

Guidance for Student ID Card Issuance

YONSEI UNIVERSITY

1. Student ID (ID Card)

Yonsei Student ID card is a multi-purpose identification card. It gives you access to university facilities such as libraries, sports facilities, computer rooms, etc.

International students can apply for an ID card with Woori Bank check card function, after (s)he gets an alien registration card from the Immigration Office. **Prior to the alien registration card issuance, only the ID without check card function is applicable.**

2. Eligibility

Newly enrolled students for 2023 Fall Semester who consent to a personal information collection, utilization, and processing entrustment to a trustee.

3. Application Period

- **10 a.m. Aug. 22 (Tue.), 2023 ~ 11:59 p.m. Aug. 25 (Fri.), 2023**
- Please refer to updated information at the University bulletin board (https://www.yonsei.ac.kr/en_sc/support/notice.jsp) as of early Aug. 2023.

4. How to find your student number

- For **undergraduate students**, please visit Yonsei Portal Service (YPS) Website at <https://portal.yonsei.ac.kr/main/indexe.jsp> ⇒ Login with your examinee's number and password(D.O.B. in YYMMDD form)→ Academic Information System ⇒ Academic Affairs ⇒ Finding the student ID number.
- For **Graduate students**, please visit the concerned Graduate School website or consult with the relevant admissions officer at your Graduate School

5. How to Apply

- Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) → Log in with student ID number and PW (initial PW : D.O.B. in YYMMDD order) → Academic Link → Issue Student ID → Apply for an ID card
- ※ Prepare a photo file for your ID in JPG format with no more than 200KB.
- ※ **International students are only allowed to apply for an ID without check card function until (s)he gets an alien registration card from the Immigration Office.**

6. ID Pick-Up Period and Location

- Newly enrolled students' ID will be distributed to the office of the each college that students' are affiliated when issued. **(International Campus students can get their ID in Underwood Memorial Library Service Desk)**
- ID cards not received within 2 weeks of issuance will be discarded for safety reasons.

7. Student ID Card(with Check Card Function) Issuance

- To apply for a student ID with check card function for cash deposit/withdrawal in ATMs, you should open a bank account at the on-campus Woori Bank with your alien registration card and the certificate of attendance.
- Alien registration card may take a maximum of one month to receive from Korea Immigration Service. If you are under processing to issue an alien registration, you must wait for receiving the card.
- A certificate of attendance is available from August 1 free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Service or at the Office of Academic Services (Room B101, Underwood Hall, Sinchon Campus) with payment.

8. Mobile ID card(Yonsei Y-MID)

A. Targets: Yonsei students who already received plastic ID card and are using SKT, KT, and U+ mobile under his/her name and agreed to collect and use personal information of mobile student ID

B. How to apply: Install Yonsei University mobile student ID app(Yonsei Y-MID app) in the Play Store(App Store)

1) You can use either a plastic card or mobile card by activating one of them.

※ How to activate the card

A) PC: Yonsei Portal Service → Log in → Academic Link → Issue Student ID → Press 'ID Card Mgmt.' Button → Press 'Choose the card to be activated'

B) Mobile: Y-MID APP → 환경설정 → 학생증/신분증 활성화 및 해제

2) Unactivated one is not available to use.

9. Student ID Card Re-issuance

A. Re-issuance of the ID Card without Check Card Function

1) Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>)

→ Log in with your student ID number and PW → Academic Link

→ Issue Student ID → Lost/Damaged/Expired Card Mgmt.

→ Lost/Damaged/Expired Card Report → Register

2) ID Card Mgmt. → Apply for an ID card (Non-Finance)

3) After receiving a text message from Yonsei service center, pick-up your ID Card at the designated place.

B. Re-issuance of the ID Card with Check Card Function

1) **Report a Lost/damaged ID Card: Do not miss out reporting immediately to Woori Bank(1588-9955) to prevent damage caused by theft of a lost card.**

2) Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>)

→ Log in with your student ID number and PW → Academic Link

→ Issue Student ID → 'Lost/Damaged/Expired Card Mgmt.'

→ 'Lost/Damaged/Expired Card Report' → Register

→ 'ID Card Mgmt.' → 'Apply for an ID card(Finance)'

- 3) Apply for the re-issuance of the Yonsei ID card at the on-campus Woori Bank. After you receive the re-issued check card, visit the Office of Academic Affairs (Room B101, Underwood Hall, Sinchon Campus) to add your student information on the check card.

C. Check Issuance Progress or Cancellation of Lost/Damaged/Expired ID Card Report

Yonsei Portal Service → Log in → Academic Link → Issue Student ID

→ Press 'Lost/Damaged/Expired Card Mgmt.' Button

→ Press 'Present Condition/Cancellation of the Lost/Damaged/Expired ID Card'

D. Issuance time:

- 1) ID with Check card function: 1~2 weeks to issue check card
- 2) ID without Check card function: One week from the application

9. Cancellation of Lost/Damaged/Expired ID Card Report

Yonsei Portal Service -> Log in -> Academic Link -> Issue Student ID -> Present Condition and Cancellation of the Lost/Damaged/Expired Card -> Report Cancellation

10. Inquiries

- A. Office of Academic Affairs, Student ID Card Issuance: +82-2- 2123-3205 (in Seoul)
- B. Immigration Contact Center on Alien Registration Card: 1345 (in Seoul)
- C. Banking Service for international students at Woori Bank: 02-1599-2288 (in Seoul)
- D. Woori Bank App: Woori Bank(1588-5000-0-2-2 or 1599-5000-0-2-2)
- E. Woori Bank Yonsei Financial Center Sinchon Campus : 02-313-3198 Ext. 313 or 321 (in Seoul)
- F. Woori Bank Songdo International Campus Center: 032-822-6321 (in Seoul)
- G. Woori Bank Mirae Campus: 033-760-5159 (in Seoul)
- H. Mobile Student ID(Yonsei Y-MID) App: +82-2-3470-4951