

GUIDANCE FOR THE DORMITORY APPLICATION ON THE GLS

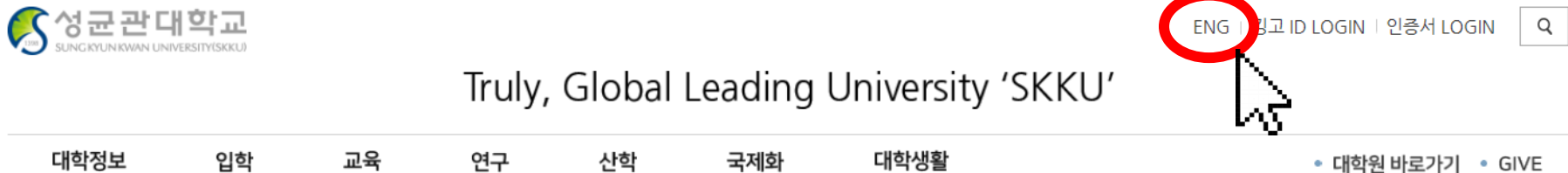
SKKU DORMITORY

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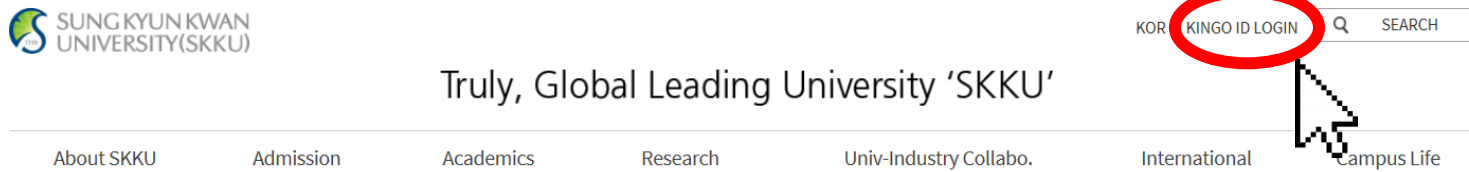
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HOW TO CONTACT GLS

1. SKKU Website(<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”.

FAQ



Click “포털 이동(Change portal)” ▶ Select “Students’ portal”

APPLICATION PROCESS

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.

Application/Graduation Requirements Management

- Notice
- Application for Leave of Absence/Return
- Application for Test
- Application for Scholarship
- Application for Tuition Installment
- Dormitory
 - Dorm application**
 - Dorm info.
 - Change of Meal Plan
 - 비사생식수신청 (학생)
 - Register Sleep Out

Dorm application

Check Acceptance SEARCH

학생정보

Student ID: [] Name: []

Degree Course: [] Undergraduate (Major): []

Schedule

1	Possible to Apply	HSSC(Seoul) 2015 year Application for Winter V	Mye
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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.

Search Graduate

My Menu

메뉴펼치기 메뉴접기

- Academic Calendar
- Application/Graduation Requirements Management
 - 기숙사**
 - Certification of Resident
 - check-out list
- Academic Status/Personal Area

STEP 2: CHECK & MODIFY PERSONAL INFO.

1st Tab [Check My Info.]

Check My Info. Application Meal plan Rules Agreement Dormate Survey

Personal Info.

Cell Address e-mail

When Entering Cur.

Please write the mailing address of your parents for the Current Register

Previous semester's grades

Yr. of Grades Acquired Academic Semester Credits Earned GPA (Grade Point)

The period of validity of TB test & Penalty points

TB test validity

Previous year/semester

Disciplinary Res

Penalty point

Disciplinary Result

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.

Refund Info.

Bank for Refund Bank Account Acct Holder

★ 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.
- If you don't have a Korean bank account yet, You should choose one of the bank list and fill in "0". You can modify it after you check-in dormitory

❖ 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.

①

⑤

도로명주소 우편번호검색

도로명주소 우편번호검색

우편번호를 검색한 후, 주소정보를 더블클릭하세요.

SEARCH CLOSE

Search Condition

Search T: ☐ 도로명+건물번호 ☐ 동(읍/면/리)명+지번 ☒ 우편번호(5자리) ☐ 건물명

Keyword

우편번호 DB 업데이트 일자 : 2015.11.25.(우정사업본부 제공) Total Count : 1 / 5

seq	Zip Code	Address	Address	Address
④ 1	16419	경기도 수원시 장안구 서부로 2066	천천동 300	성균관대학교자연과학캠퍼스
2	16419	경기도 수원시 장안구 서부로 2066		
3	16419	경기도 수원시 장안구 서부로 2066		
4	16419	경기도 수원시 장안구 일월로90번길 19	천천동 324-18	
5	16419	경기도 수원시 장안구 일월로90번길 7	천천동 324-1	일월천주교회

STEP 3: SELECT CHECK-IN DATE & DORM

2nd Tab [Application]

★ 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 3~6 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.

STEP 4: SELECT MEAL PLAN

3rd Tab [Meal Plan]

Check My Info. Application **Meal plan** Rules Agreement Dormate Survey

☐ Options ☐ None ☐ 0.5m/day(3450won) ☐ 1m/day(3200won) ☐ 1.5m/day(2950won) ☐ 2m/day(2700won) ☐ 2.5m/day(2600won)

Meal plan fees

☐ meals Won X ((☐ Selected (s) ☐ Enter Period Days) - ☐ Deducted meals) = ☐ Total Won

Notices and Rules

☐ I have read and agree to all the notices and rules.

☐ 식당은 E-하우스에 위치.
E-하우스 지망자만 신청가능.

★Options

Choose one of the meal plans available on the E-zipbob or G-house breakfast.

- A discounted rate will be applied depending on your chosen meal plan. The higher the number of tickets purchased, the cheaper each meal.

★Agreement to Notices and Rules

Please read this carefully as it involves the information, rules, precautions, and useful information regarding choosing and changing options.

After reading the notices and rules above, check (V) the box to accept the conditions and proceed with the application.

❖ Meal plan fee: Calculating the Costs of Each Option

The cost for your selected option is displayed automatically.

- The meal price is added to the dormitory fee on the invoice.



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

4th Tab [Rules Agreement]

Check My Info. Application Meal plan **Rules Agreement** Dormate Survey

Agreement to Rules for Dormitory Application and Refund

☐ I have read and understood the rules, and I agree to

Agreement to Residents' Rules and Penalty Points

☐ I have read and understood the rules, and I agree to

Agreement to Rules for Tuberculosis Checkup

☐ I have read and understood the rules, and I agree to

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

5th Tab [Dormate]

Check My Info. Application Meal plan Rules Agreement **Dormate** Survey

Availability Apply or ☒ Apply ☐ Random

Dormate Application Info.
dorm/room type

No.	Roommate 1		Roommate 2		Roommate 3		Roommate 4		Roommate 5	
	Student ID	Name	Student ID	Name	Student ID	Name	Student ID	Name	Student ID	Name

Rules for 'Dormates'

☐ I have read and understood the rules, and I agree to

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-people-1-room you must choose 1 roommate, for 4-people-1-room you can must choose 3, for 6-people-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.



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

STEP 7: COMPLETE THE SURVEY

6th Tab [Survey]

Check My Info. Application Heal plan Rules Agreement Dormate **Survey**

*This will be use to match roommate:

▶ **Chronotype** ☐ None ☐ Evening person ☐ Morning person

▶ **Sensitivity** ☐ None ☐ Sensitive to ☐ Sensitive to

Survey

submit

Chronotype, Sensitivity Info.

Please answer the survey to help with random assignment of rooms and roommates.

This information will only be used 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.

No.	Apply	Campus	Semester	Application Details
1	Modify	HSSC(Seoul)	2015 year Application for Winter y	Mye

☐ I have read and agree to all the notices and rules.

인사캠 식당은 E-하우스에 위치.
E-하우스 지망자만 신청가능.

Next Modify Cancel

- 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.)
- 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.



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'.

PRINT THE INVOICE

- 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.**

The screenshot shows a web interface for a university portal. At the top, there is a search bar with 'Search Condition' and a 'SEARCH' button. Below it, a table lists application details. A red box highlights the 'Invoice' button in the top right. Another red box highlights the 'Dormitory Info' menu item in the 'Check My Info.' section. Below the menu, there are sections for 'Schedule' and 'Assigned dormitory'. The 'Assigned dormitory' section has a red box around the 'State' and 'Room' fields.

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Major	Cell Phone	Pay
1	NSC(Suwon)	2015	Application for Winter	1	residence	Health Sciences and technology		
2	NSC(Suwon)	2015	Fall semester	1	termination	Health Sciences and technology		
3	NSC(Suwon)	2015	Application for Summer	1	termination	Health Sciences and technology		

Check My Info. **Dormitory Info** Dormate Payment/refund Black marks Survey

Schedule
 Campus: NSC(Suwon) Semester: 2015 Application for Winter Vacation F Degree: 1

Preferring dormitories

우선순위	기숙사명	룸타입
1	Shin-gwan	n-gwan 2person 1r
2	Shin-gwan	n-gwan 4person 1r

Assigned dormitory

Preferred Date for Joining: 2015/12/20 ~ 2016/02/24 66 Day
 Check-out date: / /
 State: residence Dormit: 신관
 Room: 신관2인1실 Room:

◆ Print the invoice

Click the [Invoice] button

◆ 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.



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**

The screenshot shows a web application interface with a top navigation bar containing the following tabs: 'Check My Info.', 'Dormitory Info.', 'Dormate', 'Payment/refund', 'Black marks', and 'Survey'. The 'Payment/refund' tab is selected and highlighted with a red box. Below the navigation bar, there are two main sections: 'Invoice' and 'Details'.

The 'Invoice' section contains a table with the following data:

No.	Entry	Statement	Bank for Payment	Account No.	Payment start date	Payment due date	Paid date	Amount
1	기숙사비(가산)	예	우리은행		2015/06/01	2015/06/03	2015/06/02	

The 'Details' section contains a table with the following data:

No.	Type	Date of Application	Refund (Y/N)	Refund date	Refund amount	Bank for Refund	Account for Refund
1	만기퇴사환불	2015/08/28	Y	2015/09/04	50,000	우리은행	

◆ Statement

- Paid / Not paid
- If you paid the dorm fee, you can see the paid date.

◆ Refund

- You can check your refund details here.