

# 2017-1st YIC Songdo Dormitory Housing Application

## (for Non-RC, Existing RC, Returning students)

### 1. Eligibility for Application

- A. Registered students in YONSEI university who are Non-RC students
- B. Prospective returning Non-RC students for 2017-1st semester
- C. Prospective returning Existing RC for 2017-1st semester
- D. Existing RC who entered the school on 2016-2nd semester
- E. The students who want to reside for 2017-1st semester, but who was 'non-residence' on 2016-2nd semester

※ Standard of the priority selection: Those who get lower accumulated penalty points, among the major students in YIC (based on 4 semesters running in school).

### 2. Application Period

- A. Period : 2017. 2. 3.(Fri) 13:00 ~ 2. 10.(Fri) 16:00
- B. Method : On the YIC dormitory website(<https://yicdorm.yonsei.ac.kr>)
- C. Please use the 'Internet Explorer' browser only for the application.

### 3. Announcement for the subjects

- A. When : 2017. 2. 13.(Mon) 09:00
- B. Where : On the YIC dormitory website(<https://yicdorm.yonsei.ac.kr>)
- C. We don't notice about housing fee and the virtual payment account by E-mail or text message, please check it out by website.

### 4. Payment period of Housing Fees : 2017. 2. 13.(Mon) 09:00 ~ 2. 17.(Fri) 24:00

- ※ Those who did not pay it in the above period will not be available to move in.
- ※ 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. Announcement for the assigned room

- A. When : 2017. 2. 23.(Thu) 17:00
- B. Where : On the YIC dormitory website(<https://yicdorm.yonsei.ac.kr>)
  - ※ Room will be randomly assigned for both dormitories.
  - ※ Please be aware that the room assignments will be limited based on our priority standards due to an overwhelming number of applicants.

### 6. Housing Fees

Income Standard	Triple Room (3BR)				Double Room (2BR)				Double Room (sole occupancy)			
	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)
0 ~ 1	956,000	336,000	100,000	720,000	1,500,000	524,000	100,000	1,076,000	2,636,000	920,000	100,000	1,816,000
2 ~ 8		124,000		932,000		232,000		1,368,000		324,000		2,412,000
9 ~ 10		92,000		964,000		184,000		1,416,000		264,000		2,472,000

**A. Only doctoral students are possible to apply for the double room as sole occupancy.**

Those who want to be in sole occupancy must submit a statement of reasons and will be notified of the result individually.

B. The room might be limited according to the applied room types and all the room type assignment is determined randomly for this case. The difference between room types will be refunded later on.

C. The facility deposit will be refunded to the account which has been registered, please make sure to register the bank account for the refund.

(1) Register progress

① <http://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 [goldjay@yonsei.ac.kr](mailto:goldjay@yonsei.ac.kr) via email.

※ E-mail title : [Request for account registration] Student ID\_Name

D. The cost of meals is not included in housing fee. Please purchase it personally at the restaurant after the move-in (price of the meal coupon : 2,800 ~ 4,000 won).

**7. Residential Period(1st semester) : 2017. 2. 26.(Sun) ~ 2017. 6. 22.(Thu) 12:00**

**8. Medical Certificates**

A. All students who want 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 2 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

※ The students who already submitted MMR Vaccination Certificate don't need to submit for 2017-1st semester.

B. Move-in can be available only if both documents are submitted when you check in. If one of them is missing, move-in is basically not allowed on that day you arrived.

- C. Move-in procedure might be refused if it turns out that communal living is not possible according to the results of the medical check up.
- D. The term of validity for the Chest X-ray Certificate : **within 2 months** from the Move-In date.
- E. **Where to submit** : at the dormitory admin office on the very day of the move-in.  
 ※ Inquiries : 82-32-749-5103(Dormitory 1) / 82-32-749-5203(Dormitory 2)
- F. Please contact or visit YIC Health Center to inform your personal medical issues including state of taking medicine for health, safety and prompt action in case of emergency.  
 ※ YIC Health Center : 1st floor, Wisdom Hall #A (82-32-749-2118~9)

## 9. Information for Move-In

- A. **Move-In Date & Time**: **2017. 2. 26.(Sun) 09:00 ~ 2. 28.(Tue) 18:00**
- B. **Move-In Procedure**
  - (1) Confirm your identification at each reception when you check in(ID cards required).
  - (2) Submit the **medical certificates(Chest X-ray results & MMR Vaccination)**
  - (3) Check your assigned room, get a card key and two types of check-in documents.
  - (4) After the move-in, write down **the documents(facility check list & check-in pledge)** and submit it to the dormitory admin office.
- C. **Internal facilities** : desk, chair, wardrobes, shoe closet, single bed, mattress, individual air conditioning & heating system, shower room, toilet, LAN port
- D. **Required items to move-in**
  - (1) ID card(for the confirmation)
  - (2) Personal belongings(mattress sheet for single bed size(1,000\*2,000), bedding, pillow, toiletries, clothes hangers, slippers and etc.)  
 ※ Please make sure to keep your 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 triple room, 600\*2,100 for double room**
- E. All electronic heating devices is not allowed to use in the room(**except for a hair drier or straightener**)
- F. No pets allowed in the dormitory.
- G. How to get a delivery : receive it with signing in personal 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 23th, Feb on the website.**  
 ※ **Address for the delivery : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.**

## 10. Application Info 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

## 11. 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. Please do not forget to click the check box in the application form on the website to get a dormitory scholarship for sure.
- C. The room type is randomly assigned. Please note that the application result can be limited depending on your applied room type.
- D. Housing fee should be paid within preset period to the virtual account individually assigned. If not, the application will be canceled.
- E. Please make sure your payment should be transferred in your name if possible. **The payment in installments or with a credit card is not acceptable.**
- F. It is impossible to pay the housing fee after the designated period.
- G. If you want to cancel the application for personal circumstances or an another university registration after the payment, please download and fill 'the Refund Application' form from the website and send it by email([residence@yonsei.ac.kr](mailto:residence@yonsei.ac.kr)) **until 2017.2.22.(Wed) 17:00**. Once the move-in procedure is finished, housing fee will be refunded by the terms of mid-departure regulations.
  - ※ YIC Dormitory website(<https://yicdorm.yonsei.ac.kr>) → Community → Form Downloading → the Refund Application
  - ※ E-mail title : [Refund] Student ID\_Name
- H. The mid-departure is only available by below reasons  
(*required documents : the refund application & copy of bankbook*)
  - (1) Leave of absence(including for the military services), dropout(requiring certificate document)
  - (2) Medical reasons(hospitalization only, requiring diagnosis certificate)
  - (3) Refund for the mid-departure students will be repaid after deducting 150,000 won of the housing fee and the extra will be refunded after calculating by day or remained staying period(No refunds after **2017. 5. 15.(Mon)**)
- I. 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 housing period(**move-out is supposed to be progressed with applying a leave of absence or dropout at the same time**).

## 12. 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, Songdo 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

# YIC General Administration Office