

2023-2 Songdo Dormitory Application

For RC(Residential College) Students

- RC students(Freshman, 1st year in college) of 2023-1 semester should apply to Songdo dormitory as follows.

(Except for College of Music, and athletic freshman of College of Educational sciences)

- Overall Schedule

Application period	2023. 8. 1.(Tue) 10:00 ~ 8. 4.(Fri) 23:59
Room Announcement	2023. 8. 17.(Thu) 16:00
Payment Period	2023. 8. 18.(Fri) 15:00 ~ 8. 21.(Mon) 23:59
Move-in date	2023. 8. 27.(Sun) ~ 8. 29.(Tue) 09:00~17:00
Facility Checklist	2023. 9. 4.(Mon) 10:00 ~ 9. 11.(MON) 23:59 · At Songdo dormitory website(http://yicdorm.yonsei.ac.kr)
Residence Period	2023. 8. 27.(Sun) 09:00 ~ 12. 22.(Fri) 12:00 (117 nights)

- Precautions

1. Only Yonsei university RC students can apply(Students on leave of absence or students with a history of expulsion are not allowed).
2. The room can be rearranged during the semester due to reasons such as facility repairs or changes in the applicants.
3. Please update your own personal information on [Yonsei Portal](#) for a precise process.

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For RC(Residential College) Students

1. Application(Mandatory for RC)

A. [2023. 8. 1.\(Tue\) 10:00 ~ 8. 4.\(Fri\) 23:59](#)

B. 2023-1 semester RC students(Freshman, 1st year in College)

(Except for College of Music, and athletic freshmen of College of Educational sciences)

C. How to apply : Log-in Yonsei Portal(<http://portal.yonsei.ac.kr>)

Academic Information → Dormitory → Dormitory Application

D. Room type: double room(2 people) / triple room(3 people)

※ About 300 Double rooms are available. If double room applicants are full, some applicants can be changed to a triple room randomly.

E. Non-resident application

※ Even if you are not going to live in dormitory, you have to apply as a [Non-resident].

1) Select the button [Non-resident] on Dormitory Application page

2) Select room type from (residence in Incheon / Disease / Other reasons)

3) Attach an official document for a proof(issued within 90days of the date of application)

a) Residence in Incheon: copy of resident registration(with name, address on it)

b) Disease: an official medical documents or Doctor' s note

c) Other reasons: 「Songdo Dormitory Non-residence Explanation Form」 (page 8.)

F. Handicapped Students

Please select a 'handicapped room' on the application page, and send 「Certificate of Person with Disability」 to the Dormitory Management Team (residence@yonsei.ac.kr) and Yonsei Handicapped Students Support Center(ablecenter@yonsei.ac.kr).

※ Submit to both Team.

2. Room Announcement

A. [2023. 8. 17.\(Thu\) 16:00](#)

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

Academic Information → Dormitory → Dormitory Information Check

2023-2 Songdo Dormitory Application

For RC(Residential College) Students

3. Dormitory Fee & Payment

A. **2023. 8. 18.(Fri) 13:00 ~ 8. 21.(Mon) 23:59 [KST]**

B. How to: via a **Virtual account** on Yonsei Portal(<http://portal.yonsei.ac.kr>)
Academic Information → Dormitory → Dormitory Information Check

C. Cautions

- 1) Please make sure to send the fee with the students name.
- 2) Card payment or a installment payment are NOT possible.
- 3) You can only pay the fee within the payment period.
- 4) You can check your virtual account from **2023. 8. 18.(Fri) 15:00.**

D. Dormitory Fee [KRW]

- 1) Non-Korean Students are only applicable to 9~10 income standard dormitory scholarship.
 - **Double room: 1,395,500KRW (about 300 room / random draw)**
 - **Triple room: 914,200KRW**

2) Dormitory scholarship(117 nights)

Income standard	Triple Room (3 people / 1 room)			Double Room (2 people / 1 room)		
	Fee (A)	Scholarship (B)	Actual fee (A-B)	Fee (A)	Scholarship (B)	Actual fee (A-B)
0~1	1,006,200 won	536,000 won	470,200 won	1,579,500 won	724,000 won	855,500 won
2~8		124,000 won	882,200 won		232,000 won	1,347,500 won
9~10		92,000 won	914,200 won		184,000 won	1,395,500 won

E. Food expenses are not included in Dormitory Fee.

2023-2 Songdo Dormitory Application

For RC(Residential College) Students

4. Move-in Procedure

A. 2023. 8. 27.(Sun) ~ 8. 29.(Tue) 09:00 ~ 17:00

B. Procedure

- 1) Confirm your identity with your ID card at the lobby of each block(A,B,...G).
※ If you have to move-in after the official move-in date, please visit the security office of Building A(Block A,B,C) or D(Block D,E,F,G).
 - 2) Submit the admission documents (**CANNOT** move-in without the documents)
 - 3) Receive the Card Key after confirming the assigned room and Card key number.
 - 4) Log-in to the Songdo Dormitory Website and fill out the Facility Checklist.
- ※ Parents, family members are not allowed to enter the Dormitory.

5. Admission Documents

Mandatory Documents	<p>① Chest X-ray result(Valid only within 60days of the move-in date)</p> <ul style="list-style-type: none">• Request a pulmonary tuberculosis test for dormitory submission after visiting a public health center or hospital(Blood tests are NOT required).• Medical certification issued with the result of normal, no abnormality, cure, no contagiousness is only valid. <p>※ You can get a tuberculosis test at the KNTA(Korean National Tuberculosis Association)'s bus as follows.</p> <ul style="list-style-type: none">• 8. 28.(MON) / 29(TUE) / 30(THU) 10:00~15:00• Lunch break 12:00~13:00 / 7,000 KRW for test fee• On a Designated location in Yonsei International Campus• Test results will be sent to the Dormitory Management Team <p>② MMR Vaccination Certificate(Measles, Mumps and Rubella)</p> <ul style="list-style-type: none">• A certificate of 2nd vaccination is valid.• Those who have already submitted do not need to submit again. <p>※ Please write your information [Test date, Test Center, Student ID NO.(or a application NO.), Name] on each of ①, ② documents before check-in.</p>
Recommendations	For the safety of a communal life, vaccination against meningococcus are recommended.

※ Forgery/Falsification of the documents can be punished according to related laws.

2023-2 Songdo Dormitory Application

For RC(Residential College) Students

6. Facility Checklist

A. 2023. 9. 4.(Mon) 10:00 ~ 9. 11.(Mon) 23:59

B. On Songdo Dormitory Website (<http://yicdorm.yonsei.ac.kr>)

※ ID/PW are the same as Yonsei Portal

※ Since the facility checklist is a standard of a charge for the damage of the facility, please fill out carefully.

7. Details

A. Internal facilities : desk & chair, wardrobes(280×2100), shoe closet, single bed & mattress(200×1000×2000), individual air-conditioning & heating system, shower room, toilet, LAN port

B. Personal Belongings: ID card, mattress sheet(single size, 200×1000×2000), bedding, pillow, toiletries, clothes hangers, slippers and etc.

※ Please make sure to keep the personal belongings in a proper level, since the dormitory is a place for a communal living.

C. All electronic heating devices are **NOT** allowed in the rooms(except for a hair drier or straightener).

D. Pets are **NOT** allowed in the dormitory.

C. How to get a delivery : at each block' s 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 : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon

2023-2 Songdo Dormitory Application

For RC(Residential College) Students

8. Cautions

- A. You **CANNOT** change details(room type, residence period etc.) after you complete the application process.
- B. If you delay your check-out procedure or keep your luggages in your room without reasons, you can get a additional cost and a warning.
- C. If you **take a leave of absence** or **drop out**, you **CANNOT** use the dormitory.
- D. You **MUST** return your **card key** when you check-out, if not, an additional cost may be charged.
- E. Refund Procedure(Expulsion/Cancellation/early check-out)
 - 1) Download the 「Refund Request」 on **Songdo Dormitory website**(<http://yicdorm.yonsei.ac.kr>)
 - 2) Visit **the dormitory office**, get the room check, and get the signature on the form.
 - 3) Return your Card key and complete check-out procedure.
 - 4) Send the 「Refund Request」 form to the Dormitory Management Team(residence@yonsei.ac.kr).
- F. Refund amount
 - 1) Cancellation [~2023. 8. 6(SAT)]: Full refund
 - 2) Early Check-out [2023. 8. 27(SUN) ~]: A Partial refund
 - A partial refund = (Paid fee) - [basic deduction(150,000KRW)] - (actual cost of living)
 - an actual cost of living = (a price per night) × (actual residence period)
 - price per night: 8,600KRW for a triple room, 13,500KRW for a double room
 - 3) Expulsion: 90% of a partial refund

G. Refund Deadline

	Triple room	Double room
No refund after :	2023. 11. 23.	2023. 11. 27.

- H. The refund will be done to your bank account on Yonsei Portal(<http://portal.yonsei.ac.kr>)
 - How to: Academic information → Academic information check → Change of Account info
 - ※ **Only a Korean domestic bank account on the student' s name can register.**
 - If you have a problem with the registraion due to the difference between the name on the Yonsei Portal and a bank account, please send an e-mail as follows.

Name, Student' s ID NO, Copy of the bankbook	Yonsei financial accounting team (fiwebmaster@yonsei.ac.kr)
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For RC(Residential College) Students

9. Contacts

Yonsei Portal system http://portal.yonsei.ac.kr	Dormitory application, Check the dormitory fee, virtual account, room announcement, Personal Information, Bank account register
Songdo dormitory Website http://yicdorm.yonsei.ac.kr	Notices for Songdo Dormitory life, Facility Checklist(9.4.~9.11.) Facility repair application(3. 3 ~) 「Refund request」 form
Yonsei International Campus Dormitory Management Team	residence@yonsei.ac.kr 032-749-2991, 2992 submission of a 「Refund request」 form
Songdo Dormitory Office 1 (A 106) (Block A, B, C)	songdodorm@yonsei.ac.kr 032-749-5103 Inquiries about Songdo dormitory life Room check before check-out and refund
Songdo Dormitory Office 2 (D 113) (Block D, E, F, G)	songdodorm2@yonsei.ac.kr 032-749-5203 Inquiries about Songdo dormitory life Room check before check-out and refund

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Songdo Dormitory Non-residence Explanation Form [- semester]

Name: _____

Student ID / Application NO.

Major : _____

: _____

※ Please fill out if you are apply for [Non-residence] due to [Other reasons].
(You don' t have to fill out this form if you are applying for
[Residence in Incheon] or [Disease].)

I respectfully apply for Songdo dormitory [Non-residence] in [-]
semester for above reasons.

20 . . .

(signature)