

On-Campus Housing Application Guide for Int'l Faculty

YONSEI AVISON & SK GLOBAL HOUSE



YONSEI
UNIVERSITY

Eligibility to apply

Staff of Yonsei University and visiting faculty members at home and abroad (not applicable to graduate and undergraduates)

STEP 1.

Send an official letter 'Guest House Reservation Request'

Official Letter Sample

제목 : 에비슨하우스 게스트룸 예약 요청

수신 : 생활관(행정팀장)

1. 귀 부서의 무궁한 발전을 기원합니다.
2. OO대학은 2022-2학기부터 교환교수로 재직 예정인 해외대학 교원의 숙소를 아래와 같이 예약요청 드립니다.

건물명	룸타입	거주자명	거주기간	납부방법 (부서코드)	이메일 주소 (교직원번호)
OO	C	김연세 (외0명)	2022.7.29.(월) ~2024.7.28.(화)	기관납부(내부거래코드) OR 본인납부(기관보증)	***@yonsei.ac.kr Y00***

첨부(방문교직원 예약시) : 초청장 혹은 임용관련서류

STEP 2.

Guest house user registration and reservation application

Guests should register (**create an account**) at the site below after sending the official letter.

1. Avison House: <https://jbhaksa.yonsei.ac.kr/guest>
2. SK Global House: <https://jbhaksa.yonsei.ac.kr/skglobal>

STEP 3.

- Payment of user fees (see Step 4 for payment through institution and internal transactions)

Room type	Bed	Capacity (max)	Area(m2)	Cost(per day)	Cost(per month)
A	Single 1	1	22.1	100,000 (70,000-Yonsei faculty)	700,000 (600,000-Yonsei faculty)
B1	Queen 1	2	50.2	120,000 (90,000-Yonsei faculty)	1,200,000 (1,000,000-Yonsei faculty)
B2	Twin 1	2	50.2	120,000 (90,000-Yonsei faculty)	1,200,000 (1,000,000-Yonsei faculty)
C	Queen 1, Single 1	3	71.7	150,000 (110,000-Yonsei faculty)	2,100,000 (1,800,000-Yonsei faculty)

★ Keep in mind that you must pay the housing fee one month in advance.

STEP 4.

Receive booking confirmation and reminder (you can check the details on the booking site)

- Reservation status & payment check

1. Avison house(university) : <https://jbhaksa.yonsei.ac.kr/guest>
2. SK Global House : <https://jbhaksa.yonsei.ac.kr/skglobal>