

2025 Winter Semester Dormitory Students Payment Guide

Must-Read before Check-in for Dormitory

1. Precautions Regarding Sleeping Habits and Lifestyle

- ▷ If you have personal sleeping habits (e.g., snoring, teeth grinding) or lifestyle behaviors that may cause inconvenience to others (e.g., roommates), please ensure these issues are treated before moving in. Complaints from others may result in mandatory expulsion from the dormitory.

2. About cleaning the room

- ▷ **Cleaning for new entering the dormitory during winter vacation is not carried out.**
- ▷ **The new occupant must live after cleaning** if it is somewhat insufficient.
- ▷ Please note that dormitory students who do not clean well and leave will be restricted from joining the dormitory next semester.
⇒ **Measures due to insufficient cleaning: Restrictions on joining the 2026-1 semester and 2026-2 semester**

3. Payment of Dormitory Fees

- ▷ **Residents must pay dormitory fees within the payment period; failure to do so will be considered a withdrawal from admission.**

4. Information on applying for a roommate in the dorm

- ▷ You can apply for a roommate after payment, and please apply for a roommate only if you want to change your current roommate. (The room has been changed when applying for a roommate.)
- ▷ Roommate applications are only accepted and matched and assigned if two people apply to each other.

5. Bringing new occupant documents

- ▷ Please bring the documents with you on the day of check-in.
- ▷ Medical certificate : Valid within 2 months as of the date of check-in the dormitory(Recognition of medical examination records after October 21, 2025)

6. Dormitory Relocation

- ▷ Residents currently admitted for the second semester who apply for winter semester accommodation will not be able to stay in their current rooms and will be moved to another dormitory.

1. Check the dormitory application results

- Date : Nov. 21(Fri), 2025
- How to check
: Portal(<https://portal.inu.ac.kr>) → 통합정보 → Institutions(Dormitory)
→ View Application Result

2. Dormitory Fee Payment

- **Payment Period : Nov. 21 (Fri), 00:00 - Nov. 25 (Tue), 23:00**
- Payment Amount

(Unit : KRW)

Period		Dormitory 2 (Male)	Dormitory 3 (Female)
		double room	
4 weeks	Dec. 20, 2025 – Jan. 17, 2026	192,000	
7 weeks	Dec. 21, 2025 – Feb. 7, 2026	336,000	

- Payment Method
 - Virtual account payment by individual
(Check your virtual account number at the INU portal site(<http://portal.inu.ac.kr/>))
 - Pay the Dormitory fees in Shinhan bank at campus or on internet-banking.
- Precautions
 - **Dormitory fees must be paid within the payment period.**
Regarded as an abandonment of registering for dormitory when you don't pay within the time limit

3. Request of Roommate

- Application period : Nov. 21(Fri), 2025 00:00 to Nov. 25 (Tue) 23:59
- How to apply for
 - Portal(<https://portal.inu.ac.kr>) → 통합정보 → Institutions(Dormitory)
→ View Application Result
- Precautions
 - You can apply for a roommate only after payment is completed
 - Roommate matching is possible only when students with the same period of occupancy and room type apply to each other
 - ▷ **In the case of students from the separate selection department, the details of roommates requested to the separate selection department will be applied**
 - Roommate application is accepted only when two people apply to each other
 - Students living in single rooms and triple rooms living in single rooms will be reflected only when they apply for a roommate.

4. Check Assigned Room

- Date : Dec. 16(Tue) 10:00
- Method : Portal(<https://portal.inu.ac.kr>) → 통합정보 → Institutions(Dormitory)
→ View Application Result

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

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.

- Existing Residents
 - Identification (passport)
- New applicants
 - Identification (passport)
 - [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 Regular entry
 - : Examination records recognized after Oct. 21st, 2025

6. Submission of Dormitory Residence Consent Form

★ The Residence Consent Form must be submitted every semester ★
Penalties will be imposed if you do not submit your Residence
Consent Form within the following period.

Also, it is impossible to proceed with the check-in process, so please
make sure to Residence Consent Form within the above period.

- Period : Dec. 16th(Tue) 16:00 ~ Dec. 19th(Fri) 23:59
- 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

인천대학교 생활원

입사신청

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7. Cancellation of entering dormitory and leaving dormitory

○ Cancellation of dormitory

- Apply period : Until Dec. 19th(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. 12. 19(Fri) 24:00)

※ Cancelling check-in after 2025. 12. 20(Sat) 00:00 will be regard as leaving dormitory midway

○ Leaving dormitory midway

- Application Method : Portal(<https://portal.inu.ac.kr>) → 통합정보 → Institutions(Dormitory) → Leave Application

- Refund amount : Refund after deducting additional two-week usage fees from the remaining period (weekly) dormitory usage fees

8. Information

○ You cannot extend or change the period of occupancy.

○ There will be no additional recruitment after the end of the application period, and there will be no additional payment after the payment period.

○ For information on the moving-in process and location, please refer to the website of the living center later. (It will be announced on Dec. 16th)

○ Question

- Dormitory Office ☎ 032-835-9810 ~ 9813

2025. 11. 21.