

Guidance for Student ID Card Issuance

YONSEI UNIVERSITY

1. Yonsei Student ID card is a multi-purpose identification card issued in collaboration with Woori Bank. It gives you access to university facilities such as libraries, sports facilities, computer rooms, etc.

2. Eligibility

Newly enrolled students for 2023 Spring Semester who consent to a personal information collection, utilization, and processing entrustment to a trustee.

3. Application Period

- **10 a.m. Feb. 23 (Thu.), 2023 ~ 11:59 p.m. Feb. 28 (Tue.), 2023**
- Please refer to updated information at the University bulletin board (https://www.yonsei.ac.kr/en_sc/support/notice.jsp) as of early Feb. 2023.

4. How to find your student number

- For **undergraduate students**, please visit Yonsei Portal Service (YPS) Website at <https://portal.yonsei.ac.kr/main/indexe.jsp> ⇒ Click on Academic Information System menu ⇒ Type in examinee's number and D.O.B. in YYMMDD order to search for the student ID No.
- For **Graduate students**, please visit the concerned Graduate School website or consult with the relevant admissions officer at your Graduate School

5. How to Apply

Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) →
Log in with your student ID number and PW (initial PW: D.O.B. in YYMMDD order) →
Academic Link → Issue Student ID → Apply for an ID card →
Agree with personal info. collection, utilization, and processing entrustment to a trustee →
Check applicant's information → 신청(Apply)

※ A photo file should be a JPG format with no more than 200KB.

6. ID Pick-Up Period and Location (TBA)

- Newly enrolled students' ID will be distributed to the office of the each college that students' are affiliated when issued.
- ID cards not received within 2 weeks of issuance will be discarded for safety reasons.

7. Student ID Card(with Check Card Function) Issuance

- To apply for a student ID with check card function for cash deposit/withdrawal in ATMs, you should open a bank account at the on-campus Woori Bank with your alien registration card and the certificate of attendance.
- Alien registration card may take a maximum of one month to receive from Korea Immigration Service. If

you are under processing to issue an alien registration, you must wait for receiving the card.

- A certificate of attendance is available from March 1 free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Service or at the Office of Academic Services (Room B101, Underwood Hall, Sinchon Campus) with payment.

8. Student ID Card Re-issuance

① Re-issuance of the ID Card **with Check Card Function**

- Report a Lost/damaged ID Card: Please immediately report to Woori Bank to prevent damage caused by theft of a lost card.
- Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) ->
Log in with your student ID number and PW -> Academic Link -> Issue Student ID ->
Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card -> Registration ->
Register -> ID Card Mgmt. -> Apply for an ID card -
- Apply for the re-issuance of the Yonsei ID card at the on-campus Woori Bank and visit the Office of Academic Affairs (Room B101, Underwood Hall, Sinchon Campus) to add your student information.

② Re-issuance of the ID Card **without Check Card Function**

- Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) ->
Log in with your student ID number and PW -> Academic Link -> Issue Student ID ->
Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card -> Registration ->
Register -> ID Card Mgmt. -> Apply for an ID card
- Pick-up your ID Card at the Office of Academic Affairs (Room B101, Underwood Hall, Sinchon Campus)

9. Cancellation of Lost/Damaged/Expired ID Card Report

Yonsei Portal Service -> Log in -> Academic Link -> Issue Student ID ->
Present Condition and Cancellation of the Lost/Damaged/Expired Card -> Report
Cancellation.

10. Inquiries

- Academic Support Team, Office of Academic Affairs: 2123-3200 (in Seoul)
+822-2123-3200 (from overseas)
- Immigration Contact Center on Alien Registration Card: 1345 (in Seoul)
+82-1345 or +822-6908-1345 (from overseas)
- Banking Service for international students at Woori Bank: 02-1599-2288 (in Seoul)
+82-2-1599-2288 (from overseas)
- Woori Bank Yonsei Financial Center Sinchon Campus : 02-313-3198 Ext. 313 or 321 (in Seoul)
+82-2-313-3198 Ext. 313 or 321 (from overseas)
- Woori Bank Songdo International Campus Center: 032-822-6321 (in Seoul)
+82-32-822-6321 (from overseas)
- Woori Bank Mirae Campus: 033-760-5159 (in Seoul)
+82-33-760-5159 (from overseas)