

\* Application Procedure \*

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)

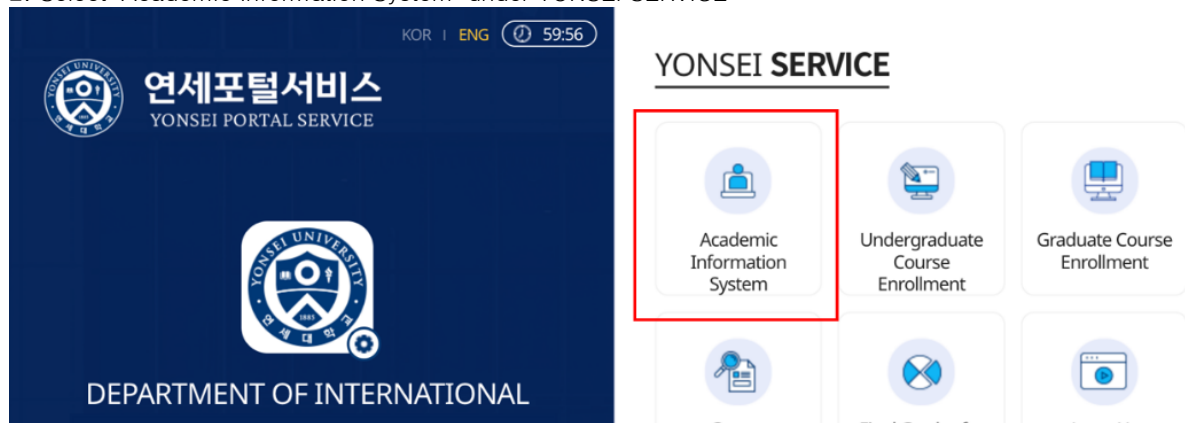
Initial Password : D.O.B (YYMMDD)

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

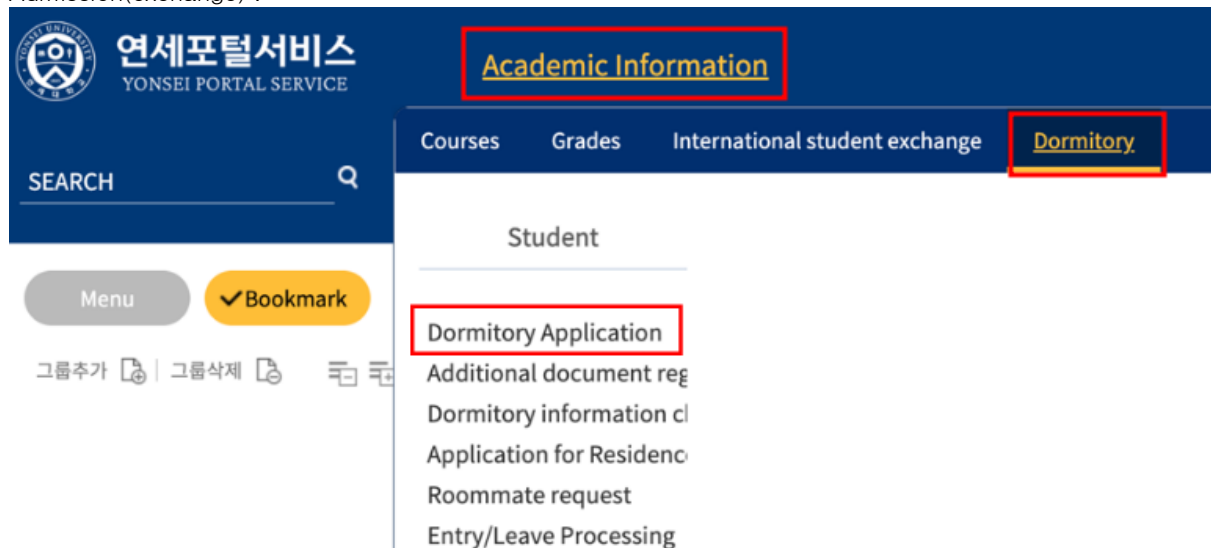
ID : Student ID No.

Initial Password : 6digits of D.O.B (YYMMDD)

2. Select 'Academic Information System' under YONSEI SERVICE



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



4. Click  and select your housing term.

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

The screenshot shows a web application form with the following sections and highlighted fields:

- Basic Information:**
  - Applied No: M
  - Gender:  Male  Female
  - Department: 24-11401
  - Address:
  - Emergency Contact:
- Additional Information:**
  - Eligibility of bank:
  - Disability:
  - Refund Info:
  - Guardian Address:
- Refund Information:**
  - Bank:
  - Account Owner:
  - Bank Account Number:
  - Acct check:
- Foreign Exchange Refund Information:**
  - Bank:
  - Refund Bank Code:
  - Refund Bank Name:
  - Refund Account No:
  - Relationship with A:
- Dormitory Request:**
  - Rooming Dormitory: 20
  - Rooming Fee Type:
  - Room Number Type:
  - Applied Type:
  - Remarks:

At the bottom right, there is a blue button labeled "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. If your postal code is a mixture of alphabet and number, please put [0000].

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 Woojungwon has double room only.

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

Joining Dormitory Questions

Question	Reply	Select
	All part(s) or both(s)	<input checked="" type="checkbox"/>
	None	<input type="checkbox"/>
[18842] What time do you go to bed?	1.0am	<input type="checkbox"/>
	2.0am	<input type="checkbox"/>
	3.0am (or later)	<input type="checkbox"/>
[18157] Are your class organised?	Yes	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>
	Yes(very)	<input type="checkbox"/>
	(fairly)	<input type="checkbox"/>
[18165] How many items do you own?	None	<input type="checkbox"/>
	1-5	<input type="checkbox"/>
	6-10	<input type="checkbox"/>
	10 or more	<input checked="" type="checkbox"/>
[18166] Do you have a pet?	No	<input type="checkbox"/>
	Yes	<input checked="" type="checkbox"/>
[18168] Having a pet is useful to you, how do you feel about it?	No	<input checked="" type="checkbox"/>
	Yes	<input type="checkbox"/>
[18169-170] Do you have any serious illness, conditions, or allergies?	Yes	<input type="checkbox"/>
	No	<input checked="" type="checkbox"/>

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'.



