

2026-2 Songdo Dormitory Application

For Non-Residential College Students

• 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 ※ Room assignments may be delayed if dormitory fees are not paid.
Roommate Request	2026. 8. 24.(Mon) 16:00
Room Announcement	2026. 8. 29.(Sat) ~ 8. 31.(Mon) 기간 중 09:00 ~ 17:00
Move-in date	2026. 8. 29.(Sat) ~ 2026. 9. 5.(Sat) 17:00
Facility Checklist	2026. 8. 29.(Sat) 09:00 ~ 12. 22.(Tue) 12:00, (115 nights)
Residence Period	2025. 8. 29.(Fri) 09:00 ~ 12. 21.(Sun) 12:00 (114 nights)

• Cautions

1. If room occupancy falls short due to canceled admissions (including roommate applications canceled just prior to move-in) 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 Only currently enrolled students can apply and reside (excludes students on leave, withdrawn, or graduates).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 will result in the cancellation of your move-in.
6. Please be aware that construction is currently underway in front of Songdo Dormitory 2, which may cause some noise.

2026-2 Songdo Dormitory Application

For Non-RC Students

1. Application

A. Period: 2026. 8. 3.(Mon) 10:00 ~ 8. 5.(Wed) 16:00

B. Eligibility Currently enrolled students who are not part of the RC program.

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

Academic Information → Dormitory → Dormitory Application

※ Not available on mobile devices; Please use a PC to apply.

※ Click the [Complete] button at the bottom right of the final review screen to finish your application.

D. Room type:

1) Undergraduate Program: Triple rooms (If you apply for a different room type, it will be uniformly changed to a triple room)

2) Master's Program (including combined Bachelor's and Master's): Double use, Triple room

3) Doctoral Program (including integrated MS/Ph.D)): Single use, Double use

※ All rooms are triple rooms and will be assigned for single, double, or triple occupancy based on the allocation results.

E. Room Assignment Information

1) Due to limited room availability, you may be assigned a different room (number of occupants) via a random lottery.

2) If applicants still exceed available rooms after initial adjustments, assignments will be made by priority, followed by a random lottery:

– 1st Priority: RC Program Participants

– 2nd Priority: Graduate and undergraduate students affiliated with the International Campus

– 3rd Priority: All other applicants

※ If situations 1) or 2) occur, individual notifications will be sent by Wednesday, August 6th.

F. 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)

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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:

•Single use : 2,725,500 KRW

•Double use : 1,552,500 KRW

•Triple room : 989,000 KRW

2) Dormitory scholarship (115 nights) [KRW]

• Undergraduate Program [KRW]

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

• Master's Program (including combined Bachelor's and Master's) [KRW]

Income standard	Double use (2 people / 1 room)			Triple Room (3 people / 1 room)		
	Fee (A)	Scholarship (B)	Actual fee (A-B)	Fee (A)	Scholarship (B)	Actual fee (A-B)
0~1		724,000 Won	828,500 Won		536,000 Won	444,400 Won
2~8	1,552,500 Won	232,000 Won	1,320,500 Won	980,400 Won	124,000 Won	856,400 Won
9~10		0 Won	1,552,500 Won		92,000 Won	888,400 Won

• Doctoral Program (including intergrated MS/Ph.D)) [KRW]

Income standard	Single use (1 person / 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		920,000 Won	1,805,500 Won		724,000 Won	815,000 Won
2~8	2,725,500 Won	324,000 Won	2,401,500 Won	1,539,000 Won	232,000 Won	1,307,000 Won
9~10			2,437,800 Won			1,552,500 Won

F. Food expenses are not included in Dormitory Fee.

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2. Roommate Request

A. 2026. 8. 12.(Wed) 10:00 ~ 8. 13.(Thu) 16:00

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

Academic Information → Dormitory → Roommate Request

Requester (Student applying)	Approver (Receiving student)	Final Status
Search by student ID No. to request.	Check the application details and approve .	
○	○	Complete
○	×	Incomplete

→ Applicant: Search for the desired student by student ID and apply.

→ Approver: Review the application in the [Roommate Application] menu and approve. ✖ **Approval must be completed (refer to pages 10–11).**

B. Notes

- Roommate assignments are only possible within the same room type
- Roommate requests via email or phone are not accepted.

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.**

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For Non-RC Students

5. Admission Documents

- A. Please submit the required documents on your move-in day. (For detailed information regarding documents, please refer to page 9 [\[Health Certificates\]](#))

	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

- ※ 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.

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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)

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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

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For Non-RC Students

[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

2026-2 Songdo Dormitory Application

Details – Roommate request

① Roommate Request

- Put your roommate's ID number, fill in 'reason' blank, and click the apply button.

[국제캠퍼스 2023]

룸메이트신청정보

학번		성명	
학년도/학기		모집구분	재학생모집
룸메이트	학번(수험번호) 입력		
신청사유			

신청

- Then you can see your application status below.

룸메이트신청정보

학번		성명	
학년도/학기		모집구분	재학생모집
룸메이트	학번(수험번호) 입력		
신청사유			

신청

신청내역

학년도/학기	
모집구분	재학생모집
룸메이트대상자	
승인여부	N

취소

2026-2 Songdo Dormitory Application

Details – Roommate request

② Request approval

- After the application, the request receiver can check the request on the same menu
- After clicking [Details](#) – [Approve](#), the roommate application will be completed.

[국제캠퍼스 2023-]

룸메이트신청정보

학번		성명	
학년도/학기		모집구분	재학생모집
룸메이트	학번(수험번호) 입력		
신청사유			

신청

신청내역

승인요청내역

학년도/학기	
모집구분	재학생모집
승인요청자	

상세보기

룸메이트 요청 승인

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학년도/학기	
모집구분	재학생모집
룸메이트학번	
룸메이트성명	
사유	룸메이트 신청

승인

닫기