

[Short-term residency(~7/18) Eligibility]

2024-Summer Semester Move-out Notice

1. Eligibility: Short-term residency
2. Move-out Due Date: **July 18th. 2024 (Thursday) 12:00**
3. Checkpoints before move-out
 - 1) **Leftover stuffs in every room after July 18th. 2024 (Thursday) 12:00 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 July 18th (Thursday) 12:00, 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 summer semester : mjdorm@yonsei.ac.kr