

# 2022 Winter Songdo Dormitory application Guide

Yonsei Portal System(<http://portal.yonsei.ac.kr>)

※ Songdo dormitory application can be done only via PC

1. Application: [Academic Information](#) → [Dormitory](#) → [Dormitory Application](#)

The screenshot shows the Yonsei Portal System interface. At the top, there is a blue header with the text "Academic Information" in yellow. Below this header is a navigation bar with several tabs: Admission, Academic Affairs, Courses, Grades, Graduation, Registration, Scholarship, and Teaching Profession. Under the "Academic Affairs" tab, there is a sub-menu with "University Shuttle Bus Service", "Dormitory", and "Miscellaneous". The "Dormitory" tab is highlighted with a red box. Below the navigation bar, there is a section titled "Student" with a sub-menu containing "Dormitory Application" and "Additional document reg". The "Dormitory Application" link is highlighted with a red box.

Click the Head button below and check the period(4/8/9weeks).

The screenshot shows the "Dormitory Application" form. At the top, there is a blue header with the text "Academic Information" in yellow. Below this header is a navigation bar with the text "Dormitory Application" in blue. Below the navigation bar, there is a section titled "Dormitory Application" with a sub-menu containing "Dormitory Application" and "Additional document reg". The "Dormitory Application" link is highlighted with a red box. Below the sub-menu, there is a dropdown menu with the text "[국제캠퍼스 2022-겨울학기] 2022학년도 겨울방학 잔류신청(4주)(12.22~)". Below the dropdown menu, there is a section titled "Basic Information" with a table containing the following fields: Student ID, Name, Date of Birth, Gender, Department, Grade, Nationality, Address, Mobile Phone, Address Abroad, and Emergency Contact. The "Emergency Contact" field is highlighted with a red box. Below the "Basic Information" section, there is a section titled "Additional Information" with a table containing the following fields: Eligibility of Basic, 장애평가, 장애여부, RC Status, and 기본정보와 동일. The "장애평가" field is highlighted with a red box.

You have to fill in the blanks with the **Orange ribbon**.

※ Please be careful when you choose between <2022-2 resident> or <A New applicant>, and the period of residence(4/8/9weeks).

Additional Information

Eligibility of Basic	<input type="checkbox"/>	장애여부	<input type="checkbox"/>	RC Status	<input checked="" type="checkbox"/>	
Guardian Address	<input type="text"/>		<input type="text"/>		기본정보와 동일	

Refund Information

Bank	<input type="text"/>	Account Owner	<input type="text"/>	Bank Account Number	<input type="text"/>	Acct check	<input checked="" type="checkbox"/>	Confirm
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외환환불정보

Bank	<input type="text"/>	Recipient Country	<input type="text"/>	Refund Bank Address	<input type="text"/>
Refund Bank Code	<input type="text"/>	Refund Account Number	<input type="text"/>	환불계좌예금주	환불계좌예금주관계
Refund Bank Branch	<input type="text"/>				

Rm/Brd Request

Joining Dormitory	2022학년도 겨울방학 잔류신청	Join Dormitory Period	2022-12-22~2023-01-20	지원자구분	undergraduate	Remarks	
기숙사비유형	방학잔류(4주)[00050]		Type of Dormitory	공통			
호실유형	3인실		Distinguish Residence	SEOUL			

Attachment

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Next](#)

You have to put “공통” for the Type of Dormitory

Dormitory Application

다국어등록

☐ 사칙준수 동의  
☐ 고유식별정보 수집 및 이용 동의  
☐ 민감정보 수집 및 이용 동의  
☐ 보호자정보 개인정보 수집·이용 사항 동의

View View View View

Previous Next

By clicking the “view” button, You can see the details for each agreements.

Dormitory Application

Home Dormitory > Student > Dormitory Application

다국어등록

☐ 사칙준수 동의

☐ 고유식별정보 수집 및 이용 동의

☐ 민감정보 수집 및 이용 동의

☐ 보호자정보 개인정보 수집·이용 사항 동의

**사칙준수 동의**

**Check-in Pledge**

I hereby pledge to honor the dormitory rules and regulations upon my songdo dormitory residence.

1. I agree to honor management rules and standard operating procedures and will obey 'administrators' and/or 'residence hall coordinators' instructions.
2. I will comply with the safety manual/regulations and handle dormitory facilities with caution.
3. I agree to compensate for any damage and loss of dormitory property that I am responsible for, whether it is intentional or not.
4. I will maintain an organized and sanitary condition of dormitory facilities for the next user.
5. I agree to vacate my room by the assigned period when ordered by administration following any violation of regulations.
6. I agree to disclose personal information in case of need for emergencies including theft, loss and other accidents occurring within the dormitory.
7. I agree that dormitory is not responsible for any physical, mental, or property damage caused by the violation of the regulations.
8. I have read and understood the guideline and agree to adhere by it.

[Guideline]

**Agree** Disagree

View

View

View

View

Previous Next

Dormitory Application

Home Dormitory > Student > Dormitory Application

다국어등록

☒ 사칙준수 동의

☒ 고유식별정보 수집 및 이용 동의

☒ 민감정보 수집 및 이용 동의

☒ 보호자정보 개인정보 수집·이용 사항 동의

View

View

View

View

Previous **Next**

Read carefully every agreements, check the boxes, and click the <Next> to proceed.

입사신청(재학생) ×

기숙사 > 학생 > 입사신청(재학생) ≡

### 입사신청질문

질문	답변	선택
흡연 여부 (Do you smoke?)	아니오(No)	<input type="checkbox"/>
	예(Yes)	<input type="checkbox"/>
공동 생활시 민감성 여부(Personality in a Dormitory life)	민감 (Sensitive)	<input type="checkbox"/>
	둔감 (Insensitive)	<input type="checkbox"/>

이전 다음

Answer the two types of questions about your smoking patterns(or not) and lifestyle.

Dormitory Application ×

Dormitory > Student > Dormitory Application ≡ 다국어등록

#### Additional Information

Eligibility of Basic	<input type="checkbox"/>	장애여부	<input type="checkbox"/>	RC Status	<input checked="" type="checkbox"/>		
Guardian Address							

#### Refund Information

Bank		Bank Account Number		Account Owner			
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#### 외환환불정보

Bank		Recipient Country		Refund Bank Address			
Refund Bank Code		Refund Account N		원불계좌예금주		원불계좌예금주관계	
Refund Bank Branch							

#### Rm/Brd Request

Joining Dormitory	2022학년도 겨울방학 전류신	Join Dormitory Per	2022-12-22~2023-01-20	자원자구분	undergraduate	Remarks	
기숙사비용형	방학전류(4주)[00050]			Type of Dormitory	공통		
호실유형	3인실			Distinguish Reside	SEOUL		

#### Attatchment


Previous Complete

Check the every details, and finish the application process by klikcing <Complete>.

## 2. Dormitory Payment: Dormitory → Dormitory Information Check

Academic Information

59:56 Logout

Admission Academic Affairs Courses Grades Graduation Registration Scholarship Teaching Profession Student Support International student exchange Chapel

University Shuttle Bus Service **Dormitory** Miscellaneous

Student

Dormitory Application  
Additional document reg  
**Dormitory information c**  
Application for Residenc  
Roommate request

Dormitory information check

Dormitory > Student > Dormitory information check

다국어등록

Joining Dormitory Application Info.

Student ID		Name	
Assigned Department(Major)		Type of Dormitory	공동
호실유형		Application date	
기숙사 선발여부	신청	고지서 발행여부	발행완료
기숙사비 납부여부	미납	입사취소 여부	<input type="checkbox"/>
기숙사 배정여부	배정중		
입사처리여부	<input type="checkbox"/>	퇴사여부	<input type="checkbox"/>

Dormitory Fee Notice

Year/Semester	2022-Winter Semester
Campus	International Campus
모집구분	재학생모집
납부대상금액	
납부기간	
은행	
Account number	

You can see the details(the red box in the picture) after clicking your application button at the top of the webpage.

- ① You have to send the exact amount of money, otherwise the payment will not be done.
- ② You can send the Dormitory fee only within a period of payment.

### 3. Roommate Request

- ※ The dormitory fee payment must be done before the request.
- ※ The roommate must <approve the request> to complete the process.

Dormitory information check × Roommate request ×

Dormitory > Student > Roommate request

다국어등록

[국제캠퍼스 2022-겨울학기] 2022학년도 겨울방학 잔류신청(4주)(12.22~)

Information on Roommate Application

Student ID	2022190250	Name	Leo, Charlene
Year/Semester	2022-Winter Semester	Recruitment Type	재학생모집
Roommate	학번(수원번호) 입력		
Reasons for applying			

Apply

Application Content

Approval Request History

Enter the student ID number of the student who wants to be a roommate. After checking the details about the student, write the reasons and press apply.

Then, the student can see the request on the same page. The roommate request will be done after the roommate approve the request.

## 4. FAQ

### 1. Cannot find the <Dormitory application>

1-1. You can find the menu only via PC. Smartphones, or other mobile devices are not available. However, if you use <PC Mode> or <Desktop Mode>, you CAN find the <Dormitory application>.

1-2, Or, if you got bachelor's degree and entered graduate school, and have two or more student ID number, you have to pick a correct ID number. By clicking the red box in the picture(which placed on the right top corner of the Yonsei Portal website), you can change your account, and then you can see the <Dormitory application>.

