

# Guideline on the move-out for 1<sup>st</sup> semester residents

## [ Move-out period ]

05. 31(Sat.) ~ 06. 23(Mon.) PM 1:00

|  | summer<br>vacation<br>dorm<br>residents | non-<br>residents<br>of summer<br>vacation |
|--|---|--|
| <p><b>Clean your room</b></p> <p>Please organize your luggage in the room or common areas and move all your luggage.</p> <p>We dispose of the remaining items after the move-out time</p>  | X                                       | ○  |
| <p><b>Application for move-out</b></p> <p>1. INU portal - Institutions – Dormitory – Dormitory check-out application<br/>2. Click "Satisfaction survey" in the upper right corner and fill out<br/>3. Fill out the move-out application form and click "Account verification"<br/>4. Click "Apply" in the upper right corner<br/>- Application for a move-out procedure is complete.</p> <p>If you don't submit an move-out application, you'll get a penalty point(3 points).</p> | ○                                       | ○  |
| <p><b>Return the dorm's ID card</b></p> <p>Please return your dorm's ID card (room access card).</p> <p>A penalty point will be imposed for non-return of the Dorm's ID card by noon on Check-out when you leave(3 points).</p>  | X                                       | ○  |

★ Each individual can store one delivery box.  
(inquire at the dorm office)

★ **By Monday, June 23 at 1:00 PM** ★

Failure to submit a move-out request

in the system → **3 penalty points**

Failure to return the room card

→ **3 penalty points**

★ **Penalty points cannot be waived  
after 1:00 PM on June 23** ★

**[Students assigned to the same room]**

Just submitting the move-out request  
in the system completes the process!

(No need to return the room card.)

**[ Not Staying or Changing Rooms ]**

1. Clean and organize your room

2. Submit a move-out request  
in the INU portal system

3. Return your room card

→ **All three steps must be completed  
to finish the move-out process.**