2021-2nd Songdo Dormitory Housing Application Guidance
(For Non-RC Students Only)

Recently, as COVID-19 resurges and the government's social distancing level 4 regulation continues, our university has decided to conduct all classes non-face-to-face for International Campus in the second semester of 2021.
For the safety of the students, Songdo Dormitory will only allow students with special cases to apply for the dormitory. Other general students who got fully vaccinated will be able to apply in October through further notice.

❍ Allowed to Apply (Special Cases)

Type	Documents to be attached when applying for dormitory to Yonsei Portal	Remark
Foreigners who do not have a domestic residence	Passport copy	
Overseas Koreans who do not have a domestic residence	❶ Certificate of Overseas Koreans for yourself or your family ❷ Certificate of Family Relations	Issued by the ministry of Foreign Affairs Tel) 02-2100-2114
Those who work in office(work scholarship) located on the international campus	Certificate of work(work scholarship) - Department manager seal required - State the student ID number, name, name of the department(work scholarship), Job description, Period	If the information entered is confirmed as false, the application will be deleted.
Those who work in office(Lab) located on the international campus	Certificate of work(research) - Department manager seal required - State the student ID number, name, name of the department(lab), Job description, Period	Free format
Disabled	Certificate of disability	

※ Precautions for document submissions(If the following matters are not followed, your application may be deleted due to insufficient documents)
- The form is in PDF and if there are multiple documents, merge them into one PDF file and upload them.
- Do not * mark all members' names
- Except for the first digits of the resident registration number(date of birth), the second digits should be issued with a * mark or deleted in black before attaching.
- Attachment validity: Issued after 2021. 07. 01.(Thu)
- Your application will get deleted if you hand in incomplete documents, false documents, or confirmed false information.

❍ Other Precautions
A. In order to minimize the risk of COVID-19 infection, you can only apply for 1 person per room and double room cost is applied .
   ※ Students who have completed the second vaccination may be changed to 2 people per room (three-person room cost) during the semester depending on the dormitory situation.
B. COVID-19 test results must be submitted to reside in the dormitory
   - COVID-19 test results are valid only within 3 days of the check-in date
   (For message results : name, testing date, testing method, test results, and testing institution will be checked)
   - If you fake the results, you are responsible for it and may get punished by the school rules
C. For the safety of dormitory students after the Chuseok holiday, additional COVID-19 test should be conducted 2021. 9. 23.(Thu) ~ 9. 30.(Thu) and the results should be submitted during the period
D. If you are getting vaccinated during the semester, you must share your vaccination schedule with the Songdo Dormitory, and due to the concerns of side effects please return to the dorm after you got vaccinated at your house(guardian's residence)
E. You must agree to the Attachment's 'Compliance Pledge for Prevention Rules of COVID-19'.
F. If quarantine occurs due to overseas entry, there will be a separate cost(Details : See attached [Overseas Arrivals Quarantine Guidance])

❍ Matters related to joining Songdo Dormitory may change depending on changes in the COVID-19 situation.

1. Main Schedule

  A. Housing Application : 2021. 8. 5.(Thu) 10:00 ~ 8. 8.(Sun) 23:59

  B. House / Room Assignments : 2021. 8. 19.(Thu) 17:00

  C. Move-in Date

   1) Overseas arrivals : 2021. 8. 14.(Sat) 09:00 ~

   ※ Details: See attached [Overseas Arrivals Quarantine Guidance]

   ※ For those who are unable to eat the provided meals for unavoidable reasons(religion, vegetarianism, food allergy, etc.), and those who arrives before the move-in period, must use other outside quarantine facilities, not the dormitory.

   2) Domestic residents(residing in Korea) : 2021. 8. 27.(Fri) 09:00 ~ 8. 31.(Tue) 18:00

  D. Residing Period : ~ 12. 18.(Sat) 12:00(Noon)

  E. Announcement of Housing Fees & Payment Period : 2021. 8. 24.(Tue) 13:00 ~ 8. 31.(Tue) 23:59

  F. Required documents

   1) Current Songdo Dormitory Residents

    -Immigration certificate(within 1 month of the check-in date), Chest X-ray results(for tuberculosis test)(within 3 months of the check-in date), Compliance Pledge for Prevention Rules of COVID-19

   2) New Applicants

    (1) Overseas arrivals

    -Immigration certificate(within 1 month of the check-in date or real passport), Chest X-ray results(for tuberculosis test)(within 3 months of the check-in date), Certificate of MMR(Measles , Mumps & Rubella) Vaccination, Compliance Pledge for Prevention Rules of COVID-19

    ※ COVID-19 test will be conducted in quarantine for 2 weeks after check-in

    (2) Domestic residents(residing in Korea)

    -Immigration certificate(within 1 month of the check-in date), Chest X-ray results(for tuberculosis test)(within 3 months of the check-in date), Certificate of MMR(Measles, Mumps & Rubella) Vaccination, Compliance Pledge for Prevention Rules of COVID-19, COVID-19 test results

    ※ COVID-19 test results are valid only within 3 days of the check-in date (For message results : name, testing date, testing method, test results, and testing authority will be checked)

2. Housing Application

  A. Notice

   1) Be sure to check the contents of the attached 'Compliance Pledge for Prevention Rules of COVID-19' and submit it directly to the dorm lobby on the day of check-in.

   2) In order to minimize the risk of COVID-19 infection, you can only apply for 1 person per room.

  B. Period : 2021. 8. 5.(Thu) 10:00 ~ 8. 8.(Sun) 23:59

  C. How to apply : On the Yonsei Portal(https://portal.yonsei.ac.kr)

        -Yonsei Portal -> Academic Information System -> Academic Management System -> School Life -> Songdo Dormitory

  ※ 2021-2st Incoming students' ID & Password

   - Login ID : Examination NO.

   - Password : first 6 digits of Korean Registration No.(yymmdd)

   - For international students, the default password is set to the 6 digits of your date of birth in 'yymmdd' format.

  ※ Rooms assignments will be processed randomly.(Not a first-come first-served basis)

  ※ After completing the application, please check the Application Veri/Modification menu.

  ※ Please apply using 'Internet Explorer'.

3. Room Assignments Announcement
  A. When : 2021. 8. 19.(Thu) 17:00
  B. Where : On the Yonsei Portal(https://portal.yonsei.ac.kr)
        -Yonsei Portal -> Academic Information System -> Academic Management System ->
         School Life -> Songdo Dormitory

4. Announcement of Housing Fees & Virtual Payment Account
  A. When : 2021. 8. 24.(Tue) 13:00 ~ 8. 31.(Tue) 23:59
  B. Where : On the Yonsei Portal(https://portal.yonsei.ac.kr)
        -Yonsei Portal -> Academic Information System -> Academic Management System ->
         School Life -> Songdo Dormitory
  C. The housing fee and a virtual account can be checked 2021. 8. 24.(Tue) 13:00 and will not be notified by email or mobile, please be sure to check the Yonsei Portal for your payment.
  D. Housing fee must be paid within preset period to the virtual account individually assigned. (Housing application will be canceled in case of unpaid.)
  ※ 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. Housing Fees(2021-2st(based on 16weeks))

Income Standard	1 person per room (The cost of a Double Room will be applied.)			
	Housing Fee (A)	Dormitory Scholarship (B)	Facility Deposit (C)	Actual Payment (A-B+C)
0 - 1	1,500,000	524,000	100,000	1,076,000
2 - 8		232,000		1,368,000
9 - 10		184,000		1,416,000

  A. In the case of 1 person per room, the dormitory fee for double room is applied.
  B. The facility deposit will be refunded to the account which has been registered, please make sure to register the bank account for the refund from the beginning of the new semester.
    (1) Register progress
      ⓐ https://portal.yonsei.ac.kr ➔ Course Evaluation : Undergraduate & Graduate ➔ Student Record ➔ Information ➔ Personal Data ➔ Bank Account (Modify)
      ⓑ Bank account in one's own name is only available to register.
      ⓒ 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 residence@yonsei.ac.kr via email.
      ※ With the title as [Request for account registration] Student ID_Name
  C. The cost of meals is not included in housing fee. Please purchase it personally at the restaurant after the move-in.

6. Information for Move-In
  A. Move-in Procedure
    (1) Confirm your identification & Submit the documents at each reception when you check in. (ID cards required.)
    ※ Only you can enter the dormitory, and parents, family members, etc. cannot enter the dormitory.
    (2) Check your assigned room, get a card key.
    (3) After the beginning of the new semester, Please submit facility check list on the Songdo

dormitory homepage(https://yicdorm.yonsei.ac.kr) (May have to leave the dormitory if not submitted)

  B. **Internal facilities** : desk & chair, wardrobes, shoe closet, single bed & mattress, individual air conditioning & heating system, shower room, toilet, LAN port

  C. **Required personal items to move-in**

    (1) ID card(for the ID confirmation)

    (2) Personal belongings(mattress sheet for a single bed size(1,000*2,000, height 200), 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.

    ※ Size of wardrobes : 280*2,100 for a triple room, 600*2,100 for a double room

  D. All electronic heating devices are not allowed to use in the room.

    (except for a hair drier or straightener)

  E. No pets are allowed in the dormitory.

  F. **How to get a delivery** : receiving with a signing in person 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 08. 19.(Thu) on the Yonsei Portal.

  ※ Address for the delivery : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon.

7. Submission of Medical Certificates

  A. All students who are willing 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 3 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 : A certificate of 2nd vaccination is valid.

    ※ Those who have already submitted the MMR certificate before do not need to submit it again.

    (3) COVID-19 test results(Domestic residents(residing in Korea) only)

      ① Results of test conducted **within 3 days** of the check-in date

      ② If the test determines that community life is impossible, application will be cancelled.

  B. Move-in is only available if both documents are submitted at the time of checking in. If one of those document is not prepared, move-in is basically not allowed on that day of arriving.

  C. The term of validity for the Chest X-ray Certificate : within 3 months from the Move-in date.

  D. **Where to submit** : at the reception desk in the lobby on the very day of move-in.

  ※ Inquiries : 82-32-749-5103(Dormitory 1) / 82-32-749-5203(Dormitory 2)

8. Information 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

9. 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. Canceling the application for personal circumstances or for registration of other universities after the payment, please send your name and student ID No. (Examination No.) via email to residence@yonsei.ac.kr until 2021. 8. 18.(Wed) 17:00.

C. Refund for the mid-departure students will be repaid after deducting 150,000 won on the housing fee and the extra will be refunded after calculating by day remained staying period (No refunds after 2021. 11. 29.(Mon).

D. 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 residence period.(move-out is supposed to be progressed with applying a leave of absence or dropout at the same time.)

E. Students who want to use the dormitory during the vacation period must apply separately, and will be assigned to move to designated area.

10. 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, Songd 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

YONSEI INTERNATIONAL CAMPUS Administration Center

2021-2st Semester
Compliance Pledge for Prevention Rules of COVID-19

I give my pledge to strictly comply to the following "COVID-19 Preventive Rules" for the health and safety of myself and others in moving into the YIC dormitory.
- □ **Agree (check √)**

1. I agree to and faithfully follow the matters of the 「2021-2st semester Songdo Dormitory Regulations of COVID-19 Prevention」. - □ **Agree (check √)**

2. I agree to avoid using 'High-Risk Facilities for COVID-19' △Entertainment facilities (entertainment bar, karaoke bar, club, club bar, dating bar, etc.) △Holdem pub, Holdem Game Hall △Colatec, Dance Hall △Karaoke △Religion facilities not following quarantine guidelines. - □ **Agree (check √)**

3. If there was a case of having COVID-19 symptoms, having a close contact with a confirmed patient(including people self-quarantined), visiting a 'High-Risk Facilities for COVID-19', I agree to ① contact the Songdo Dormotory Health Center immediately and ② follow the relevant actions taken (COVID-19 PCR test, restraining from going out, quarantine, change of dorm room, etc.).
- □ **Agree (check √)**

4. I agree to submit the results of the COVID-19 PCR test within a week after the holiday (Chuseok). - □ **Agree (check √)**

5. I agree that I will strictly follow the government's COVID-19 Prevention Guidelines and that I can get kicked out from the dormitory in case of violation. - □ **Agree (check √)**

If my breach of this pledge interferes with the operation of YIC dormitory, I will agree to and faithfully comply with the sanctions such as expulsion from the dormitory.

<div align="center">

2021.   .   .

Student ID : _____ / Name : _____(sign)

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COVID-19 Committee of YONSEI International Campus

2021-2st Semester
「Songdo Dormitory Regulations of COVID-19 Prevention」

#	Regulations of COVID-19 Prevention Content	Action
1	1) Entering other rooms and staying in room together 2) Entering with outsider who is not permitted in the dormitory (except for residents of Songdo dormitory) ∗ Both of these things are only allowed after getting permission from the dorm security	Expulsion
2	COVID-19 self-check App (COVALT App): False recording(① Visiting high risk facilities ② Close contact with confirmed case ③ Covid-19 symptom categorized by Central Disaster and Safety Countermeasures Headquarters should be recorded honestly, and expulsion from dormitory when recording false or not recording)	
3	1) All public areas in the dormitory: Violation of the government's 'social distancing' guidelines. 2) Public room with a door: Violating Eating(drinks included) prohibition (community room, reading room, multimedia room, Self kitchen(cooking is allowed), seminar room, etc.) 3) Other closed public areas(No Entry) in the dormitory: Violation of no entry ∗ Private gatherings, closed spaces of the public sector, etc. may change depending on the situation of COVID-19.	Warning
4	Violating curfew (24:00~05:30)	Caution
5	Not wearing facial masks in dormitory	

※ 3 Caution -> 1 Warning

※ 3 Warning -> Send to 'Regulation Violation Review Committee' and decide expulsion.

※ Caution and Warning is counted integration with 'Songdo Dormitory Regulation Violation'

※ Cumulating the number of violating regulations is applied equally with 'Songdo Dormitory Regulation Violation'

※ For applying a violation of the rules, 'Songdo Dormitory Regulations of COVID-19 Prevention' shall be given priority over 'Songdo Dormitory Regulation'

[Overseas Arrivals Quarantine Guidance]

❍ To minimize the risk of COVID-19 infection, students entering Korea from overseas will be quarantined in the quarantine building (Building C) for 14 days. (The quarantine exemption criteria follows government guidelines)

❍ Only students who are planning to stay for the 2021-2st can be quarantined, and it is impossible to use the dormitory only for the quarantine.

1. Quarantine subject&period: Overseas arrivals / 14 days from the move-in day

2. Move-in Period for Quarantine : 2021.08.14.(Sat.) ~
   ※ Unable to move-in before this period

3. Quarantine Expenses (Residing and supply cost, etc.) : 40,000 KRW per day (Meal cost excluded)

4. Meal Cost : 5,450 KRW per meal

5. Quarantine Life
   a. Entry : Stay in the room only, no entry outside the room
   b. Meal : Lunch box and bottled water provided 3 times a day
    ※ Menu and number of meals cannot be changed
   c. Laundry : Hand-wash in the bathroom
   d. Supplies : 2 tissue rolls, 1 thermometer, 1 ball-point pen, 2 towels, 10 garbage bags (small), toiletries, bedding set

6, Precautions
   a. During the quarantine period, students are required to download Ministry of the Interior and Safety's **"Self-Quarantine Safety Protection App"** and enter your self-diagnosis record 2 times a day.
   b. For those who are unable to eat the provided meals for unavoidable reasons(religion, vegetarianism, food allergy, etc.), and those who can't move-in before the move-in period, must use other outside quarantine facilities, not the dormitory.
   c. Receiving delivery is not allowed during the quarantine period.
   d. Leaving during the quarantine period is not allowed.

7. Quarantine Inquiry : Dormitary 1 Administrative Office
                    Tel) 032-749-5103 / E-mail) songdodorm@yonsei.ac.kr

YONSEI INTERNATIONAL CAMPUS Administration Center