2019-1st Songdo Dormitory Housing Application Guidance

(For 2019-1st Freshmen Residential College Students only)

1. Eligibility for Application (obligatory boarding)
   A. Incoming students of Spring 2019(except for music majors, pharmacy majors, special admission(athletic) of education majors)
   B. The students who want to select 'non-residence' also must make this application, and submit a proof document.
   (1) **Residence in Incheon** : copy of resident registration with one's own name and address in Incheon
   (2) **Other reasons** : Medical documents or Doctor's note / Please provide details and attach them.
   C. House and room number is **randomly assigned**.
   (Changing rooms will not be accepted/Not a First-come first-served basis)
   ※ **A double room applicants can be assigned to a double room in multiple Room or triple room due to a lack of double room.**
   (Double room Total Number : 304, Double room in Multiple Room : 51, Triple room Total Number : 1194)
   D. After completing the application, please check the Application Veri/Modification menu.

2. Main Schedule
   A. Housing Application
   (1) Nonscheduled & Regular admission : 2019. 2. 1.(Fri) 10:00 ~ 2. 8.(Fri) 16:00
   (2) Extra Regular admission : 2019. 2. 13.(Wed) 10:00 ~ 2. 14.(Thu) 16:00
   B. House / Room Assignments : 2019. 2. 22.(Fri) 17:00
   C. Move-in Date : 2019. 2. 27.(Wed) 09:00 ~ 3. 3.(Sun) 18:00
   D. Announcement of Housing Fees & Payment Period : 2019. 2. 27.(Wed) 09:00 ~ 3. 6.(Wed) 23:59

3. Application Period
   A. Nonscheduled & Regular admission : 2019. 2. 1.(Fri) 10:00 ~ 2. 8.(Fri) 16:00
   B. Extra Regular admission : 2019. 2. 13.(Wed) 10:00 ~ 2. 14.(Thu) 16:00

4. How to Apply
   A. By online on the **Yonsei Portal** (https://portal.yonsei.ac.kr)
   - Yonsei Portal -> Academic Information System -> Academic Management System -> School Life -> Songdo Dormitory
   B. Incoming students' ID & Password
   - Login ID : Examination NO.
   - Password : first 6 digits of Korean Registration No.(yymmdd)
   ※ For international students, the default password is set to the 6 digits of your date of birth in 'yymmdd' format.
   C. No documents required.
   D. Please use the 'Internet Explorer' browser only for the application.

5. Housing Fees(2019-1st(based on 16weeks, not included meal cost))

Income Standard	Triple Room (3BR)				Double Room (2BR)			
	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)
0	956,000	956,000	100,000	100,000	1,500,000	968,000	100,000	632,000
1		336,000		720,000		524,000		1,076,000
2 ~ 8		124,000		932,000		232,000		1,368,000
9 ~ 10		92,000		964,000		184,000		1,416,000

A. The facility deposit will be refunded to the account which has been registered, please make sure to register the bank account for the refund **after the beginning of the new semester.**

(1) Register progress

ⓐ **https://portal.yonsei.ac.kr → Course Evaluation : Undergraduate & Graduate → Student Record → Information → Personal Data → Bank Account (Modify)**

ⓑ Bank account in one's own name is only available to register.

ⓒ **In case of his/her name is different between the portal system and the bank account** as a foreign student(required a perfect match of full name), please send a copy of your bank book to residence@yonsei.ac.kr via email.

※ **E-mail title : [Request for account registration] Student ID_Name**

B. Freshmen of Integrated Technology will received the housing fee (based on triple room) as a scholarship from the school. Please pay for only the facility deposit of 100,000 won if the applied room type is a triple room**(if it's a double room, the difference between room type should be paid additionally)**.

C. Meal costs is not included in housing fee. Please purchase it personally at the restaurant after the move-in (price of the meal coupon : 2,800 ~ 4,200 won).

6. Payment period of Housing Fees

A. **Check your virtual payment account by online on the Yonsei Portal (https://portal.yonsei.ac.kr)**
: 2019. 2. 27.(Wed) 09:00

- Yonsei Portal -> Academic Information System -> Academic Management System -> School Life -> Songdo Dormitory

B. **Payment Period** : 2019. 2. 27.(Wed) 09:00 ~ 3. 6.(Wed) 23:59

※ Those who did not pay it in the above period will not be available to move in.

※ Considering the processing time between banks, please pay the housing fee in advance before the due date in the case of remittance from abroad.

C. **We don't notice about housing fee and the virtual payment account by E-mail or text message, please check it out by Yonsei Portal.**

7. Residential Period(2019-1 semester)

A. 2019. 2. 27.(Wed) 09:00 ~ 6. 21.(Fri) 12:00

B. All residential college students must stay in the dormitory for a year obligatorily**(the students of Physical Education and Sports & Leisure Studies can reside only the 1st semester of freshman year)** and should apply the housing again for 2nd semester on late July ~ early August(please refer the notice on YIC dormitory website on July).

8. Medical Certificates

A. All students who want to move into the dormitory must submit 'Chest X-ray results(for tuberculosis test)' and 'Certificate of MMR(Measles, Mumps & Rubella) Vaccination' (only Korean and English versions are valid.)

(1) tuberculosis(TB) inspection certificate

① TB inspection should be done in the hospital

② TB inspection must not go over expire date (within 2 month from a date of issue)

③ TB inspection certificate must be submitted every semester

④ CD, film etc. cannot be submitted instead of the certificate (Only the document of certificate with the seal can be submitted)

(2) MMR (Measles, Mumps & Rubella) Vaccination Certificate : A certificate of 2nd vaccination is valid.

B. Move-in can be available only if both documents are submitted when you check in. If one of them is missing, move-in is basically not allowed on that day you arrived.

C. Move-in procedure might be refused if it turns out that communal living is not possible according to the results of the medical check up.

D. The term of validity for the Chest X-ray Certificate : within 2 months from the Move-In date.

E. **Where to submit** : at the lobby of dormitory on the very day of the move-in.

※ Inquiries : 82-32-749-5103(Dormitory 1) / 82-32-749-5203(Dormitory 2)

9. Information for Move-In

A. Confirm the assigned house & room

: 2019. 2. 22.(Fri) 17:00 on the **Yonsei Portal** (https://portal.yonsei.ac.kr)

- Yonsei Portal -> Academic Information System -> Academic Management System -> School Life -> Songdo Dormitory

B. **Move-In Date & Time**: 2019. 2. 27.(Wed) 09:00 ~ 3. 3.(Sun) 18:00

C. **Move-In Procedure**

(1) Confirm your identification at each reception when you check in(ID cards required).

(2) Submit the medical certificates(Chest X-ray results & MMR Vaccination)

(3) Check your assigned room, get a card key and two types of check-in documents.

(4) After the beginning of the new semester, Please submit facility check list on the Songdo dormitory homepage(https://yicdorm.yonsei.ac.kr).

D. **Internal facilities** : desk, chair, wardrobes, shoe closet, single bed, mattress, individual air conditioning & heating system, shower room, toilet, LAN port

E. **Required items to move-in**

(1) ID card(for the confirmation)

(2) Personal belongings(mattress sheet for single bed size(1,000*2,000, height 200), bedding, pillow, toiletries, clothes hangers, slippers and etc.)

※ Please make sure to keep your belongings in a proper level due to the fact that dormitory is a place for the communal living.

※ Size of Wardrobes : 280*2,100 for triple room, 600*2,100 for double room

F. All electronic heating devices is not allowed to use in the room(except for a hair drier or straightener)

G. No pets allowed in the dormitory.

H **How to get a delivery** : receive it with signing in personal at each building lobby

※ Be sure to exclude your valuables from the delivery in case of losing it.

※ **Please dispatch the delivery after confirming the assigned building and room number from the assignment which will be noticed on 22th, Feb on the website.**

※ **Address for the delivery : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.**

10. Application Info for the Handicapped Students

Please ask 'Support Center for Handicapped Students' about the details for the application such as required documents and how to submit it.

※ **YONSEI Handicapped Students Support Center** : 82-2-2123-3633

11. Note

A. The housing application can be completed only if every item in the form is filled without fail. **If not, the application is not fully finished.**

B. Please do not forget to click the check box in the application form on the website to get a dormitory scholarship for sure.

C. The room might be limited according to the applied room types and all the room type assignment is determined randomly for this case.

D. Housing fee should be paid within preset period to the virtual account individually assigned. If it's unpaid, the move-in will be delayed or you will be forced to leave.

E. Please make sure your payment should be transferred in your name if possible. **The payment in installments or with a credit card is not acceptable.**

F. It is impossible to pay the housing fee after the designated period.

G. If you want to cancel the application for personal circumstances or an another university registration after the payment, please download and fill **'the Refund Application'** form from the website and send it by email(**residence@yonsei.ac.kr**) **until 2019. 2. 21.(Thu) 17:00.** Once the move-in procedure is finished, housing fee will be refunded by the terms of mid-departure regulations.

※ **YIC Dormitory website**(https://yicdorm.yonsei.ac.kr) → **Community → Form Downloading → the Refund Application**

※ **E-mail title : [Refund] Student ID_Name**

H. Refund for the mid-departure students will be repaid after deducting 150,000 won on the housing fee and the extra will be refunded after calculating by day remained staying period(No refunds after **2019. 6. 3.(Mon)**.

I. In case of the leave of absence or dropout in the middle of the semester, staying in the dormitory is not allowed for the rest of the housing period**(move-out is supposed to be progressed with applying a leave of absence or dropout at the same time).**

J. Students who want to use the dormitory **during the vacation period must apply separately**, and will be assigned to move to designated area.

K. The dormitory has a **curfew system(at 02:00 ~ 05:30 in the morning)** to reduce the damage of late-night noise to the roommate and neighboring students living together.

12. Inquiries

A. YIC General Administration Office (Dormitory Management Team)

(1) Address : #409 Vision Hall, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.

(2) Tel : 82-32-749-2991, 2992

B. YIC Songdo Dormitory 1 (Block A~C)

(1) Address : #A106 Songdo Dormitory, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.

(2) Tel : 82-32-749-5103

C. YIC Songdo Dormitory 2 (Block D~F)

(1) Address : #D113 Songdo Dormitory, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.

(2) Tel : 82-32-749-5203

YIC General Administration Office