2022-2nd Songdo Dormitory Housing Application Guidance

(For Non-RC Students Only)

❍ The application guide to Songdo Dormitory for 2022-1 is as follows. Please read the relevant information carefully before applying.

❍ Schedule[KST]

Application period	Announcement of Housing Fees & Virtual Payment Account	Room Assignments	Period of residence
8. 1(MON) 10:00 ~ 8. 4(THU) 23:59	8. 5(FRI) 15:00 ~ 8. 10(WED) 23:59	8. 18(THU) 17:00	8. 28(SUN) 09:00 ~ 12. 22(THU) 12:00

※ The official joining date is 8.28(SUN) ~ 30(TUE), and if you move-in later, please visit the security office in building A(for 1 dormitory) or D(for 2 dormitory).

❍ Applicable Room Type

Undergraduate	Master's course	Ph.d (including integrated MS/Ph.D)
3 people in 1 room	3 people / 2 people in 1 room	2 people / 1 person in 1 room

※ Please apply as a 2022-2 semester standard.
e.g) If you graduate in August 2022, and enter master's course in September 2022, you should apply as a master's course.

※ 2 people room and 1 person room can be drawn depending on the number of applicants, and there can be a dropout.

❍ Precautions

- Only students enrolled in the 2022-2 semster can apply(not applicable if you take a leave of absence or are expelled from school).
- If you don't pay the dormitory fee within the payment period, your admission will be canceled.
- Rooms will be rearranged from September 26th if there are any shortages or vacancies occurred in the assigned rooms, due to the reasons of early check-out, expulsion, or cancellations.

❍ All matters related to Songdo dormitory can be changed depending on the situation of COVID-19.

1. Application

A. Only Yonsei University Students enrolled in 2022-2 semester can apply.
(Students on leave of absence or are expelled from school CANNOT apply)

B. Application period: 2022. 8. 1(MON) 10:00 ~ 8. 4(THU) 23:59 ※ No additional applications after this 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.)

2. Period of residence and dormitory fee

A. Period of residence: 2022. 8. 28(SUN) 09:00 ~ 2022. 12. 22(THU) 12:00 (116 nights, no food expenses included)

B. Dormitory fee

1) Undergraduate

Income standard	3 people in 1 room		
	Housing Fee (A)	Dormitory Scholarship (B)	**Actual Payment (A-B)**
0~1	997,600 WON	536,000 WON	461,600 WON
2~8		124,000 WON	873,600 WON
9~10		**92,000 WON**	**905,600 WON**

2) Master's course: 3 people in 1 room or 2 people in 1 room [KRW]

	3 people 1 room			2 people 1 room		
	Housing Fee (A)	Dormitory Scholarship (B)	**Actual Payment (A-B)**	Housing Fee (A)	Dormitory Scholarship (B)	**Actual Payment (A-B)**
0~1	997,600	536,000	461,600	1,566,000	724,000	842,000
2~8		124,000	873,600		232,000	1,334,000
9~10		**92,000**	**905,600**		**184,000**	**1,382,000**

3) Ph.d (including integrated MS/Ph.D): 2 people 1 room or 1 person 1 room [KRW]

	2 people 1 room			1 person 1 room(single room)		
	Housing Fee (A)	Dormitory Scholarship (B)	**Actual Payment (A-B)**	Housing Fee (A)	Dormitory Scholarship (B)	**Actual Payment (A-B)**
0~1	1,566,000	724,000	842,000	2,749,200	920,000	1,829,200
2~8		232,000	1,334,000		324,000	2,425,200
9~10		**184,000**	**1,382,000**		**264,000**	**2,485,200**

※ Dormitory Based on 116 nights of dormitory (Below are the unit price per night)

(8,600 won for 3 people room / 13,500 won for 2 people room / 23,700 won for 1 person room)

※ 2 people and 1 person room can be drawn depending on the number of applicants, and there can be a dropout.

C. Non-Korean Students is only applicable to 9~10 dormitory scholarship.

D. Dormitory Scholarships, refunds, etc are returned to the account on the Yonsei Portal. You must register your domestic bank account on the portal. (Refer to **7. precautions - F.** at page 4.)

E. Food expenses are not included in Dormitory fee.

3. Announcement of Housing Fees & Virtual Payment Account

A. Period: 2022. 8. 5(FRI) 15:00 ~ 8. 10(WED) 23:59

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

※ You can check your virtual account after 2022. 8. 5(FRI) 15:00. The virtual accounts will NOT be notified by e-mail or text messages.

C. NOTES

1) The dormitory fee must be remitted to the **designated virtual account** within the due date, and if there is an unpaid amount, the admission will be automatically cancelled.

2) If you don't pay the dormitory fee within the payment period, your admission will be canceled.

3) Payment by credit card or installments is not possible.

4) **When remittance from a foreign account (bank), you must request that the notified amount be deposited accurately in consideration of the time difference or the remittance and exchange fees.**

4. Announcement of room assignment results

A. Announcement: 2022. 8. 18(THU) 17:00

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

5. Information for Move-in

A. Procedure ※ Only the applicants can enter the dormitory, and parents, family members are not allowed.

1) Confirm your identity with your ID card at the lobby of each block(**block A,B,C** for dorm 1, **block D,E,F,G** for dorm 2.)

※ You may move-in from 09:00 to 17:00, and if you move-in after 17:00 due to personal reasons, you can confirm you identity at the security office(block A for dorm 1, block D for dorm 2)

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

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

4) Check the assigned room, and please submit the **Facility Checklist** on the Songdo dormitory homepage(https://yicdorm.yonsei.ac.kr) during the period of 2022. 9. 5(Mon) ~ 16(FRI).

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

1) Chest X-Ray Results((Valid only within **90 days** of the move-in date)

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

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

b) RAT test(Valid only within **1 days** of the move-in date / Vaild only issued by medical institutions)

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

※ **In case of text message results, please write the date and time of inspection, the inspection institution, student ID number, and student name on the printed text message result before submission.**

※ If the students is deemed inappropriate for communal life by the documents, their dorm application may be cancelled.

※ 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

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.

6. 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)

7. Precautions

A. If you don't pay the dormitory fee within the payment period, your admission will be canceled.

B. Rooms will be rearranged from September 26th if there are any shortages or vacancies occurred in the assigned rooms, due to the reasons of early check-out, expulsion, or cancellations.

C. If you do not leave until the official check-out date or cannot be contacted, your luggage will be moved to the warehouse, with the additional dormitory and storage fees as much as the added period.

D. Refund of payment for a cancellation/early check-out

1) Cancellation before the move-in date: Full refund(until 2022. 8. 27 SAT)

2) Early check-out (after 2022. 8. 27 SAT)

a) Download the "Application for early check-out/refund" form on the Songdo Dormitory website[(https://yicdorm.yonsei.ac.kr) → Community → Form & References] and submit the form to the administration center(residence@yonsei.ac.kr) after getting a confirmation signature form the Songdo dormitory officer(e-mail title: [checkout]name_student ID No.).

b) **Refund amount** = Dormitory fees paid - (a price per night × number of days of residence) - Basic deduction fee of KRW 150,000

c) In case of Forced Expulsion refund 70% of 'b) Refund amount'

d) Deadline for refund request : 2022. 11. 22(TUE)

3 people room	No refunds for early check-out **after 2022. 11. 22.**
2 people room	No refunds for early check-out **after 2022. 11. 26.**
1 person room	No refunds for early check-out **after 2022. 12. 03.**

E. If you take a semester off or drop out, you cannot use the dormitory for the rest of the period.

F. 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 Yonsei 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.

G. The above schedule can be changed depending on the COVID-19 situation.

8. 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 : #405 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.

○ The time and cost of issuing a medical certificates are vary depending on the institution. 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)
   a. PCR test(Valid only within 2 days of the move-in date)
   b. RAT test(Valid only within 1 days of the move-in date / Vaild only issued by medical institutions)
      ※ COVID-19 tests time can be different on weekends(SAT, SUN, official holidays), so we recommend you make a reservation in advance.
      ※ You can Check COVID-19 medical institution here → https://www.mohw.go.kr/react/popup_200128_5.html
   c. A notice of quarantine or a notice of release of quarantine of a confirmed patient **within 90 days** from the date of confirmation.
      ※ In case of text message results, please write the date and time of inspection, the inspection institution, student ID number, and student name on the printed text message result before submission.
      ※ The validity of the COVID-19 negative confirmation certificate is based on the date, not the time.
      e.g) If you move-in 8.28(SUN)
      ① PCR test results: vaild from 8.26(FRI) regardless of time
      ② RAT test results: vaild from 8.27(SAT) regardless of time
      ※ Please be aware that the time required to print the certificates varies depending on the type of test.
      ※ If the students is deemed inappropriate for communal life by the documents, their dorm application may be cancelled.
      ※ Inquiries : 82-32-749-5103(Dormitory 1) / 82-32-749-5203(Dormitory 2)
   d. Precautions
      1) Applicants are to pay for the costs related to the issuance of health certificates.
      2) 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