

On behalf of Yonsei University graduate school, it is a pleasure and honor to award you your degree. Congratulations upon your academic achievements.

In terms of upcoming graduation ceremony, we would like to notice that the commencement will be replaced with an online video due to the Covid-19 pandemic. The video will be available on the Yonsei University official website and official YouTube channel from 22nd of February.

The ceremony gown rental and diploma distribution will proceed as expected for eight days. You need to book a time slot in order to prevent congestion and distribute the number of people. Please find the detailed information in the below section. If you are unable to visit within the specified period, you can receive the degree certificate at the Graduate School administration office, Stimson Hall. Please understand that this is an inevitable measure for the safety of all the students.

1. Check the prospective degree recipient of February 2021

Checking system will be available from 10th of February to 16th of February on Yonsei Graduate School website. (graduate.yonsei.ac.kr)

2. Guidelines for the Ceremony Gown Rental (for Master's Student only)

A. Booking Process for the Ceremony Gown Rental

- Access to the Yonsei graduate school website > Check the prospective degree recipient of February 2021 > Book a time slot
- Available booking date and time
 - From 17th Feb, 2021 (Wednesday) to 25th Feb, 2021 (Thursday) : 9.30 am ~ 16.30 pm (except weekend)
 - 26th Feb, 2021 (Friday) : 9.30 am ~ 14.00 pm
- > Select the time zone between AM and PM
 - AM : 9.30 $\sim 13.00 \ / \ PM$: 13.00 ~ 16.30

B. Laundry and Keeping Fee Payment

- Payment due date
 - From 17th Feb, 2021 (Wednesday) to 25^{th} Feb, 2021 (Thursday) : $9.30 \sim 16.30$
 - 26^{th} Feb, 2021 (Friday) : $9.30 \sim 14.00$
- Payment process

: Login to the portal site (http://portal.yonsei.ac.kr) > login > Academic information > Academic information management > Academic records > Borrowing Gown (laundry-keeping fee payment) > Check the individual virtual account number > Make a payment (7000won, Credit Card is not available)

C. Rental Process

- Location : Baekyang Hall S220 (2nd floor, located on the right side of the Main Library)
- Gown rental is available only after submitting the student ID card, and laundry and keeping fee payment receipt.
- Gowns must be returned by 16.30 pm, 26th of February 2021. (If you do not return the gown including ceremony cap, certificate issuance service will be no longer available)

3. Guidelines for Doctoral Student

- > Doctoral students must prepare gowns, hoodies, and caps on their own.
- For doctoral gown rentals, please contact to Sung-Eui Sa (http://www.gown21.com Tel: 02-754-7650), or Chun-Choo Sa (http://chunchoo.co.kr Tel 02-312-6661).

4. Diploma Distribution

- ▶ Distribution Date : 17th of February 2021, 9.30 am ~
- > Location : Baekyang Hall S220 (2nd floor, located on the right side of the Main Library)
- > Process
 - For Master's Student : Return the gown > Submit students' ID card > Receive the diploma
 - For Doctoral Student : Submit students' ID card > Receive the diploma
 - For Substitute : Submit graduate student's ID card (identification card) > Receive the diploma

5. Others

- If you have any library books that need to be returned, please make sure to have everything paid and returned by <u>15th of February, 2021</u> (Friday).
- ▶ If you return any books after the due date, you must submit the '도서반납증' (Confirmation of book return) when you borrowing a ceremony gown.

<u> * Important Notice</u>

- 1) Only one person is allowed to enter the Graduate School office when renting and returning gowns, and collecting the diploma.
- 2) You must wear a personal mask when visiting the Graduate School office.
- Students who have any symptoms related to Covid-19, will not be allowed to visit the Graduate School office.
- 4) You must be sure to follow the booking time for gown rental.

February, 2021

Yonsei University Graduate School