

2021-1st Songdo Dormitory Housing Application Guidance

(For Non-RC Students only)

We would like to inform you of the matters to be aware of when applying Songdo Dormitory due to COVID-19.

1. We inform you that the admission to Songdo Dormitory for the 2021-1 semester has been **completely canceled** due to the non-face-to-face class of Yonsei headquarters taking into account the COVID-19 situation.
2. However, in accordance with the principle of minimizing the number of residents in the dormitory, application is allowed exceptionally after reviewing the attached matters only in the following cases.

Type	Documents to be attached when applying for dormitory to Yonsei Portal	Remark
Foreigners who do not have a domestic residence	Passport copy	
Overseas Koreans who do not have a domestic residence	① Certificate of Overseas Koreans for yourself or your family ② Certificate of Family Relations	Issued by the ministry of Foreign Affairs Tel) 02-2100-2114
Those who work in office(Lab) located on the international campus	Certificate of work(research) - Department manager seal required - State the student ID number, name, name of the department(lab), Job description, Period	If the information entered is confirmed as false, the application will be deleted.
Disabled	Certificate of disability	

- ※ Precautions for submission documents(If the following matters are not complied with, application may be deleted due to insufficient documents)
- The form is PDF and if there are multiple documents, **merge them into one PDF** file and upload them.
 - **Do not * mark all members' names**
 - Except for the first digit of the resident registration number(date of birth), **the second digit is issued with a * mark or deleted in black and attached.**
 - Attachment validity: Issued **after 2021. 1. 1.(Fri)**
 - It will be deleted from the application if the documents are incomplete, false documents, or false information is confirmed.
3. Other Precautions
 - A. In order to minimize the risk of COVID-19 infection, you can only apply for 1 person per room. (Reflection of instructions by CDSCHQ.)
 - B. If quarantine occurs due to overseas entry, there will be a separate cost.
 - C. You must agree to the Attachment's 'Compliance Pledge for Prevention Rules of COVID-19'.
 - D. COVID-19 test results must be submitted.**(For students residing in Korea only)**
 - Results of test conducted within 5 days(excluding weekends and holidays) of the check-in date
 - Search 'Selection Care Center' on <http://ncov.mohw.go.kr> and check local 'Selection care Center'.
 - Individuals are responsible for the cost of test.
 - E. While living, you must log in to the 'COVALT app' every day and record without lies.
 - F. Matters related to joining Songdo Dormitory may change depending on changes in the COVID-19 situation.
 4. If the lecture method is changed to a face-to-face class in the future, we will notify you of additional application related information.

1. Main Schedule

A. Housing Application : 2021. 2. 8.(Mon) 10:00 ~ 2. 14.(Sun) 23:59

B. House / Room Assignments : 2021. 2. 19.(Fri) 17:00

C. Move-in Date

1) Overseas arrivals : 2021. 2. 13.(Sat) 09:00 ~ 2. 15.(Mon) 18:00

※ Quarantined in C dong for 2 weeks after check-in

[One room per person(expenses separately), No entry, lunch box/bottled water(expenses separately)]

2) Domestic residents(residing in Korea) : 2021. 2. 26.(Fri) 09:00 ~ 3. 1.(Mon) 18:00

D. Residing Period : ~ 6. 19.(Sat) 12:00(Noon)

E. Announcement of Housing Fees & Payment Period : 2021. 2. 23.(Tue) 13:00 ~ 2. 28.(Sun) 23:59

F. Required documents

1) Overseas arrivals

- Immigration certificate(or real passport), Chest X-ray results(for tuberculosis test), Certificate of MMR(Measles, Mumps & Rubella) Vaccination, 'Compliance Pledge for Prevention Rules of COVID-19'

※ COVID-19 test will be conducted in quarantine for 2 weeks after check-in.

2) Domestic residents(residing in Korea)

- Immigration certificate, Chest X-ray results(for tuberculosis test), Certificate of MMR(Measles, Mumps & Rubella) Vaccination, 'Compliance Pledge for Prevention Rules of COVID-19'

- COVID-19 test results

※ COVID-19 test results are valid only within 5 days(excluding weekends and holidays) of the check-in date.

2. Housing Application

A. Notice

1) Be sure to check the contents of the attached 'Compliance Pledge for Prevention Rules of COVID-19' and submit it directly to the dorm lobby on the day of check-in.

2) In order to minimize the risk of COVID-19 infection, you can only apply for 1 person per room.

B. Period : 2021. 2. 8.(Mon) 10:00 ~ 2. 14.(Sun) 23:59

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

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

※ 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.**

※ Rooms assignments will be processed randomly.(Not a First-come first-served basis)

※ After completing the application, please check the Application Veri/Modification menu.

※ Please apply using 'Internet Explorer'.

3. Room Assignments Announcement

A. When : 2021. 2. 19.(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

4. Announcement of Housing Fees & Virtual Payment Account

A. When : 2021. 2. 23.(Tue) 13:00 ~ 2. 28.(Sun) 23:59

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.

5. Housing Fees(2021-1st(based on 16weeks))

Income Standard	1 person per room (The cost of a Double Room will be applied.)			
	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)
0 - 1	1,500,000	524,000	100,000	1,076,000
2 - 8		232,000		1,368,000
9 - 10		184,000		1,416,000

A. In the case of 1 persons per room, the dormitory fee for double room is applied.

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

(1) Register progress

① <https://portal.yonsei.ac.kr> → Course Evaluation : Undergraduate & Graduate → Student Record → Information → Personal Data → Bank Account (Modify)

② Bank account in one's own name is only available to register.

③ 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

C. The cost of meals is not included in housing fee. Please purchase it personally at the restaurant after the move-in.

6. Information for Move-In

A. Move-in Procedure

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

※ Only you can enter the dormitory, and parents, family members, etc. cannot enter the dormitory.

(2) Submit the Immigration certificate(or real passport), Chest X-ray results(for tuberculosis test), Certificate of MMR(Measles, Mumps & Rubella) Vaccination, COVID-19 test results(Only Domestic residents(residing in Korea)), Compliance Pledge for Prevention Rules of COVID-19

(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>).

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

C. 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**
- D. All electronic heating devices are not allowed to use in the room.
(except for a hair drier or straightener)
- E. No pets are allowed in the dormitory.
- F. **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 17th, August** on the Yonsei Portal.
- ※ **Address for the delivery : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.**

7. 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 3 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.**
※ Those who have already submitted the MMR certificate before do not need to submit it again.
 - (3) **COVID-19 test results(Domestic residents(residing in Korea) only)**
 - ① Results of test conducted within 5 days(excluding weekends and holidays) of the check-in date
 - ② If the test determines that community life is impossible, application will be cancelled.
- 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.**
- C. The term of validity for the Chest X-ray Certificate : **within 3 months** from the Move-in date.
- D. **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)

8. 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

9. 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. 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 2021. 2. 18.(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

- C. 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 2021. 5. 31.(Mon).
- D. 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.)
- E. Students who want to use the dormitory during the vacation period must apply separately, and will be assigned to move to designated area.

10. 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

2021-1st Semester

Compliance Pledge for Prevention Rules of COVID-19

I give my pledge to strictly comply with the following "COVID-19 Preventive Rules" for the health and safety of me and others in moving into the YIC dormitory.

- ☐ Agree (check √)

1. I agree to and faithfully follow the matters of the 「2021-1st semester Songdo Dormitory Regulations of COVID-19 Prevention」. - ☐ Agree (check √)

2. If I have visited any other places equivalent thereto among below as 'High-Risk Facilities for COVID-19' designated by the Central Disaster and Safety Countermeasures Headquarters, ① singing room, ② general bar(club, etc.), ③ old-fashioned pub, ④ colatec, ⑤ pick-up pocha(hunting club), ⑥ karaoke bar, I agree that I will be prohibited to move into the dormitory for 2 weeks from the relevant date. and by hiding the fact of visit, I agree that legal action may be taken if an infection occurs in the dormitory. - ☐ Agree (check √)

3. I agree that I will restrain myself visiting religious facilities, indoor standing stages, group exercise facilities, door-sales companies, logistics centers, large private educational institutes, buffet restaurants, etc. without wearing a mask. - ☐ Agree (check √)

4. If there was a case ever in close contact with a confirmed patient or self-quarantined persons with in last two weeks, I agree that I will be prohibited to move into the dormitory for 2 weeks from the relevant date. - ☐ Agree (check √)

5. I will thoroughly observe the preventive COVID-19 Life Prevention Guidelines of the Korea Centers for Disease Control and Prevention(KCDC). - ☐ Agree (check √)

If my breach of this pledge interferes with the operation of YIC dormitory, I will agree to and faithfully comply with the sanctions such as expulsi on from the dormitory.

2021. . .

Student ID : _____ / Name : _____(sign)

COVID-19 Committee of YONSEI International Campus

2021-1st Semester
「Songdo Dormitory Regulations of COVID-19 Prevention」

#	Regulations of COVID-19 Prevention Content	Action
1	1) Entering other rooms and staying in room together 2) Entering with outsider who is not permit in the dormitory (except for residents of Songdo dormitory) * Both of these things are only allowed after getting permission from the dorm security	Expulsion
2	COVID-19 self-check App (Covalt App): False recording(① Visiting high risk facilities ② Close contact with confirmed case ③ Covid-19 symptom categorized by Central Disaster and Safety Countermeasures Headquarters should be recorded honestly, and expulsion from dormitory when recording false or not recording)	
3	COVID-19 self-check app (Covalt App): Not recording 2 days consecutively (Warning when the recording on Covalt App is missed for 2 days consecutively)	Warning
4	Sitting or eating at community room and common kitchen (cooking is allowed)	
5	Violating curfew (24:00~05:30)	
6	Gathering of more than 3 people in dormitory (community room, common kitchen, Chicken stairs, Lalayon, lobby, any other common spaces) (Including dining)	Caution
7	Not wearing facial masks in dormitory	

- ※ 3 Caution -> 1 Warning
- ※ 3 Warning -> Send to 'Regulation Violation Review Committee' and decide expulsion.
- ※ Caution and Warning is counted integration with 'Songdo Dormitory Regulation Violation'
- ※ Cumulating the number of violating regulations is applied equally with 'Songdo Dormitory Regulation Violation'
- ※ Applying a violation of the rules are 'Songdo Dormitory Regulations of COVID-19 Prevention' shall be given priority over 'Songdo Dormitory Regulation'