Guidance for Student ID Card Issuance

1. Yonsei Student ID card is a multi-purpose identification card. It gives you access to university facilities such as libraries, sports facilities, computer rooms, etc.International students can apply for an ID card with Woori Bank check card function, after (s)he gets an alien registration card from the Immigration Office. Prior to the alien registration card issuance, only the ID without check card function is applicable.

2. **Eligibility**
   Newly enrolled students for 2024 Spring Semester who consent to a personal information collection, utilization, and processing entrustment to a trustee.

3. **Application Period**
   - 10 a.m. Feb. 26 (Mon.), 2024 ~ 11:59 p.m. Feb. 28 (Wed.), 2024
   - Please refer to updated information at the University bulletin board
     (**https://www.yonsei.ac.kr/en_sc/support/notice.jsp) as of early Feb. 2024.**

4. How to find your student number
   - For **undergraduate students**, please visit Yonsei Portal Service (YPS) Website at https://portal.yonsei.ac.kr/main/index.jsp ⇒ Click on Academic Information System menu ⇒ Type in examinee's number and D.O.B. in YYMMDD order to search for the student ID No.
   - For **Graduate students**, please visit the concerned Graduate School website or consult with the relevant admissions officer at your Graduate School

5. How to Apply
   - For undergraduate students,
   Visit Yonsei Portal Service (https://portal.yonsei.ac.kr/main/index.jsp) →
   Log in with your student ID number and PW (Initial PW: D.O.B. in YYMMDD order) →
   Academic Link → Issue Student ID → Apply for an ID card →
   Agree with personal info. collection, utilization, and processing entrustment to a trustee →
   Check applicant's information → 신청(Apply)
   ※ A photo file should be a JPG format with no more than 200KB.
   ※ International students are only allowed to apply for an ID without check card function until (s)he gets an alien registration card from the Immigration Office.

   - For graduate students,
   please visit the concerned Graduate School website or consult with the relevant admissions officer at your Graduate School.

6. ID Pick-Up Period and Location (TBA)

- Newly enrolled students' ID will be distributed to the office of the each college that students' are affiliated when issued.
 * Pick-Up Location for College of Music Students: Music Hall A 234
 * Pick-Up Location for International Campus Students
 1) Underwood International College: Veritas Hall B 420
 2) Global Leaders College: Libertas Hall A 501
 3) The other colleges: Libertas Hall A 604 (University College)
- ID cards not received within 2 weeks of issuance will be discarded for safety reasons.
- <u>The schedule for distributing student IDs will be individually announced by each university.</u>

7. Student ID Card(with Check Card Function) Issuance

- To apply for a student ID with check card function for cash deposit/withdrawal in ATMs, you should open a bank account at the on-campus Woori Bank with your alien registration card and the certificate of attendance.
- Alien registration card may take a maximum of one month to receive from Korea Immigration Service. If you are under processing to issue an alien registration, you must wait for receiving the card.
- A certificate of attendance is available from March 1 free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Service or at the Office of Academic Services (Room B101, Underwood Hall, Sinchon Campus) with payment.

8. Student ID Card Re-issuance

① Re-issuance of the ID Card **with Check Card Function**
- Report a Lost/damaged ID Card: Please immediately report to Woori Bank to prevent damage caused by theft of a lost card.
- Visit Yonsei Portal Service (https://portal.yonsei.ac.kr/main/index.jsp) ->
 Log in with your student ID number and PW -> Academic Link -> Issue Student ID ->
 Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card ->
 Registration ->
 Register -> ID Card Mgmt. -> Apply for an ID card -
- After finishing application on Yonsei portal, Visit Wooribank and pick up the card
> Sinchon Campus: Wooribank Sinchon Yonsei Branch (Student Union Building (Bldg. 207)
> International Campus: Wooribank International Campus Branch (1st floor of Songdo Dormitory 1 (Bldg. 307)
- Visit the place below to add the student information to the card
> Sinchon Campus: Office of Academic Affairs (Room B101, Underwood Hall)
> International Campus: Underwood Memorial Library 1F Service Desk
② Re-issuance of the ID Card **without Check Card Function**
- Visit Yonsei Portal Service (https://portal.yonsei.ac.kr/main/index.jsp) ->
 Log in with your student ID number and PW -> Academic Link -> Issue Student ID ->
 Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card ->
 Registration -> Register -> ID Card Mgmt. -> Apply for an ID card

- Receive a completion notification message. It takes up to 7 days
- If you did not provide a domestic phone number when applying for a student ID, you cannot receive the text. In this case, please inquire about the issurance status at the location mentioned below 1-2 weeks after the application. (To receive , a valid Korean mobile phone number must be entered in the portal for contact purposes.
- Visit the place below;
> Sinchon Campus: Office of Academic Affairs (Room B101, Underwood Hall)
> International Campus: Underwood Memorial Library 1F Service Desk

9. Cancellation of Lost/Damaged/Expired ID Card Report
Yonsei Portal Service -> Log in -> Academic Link -> Issue Student ID ->
Present Condition and Cancellation of the Lost/Damaged/Expired Card -> Report Cancellation.

10. Inquiries
  • Academic Support Team, Office of Academic Affairs: 2123-3200 (in Seoul)
                                +82-2-2123-3200 (from overseas)
  • Immigration Contact Center on Alien Registration Card: 1345 (in Seoul)
                                +82-1345 or +82-2-6908-1345 (from overseas)
  • Banking Service for international students at Woori Bank: 02-1599-2288 (in Seoul)
                                +82-2-1599-2288 (from overseas)
 . • Woori Bank Yonsei Financial Center Sinchon Campus : 02-313-3198 Ext. 313 or 321 (in Seoul)
                                +82-2-313-3198 Ext. 313 or 321 (from overseas)
 .• Woori Bank Songdo International Campus Center: 032-822-6321 (in Seoul)
                                +82-32-822-6321 (from overseas)
  • Woori Bank Mirae Campus: 033-760-5159 (in Seoul)
                                +82-33-760-5159 (from overseas)