

2026-2 Songdo Dormitory Application

For RC(Residential College) Students

※ Undergraduate students in their second year or higher, and graduate students, please refer to the Non-RC guide.

• Overall Schedule

Application	2026. 8. 3.(Mon) 10:00 ~ 8. 5.(Wed) 16:00
Payment Period	2026. 8. 6.(Thu) 10:00 ~ 8. 11.(Tue) 16:00
Move-in date	2026. 8. 29.(Sat) ~ 8. 31.(Mon) 기간 중 09:00 ~ 17:00
Facility Checklist	2026. 8. 29.(Sat) ~ 2026. 9. 5.(Sat) 17:00
Residence Period	2026. 8. 29.(Sat) 09:00 ~ 12. 22.(Tue) 12:00, (115 nights)

• Cautions

1. If room occupancy falls short due to canceled admissions or mid-term withdrawals after move-in, room reassignment and room changes will take place during weeks 1-3 of the move-in period.
※ Failure to comply with a room change request will result in a caution or warning based on items 4 and 18 of the Songdo Dormitory Regulations.
2. Only currently enrolled students can apply and reside (excludes students on leave, withdrawn, or graduates).
3. If you have any unpaid bills after moving out(Non-return of cardkey, late move-out, mattress stains, poor room cleaning, etc.), you will not be able to apply.
4. Please update your own personal information on Yonsei Portal for a precise process.
5. Failure to pay dormitory fees within the designated period may delay your room assignment.
6. RC program applicants cannot request or be assigned specific roommates.

2026-2 Songdo Dormitory Application

For RC(Residential College) Students only

1. Application

- A. Period: 2026. 8. 3.(Mon) 10:00 ~ 8. 5.(Wed) 16:00
- B. Eligibility RC program participants (freshmen in their first and second semesters)
- B. How to apply : Log-in Yonsei Portal(<http://portal.yonsei.ac.kr>)
Academic Information → Dormitory → Dormitory Application
 - ※ Not available on mobile devices; Use a PC to apply.
 - ※ Click the [Complete] button at the bottom right of the final review screen to finish your application.
- C. Room type: triple room (3 people) (If you apply for a different room type, it will be uniformly changed to a triple room)
- D. Accessible Rooms for Students with Disabilities
 - 1) Please select a 'Accessible Room' on the application page, and send 'proof documents (e.g., disability certificate)' to below ※ **Submit to both Office**
 - Dormitory Management Team (residence@yonsei.ac.kr)
 - Yonsei Disability Service Center(ablecenter@yonsei.ac.kr)
- E. 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 in Yonsei Portal.
 - 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 9.)

2. Payment of Dormitory Fee

- A. Payment Period: 2026. 8. 6.(Thu) 10:00 ~ 8. 11.(Tue) 16:00
- B. Payment Method: Transfer to the individually assigned virtual account.
- C. Virtual Account Information: Yonsei Portal(<http://portal.yonsei.ac.kr>)
→ Academic Information → Dormitory → Dormitory Information Check
- D. Notifications
 - 1) Please make sure to send the fee with the applicants(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 starting from Payment Period Date
 - 5) Move-in is not allowed without payment by the deadline.**
- E. Dormitory Fee [KRW]
 - 1) Non-Korean Students are only applicable to 9~10 income standard dormitory scholarship.
The amount of actual dormitory fees you need to pay is as follows:
 - **Triple room: 989,000 KRW**

2026-2 Songdo Dormitory Application

For RC(Residential College) Students only

2) Dormitory scholarship (115 nights) [KRW]

Income standard	Triple Room (3 people / 1 room)		
	Fee (A)	Scholarship (B)	Actual fee (A-B)
0~1	989,000	536,000	453,400
2~8		124,000	865,000
9~10		0	989,000

F. Food expenses are not included in Dormitory Fee.

3. Room Assignment Announcement

A. Period: 2026. 8. 24.(Mon) 16:00 ~

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

Academic Information → Dormitory → Dormitory Information Check

4. Move-in Procedure

A. 2026. 8. 29.(Sat) ~ 8. 31.(Mon) 09:00 ~ 17:00 ※ Early move-in is not permitted.

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 move-in period, 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) Complete the **Facilities Checklist** after move-in and submit it to the Security Office in Building A or D.

※ **Parents, family members are not allowed to enter the Dormitory.**

2026-2 Songdo Dormitory Application

For RC(Residential College) Students only

5. Admission Documents

- A. Please submit the required documents on your move-in day. (For detailed information regarding documents, please refer to page 8 [\[Health Certificates\]](#))

	Chests X-ray result (submit once a year)	MMR Vaccination (2nd Dose) (submit only once)
New Residents	Mandatory	Mandatory
Spring 2026 Residents	X	X
Residents from 2025 and Prior	Mandatory	X

- ※ You must complete the second dose of the MMR vaccine.
- ※ Move-in will not be permitted in cases of incomplete documentation, submission of false documents, or forgery/alteration of documents.
- ※ When submitting move-in documents, please ensure to include the inspection date, inspection agency, student ID number, and your full name.
- ※ Only documents in Korean or English are accepted. [Documents in other languages must be translated into Korean or English and require notarization. Apostille is not required.]

6. Facility Checklist (Mandatory)

- A. Period: [2026. 8. 29.\(Sat\) 09:00 ~ 9. 5.\(Sat\) 17:00](#)
- B. Procedure: Receive the facility inspection form upon move-in, check the assigned room, and complete the form. Then, submit it to the security office at Bldg. A for Dorm 1 or Bldg. D for Dorm 2.
- ※ Since the facility checklist is a standard of a charge for the damage of the facility, please fill out carefully.
 - ※ Failure to submit this may result in a violation of Songdo Dormitory Rule No. 18 (regarding actions that disrupt dormitory operations or cause issues for staff, which may lead to measures such as a caution, warning, or denial of service). Please submit it to ensure you are protected and to prevent any unfair incidents.

2026-2 Songdo Dormitory Application

For RC(Residential College) Students only

7. Room Information

- 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

- C. All electronic heating devices are NOT allowed

Allowed	Hairdryers, hair irons
Not Allowed	Electric mats/blankets, heaters, fridges, irons, and all other heating devices.

- D. Pets are NOT allowed in the dormitory.
- E. Package Pickup: Collect directly from each dormitory's package room or the Smilebox (self-service locker)
 - ※ Be sure to exclude your valuables from the delivery in case of losing it.
 - ※ Address : Room #, Bld. #, Songdo Dormitory #, Yonsei International Campus, Songdo Gwahakro 85, Yoensu-gu, Incheon

8. Notifications

- A. You **CANNOT** change details(room type, residence period etc.) after you complete the application process.
- B. Failure to move out on time or abandoning items by the deadline without valid reason will result in a caution or warning (per Songdo Dormitory Regulations items 4 & 18). Three warnings lead to forced eviction.
- 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 move-out. In case of Non-return of your cardkey, or damage to facilities, the actual expenses will be charged. Also, If you do NOT pay within the deadline, the issuance of certificates can be suspended.
- E. Failure to clear out of the room by the designated deadline such as by delaying departure or leaving personal belongings behind may result in a caution or warning being issued in accordance with items 4 and 18 of the Songdo Dormitory Rule Violation Standards, all items in storage areas outside the room must be cleared out.
 - ※ Items stored separately due to failure to vacate the premises will be discarded if not retrieved following two notifications.

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9. Refund Information

(Mid-Term Withdrawal/Move-In Cancellation)

A. Refund Amount Based on Reason for Withdrawal

1) Move-In Cancellation

- Before move-in date [2026. 8. 28.(Fri)]: Full refund.
- **After move-in date**: Treated as an early move-out regardless of stay; refund amount follows the early move-out policy below.

2) Early move-out (Including Cancellation After Move-in date)

- $\text{Refund} = (\text{Paid Amount}) - [\text{Basic Deduction (150,000 KRW)}] - (\text{Residence Fee})$
 - Residence Fee = (Daily Rate) × (Days of Stay)
 - Daily Rate: Single (23,700 KRW), Double (13,500 KRW), Triple (8,600 KRW).

3) Forced Termination: Refund 90% of the early move-out refund amount.

C. **Cancellation Before Move-in** Procedure

- 1) Download the Move-In Cancellation Refund Application Form and fill out the required information, including the refund account details.

– Website: (<https://yicdorm.yonsei.ac.kr>) → Noices → Forms

- 2) Submit the completed refund Application Form to the Dormitory Mgmt. Team via email:

residence@yonsei.ac.kr / Email subject: [Move-In Cancellation]_Name_Student ID

B. **Mid-Term Withdrawal** (Including Forced Withdrawal) Application Procedure (For Withdrawal After Move-In)

- 1) Download the Mid-Term Withdrawal Refund Application Form and fill out the required information, including the refund account details.

– Website: (<https://yicdorm.yonsei.ac.kr>) → Noices → Forms

- 2) Visit the dormitory administration office to return your room key, have your room inspected, and obtain the inspector's signature on the application form.

- 3) Submit the completed refund Application Form to the Dormitory Mgmt. Team via email:

residence@yonsei.ac.kr / Email subject: [Mid-Term Withdrawal]_Name_Student ID

D. Refund Deadline

- 1) No refund after : Triple room (2026. 12. 5)

H. Please register a Korean bank account under your name in the Yonsei Portal Service for the refund of various fees.

- Account Registration: Log in to Yonsei Portal → Academic Administration → Academic Records → View Student Records.
- If the name in the Academic Portal System differs from the bank account name, email your student ID, name, account info, and a bankbook copy to Financial Accounting Team (fiwebmaster@yonsei.ac.kr)

2026-2 Songdo Dormitory Application

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10. Contact Information and Website Guide

Yonsei Portal system http://portal.yonsei.ac.kr	Dormitory application, Check the dormitory fee, virtual account, room announcement, Personal Information, Bank account register Facility repair request
Songdo dormitory Website http://yicdorm.yonsei.ac.kr	Notices for Songdo Dormitory life, 「Move-out/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 administration 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 administration 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

2026-2 Songdo Dormitory Application

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[Reference] Health Certificates Guide

Mandatory Documents	A) Chest X-ray result ① Valid only within 60 days of the move-in date ② Request a pulmonary tuberculosis test for dormitory submission at a public health center or hospital B) MMR(Measles, Mumps, Rubella) Vaccination Certificate ① Submit proof of previous vaccination records. ② You may also submit a confirmation of MMR antibody test results (indicating antibodies are present). ③ If no prior records exist, get the MMR vaccination and submit the certificate ※ Both doses must be completed with a minimum interval of 4 weeks after the first dose
Recommend	A Meningococcal Vaccine

	Chests X-ray result (submit once a year)	MMR Vaccination (submit only once)
New Residents	Mandatory	Mandatory
Spring 2026 Residents	X	X
Residents from 2025 and Prior	Mandatory	X

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Songdo Dormitory Non-residence Explanation Form [2026 - 2 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 [2026- 2]
semester for above reasons.

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Name _____ (signature)