IGC IT Center User Guidelines
for SUNY Korea New Students

Provided by SUNY Korea Student Services & Career Team

For Questions:
SUNY Korea Student Services & Career
student@sunykorea.ac.kr / 032-626-1195
IGC IT Center
itcenter@igc.or.kr / 032-626-0200
Office Hours:
Mon-Fri, 9am – 12pm / 1pm – 6pm
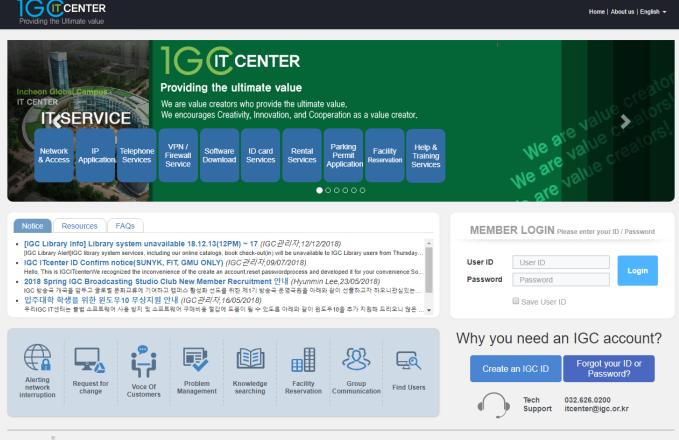Closed on weekends and public holidays

IGC IT Center

You need to create an IGC ID in order to login to the housing application website.
Please visit IGC Center (itcenter.igc.or.kr) to create an IGC ID.

IGC IT Center provides services as following:
- Housing application (check-in and check-out every semester)
- Software download (Windows 10, MS office programs and Hangeul)
- IGC student ID card application (campus building access)
- Facility rental services (cameras, beam projector, speakers, table PCs, laptops, etc.)
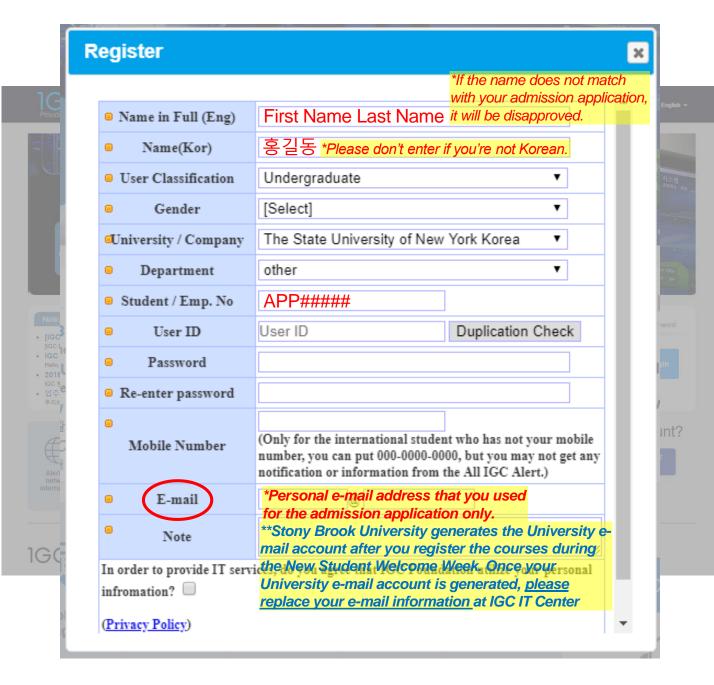
IGC IT CENTER: Itcenter.igc.or.kr

IGC ID Application

You need to create an IGC ID in order to login to the housing application website.
Please visit IGC Center (itcenter.igc.or.kr) to create an IGC ID.
As most of you won't have your Stony Brook e-mail account yet, please use your personal e-mail address to create an ID.

*NOTE: Please use your personal e-mail address that you used for the admission application. The University won't be able to verify you if you use different e-mail address here. If you'd like to change your e-mail address, please leave your message at student@sunykorea.ac.kr.

Register

Name in Full (Eng)	First Name Last Name **If the name does not match with your admission application, it will be disapproved.*
Name(Kor)	홍길동 **Please don't enter if you're not Korean.*
User Classification	Undergraduate ▼
Gender	[Select] ▼
University / Company	The State University of New York Korea ▼
Department	other ▼
Student / Emp. No	APP#####
User ID	User ID [Duplication Check]
Password	
Re-enter password	
Mobile Number	(Only for the international student who has not your mobile number, you can put 000-0000-0000, but you may not get any notification or information from the All IGC Alert.)
E-mail	**Personal e-mail address that you used for the admission application only.* ***Stony Brook University generates the University e-mail account after you register the courses during the New Student Welcome Week. Once your University e-mail account is generated, please replace your e-mail information at IGC IT Center*
Note	

In order to provide IT service, do you agree to offer the validation of your personal infromation? ☐

(Privacy Policy)

Application Approval

Once you submit the IGC ID application (with your personal e-mail address), the University admin (Student Services & Career) will review your application and approve it.

During the office hours, it will been approved in 5-10 minutes. However, if it's not during the office hours, it will be approved in the morning of the first business day after your application.

Once it's been approved, you'll get a text message notification. (if you have entered your Korean phone number.)
If you don't have a Korean phone number, you'll be notified via email.

Register

Your request has been processing.
Please, wait for the confirm message from system manager.

▶ | Close