GUIDANCE FOR THE DORMITORY APPLICATION ON THE GLS
HOW TO CONTACT GLS

1. SKKU Website([http://www.skku.edu](http://www.skku.edu)) ▶ Click “ENG” for English mode

2. Click “KINGO ID LOGIN”

3. Click “GLS”

(Graduate students) I cannot find “GLS”. There is only “ASIS”.

Click “포털 이동 (Change portal)” ▶ Select “Students’ portal”
STEP 1: SELECT CAMPUS & DORM TYPE

• Left Menu: Application/Graduation Requirements Management → Dormitory → Dorm application

• Check campus, dormitory, application details from Year/Semester List
  Choose one year/semester marked “Possible to Apply”.
  You can only make one application for each year/semester.

FAQ

I cannot find “Dorm application”.

Are you a graduated student or Ph. Doctor course?
If you can see 2 menus in dormitory (certification of resident and check-out list), you cannot apply to dormitory.

On the top of left menu, you can check whether you are graduate or undergraduate. If this is wrong, please ask to the office of your department.
STEP 2: CHECK & MODIFY PERSONAL INFO.

1st Tab [Check My Info.]

Check and Modify Personal Info.
Check your phone number, email address, and current registered (Korean) address. If there are any errors, please update this.
- If your phone number or email address are wrong, you will not receive urgent notifications.
- You will receive the dormitory newsletter at your current registered (Korean) address. It is recommended that this is your parents' registered address.
- Your home address cannot be changed.

Check and Modify Refund Info.
Refund information will be needed if you leave midway through your residence period, and/or to return the deposit at the end of your stay. Choose the refund bank account. Please ensure that you input the correct bank name and account number.
- You will be responsible for money being sent to the wrong account if you input the wrong account number.
- The account holder does not have to be the applicant.

Check the previous semester's grades
The previous semester's grades are your most recent semester's grades. Grades of F will be regarded in the applicant selection procedure.
If you only took courses with grades of P/F in the previous semester, your grades from the next most recent semester will be used. However, if you received F in all subjects, so your grade points are 0, you will be excluded from selection.

Check Dormitory Penalty Points
Dormitory penalty points from the semester/vacation prior to this application's selected year/semester will be regarded in the applicant selection process. Dormitory penalty points will be considered in applications to choose “Dormates”. During the applicant selection procedure, if two applicants have the same score, the one with fewer penalty points will be chosen. Even if you did not receive any penalty points in the previous semester, if you received disciplinary action affecting future applications, you will be excluded from selection.
How to write “Current address”?

If you have not Korean address, follow below method.

1. Click (magnifying glass) button
2. Click “우편번호(5자리)”
3. Insert “16419” in Keyword ▶ Click [SEARCH]
4. Double click first address (성균관대학교 자연과학캠퍼스)
5. Write “Dormitory” in second blank line.

<table>
<thead>
<tr>
<th>seq</th>
<th>Zip Code</th>
<th>Address</th>
<th>Address</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16419</td>
<td>경기도 수원시 장안구 서부로 2066</td>
<td>천천동 300</td>
<td>성균관대학교 자연과학캠팟스</td>
</tr>
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<tr>
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<td>천천동 324-18</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>16419</td>
<td>경기도 수원시 장안구 일월로90번길 7</td>
<td>천천동 324-1</td>
<td>일월천주교회</td>
</tr>
</tbody>
</table>
### STEP 3: SELECT CHECK-IN DATE & DORM

#### 2nd Tab [Application]

<table>
<thead>
<tr>
<th>Check My Info</th>
<th>Application</th>
<th>Meal plan</th>
<th>Rules Agreement</th>
<th>Dormite</th>
<th>Survey</th>
</tr>
</thead>
</table>

#### Modify Desired Check-in Date
- Possible non-standard check-in dates will be displayed in yellow.
- To select your desired check-in date, press the Calendar button. (Available dates will be displayed in yellow.)
  - It is impossible to change your chosen check-in date after the application period has ended, so please refer to your academic and personal calendars carefully before selecting the date.
  - Since the residence period differs depending on the selected check-in date, the dormitory fee also differs accordingly.
  - There is no early check-in during a vacation.

#### Select Desired Dormitory
- The list of available dormitories is on the left. Select your desired dormitories from this, and click [▶] to move them into your list of chosen options.
  - You must select at least one dormitory to proceed with the application.
  - You can select up to 7 dormitories. Use the [▲] and [▼] buttons on the right to adjust the order so your first choice is at the top, second is next, etc.
  - If you do not select choices 2-7, and you fail to get your first choice, you will be excluded from selection or your application will proceed for a random dormitory.

#### Check the Application Schedule
- This is information about the current ongoing application schedule. Please check the registration period again.

#### Checking the Price of Your First Choice
- The dormitory fee and deposit are calculated automatically based on your first choice of dormitory and residence period. If you want to see how the price differs from dormitory to dormitory, experiment changing your first choice.

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Note: Your dormitory fee will increase depending on the selected meal plan. The fee will also depend on dormitory, room type, check-in date, etc.
If I select "None" regarding the meal plan, can I not use the cafeteria?

Yes. Though having selected “None,” you can use it by purchasing the meal coupon from the vending machine of the cafeteria every time.
**STEP 5: AGREE TO RULES**

Read this carefully so you understand the entry and refund rules. After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

◆ **Agreement to Rules for Dormitory Application and Refund**

Read this carefully so you understand the entry and refund rules. After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

◆ **Agreement to Residents’ Rules and Penalty Points**

Read this carefully to understand residents’ rules and the penalty point system. After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

◆ **Agreement to Rules for Tuberculosis Checkup**

Read this carefully to understand the rules for tuberculosis checkups and address changes. In particular, to avoid being refused entry to the dormitory on the check-in date, please read this carefully. After reading this carefully, check (V) the box to accept the conditions and proceed with the application.
**STEP 6: ‘DORMATE’ APPLICATION**

Why availability is “impossible”?

1. Did you get dormitory penalty points last semester or vacation?
2. Do you select the 4-persons-4-rooms? (1st choice)
3. Are you freshmen?

If you say “Yes” of these questions, you cannot apply to “Dormate”.

**FAQ**

Check Availability and Choose Whether to Apply for a Specific Roommate

If you are qualified to apply, this will be shown as “Possible”, and if you are not then it will be displayed as “Impossible” and you will proceed to the next step automatically.

If you qualify and wish to apply, click “Apply”; otherwise you will be assigned a roommate randomly.

Roommate Application Info.

The number of roommates you can choose depends on the room type of your first choice of dormitory. Enter the student ID numbers and names of your chosen roommates in the columns shown.

- In the case of 2-persons-1-room you must choose 1 roommate, for 4-persons-1-room you can must choose 3, for 6-persons-3-rooms you must choose 1/3/5, etc. You must choose all to proceed with the application.
- Once again, you must input the right student ID numbers and names. If there is an error, you will be excluded from roommate selection automatically.
- For more information on roommate application, check the “Rules for ‘Dormates’”.

Agreement to Rules for “Dormates”

Read this carefully to understand the rules for “dormates”. After reading this carefully, check (V) the box to accept the conditions and proceed with the application.
STEP 7: COMPLETE THE SURVEY

◆ Chronotype, Sensitivity Info.
Please answer the survey to help with random assignment of rooms and roommates. This information will only be used as a reference, as it will not be possible to match everyone ideally.

◆ Survey
This pre-admission survey is necessary for residents, so please answer the questions honestly.

STEP 8: SUBMIT THE APPLICATION

Complete and Submit the Application

Your application will be saved and sent when you press “Submit”.
Please complete everything by the end of the application period, then click “Submit” to complete the application.
• If you do not complete a required field, your application will not be saved until the form is filled in completely.
• You can modify your application as many times as you wish during the application period. After this period is over, the application cannot be modified.
MODIFY OR CANCEL OF APPLICATION

• During the admission application period, it is possible for you to directly modify or cancel what you requested, but after the end of the relevant period, it is impossible for nobody to modify or cancel it.

FAQ

How can I change my prior choice regarding the desired dorm units on the ‘Schedule’? (ex. Change of campus)

Because it is impossible to together select both of the dorm units on the ‘Schedule’, in your case, first you must cancel the ex-application to select the other unit. Therefore, it is necessary to reapply after resetting the ex-application by pressing the button ‘Cancel’.

If you wish to change your application, click "Cancel" and start a new application.
• You can only make one application for each year/semester.
  e.g.: Two applications have been made for the same semester (Semester 1, 2015) below. The applicant must choose only one of these.

If you wish to modify your submitted application before the application deadline, select your application from the list, make the modifications, and click “Modify”. (It will not be possible to modify applications after the end of the Application Period.)
Checking the acceptance or printing the invoice is available after the result is announced.

Find the Dormitory – Dorm info. menu ▶ Select the This Year/Semester ▶ Click Dormitory Info.

- **Check acceptance STATE**
  - **Application**: the admission application has been completed. Currently, successful applicants have not been announced.
  - **Allotment (Success)**: As a successful applicant, you are a candidate for the admission. Please find the allotted dorm and room type at the bottom to the right side.
  - **Failure**: As shown from the result of the announcement, you are not a candidate for the admission.
  - **Cancel**: Your allotment has been cancelled due to the non-payment of the dorm fee within the designated period.

FAQ

**Why is “Room No.” blank?**

The room allotment is performed after the end of all dorm application and registration, and you can find your room no. here on the room no. announcement day. Generally, the relevant announcement is made one day before the check-in date.
HOW TO PAY & HOW TO CHECK WHETHER RECEIVED OR NOT

• When paying the exact amount specified on the invoice in the virtual bank account, it is possible to immediately check its result, whether successful or not on the GLS.
• Find the Dormitory – Dorm info. menu ▶ Select the This Year/Semester ▶ Click Payment/refund

◆ Statement
  – Paid / Not paid
  – If you paid the dorm fee, you can see the paid date.

◆ Refund
  – You can check your refund details here.
LEAVING DORMITORY BEFORE THE CHECK-OUT DATE

- You should apply until the day before your check-in date.
- Freshmen who cancel the enrollment need to be applied.
- Dormitory- Dorm Info. – Click [Cancel(Refund)] button.

- Only for allocated students who are already paid, there will be a button “Cancel(Refund)”. If you decide to cancel the application before your check-out date, click the button.

- Procedure
  - After click the button, you need to write the reason of leaving dormitory. And also you could change your refund account.
  - When the work is finished, there will be called from dorm office to confirm. Without contact, no refund will be made.