2019-2st Songdo Dormitory Housing Application Guidance

(For Existing Residential College Students only)

1. Main Schedule

A. Housing Application : 2019. 7. 17.(Wed) 10:00 ~ 7. 21.(Sun) 23:59

B. House / Room Assignments : 2019. 8. 23.(Fri) 17:00

C. Announcement of Housing Fees & Payment Period : 2019. 8. 26.(Mon) 09:00 ~ 9. 1.(Sun) 23:59

D. Move-in Date : 2019. 8. 29.(Thu) 09:00 ~ 9. 1.(Sun) 18:00

2. Housing Application

A. Period : 2019. 7. 17.(Wed) 10:00 ~ 7. 21.(Sun) 23:59

B. How to apply : On the Yonsei Portal(https://portal.yonsei.ac.kr)

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

※ All students who want to move in Songdo dormitory must make this application.

※ 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 and Doctor's note / Please provide details and attach them.

C. Basically most of the assigned room will not be changed from the previous room.

D. The room type changing is only allowed for the empty beds in 2BR/3BR in each house.

E. For the above room type changing, assignment is processed randomly within the limit of empty rooms in each house.

3. Housing Fees(2019-2st(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.

(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.

※ With the title as [Request for account registration] Student ID_Name

B. Students of Integrated Technology(College of engineering) will be supported the housing fee

(based on a triple room) as a scholarship from the college. Please pay the facility deposit(100,000 won) only at the time of application for a triple room**(the difference should be paid for a double room in addition)**

C. The cost of meals 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)

4. Room Assignments Announcement

A. When : 2019. 8. 23.(Fri) 17:00

B. Where : On the Yonsei Portal(https://portal.yonsei.ac.kr)

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

5. Announcement of Housing Fees & Virtual Payment Account

A. When : 2019. 8. 26.(Mon) 09:00

B. Where : On the Yonsei Portal(https://portal.yonsei.ac.kr)

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

C. The housing fee and a virtual account will not be notified by email or mobile, please be sure to check the Yonsei Portal for your payment.

D. Housing fee must be paid within preset period to the virtual account individually assigned. (Housing application will be canceled in case of unpaid.)

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

6. Payment Period : 2019. 8. 26.(Mon) 09:00 ~ 9. 1.(Sun) 23:59

7. Residential Period(2019-2 semester) : 2019. 8. 29.(Thu) 09:00 ~ 12. 20.(Fri) 12:00(noon)

8. Submission of Medical Certificates

A. All students who are willing 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

B. Move-in is only available if both documents are submitted at the time of checking in. If one of those document is not prepared, move-in is basically not allowed on that day of arriving.

※ Those who have already submitted the MMR certificate before do not need to submit it again.

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 reception desk in the lobby on the very day of move-in.

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

9. Information for Move-In

A. Move-in Date : 2019. 8. 29.(Thu) 09:00 ~ 9. 1.(Sun) 18:00

B. Move-in Procedure

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

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

(3) Check your assigned room, get a card key.

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

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

D. Required personal items to move-in

(1) ID card(for the ID confirmation)

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

※ Please make sure to keep the personal 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 a triple room, 600*2,100 for a double room

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

F. No pets are allowed in the dormitory.

G. How to get a delivery : receiving with a signing in person 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 23th, August on the Yonsei Portal.

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

10. Information for the Handicapped Students

A. 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 must be paid within preset period to the virtual account individually assigned.
(Residents who are not paid the fee will be forced to leave.)

E. Please make sure the payment should be transferred in one's own name if possible.(The payment in installments or with a credit card is not acceptable.)

F. It is not allowed to pay the housing fee after the designated period.

G. Canceling the application for personal circumstances or an registration of other universities after the payment, please download and fill 'the Refund Application' form from the website (https://yicdorm.yonsei.ac.kr → Community → Form reference) and send it via email to

residence@yonsei.ac.kr until 2019. 8. 22.(Thu) 17:00. Once the move-in procedure is finished, housing fee will be refunded by the terms of mid-departure regulations.

※ With the title as [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. 12. 02.(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 residence 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, Songd 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

YONSEI INTERNATIONAL CAMPUS Administration Center