

1. Log in on Yonsei portal (<https://portal.yonsei.ac.kr/>) – Only available on PC or tablet PC

For newly admitted

ID : Admission No. (SAY23***** –SPR/FALL)

Initial Password : D.O.B (YYMMDD)

For continuing students from the last semester / KLI students / YISS*WAY students

ID : Student ID No.

Password : Yonsei Portal Password

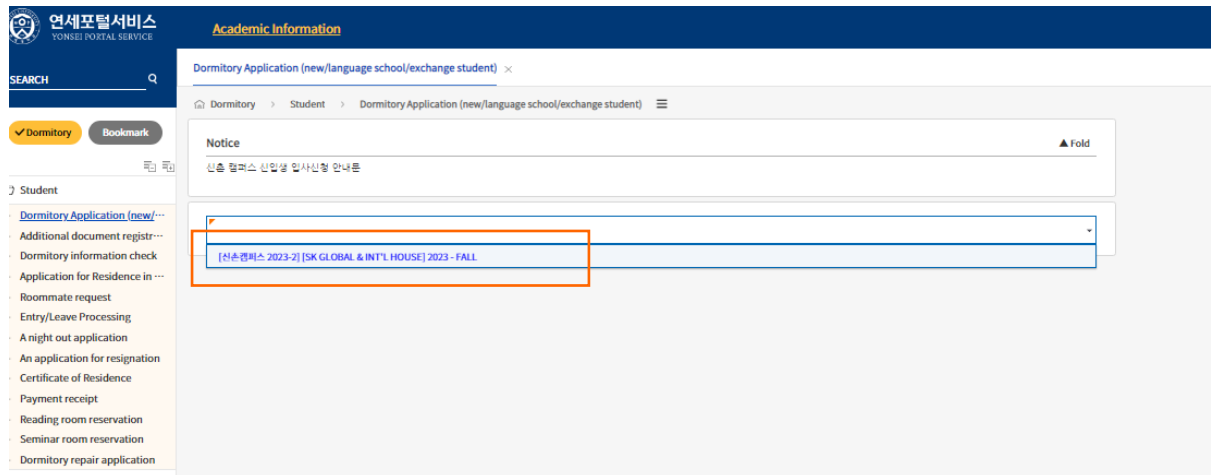
2. Select 'Academic Information System' under YONSEI SERVICE

The screenshot shows the Yonsei Portal Service interface. At the top, there are language options (KOR | ENG) and a clock (59:56). The main header includes the Yonsei University logo and '연세포털서비스 YONSEI PORTAL SERVICE'. Below this, there's a section for the 'DEPARTMENT OF INTERNATIONAL' with a large logo. A 'LOGOUT' button and a 'Change Password' button are visible. The user's 'Completed Semester' and 'Earned Credits' are both shown as 0. On the right, the 'YONSEI SERVICE' menu is displayed with several icons: 'Academic Information System' (highlighted with a red box), 'Undergraduate Course Enrollment', 'Graduate Course Enrollment', 'Course Catalogue and Syllabus', 'Final Grades for Current Semester', and 'LearnUs'. Below the menu is the 'ACADEMIC LINK' section with sub-links for 'Common', 'Sinchon', and 'Mirae'. Under 'Common', there are links for 'Electronic Roster', 'LearnUs', 'Parent Service', and 'Graduate Admissions Appl...'.

3. Select 'Dormitory' under Academic Information, and select 'Dormitory Application' or 'Application for Admission(exchange)'.

The screenshot shows the 'Academic Information' page on the Yonsei Portal Service. The 'Academic Information' tab is highlighted with a red box. Below it, there are sub-tabs for 'Courses', 'Grades', 'International student exchange', and 'Dormitory' (highlighted with a red box). Under the 'Dormitory' sub-tab, there is a 'Student' section with a list of links: 'Dormitory Application' (highlighted with a red box), 'Additional document reg', 'Dormitory information cl', 'Application for Residenc', 'Roommate request', 'Entry/Leave Processing', 'A night out application', and 'An application for resign'.

4. Click  and select your housing term.



5. Fill out the request information for the application. **Columns with red flags are mandatory.**

Basic Information

Applicant No.	N	Name	Date of Birth	---- --	Gender	<input type="radio"/> Male <input type="radio"/> Female
Department	국제처 국제팀	Grade		Nationality			
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile Phone	76		
Emergency Contact	<input type="text"/>						

Additional Information

Eligibility of Basic	<input type="checkbox"/>	Disability	<input type="checkbox"/>	RC Status	<input type="checkbox"/>		
보호자주소 (연락처도 기재)	<input type="text"/>						Same as Basic Information

Refund Information

Bank	<input type="text"/>	Account Owner	<input type="text"/>	Bank Account Number	<input type="text"/>	Acct check	<input type="checkbox"/>	Confirm
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Foreign Exchange Refund Information

Bank	<input type="text"/>	Recipient Country	<input type="text"/>	Refund Bank Address	<input type="text"/>
Refund Bank Code	<input type="text"/>	Refund Account N	<input type="text"/>	Refund Account O	<input type="text"/>
Refund Bank Branch	<input type="text"/>			Relationship to Ref	<input type="text"/>


Rm/Brd Request

Joining Dormitory	2023 YISS - 6 WEEKS	Join Dormitory Per	2023-06-25~2023-08-04	Applicant Type	<input type="text"/>	Remarks	<input type="text"/>
Dormitory Fee Typ	<input type="text"/>	Type of Dormitory	<input type="text"/>				
Room Number Typ	<input type="text"/>						

Attachment

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next

5-1. Under Additional Information session, 'Guardian Address' refers to the current address of your legal guardian. In order to input the address, select the search  button.

5-1-1. If your legal guardian lives in South Korea, type the full Korean address, and select the corresponding option. Fill out the remaining detailed address manually.


5-1-2. If the address does not appear under 'SEARCH' or your legal guardian lives abroad, select 'Direct Input'. Here, you can manually type the address and postal code. Click Confirm once you are done filling.

5-2. In case you need a refund of your dorm fees in the future, it is advised to input your bank information. (Not mandatory)

5-2-1. If you have a Korean bank account fill out your information in 'Refund Information'. For 'Bank', select the button and choose the Korean bank branch that you are using.

After that, input your legal name in 'Account Owner,' account number in 'Bank Account Number,' and select 'Acct check'. Click Confirm once you are done filling it out.

5-2-2. If you do not have a Korean account, fill out your abroad account information under 'Foreign Exchange Refund Information.'

5-3. In order to select the 'Dormitory Fee Type', select the  button and choose from one of the three options.

The SK Global House has both single and double room, and the International House has double room only. 1 인실 means single room, 2 인실 means double room

For 'Distinguish Residence', select the option for 'SEOUL'.

6. For 'Joining Dormitory Questions' select the checkbox according to the questions and reply.

7. Double check the information in the final stage 'Check Application Details'. Select 'Complete' for submission of application.

A pop-up will appear asking for final submission. Make sure you select 'OK' to submit your application.

8. If you see the cancellation button in the page at the end, your application has been successfully submitted. If you need to cancel your application, select 'Cancel Application'.