



## Notice of the Graduation Ceremony (2024. 2.)

Congratulations upon your academic achievements and honorable graduation from Yonsei University. Please read the following information regarding the commencement ceremony. About the ceremony gown rental and diploma distribution, you need to book a time slot in order to prevent congestion. Please find the detailed information in the below section. If you are unable to visit within the designated 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. Commencement Ceremony Time & Location

- **Monday, 26 February 2024, 11:30 A.M. at the Main Auditorium(대강당)**

### 2. Check the prospective degree recipient of February 2024

Checking system will be available from **15<sup>th</sup> of February to 26<sup>th</sup> of February** on Yonsei Graduate School website. ([graduate.yonsei.ac.kr](http://graduate.yonsei.ac.kr)) Please find the 'prospective degree recipient check' manual

➤ **Guidelines for Booking procedure for the gown rental and diploma distribution**

- 1) Access to the Yonsei Graduate School website
- 2) Click on the 'Check the Prospective Degree Recipient of February 2024' Pop-ups.
- 3) Select the date
- 4) Select the visit time (AM 9:30~13:00 / PM 13:00~16:30)
- 5) Select the substitute recipient Yes/No and enter his/her name  
(If a substitute recipient receive your diploma, please tick the box)
- 6) Tick the box for a 'personal information collection agreement'

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

#### A. Gown Rental date and time

- From **20<sup>th</sup> Feb**, 2024 (Monday) to **23<sup>th</sup> Feb**, 2024 (Thursday): 9:30 am ~ 16:30 pm
- **26<sup>th</sup> Feb**, 2024 (Friday): 9:30 am ~ 14:00 pm

※ **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) (<http://www.gown21.com> Tel: 02-754-7650), or [Chun-Choo Sa](http://chunchoo.co.kr) (<http://chunchoo.co.kr> Tel 02-312-6661).

#### B. Laundry and Keeping Fee Payment

- Payment due date
  - From **19<sup>th</sup> Feb**, 2024 (Monday) to **26<sup>th</sup> Feb**, 2024 (Monday) 14:00
- Payment process
  - : Login to the portal site (<http://portal.yonsei.ac.kr>) > login > Academic information > Graduation > (Graduation Gown) Bill (※ 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 S111** (1st 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, 26<sup>th</sup> of February 2024** . (If you do not return the gown including ceremony cap, certificate issuance service will be no longer available)

## 4. 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).
- **Commencement Picture for Doctoral Students**
  - **Time: Monday, 26 February 2024 11:10 A.M.** (Please come by 11:00, In front of the Underwood Hall)
  - **Location: In front of the Underwood Hall** (The president and the vice president of the University, and the Dean and the Associate Dean of the Graduate School will be joining the photo session)

## 5. Directions for the Ceremony

- **Master's Students**: Please come to the **Main Auditorium** with your cap and gown on by **11:20 A.M.**(There will be no photo session).
- **Doctoral Students**: After the commencement picture photo shoot, you will be entering the commencement hall with your cohorts. Please have your cap and gown on for the photo shoot by **11:00 A.M. in front of the Underwood Hall**, and be ready to enter the commencement hall.

## 6. Instructions for the Degree Conferment during the Commencement Ceremony

### ➤ Master's Students

All graduating students must stand up when the student representative walks up to the stage. When the representative receives his/her diploma from the President, turns back, and shifts the tassel from the right to the left, all master's students should move his/her tassel as the same way. You can sit down when the representative steps down.

### ➤ Doctoral Students

Please stand up when your name is called. You will be seated when the student representative receives his/her diploma from the President and comes down from the stage.

## 7. Diploma Distribution

- Distribution Date : 20<sup>th</sup> of **February** 2024, 9:30 am ~ 26<sup>th</sup> of **February** 2024, 16:30 pm
- Process
  - For **Master's** Student : Return the gown > Present students' ID card > Receive the diploma
    - ☞ Location : **Baek yang Hall S106** (1st floor, located on the right side of the Main Library)
  - For **Doctoral** Student : Present students' ID card > Receive the diploma
    - ☞ Location : **Baek yang Hall S106** (1st floor, located on the right side of the Main Library)
  - Diploma distribution for deputies : \* Things to bring
    - ☞ Graduate's identification card (student ID card available)
    - ☞ Substitute recipient's identification card

## 8. Others

- If you have any library books that need to be returned, please make sure to have everything paid and returned by **15<sup>th</sup> of February 2024 (Thu)**.
- If you return any books after the due date, you must submit the '도서반납증' (Confirmation of book return) when you borrow a ceremony gown.

### ※ Important Notice

- 1) To keep the quiet atmosphere during the ceremony, commencement ceremony hall (Main Auditorium 1<sup>st</sup> floor) will be closed once the ceremony starts. Entrance and exit will not be available during the ceremony.
- 2) After 11:30 A.M. on the ceremony day, 1<sup>st</sup> floor of main auditorium will be closed. You can use 2<sup>nd</sup> floor entrance instead.
- 3) Seats limited with restricted line will be only available to relevant graduate school students.
- 4) Please turn off or mute your cell phone before the ceremony starts.
- 5) Once the ceremony starts, changing seats and shooting photos will be prohibited.
- 6) Private photographers cannot enter to the commencement ceremony hall.
- 7) Only one person is allowed to enter the Graduate School office when renting and returning gowns, and receiving the diploma.
- 8) You must follow the booking time for gown rental.

**February, 2024**

**Yonsei University Graduate School**