

Guidelines for Winter Vacation Move-in, 2025

Must-read matters before joining the dormitory

[Replacing the wireless router at the 2nd dorm]

Replacement of the wireless router installed inside the 2nd dormitory room

Please understand that a room visit is expected.

- Working period: Dec. 22nd(Mon.) to 30th(Tue.), 2025
- Details: Visiting the room due to the replacement of the wireless router in the room

[Information on the construction of the 4th dormitory]

Please understand that noise and dust may occur during the construction period due to the construction of the 4th dormitory.

- Construction Period: March, 2025 ~ Feb. 2027. (planned)
- Construction location: Behind the tennis court

1. Check the expiration date of the new entrant's documents

Please check the expiration date of the documents brought by new dormitory students and bring them on the check-in day.

- ▷ Medical certificate: Valid within 2 months as of the date of joining the company (Recognition of medical examination records after October 21st, 2025)

2. Matters to be noted, such as sleeping habits, lifestyle habits, etc

- ▷ If you cause inconvenience to others (roommates, etc.) due to personal sleeping habits (snoring, teeth changing, etc.), you may be forced to leave the dormitory due to other's complaints after joining the dormitory.

3. Room Cleaning

- ▷ Cleaning for opening the dormitory for winter vacation move-in will not be conducted.
- ▷ As current residents check out after cleaning their rooms, the condition of the rooms may be insufficient. In such cases, new residents are required to clean the room themselves before use.
- ▷ If strong complaints are raised due to serious inadequacy in room cleaning (e.g., failure to clean, leaving trash unattended) to the extent that a room relocation is required, the following measures will be taken against second-semester residents. Please take special note of this.

⇒ Measures due to insufficient cleaning: Restriction on dormitory admission for the 2026-1st semester and the 2026-2nd semester

1. Move-in Date & Time: Dec. 20th(Sat.), 2025, from 4:00 PM

Category	Move-in Date	Move-out Date
4 weeks	Dec. 20 th (Sat.), 2025, 4:00 PM ~	Jan. 17 th (Sat.), 2026, ~ 1:00 PM
7 weeks		Feb. 7 th (Sat.), 2026, ~ 1:00 PM

2. Move-in Location: Central Lobby, 1st Floor, Dormitory Building 1

- ※ After 5:00 PM on the official move-in date: Administrative Office, Dormitory Building 1
- ※ Delayed Move-in Application: If you are unable to move in after Dec. 28th(Sun.), you must complete a Delayed Move-in Application Form.
 - Portal(<https://portal.inu.ac.kr>) → Integrated Information → Housing (Dormitory) → Delayed Move-in Application



3. Required Documents (Verified on Move-in Day)

All required documents must be presented in order to move in. If any document is missing, move-in will not be permitted, so please prepare all documents in advance.

★ For 2nd semester residents assigned to the same room, the winter vacation move-in procedure does not apply ★

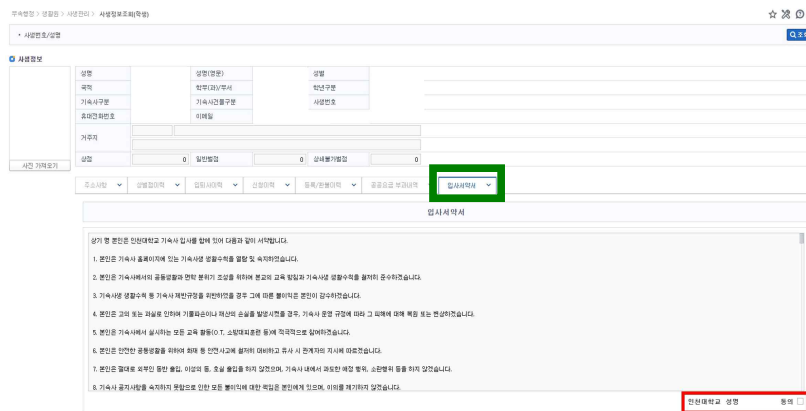
- 2nd Semester Residents Changing Rooms for Winter Vacation
 - Identification(Resident Registration Card, Student ID, Mobile Student ID, etc.)
- New Residents
 - Identification(Resident Registration Card, Student ID, Mobile Student ID, etc.)
 - Tuberculosis (TB) Test Result : A chest X-ray TB test conducted within two (2) months prior to the move-in date
 - ※ Acceptable documents: medical certificate or doctor's note, health certificate, or physical examination confirmation issued by a medical institution (public health center, internal medicine clinic, etc.)
 - ※ For regular admission: test results conducted on or after Oct. 21st, 2025, will be accepted

- Orientation Completion Period: Dec. 15th(Mon), 9:00 AM - 18th, (Thu.)11:59 PM
- ※ Residents who do not complete the orientation within the designated period will not be allowed to move in until completion, and 2 penalty points will be imposed.

4. 입사서약서 제출 방법

★ 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



5. Dormitory Orientation(Excluding Second-Semester Residents)

All new residents (excluding second-semester residents) are required to complete the dormitory orientation from Monday, December 15, 2025 to Thursday, December 18, 2025. Failure to complete the orientation within the designated period will result in 2 penalty points, and residents who have not completed the orientation will not be permitted to move in if this is confirmed on the move-in day. To ensure a smooth move-in process, please make sure to complete the orientation within the specified period.

○ How to Complete the Orientation: Please refer to the notice titled “2025 Winter Vacation Dormitory Online Orientation Guide (For New Residents)” on the Dormitory website.

○ Orientation Period: Monday, December 15, 2025, 12:00 AM - Thursday, December 18, 2025, 11:59 PM

※ Residents who fail to complete the orientation within the designated period will not be allowed to move in until completion, and 2 penalty points will be imposed.

6. Personal Items to Bring & Luggage Delivery

○ Personal Items to Bring: Luggage cart, bedding (pillow, mattress pad, blanket, etc.), desk lamp, toiletries, toilet paper, laundry detergent, drying rack, cleaning supplies, and other daily necessities

※ Air purifiers may be brought in after reporting to and receiving approval from the Dormitory Integrated Administrative Office.

※ [Reference] Basic Furnishings Provided: desk set, chair, wardrobe, bed (mattress size: 1000 × 2000 mm), and wireless internet (Wi-Fi)

Prohibited Items in Dormitory Rooms		
Category	Details	Remarks
Heating Appliances	Electric heaters, electric stoves, irons, electric kettles, hot plates, electric blankets, heating mats, etc.	<i>Multipurpose power strips must be products with an automatic power-off safety function</i>
Cooking Appliances	Rice cookers, induction cookers, electric frying pans, microwave ovens, etc.	
Hazardous Items	Gas burners, fuel (excluding portable gas canisters), firearms, explosives, firearms-related items, knives, etc.	
Drugs & Medicines	Psychotropic drugs (excluding prescribed medications), etc.	

○ Shipping Address for Packages:

- Dormitory, Incheon National University 119 Academy-ro, Yeonsu-gu, Incheon, Republic of Korea (Please include your name)
- You must clearly indicate the exact dormitory building you will be moving into. Packages will then be stored at the temporary package storage area for each dormitory.

○ Important Notes Regarding Package Delivery:

- Please make sure to collect all delivered packages by Sunday, December 28th, 2025.
- Be sure to include your full name and contact number. Writing your name clearly and in large letters on the outside of the package will help

with identification.

- You are personally responsible for any loss or damage. Please keep valuables with you at all times.
- Visiting the dormitory before the move-in date to store personal belongings is not permitted due to the risk of loss.

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.
- Restrictions on Visitors During Winter Vacation Move-in: As many students are already residing in the dormitory during the winter vacation move-in period, entry and accompaniment by external visitors, including parents, are not permitted.
※ Unauthorized entry by external visitors may result in penalty points and mandatory move-out.
- Question
 - Dormitory Office ☎ 032-835-9810 ~ 9813

2025. 12. 16.