Songdo Dormitory Housing Application for 2022 Summer

The application guide to Songdo Dormitory for 2022 summer is as follows. Please read the relevant information carefully before applying.

1. Schedule

Applicant	Application period	Announcement of Housing Fees & Virtual Payment Account	Room Assignments	Move-in Date
2022-1 resident	6.3(FRI) 10:00~ 6.7(TUE) 23:59 [KST]	6.9(THU) 13:00 ~ 6.13(MON) 23:59 [KST]	6.17(FRI) 17:00 [KST]	6.22(WED) 15:00 ~ [KST]
new applicant				6.26(SUN) 13:00 ~ [KST]

※ For those who have entered Korea from overseas, you may enter the dormitory after mandatory quarantine at an external facility (at your own expense).

※ Rooms will be rearranged from July 25th if there were any shortages or vacancies occurred in the assigned rooms, due to the reasons of early-check out, expulsion, or cancellations (including 2022-1 residents)

2. Applicable Room Type: 2 person per room(double room) only

※The Ph.D. Degree program enrolled student, including the Joint (Master's & Ph.D.) Degree program enrolled student, is only eligible to apply for a single room (1 person use in a room).

3. Notes

a. 「Songdo dormitory regulation violation」will be applied equally(caution, warning, expulsion).

b. In case of insufficient rooms, dormitory students will be selected through lottery, so there may be cases of dropouts.

b. You can move-in AFTER paying the dormitory fee.

※ The matters related to entering to the Songdo Dormitory may change depending on the COVID-19 situation.

1. Main schedule

a. Only Yonsei University students are eligible to apply.

(Students on leave of absence or students with a history of expulsion by force are not allowed)

b. Application period : 2022. 6. 3(FRI) 10:00 ~ 6. 7(TUE) 23:59 ※No additional applications after the period

c. How to apply : YONSEI Portal(https://portal.yonsei.ac.kr) → Academic Information System → Academic Management System → School Life → Songdo Dormitory)

※ When applying for rooms, you must fill out all the items on the screen to complete the application. After completing the application, please check the Application Veri/Modification menu. (If it is not searched in the 'Application Veri/Modification menu', it means that the application has not been completed normally and the application will not be accepted.)

3. Period of residence and dormitory fee

a. dormitory fee (KRW)

Applicant		Period		double room	single room
2022-1 resident	4 weeks	2022. 6. 22(WED) 15:00 ~	~ 7. 24(SUN) 12:00	432,000 won	758,400 won
	8 weeks		~ 8. 21(SUN) 12:00	810,000 won	1,422,000 won
new applicant	4 weeks	2022. 6. 26(SUN) 13:00 ~	~ 7. 24(SUN) 12:00	378,000 won	663,600 won
	8 weeks		~ 8. 21(SUN) 12:00	756,000 won	1,327,200 won

※ 2 person per room(double room) only

★ Ph.D. Degree program enrolled student, including the Joint (Master's & Ph.D.) Degree program enrolled student is eligible to apply for a single room (1 person per room).

※ 1 day (night) unit price: 13,500 won for double room, 23,700 won for single room

※ Rooms will be rearranged from July 25th if there were any shortages or vacancies occurred in the assigned rooms, due to the reasons of early-check out, expulsion, or cancellations (including 2022-1 residents)

b. Payment: 2022. 6. 9(THU) 17:00 ~ 6. 13(MON) 23:59

d. Check dormitory fee and virtual account : YONSEI Portal (https://portal.yonsei.ac.kr) → Academic Information System → Academic Management → School Life → Songdo Dormitory → Bill)

3. Announcement of room assignment results

a. Date: 2022. 6. 17(FRI) 17:00

b. Announcement: YONSEI Portal (https://portal.yonsei.ac.kr) → Academic Information System → Academic Management → School Life → Songdo Dormitory → Check for Assigned Room)

4. Information related move-in

A. Move-in process (you can only enter the dorm from 13:00 on June 26, and from June 27, **09:00 to 17:00 per day. And after office hours, student can be checked-in unofficially by the security officer.**)

1) Confirm your identity with your ID at the security office of each dormitory(**block A** for dorm 1, **block D** for dorm 2.)

※ Only the applicants are allowed to enter the dormitory(parents and family members are not allowed).

2) **Submit the admission documents (Incomplete documents, false documents, or false information in the written information cannot be entered)**

3) Receive the access card key after confirming the assigned room

4) **Check the inside of the room and log in (portal account) on the Songdo Dormitory website (https://yicdorm.yonsei.ac.kr) and fill out** the facility checklist **(May have to leave the dormitory if not submitted) after entering the room.**

B. The admission documents(Refer to the attached 「Information on issuance of health certificate 」)

1) Chest X-Ray Results

2) COVID-19 Test Negative Results (submit only 1 of the proofs listed below)

   a. PCR test(Valid only within **2 days** of the check-in date)

   b. RAT test(Valid only within **1 days** of the check-in date)

   c. A notice of quarantine or a notice of release of quarantine of a confirmed patient **within 90 days** from the date of confirmation

※ **print out after capturing the result text**

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

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 identity confirmation)

2) Personal belongings(**mattress sheet for a single bed size(1,000*2,000),** 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**

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(Smilebox/Smartlocker).

　　※ 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 on the website.**

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

5. Handicapped Students

　1. Application: You can select 'handicapped room' when you applying in YONSEI portal. After finishing the application, please send "identification of person with disabilities" to residence@yonsei.ac.kr, and ablecenter@yonsei.ac.kr.

　2. Other inquiries: YONSEI Handicapped Students Support Center(82-2-2123-3633)

6. Note

　A. <u>If you do not pay the dormitory fee within the payment period, you will be disqualified.</u>

　B. Requests related to residence period/room type/roommate cannot be changed after the dormitory fee payment period.

　C. Rooms will be rearranged from July 25th if there were any shortages or vacancies occurred in the assigned rooms, due to the reasons of early-check out, expulsion, or cancellations (including 2022-1 residents)

　D. Among the 8-week residents, applicants for the 2022-2 semester can extend the period of residence by paying additional fee until the 2022-2 semester check-in date. Rooms may be rearranged for room inspection and cleaning.

　　※ Applications for the extension will be announced on the Songdo Dorm website in early August.

　E. If you do not leave or cannot be contacted after the date of official check-out, your luggage will be moved by the office without prior approval or confirmation of the student In additona, additional dormitory fee and storage costs will be charged for the period.

　F. Refund of payment for a cancellation/early check-out is processed as follows.

　　1) Refund in case of cancellation up to one day prior to the date of move-in: Full refund

　　2) Refund in case of early check-out

　　　a) After getting confirmation signature from the each of Songdo dormitory officer, Submit the "Application for early check-out/refund" to the office **(residence@yonsei.ac.kr)**

　　　　※ **You can download the form on the Songdo Dormitory website:**

　　　　(https://yicdorm.yonsei.ac.kr) → Community → Form & References

　　　b) Refund amount = Dormitory fee payment – (unit price per night × number of days of residence) – Basic deduction fee of KRW 150,000

　　　c) Deadline for refund request

4 weeks	No refunds for early check-out after **2022. 7. 12(TUE)**
8 weeks	No refunds for early check-out after **2022. 8. 9(TUE)**

　　　d) In case of Forced Expulsion <u>refund 70% of 'b) Refund amount'</u>

　G. Account registration for refund (return) of various expenses: YONSEI PORTAL website: (https://portal.yonsei.ac.kr → Academic Information System →　Academic Management System → Student Record → Information → Personal Data → Modify Bank account)

　　※ Only domestic bank accounts in your name can be registered.

　　※ If it is impossible to register an account due to the difference between the name of the academic portal system and the name of the account, **Please send your student number, name,**

and a copy of your bankbook to the Financial Accounting Team(fiwebmaster@yonsei.ac.kr) to request account registration.

H. The above schedule can be changed depending on the school schedule.

7. Inquiries

A. YIC Songdo Dormitory 1 (Block A~C)
   (1) Address : #A106 Songdo Dormitory, Yonsei International Campus, Songd Gwahakro 85, Yeonsu-gu, Incheon.
   (2) Tel : 82-32-749-5103
   (3) E-mail: songdodorm@yonsei.ac.kr

B. YIC Songdo Dormitory 2 (Block D~G)
   (1) Address : #D113 Songdo Dormitory, Yonsei International Campus, Songdo Gwahakro 85, Yeonsu-gu, Incheon.
   (2) Tel : 82-32-749-5203
   (3) E-mail: songdodorm2@yonsei.ac.kr

C. YIC General Administration Office (Dormitory Management Team)
   (1) Address : #409 Vision Hall, Yonsei International Campus, Songdo Gwahakro 85, Yeonsu-gu, Incheon.
   (2) Tel : 82-32-749-2991, 2992
   (3) E-mail: residence@yonsei.ac.kr

YONSEI INTERNATIONAL CAMPUS Administration Center

[Information on issuance of health certificate]

❍ For the prevention and management of diseases in the dormitory, The health certificate is a mandatory submission (**valid only in Korean or English**). If you do not submit the relevant documents on the day of move-in, you will not be allow to enter. Please make sure there are no errors in submitting the medical certification.
❍ Depending on the public health center or hospital **the time and cost of issuing a medical certification are different**. Please visit after checking in advance.

1. Chest X-ray results
   a. Request a pulmonary tuberculosis test for dormitory submission after visiting a public health center or hospital. ※ **Blood tests other than chest X-ray are not required.**
   b. Medical certification issued with the result of normal, no abnormality, cure, no contagiousness within 90 days from the date of move-in is only valid. **(Not submitting a chest X-ray film)**

2. **COVID-19 test results**(submit only 1 of the proofs below)
   1) PCR test(Valid only within **2 days** of the check-in date)
   2) RAT test(Valid only within **1 days** of the check-in date)
   3) A notice of quarantine or a notice of release of quarantine of a confirmed patient **within 90 days** from the date of confirmation
      ※ In the case of text results, **print the test date and time, inspection institution, student number, name, and signature before submitting.**
      ※ **Inspection costs are paid by the individual**
      ※ **Forgery/falsification of the certificate can be punished according to related laws**

3. Other Inquiries
   YIC Songdo Dormitory 1 (Block A~C) ☎ 032)749-5103
   YIC Songdo Dormitory 2 (Block D~G) ☎ 032)749-5203

YONSEI INTERNATIONAL CAMPUS Administration Center