

GET TO KNOW YOUR NEIGHBOURHOOD

Your neighbourhood starts here.

A practical guide to Seoul's community centres: finding the right desk, preparing for a visit and joining local life.



FIRST, KNOW WHICH CENTRE YOU NEED

Neighbourhood administration

주민센터

Your local administrative counter and a starting point for neighbourhood enquiries.

Community activities

주민자치회관

Courses and activities, sometimes in the same building as the administrative centre.

Foreign-resident support

외국인주민센터 / 글로벌센터

Centres with services aimed at international residents; check each centre's remit and languages.

Inside: Which desk 02 · First visit 03 · Paperwork 04 · Classes 05 · Language support 06 · Yongdu example 07 · Korean phrases 08 · Visit planner 09 · Sources 10

CHOOSE THE RIGHT DESK

One neighbourhood. Several kinds of help.

Start with the service you need. Similar English names do not mean the centres have the same powers or facilities.

What you need	Best starting point
Rubbish collection, special bags or bulky waste	Your dong centre or district cleaning department. Ask for the official instructions for your exact address. [J]
A certificate or local administrative enquiry	The civil-service counter (민원실). Give the exact Korean document name and ask whether it can be issued there. [A, I]
A class, activity or local programme	The community-programme desk / 자치회관. It may have a separate booking system and timetable. [E]
Welfare or family-support enquiries	Ask the local welfare desk (복지상담) which programme and office fit your circumstances. Eligibility is scheme-specific. [A]
Multilingual guidance or a Korean class	A foreign-resident / global centre. Check its current directory entry and programme notices. [F]
Visa extension, status change or immigration procedure	Start with 1345 / Korea Immigration Service. A community programme or advice session does not decide an immigration application. [H]

ASK FOR A SPECIFIC REFERRAL

Ask staff to write down the correct office and phone number. Check its jurisdiction and appointment requirements.

YOUR FIRST VISIT

Arrive with one clear request.

A short note in Korean, the right identification and a saved address can make the first visit much easier.

1 Check the centre and service hours

Search your neighbourhood name + 주민센터. Confirm the address on the district website. Ask whether that counter is open at your planned time; class hours can be different.

2 Prepare a small document folder

For a personal administrative request, check the accepted identification in advance. Bring your residence card and/or passport as instructed, the exact request from the bank or employer, and any required supporting papers.

3 Write down your goal

For example: “I need this certificate for my employer” or “I want to ask about a beginner class.” Include the Korean document or course name if available.

4 Ask which queue or desk to use

If there is a ticket machine, ask which category fits your request. Keep the ticket and your papers together. Explain the task before completing unfamiliar forms.

5 Check before leaving

Review spellings, dates and required details on issued documents. Keep receipts and application references. If a return visit is needed, confirm the remaining documents and next step.

IF YOU DO NOT HAVE YOUR RESIDENCE CARD

Call before travelling and explain which identification you currently hold. Ask what the particular service will accept. A passport, application receipt or photo of a card is not automatically interchangeable with the original required ID.

DOCUMENTS & ADMINISTRATION

Ask for the document by its exact name.

“Proof of address” or “registration certificate” can mean different things. Show the requesting organisation’s written instructions.

A USEFUL EXAMPLE

외국인등록 사실증명

Certificate of Alien Registration

Government24 lists immigration offices and local district/dong offices as application channels for this certificate; confirm availability with the office. The published fee is ₩2,000 per copy, with free online issuance. Personal applications require identification; authorised representatives need additional papers. Check the service page for full requirements and online authentication. [I]

Before requesting a document	Ask or check
Purpose and format	Which certificate? Which language? How recently must it have been issued?
Information to include	Does the recipient need address history, particular dates or other optional details?
Applicant and identification	Can you apply yourself? If someone attends for you, which authorisation and ID are required?
Collection and payment	Can this office issue it? Is it available online? What is the fee and payment method?

A MOVE CAN INVOLVE MORE THAN ONE PROCESS

If you have moved, ask 1345 which address-reporting obligation and deadline apply to your status and which channel can accept it. Ask separately about any housing-related paperwork. Do not assume that telling the landlord or obtaining a certificate updates every government record. [H]

CLASSES & COMMUNITY LIFE

A reason to return after the paperwork.

Community courses can turn a practical errand into a regular part of your week. Look at the current intake, not an old poster.

READ THE LISTING

Korean term	What it tells you
접수기간	Application window
교육기간	Dates the course runs
수강료	Tuition fee - check materials separately
대상 / 자격	Intended participants / eligibility
선착순 / 추첨	First come, first served / lottery
접수마감	Registration closed

BEFORE YOU BOOK

Ask whether foreign residents can join, whether local residents have priority, and what proof is required. Confirm the teaching language, skill level, total fee, equipment, cancellation terms and physical venue. If online identity verification blocks registration, ask whether staff can offer an in-person route.

REAL EXAMPLE / YONGDU-DONG

The October-December 2026 listings include yoga, line dancing and Korean dance. The published application period was 21-22 September and the listings show registration closed. Treat these as examples; ask about a waiting list or the next intake. [E]

LANGUAGE & SPECIALIST SUPPORT

You can ask for help before you visit.

Choose a support service by the question, location and language available. Confirm appointments and language cover directly.

120

SEOUL & DISTRICT ENQUIRIES

For English enquiries, call **02-120**, then **9**, then **1**. Foreign-language hours: weekdays **09:00-18:00**, excluding public holidays. Ask which local office handles your request. Follow the current voice menu. [G]

1345

IMMIGRATION & INTERPRETATION

Weekdays **09:00-22:00**; after 18:00, Korean, English and Chinese. The service also offers three-way interpretation for foreigner-related work with public bodies. Ask whether it can assist with your community-centre conversation. [H]

FIND A FOREIGN-RESIDENT CENTRE

Use **My Seoul+** for centre locations, languages and programme notices. The directory lists Seoul Foreign Resident Center at **40 Dosin-ro, Yeongdeungpo-gu, 02-2229-4900**, and Dongbu Foreign Resident Center at **47-1 Muhak-ro 6-gil, Seongdong-gu, 02-2282-7974**. [F]



A programme may require advance registration. Check the relevant centre's current notice; a building's opening hours do not guarantee a particular adviser is available.

WORKED EXAMPLE / DONGDAEMUN

A first visit to Yongdu-dong.

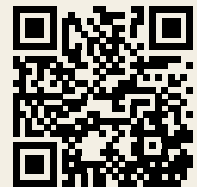
Use this as a model for looking up your own centre. The nearest building is not always the office responsible for your address.

YONGDU-DONG COMMUNITY CENTRE

용두동 주민센터

35 Cheonho-daero 27-gil, Dongdaemun-gu

서울특별시 동대문구 천호대로27길 35

02-2171-6022

WHAT THE DISTRICT PUBLISHES

The location directory lists weekday administrative hours of **09:00-18:00**. It also lists an extension to 20:00 on the third Thursday of the month; call to confirm which services are covered before relying on the evening session. [B-D]

TRY THIS SIMPLE FIRST-VISIT PLAN

1

Confirm the address

Show your full home address and ask whether this is your responsible centre.

2

Solve one everyday question

Ask for your waste-collection instructions or the right department for a document.

3

Find one reason to come back

Ask when the next community-course registration opens and where notices appear.

SHOW THIS AT THE COUNTER

Useful Korean for a first visit.

Point to the sentence you need. Add your address, document name or course name on your phone.

01 이 주소의 관할 주민센터가 어디인가요?

Which community centre is responsible for this address?

02 이 서류를 여기서 발급받을 수 있나요?

Can I get this document issued here?

03 필요한 서류가 무엇인가요?

Which documents do I need?

04 외국인도 이 프로그램에 신청할 수 있나요?

Can foreign residents apply for this programme?

05 영어로 상담할 수 있나요?

Is an English consultation available?

06 다음 접수는 언제 시작하나요?

When does the next registration period open?

07 담당 부서와 전화번호를 적어 주시겠어요?

Could you write down the department and phone number?

PRINT & COMPLETE

Your local-centre visit planner.

Fill this in before you go. Keep the completed page with your household information.

CENTRE NAME / KOREAN NAME

ADDRESS / NEAREST STATION

PHONE / SERVICE HOURS

MY REQUEST / EXACT DOCUMENT OR COURSE NAME

DOCUMENTS, ID AND FEE CONFIRMED WITH THE CENTRE

BEFORE I LEAVE HOME

- | | |
|---|--|
| ☐ Correct centre and counter confirmed | ☐ Appointment or application period checked |
| ☐ Required ID and papers packed | ☐ Language help arranged if needed |

AFTER MY VISIT

Reference / receipt: _____

Next step / date: _____

Contact person / department: _____

SOURCES & UPDATES

Keep the official page within reach.

Checked 13 October 2026. Prepared for Settle Seoul's 2027 edition; recheck live listings before visiting or publishing.

- A** [Dongdaemun: community-centre services](#)
Official source · tap to open.
- B** [Yongdu-dong: official centre homepage](#)
Official source · tap to open.
- C** [Dongdaemun: centre locations and hours](#)
Official source · tap to open.
- D** [Dongdaemun: address cross-check / kiosk locations](#)
Official source · tap to open.
- E** [Yongdu-dong: current community-course listings](#)
Official source · tap to open.
- F** [My Seoul+: foreign-resident centre directory](#)
Official source · tap to open.
- G** [120 Dasan: foreign-language enquiries](#)
Official source · tap to open.
- H** [Korea Immigration Service: 1345 and interpretation](#)
Official source · tap to open.
- I** [Government24: Certificate of Alien Registration](#)
Official source · tap to open.
- J** [Dongdaemun: household waste and collection routes](#)
Official source · tap to open.

SCOPE & LOCAL DIFFERENCES

This is a practical orientation guide. Service availability, document requirements, programme eligibility and hours vary. The Yongdu example is not a citywide timetable. For an application or deadline, use the responsible authority's current instructions.