

# Housing Guidebook

Yonsei  
Housing  
Guidebook

## Contact Us

Department		Phone	Note
Housing Office		033-760-5300	
Housing supervisor (M)		033-760-5315	<b>Homepage</b> <a href="http://wjdorm.yonsei.ac.kr">http://wjdorm.yonsei.ac.kr</a>
Housing supervisor (F)		033-760-5316	<b>Administration Office</b> 1F of Cheongyeon Dorm
Dormitory Chaplain		033-760-5310	
Info	Maeji Dorm 1	033-760-5330	<b>Consultation with Housing supervisor or emergency</b> - Phone : 010-8375-5200 - Kakao Talk : @연세대학교원주생활관사감 - Hours : Tu. Th. 2:00 pm - 8:00 am Mon. Wed. Fri. 5:00 pm - 8:00 am Sat. Sun. 3:00 pm - 8:00 am (Except for 2:00 am - 6:00 am)
	Maeji Dorm 2	033-760-5331	
	Maeji Dorm 3	033-760-5332	
	Seiyon Dorm 1, 2	033-760-5333	
	Seiyon Dorm 3	033-760-5334	
	Cheongyeon Dorm 1	033-760-5335	
Cheongyeon Dorm 2		033-760-5336	
Dorm Student Council		033-760-5339	



Dormitory	Building Size	Gender	People per room	Bathroom/Shower room	Room for disabled (Single Room)	Room Supplies	Common area	Note
Maeji 1	• Four-story building and one basement level • Total area 6,044㎡	M	3	Every floor has shared bathroom and shower room	X	Beds, desks, chairs, closets, drawer, shoe shelf, air conditioner, refrigerator, broom, clothes dryer	Seminar room, computer Lab, study room, prayer room, lounge, laundry room, mini-kitchen	Music room
Maeji 2	• Four-story building and one basement level • Total area 5,386㎡	F			X			
Maeji 3	• Four-story building • Total area 2,942㎡	M/F			X			
Seiyeon 1&2	• Five-story building • Total area 3,386㎡	M	2~3	Each room has bathroom with shower room	O			
Seiyeon 3	• Five-story building • Total area 7,618㎡	F			O			
Cheongyeon 1	• Seven-story building and two basement level • Total area 15,784㎡	M	3	Each room has separated bathroom and shower room	O			
Cheongyeon 2		F			O			

## Maeji dorm



Room



Maeji2 seminar room



Shower room



Maeji1 laundry room

## Seiyeon dorm



Room



Seiyeon1 seminar room



Seiyeon1 computer lab



Seiyeon1 study room

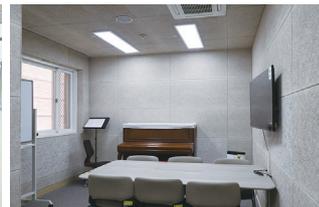
## Cheongyeon dorm



Room



Seminar room



Music room



Lounge

# Wonju Housing

## Applying for Housing

### Selection Criteria only for undergraduate

The changed selection criteria will be announced later.

### Applying

**Undergraduate Students** : Yonsei portal service (<http://portal.yonsei.ac.kr>) → Academic Information System ▶ Login ▶ Academic Information System ▶ Academic Management System ▶ School Life ▶ Wonju Dormitory ▶ Application ▶ Select semester 학기선택 (정규학기 or 계절학기) ▶ Check after understanding Dorm rules ▶ Choose from 입사구분 ▶ Click "신청"

**Graduate Students** : <http://wjdorm.yonsei.ac.kr> ▶ Login ▶ Online Application

### Registration and Payment

**Undergraduate students** : Check selection results at the Housing homepage and submit payment. Yonsei portal service (<http://portal.yonsei.ac.kr>) ▶ Academic Information System ▶ Login ▶ Academic Information System ▶ Academic Management System ▶ School Life ▶ Payment ▶ Select semester 학기선택 (정규학기 or 계절학기) ▶ Click 고지서 조회 (printer icon) ▶ Pay with selected account (amount must match)

**Graduate students** : Check selection results and account number on [wjdorm.yonsei.ac.kr](http://wjdorm.yonsei.ac.kr)

### Roommate Request both for undergraduate & graduate

**Undergraduate Students** : Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ▶ Academic Information System ▶ Login ▶ Academic Information System ▶ Academic Management System ▶ School Life ▶ Roommate

**Graduate Students** : Request roommates on [wjdorm.yonsei.ac.kr](http://wjdorm.yonsei.ac.kr) during Housing Application period.

- Student A : Write student B's ID.
- Student B : Write student A's ID (Students A and B are shown on the request details)
- Student C : Write student A or B's ID.

※ Students must proceed in order A,B and C.

※ Students should make sure that the correct names are listed on the final request.

### Checking In



※ Students are responsible for any damages when moving out. Please report any damages found during move-in to the Housing Office.

※ It's free of charge if you tell us about any damages within 10 days of check-in.

### Tuberculosis Check

Every student in dorm must submit TB check result. Student who does not submit the result cannot check-in to dorm, and every student has to submit it once in every year. You can do the TB check in near health center.

※ Requirement for accepting TB test results : X-ray test results must include 'no active tuberculosis'.

### Entering and Exiting

Dorm	Curfew	Main entrance	Entering the room
Cheongyeon	Monday-Sunday 05:00 ~ the next day 01:00	Card key	Card key
Seiyeon			Card key & Room key
Maeji			Card key & Room key

### Prohibited Items

Category	Type	Examples
Prohibited	Electric heating devices	Electric blanket, electric cushion, electric mat, electric heater, fan heater, stove, etc.
	Electric cooking devices	Coffee pot, toaster, electric cooker, yogurt pot, gas burner, microwave, electric rice cooker, electric frying pan, electric pot, etc.
	Other	Electric Scooters, Curling iron, Iron, candles, flammable materials, pets, etc.
Allowed	Other	Computer, desk lamp, blow dryer, electric shaver, Air purifier, Humidifier, and other items allowed by director of Housing office. (※ However, the heated humidifier cannot be brought)

### Information

Administrative Office	Phone	Responsibilities
Wonju Housing Administrative Team	033-760-5300	Housing life and move-in/move-out management (Hours 09:00-17:00, Lunch 12:00-13:00)
Housing supervisor	010-8375-5200	Housing life guidance, disputes, merit/demerit point advice
Chaplain	033-760-5310	Religious guidance and Small Group (Nanumbang)
Dorm student council	033-760-5339	Self-governing dorm student council that represents the students living in a dorm

## Request to Sleep Outside of Dormitory only for undergraduate

**Step 1** **Yonsei Portal Service (<http://portal.yonsei.ac.kr>)**

Yonsei Portal ▶ Login ▶ Academic Management System ▶ School Life  
▶ Wonju Dormitory ▶ Sleep Out

**Step 2** **Request Time and Length**

- Requests : 05:00-23:50
- Max Length per Request : 4 Days
- Requests must also be made for holidays, weekends, MTs, and trips home

**Step 3** **Set Length of Time**

- Start date of sleep outside : The day that the student leaves dormitory
- End date of sleep outside : The day before check-in
- Note that the actual end date is the last night that is spent sleeping out (e.g. In case of sleeping out on October 1st and returning on October 2nd, please select start date as October 1st and end date as October 1st.)

**Step 4** **Enter Reason and Contact Info**

- Give reason (사유) and phone number (연락처).
- This is to have some basic information in case of emergency.

**Step 5** **Check Details of Request**

- Click "Save" to finish.
- You can check your request by clicking "Browse."

### Notes only for undergraduate

- Sleeping out without making a request will result in 2 demerit points.
- Requests are only valid when submitted before 23:50 of the day sleeping out.
- Requests made through smartphone apps are not valid. Requests must be made through PC.
- **When foreign students who are not undergraduate apply for sleeping out, please fill out the form in front of the dormitory's information center.**

### Roll Call / Inspection both for undergraduate & graduate

- Random Inspection / by Housing supervisor assistant
  - To prevent conflicts among roommates
  - This inspection is subjected for all undergraduate students (including RAs)
  - Period : Every Mon.~Thu. 23:30~00:30 - One room gets inspection roughly once in 2~3 weeks
- Regular Inspection / by Housing supervisor assistant & Info. Center
  - To prevent fire and safety problems
  - This inspection is subjected for all students.
  - Regular inspection is done twice in every semester.
  - Housing supervisor will check whether students have banned products or not.

## Demerit Point Revision Requests

- Requests for revision must be made within 2 weeks of demerit notice. Download the Demerit Revision Request Form from the Wonju Housing homepage, fill out, and submit to the information center along with supporting evidence.
- Revisions will be made for reasonable cases.

## Internet Use

- Internet is open for 24/7.
- Every student has designated IP address and has to bring wireless router for Wi-Fi usage.
- Service requests to repair internet connection can be made at the Wonju Housing homepage : <http://wjddorm.yonsei.ac.kr> ▶ Login ▶ Community ▶ Repair Request ▶ Apply

## Request for Repairs

If facilities or equipments are out of order or damaged and in need of repair, please apply immediately following the procedure below.

<http://wjddorm.yonsei.ac.kr> ▶ login ▶ Community ▶ Repair Request ▶ Apply

## Reissue for (card) key

If your card key does not work, is damaged or lost, request a replacement at the Housing Office on the first floor of Cheongyeon 1. The replacement card key will be issued the same day after 5PM at your dorm information center. (A fee will be charged if key card is lost or damaged).

## Receiving Mail and Packages

- 1) General Mail** : Receive in your dormitory mailbox
- 2) Packages** : Show ID at your dormitory's Information Center to collect your package
- 3) Registered Packages/EMS** : Show ID at your dormitory's Information Center to collect your package
  - Address and contact information must be marked clearly, and mail must be collected as soon as possible
  - Mail and package exchange are in principle conducted between the individual and the courier companies, and Housing office is not responsible for any theft, loss, or damage.
  - Any mail and packages not collected within 3 days will be returned to sender.
  - You can pick up your valuable parcels at the Cheongyeon locker (1<sup>st</sup> floor)

## Visitors

- 1) Allowed** : Other dormitory students
  - ※ Students who don't live in the dorm are not allowed entering the dorm
  - ※ Parents can only enter within move in/out period (sibling cannot enter alone)
- 2) Entering and Exiting** : All visitors must be accompanied by dormitory resident ▶ Go to Information Center and fill out visitor registry ▶ Visit (other dormitory students only) ▶ Go to Information Center when leaving
- 3) Visiting time** : 13:00 ~ 21:00
  - ※ Outsiders are not allowed to enter until the risk of COVID-19 infection is eliminated.

## Merit Points

Code	Definition	Points
11-1	Attendance at move-in/move-out service	1
11-2	Attendance at special lecture or conference	1
11-3	Small group activity (Nanumbang) attendance (at least 3 times)	1
11-4	Volunteer activity (2 hours) with approved organization (only to make up for demerit points)	1
11-5	Contributing to community life	1

## Demerit (Penalty) Points

### Dorm Facilities

Code	Definition	Points
1-1	Posting or distributing flyers without prior approval	1
1-2	Copying keys	3
1-3	Moving or using facilities without permission (after midnight)	1
	Intentional damage to property	5
1-4	Spitting indoors or littering	1
1-5	Uncleanliness during semester or move-out (unclean bathroom, trash, etc.)	1

### Inappropriate Behavior

Code	Definition	Points
2-1	If you violate the safety of yourself or others ( violence, self-harm, etc.)	10
2-2	Harming others in the dorm due to drinking or other reasons(noisy, unconsciousness, vomiting, etc.)	5
2-3	Smoking in the dorm (Smoking in non-smoking areas near the dormitory)	10 (3)
2-4	Bringing alcohol into dorm or drinking alcohol in dorm	10
2-5	Loud music or singing, instruments, loud talking, loud computers	1

### Theft and Gambling

Code	Definition	Points
3-1	Theft in dormitory	10
3-2	Playing cards (poker) in dormitory	2

### Entering and Exiting

Code	Definition	Points
4-1	Unregistered visitors : ① Found during entrance	3
	② Found during exit	5
	③ Sleeping over	10
4-2	Lending key card	5
4-3	Visiting room of opposite sex	10
4-4	Changing rooms : ① Changing rooms without approval	10
	② Changing bed in room without approval	1
4-5	Sleeping out ① Sleeping out without approval	2
	② Missing roll call	1

### Entering and Exiting

Code	Definition	Points
4-6	Helps cheat on roll call	1
4-7	Entering another resident's room after 01:00	1
4-8	Late return: 01:00-05:00	2
4-9	Not following entrance/exit process	
	① Entering after someone else without using key card	3
	② Exiting through entrance	3
	③ Exiting 01:00 - 05:00	3
	④ Entering/exiting through non-entrance	5

### Safety

Code	Definition	Points
5-1	Possession or use of electric heater, flammables, or dangerous items	
	Allowed : Blow dryer, computer, Air purifier, Humidifier, and other items allowed by director of Housing office. (※ However, the heated humidifier cannot be brought)	3
	Prohibited : Electric heater, aquarium, pet, etc.	
5-2	Cooking in room	3
5-3	Negligence of safety	5
5-4	Causing fire or other dangerous accident can result in permanent ban	10

### Failure to Follow Instructions

Code	Definition	Points
6-1	Failure to follow instructions (using master key more than 3 times, etc.)	1
6-2	Internet culture related	
	① Not installing Windows Security Patch program	2
	② Using, sending, or circulating illegal programs	5
	③ Using or helping use IP illegally	2
	④ Not installing latest virus vaccine patch provided by school	1
⑤ Viewing, sending, or circulating pornography	10	
6-3	Providing false identity	5

### Miscellaneous

Code	Definition	Points
7-1	Additional demerit	1
7-2	Violating same code 3 times	1

### Prevention of COVID-19

Code	Definition	Points
8-1	If one does not wear a mask(First expose – Warning / After second expose – 5 points per expose)	5
8-2	COVID-19 related directions(Expelled after 3 times)	
	① If one does not scan QR code	3
	② If one uses closed common areas	3
	③ If one does not follow other COVID-19 related directions	3
8-3	If one does not notify Housing Office about self-isolation notice from health center	Expelled

※ (COVID-19) Do NOT enter other student's room, Limitation for using common areas  
 ※ More than 10 demerit points will result in expulsion from dormitory.  
 ※ Serious violations can result in expulsion from dormitory regardless of total demerit points.  
 (e.g. having others sleep over, violence, theft, forced entry, causing fire, etc.)

## Checking-out and Refunds

### Checking-out mid-semester

- **Request to Cancel** : Wonju Housing homepage (<http://wjdorm.yonsei.ac.kr>) ▶ Form Archive
  - ▶ Download Refund request form ▶ Fill out and submit form
- **Supporting Documents** : Submit documents to show reason for leaving (e.g. military, illness)
- **Return Card Key** : Return card key to Information Center and provide signature

※ Request must be made to the office when leaving in the middle of semester.

※ A fee will be charged if key card is lost or damaged.

### Checking-out at the end of the semester

- **Check-out Notice** : Housing Office will notify the check-out date.
- **Moving Out and Cleaning** : All items must be removed before given date
  - Thoroughly clean room and bathroom. Demerit points will be given if not cleaned.
- **Return Card Key** : Return card key to Information Center and provide signature
- **Room Inspection** : Cost for any missing items or damages will be charged.

### Refunds

- Submit a refund application form before one day of official check-in date ▶ Full refund
- If you check out and submit a refund application form between official check-in date and 13rd week of residency period ▶ {Cancellation fee (20% of registration fee) + Used period amount} will be deducted (Partial refund)
- If you expelled from dorm and submit an application form ▶ Refund 70% of partial refund amount
  - ※ After 14th week of residency period ▶ No refund
  - ※ [wjdorm.yonsei.ac.kr](http://wjdorm.yonsei.ac.kr) ▶ Community ▶ Form archive ▶ Send refund application form via e-mail no later than check out date.

## Community Living Etiquette

### Living with Roommate

- Agree upon rules at the beginning of the semester and follow them.
- Do not touch roommate's belongings without permission.
- Keep others in mind by being safe and clean when using shared items.

## Accident Prevention and Emergencies

### In Case of Fire

Source: Korean Fire Safety Association



- If you spot a fire, yell "fire!"
- Quickly push the nearest alarm button, notify the Information Center, and find safety.
- If the door handle is hot or there is smoke coming from under the door, do not open the door as the fire has already spread to the other side.
- When evacuating, use a wet towel or cloth to cover your mouth and nose, and keep close to the ground.

### In Case of Earthquake

Source: Ministry of Public Safety and Security



- During the earthquake, get under a desk and hold on tightly to its legs.
- When evacuating the building, use the stairs and move quickly (do not use elevators).
- When outside, cover your head with a bag and move to safety while keeping your distance from buildings.
- Go to a wide, open area such as a stadium or park while being mindful of falling objects. Do not drive.

### Dormitory Safety

- Be familiar with emergency exits and fire extinguishers in each hallway.
- Immediately contact the Information Center or Housing supervisor's Office when someone needs emergency medical attention.
- Always lock your door and take your keys, even when leaving your room for a short time.

### In Case of Accident

Location	Step 1	Step 2	Step 3
In Dormitory	Report to relevant dormitory information center	Housing supervisor 010-8375-5200	If RC, contact Master Professor
On Campus or Other Location	Contact Student Welfare 033-760-2122 / 2124 If RC, contact Master Professor	Contact Student Welfare : 033-760-2122 / 2124	

※ If someone has fallen from a high place, call 119 or Information Center. DO NOT TRY TO MOVE THE VICTIM.