

# 2025 Second Semester Dormitory Students Check-in Guide

## **Must-Read** before applying for Dormitory

### 1. Required Documents for Check-In

Details regarding check-in documents will be provided during the announcement of successful candidates and payment guidelines. Please refer to the dormitory website.

**Check-in will not be allowed if documents are not submitted on the check-in day.**

### 2. Reporting Changes in Academic Status

If there are any changes in your academic status (e.g., leave of absence, failure to re-enroll, graduation) after check-in for the first semester, you must report to the dormitory's administrative office and move out. Failure to report may result in forced eviction in accordance with Article 15 of the "Incheon National University Dormitory Selection Rules," including a one-year ban from dormitory residency.

## 1. Cancellation of entering dormitory

### ○ Cancellation of dormitory

- Apply period : Until 2025. 08. 29(Fri) 23:59

- Application Method

· Portal(<https://portal.inu.ac.kr>) → 통합정보 → Institutions(Dormitory)  
→ View Application Result → Check-in Cancel

- Refund amount : 100% Refund

(Only person who cancel Check-In until 2025. 08. 29(Fri) 23:59)

**\* Cancelling check-in after 2025. 08. 30(Sat) 00:00 will be regard as leaving dormitory midway**

## 2. Check-in Schedule

○ Check-in Date : **2025. 08. 30(Sat) ~ 08. 31(Sun)**

### Detail Schedule

**25. 08. 30(Sat) 10:00 ~ 12:00 / 13:00 ~ 17:30 / 18:00 ~ 24:00**

**25. 08. 31(Sun) 10:00 ~ 12:00 / 13:00 ~ 17:30 / 18:00 ~ 24:00**

### ○ Place of Check-in

- 10:00 AM ~ 5:30 PM : Dormitory 2 Cafeteria

- 18:00 PM ~ 12:00 AM : Dormitory 1 Office

### 3. Submission of Dormitory Residence Consent Form

○ Period : Aug 25(Mon), 2025, 10:00 AM ~ Aug 27(Wed), 2025, 11:59 PM

○ Submission Method:

INU Portal (<https://portal.inu.ac.kr>) → Integrated Information System

→ Institutions → Dormitory → Student mgmt (member)

→ Student Information Inquiry(사생정보관리) (first menu) → Click SEARCH

→ Click the Residence Pledge (far right / green box)

→ Review the pledge → Click the Agree(동의) button (red box) at the bottom

The screenshot shows the '사생정보관리' (Student Information Inquiry) page. At the top, there is a search bar and navigation icons. Below it, a table displays student information including name, ID, and department. A green box highlights the '입사서약서' (Residence Pledge) button. Below the table, there are several dropdown menus for filtering. At the bottom right, a red box highlights the '동의' (Agree) button.

### 4. Dormitory Orientation (OT) Attendance Guide

**All residents of the dormitory for the Fall 2025 semester must complete the orientation between Aug 18(Mon), 9:00 AM and Aug 28(Thu), 2025, 11:59 PM.**

**Failure to complete the orientation during this period will result in 2 penalty points, and residents who have not completed the orientation will not be allowed to check in.**

Please make sure to complete the orientation within the designated period to ensure a smooth check-in.

○ How to Attend

INY e-Learning System (<https://cyber.inu.ac.kr>) → e-Class → e-Class List

→ 2025-2 Dormitory Orientation → Enter password "9810" → Start course

○ Period: August 18 (Mon), 2025, 9:00 AM ~ August 28 (Thu), 2025, 11:59 PM

\* Students who fail to complete the orientation within the period will not be allowed to check in until completion and will receive 2 penalty points.

## 5. Check-in documents(Check on the day when Check-In)

Pre-residents must check in before 11 p.m. on Aug. 29th  
**Check-in is not available**  
**from 11 p.m. on Aug. 29th to 10 a.m. on Aug. 30th.**  
Please refer to students entering the country from abroad.

**You have to bring all the documents with you to check-in.**

**You can't enter the dormitory  
if you don't bring every document with you,  
so please make sure to prepare in advance**

**Prepare valid documents based on  
the date you actually enter the dormitory**

**In case of entering the dormitory on the regular check-in date  
without entering the dormitory on the pre-check-in date  
You must prepare medical report based on the regular check-in date.**

- Resident Consent Form (Online)
- Identification (passport)
- **Immunization record of measles**
  - Object : Must be submitted only by those entering the dormitory for the first time.
- **Medical report(health certificate/hospital report)**
  - Examination item : TB test
  - Criteria : Only medical certificate for 2 months prior to the date of Check-in is valid
    - \* Medical examination day criteria for Pre-resident(1 week)  
: Examination records recognized after 2025. 06. 23
    - \* Medical examination day criteria for Regular entry  
: Examination records recognized after 2025. 06. 30

## 6. Information

- **No additional application will be accepted after the application period.**
- **It is not possible to extend or change the length of residence.**
- **If you check out in the middle, you will be refunded the dormitory fee after deducting the two-week usage fee from the remaining period**
- Question : Dormitory Office ☎ 032-835-9810 ~ 9812