

## [Short-term residency(~1/18) Eligibility]

### 2024-Winter Semester Move-out Notice

1. Eligibility: Short-term residency
2. Move-out Due Date: **January 18<sup>th</sup>. 2025 (Sat) 11:00(AM)**
3. Checkpoints before move-out
  - 1) **Leftover stuffs in every room after January 18<sup>th</sup>. 2025 (Sat) 11:00(AM) will be considered as thrown away and discarded.**
  - 2) If your room and bathroom are not clean after moving-out, you will be given demerit points.
  - 3) If there is a clear evidence that someone smoked in the room, you will be given demerit points and will not be allowed to apply for the next semester.
  - 4) **If you do not return your key-card until January 18<sup>th</sup>. (Sat) 11:00(AM), there may be restrictions on the issuance of school certificate.**
  - 5) Please return the stuffs the dormitory provided when you check-out.
4. Move-out procedure

To Clean your room and take all of your luggage

- ▶ Complete the move-out process through **Yonsei Portal**  
- **"입/퇴사 처리(Check-in/Check-out)"**
- ▶ **Cheong-Yeon info.** desk on the first floor of each dorm  
① **Sign on Move-out** ② **Return Key-Card** ▶ **퇴사 완료**

- ※ For more details regarding **"퇴사처리(Check-out) "** process, please refer to the attached manual
- ※ Room defect or damage Inspection list
  - refrigerator cleaning/damage, chair, desk, bookshelf, bed, closet, room cleaning, \*Shower head restoration, others (restroom & shower room cleaning, etc

- ※ If you were using a personal showerhead, please restore it to the existing showerhead when moving out.
- ※ If defective/damaged key-card or room facilities (furniture) are found, please report us.
- ※ After the period, You may be charged an extra fee for the repair or re-issue.

✉ E-mail for Winter semester : [mjdorm@yonsei.ac.kr](mailto:mjdorm@yonsei.ac.kr)