies of a finalized list of qualified persons from among North Korean refugees under their jurisdiction after the Resettlement Support Division of the Ministry of Unification verifies facts about them.

② Hiring Process by Hiring Type

1. Competitive hiring for experienced central public officials

◦ Legal basis: Article 28 of the State Public Officials Act; and Article 16 of the Decree on the Appointment of Public Officials

◦ Position: Public officials in general service

◦ Hiring process: When there are job vacancies, government agencies post job positions on “Nara Ilteo (nation’s workplace)” of the Ministry of Public Administration and Security and the institution’s website and selects people after document-based screening and interviews.

◦ Requirements for application: Persons (i) who are North Korean refugees (verified by the Ministry of Unification); (ii) for whom more than three years have elapsed between the creation of their family relation register and the last date of application submission; and (iii) who hold other certificates, diplomas, or work experience

◦ **Process for competitive hiring for experienced central public officials**

- ① Find vacancies: Government agencies
- ② Post public notice for hiring: Government agencies
- ③ Verify by the Ministry of Unification: Government agencies → Ministry of Unification
- ④ Conduct written tests (document-based screening*): Government agencies
- ⑤ Conduct interviews: Government agencies
- ⑥ Conduct background check: Government agencies → National Police Agency
- ⑦ Hire: Government agencies

** Where applications are limited to persons who have specific certificates, diplomas or work experience, written tests are exempted and instead document-based tests are administered.*

◦ Prior verification of the Ministry of Unification

- Upon completion of application submission, before written tests (or document-based screening), each government agency prepares and submits its hiring plan and current applicant report (see Attachment Form No.4) to the Resettlement Support Division of the Ministry of Unification.

- The Ministry of Unification ascertains whether applicants are North Korean refugees, whether their educational and career backgrounds are true and correct, and their level.

- Each government agency takes the verification findings into account when determining those who pass written tests (or document screening), announces those who passed the written tests (or document screening), and continues with the hiring process.

2. Competitive hiring for experienced local public officials

◦ Legal basis: Article 27 of the Local Public Officials; and Article 17 of the Decree on the Appointment of Local Public Officials

◦ Position: Local public officials in general service

◦ Hiring process: When there are job vacancies, each local government posts job positions on “Nara Ilteo (nation’s workplace)” of the Ministry of Public Administration and Security and the institution’s website and selects people after written tests and interviews.

◦ Requirements for application: Persons (i) who are North Korean refugees (verified by the Ministry of Unification); and (ii) for whom more than three years have elapsed between the creation of their family relation register and the last date of application submission

◦ **Process for competitive hiring for experienced local public officials**

① Find vacancies: Local governments

② Post public notice for examination: Local governments

③ Verify by the Ministry of Unification: Local governments → Ministry of Unification

④ Conduct written tests: Local governments

⑤ Conduct interviews: Local governments

⑥ Conduct background check: Local governments → National Police Agency

⑦ Hire: Local governments

◦ Prior verification by the Ministry of Unification (☞ same as for central public officials)

3. Special appointment of North Korean refugees

◦ Legal basis: Article 18 of the Resettlement Support Act; and Article 36 of the Enforcement Decree of the Act

◦ Position: (Central/local) public officials in general service

◦ Hiring process: When there are job vacancies, government agencies of various levels select people after interviewing persons recommended by the Ministry of Unification (five times the number of people to be hired) in consideration of candidates' certificates and work experience.

- Government agencies of various levels submit their requests for recommendation of qualified North Korean refugees for special appointment* to the Ministry of Unification. (documentary enforcement)

* There is no specific form, but it typically includes available positions, titles, duties, the number of people to be hired, application requirements, and schedules.

- The Ministry of Unification selects and notifies qualified people through a recommendation review committee (chaired by a director of the Ministry of Unification) jointly with relevant agencies including the Ministry of Public Administration and Security and the National Intelligence Service.

◦ Process for special appointment of North Korean refugees

Find vacancies: Government agencies

Request recommendation of qualified persons: Government agencies → Ministry of Unification

Recommend qualified persons: Ministry of Unification → Government agencies

Conduct document-based screening and interviews: Government agencies

Conduct background check: Government agencies → National Police Agency

Appoint public officials: Government agencies

Notify appointment: Government agencies → Ministry of Unification

4. Administrative support personnel- I: Hiring through recommendation

- Position: Workers on indefinite-term contract, workers on fixed-term contract, and short-term workers managed by government agencies of various levels
- Hiring process: When there are job vacancies, government agencies of various levels receive a number of recommendees (one person if unavoidable) from recommending institutions and hire qualified persons through hiring examinations.
 - Government agencies of various levels should refer to the “Essential Matters in Requesting Recommendation.”
 - The recommending institution notifies the finalized list of recommendees who underwent the prior verification by the Ministry of Unification to the requesting agency.

Essential Matters in Requesting Recommendation

① Recommending institutions

- Ministries and the city of Seoul (local government): Employment Support Center under the North Korean Refugees Foundation
- Other local governments: North Korean Refugees Foundation or Hana Center under their jurisdiction
 - * If the request is made in other ways than stated above, the prior verification by the Ministry of Unification will not be possible.

② Information on recommending institutions

- Employment Support Center of the North Korean Refugees Foundation: ☎ 02-3215-5885~6 (representative)
- Hana Center (regional adaptation center): 27 centers nationwide (and four branches)
 - Providing community orientation services and follow-up management for North Korean refugees who have recently moved into domiciles under their jurisdiction
 - * *[See the Present Status of Hana Centers (regional adaptation centers)]*

◦ Process for hiring administrative support personnel through recommendation

① Find vacancies: Government agencies

② Request recommendation of qualified persons: Government agencies → Recommending institution

③ Request verification by the Ministry of Unification: Recommending institution → Ministry of Unification

④ Recommend qualified persons: Recommending institution → Government agencies

⑤ Conduct document-based screening and interviews: Government agencies

⑥ Conduct background check: Government agencies → National Police Agency

⑦ Hire: Government agencies

5. Administrative support personnel - II: Hiring through public notice

↳ Same as the process for central or local public officials