※ **This is a guidance of Myeongryun Haksa(Seoul campus Dormitory).**
    To find the guidance of Bongryong Haksa(Suwon campus Dormitory),
    please select 'Bongryong Haksa' on the first web page of dormitory website.

2019-Summer Vacation
Myeongryun Haksa Dormitory Admission Guidance

(The Humanities and Social Sciences Campus Dormitory)
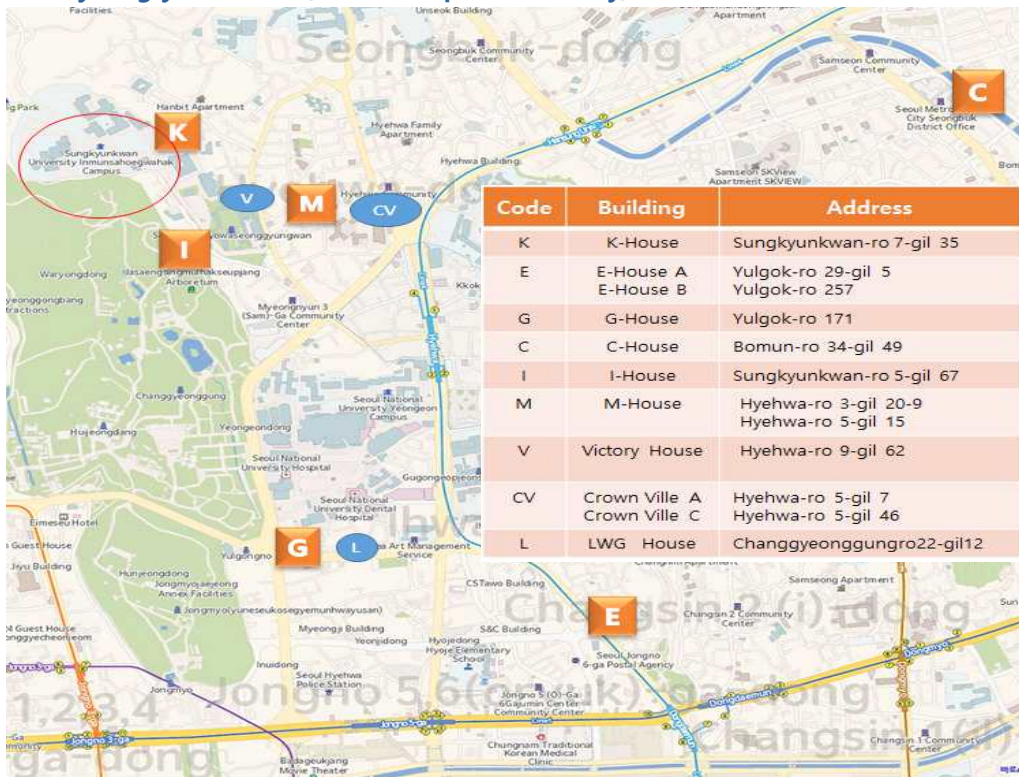
SUNG KYUN KWAN UNIVERSITY

Contents

1 | Location

1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory,
  known as Myeongnyun Haksa, is comprised of C, E, G, I, K and M Houses, and Leased building accommodation.
- The Natural Sciences(Suwon) Campus dormitory,
  known as Bongryong Haksa is comprised of 5 dormitory buildings, In-, Ui-, Ye-, Ji-, and Shin-gwan, all of which are managed directly by the university.

2. Myeongryun Haksa (Seoul Campus Dormitory) Location

Code	Building	Address
K	K-House	Sungkyunkwan-ro 7-gil 35
E	E-House A E-House B	Yulgok-ro 29-gil 5 Yulgok-ro 257
G	G-House	Yulgok-ro 171
C	C-House	Bomun-ro 34-gil 49
I	I-House	Sungkyunkwan-ro 5-gil 67
M	M-House	Hyehwa-ro 3-gil 20-9 Hyehwa-ro 5-gil 15
V	Victory House	Hyehwa-ro 9-gil 62
CV	Crown Ville A Crown Ville C	Hyehwa-ro 5-gil 7 Hyehwa-ro 5-gil 46
L	LWG House	Changgyeonggungro22-gil12

- E-House/G-House/LWG House: Approximately 20~30 minutes on foot to the campus).
- Morning Shuttle bus runs only during Spring and Fall semester.(No shuttle bus during vacation)

2 | 2019-Summer Vacation Admission

1. Application Schedule

(1) Summer Vacation Application Schedule

Stage	Details	Dates	Time
1st term	Applying period	May.22.(Wed) ~ Jun.2.(Sun)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Jun.5.(Wed) ~ Jun.9.(Sun)	10:00 ~ 23:00
2nd term	Applying period	Jun.10.(Mon) ~ Jun.12.(Wed)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Jun.14.(Fri) ~ Jun.17.(Mon)	10:00 ~ 23:00
Room assignment	Announcement of the result of Room assignment	Jun.20.(Thur)	After 17:00
Residence Period	Official Check-in	Jun.22.(Sat)	Check-in After 15:00

- It is possible to check the result of application and dormitory fee invoice on your GLS

(2) Extending Residence period(Summer Semester->Summer vacation)

Stage	Details	Dates	Time
Extending residence	Applying period	Jul.2.(Tue) ~ Jul.7.(Sun)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Jul.9.(Tue) ~ Jul.11.(Thur)	10:00 ~ 23:00
	Announcement of the result of Room assignment	Jul.12.(Fri)	17:00

- If you want to change your staying period, from "Summer Semester" to "Whole Summer Vacation", please apply for it individually on GLS
- If you extend period from Summer Semester to Whole Summer Vacation, the room could be changed.

2. Check-in Date Option

Classification	Building	Regular Check-in	Regular Check-out	Residence Period
Summer Semester	E/G/K-House	Jun.22.(Sat) 15:00~	Jul.13.(Sat) 12:00	21nights 22days
Summer Vacation			Aug.30(Fri) 12:00	69nights 70days

- Only choose an option among two Summer Semester or Summer Vacation. You cannot apply the Humanities and Social Science Campus dormitory and the Natural Science Campus dormitory at the same time.
- After Checking in your dorm for Summer Semester, you can change your staying period like the extension in additional application days. You can extend your staying after you click on "Whole Summer Vacation" in the application period, But you cannot change to "Summer Semester" later on.
- C/I/M-House is going to be closed for SKKU International Summer Semester
- **The room will be assigned from high floors(Top-down).**
- **In case your room is changed, You must move into your next changed room on Jun.22.(Sat).**

3 | Dormitory Information and Fee

1. Direct Dormitory(Directly managed by SKKU)

1) Dormitory fee

Dorm	Gender	Room Type	Capacity (per)	Dormitory fee per day (KRW)	Total Dormitory Fee (KRW)		Note
					Summer Semester (21nights 22days)	Summer Vacation (69nights 70days)	
E-House(Main)	M	1person	2	20,000	470,000	1,430,000	*Meal fee not included
		2people	160	12,500	312,500	912,500	
E-House(Annex)	F	2people	50	12,500	312,500	912,500	
G-House	F	1person	20	20,000	470,000	1,430,000	
		2people	100	12,500	312,500	912,500	*No Meal
K-House	F	2people	100	14,000	344,000	1,016,000	

- ■ Deposit fee(50,000won) is included in the total dormitory fee(It will be refunded after your check-out date)
- ■ E/G/K-Houses prohibit cooking. Cafeteria(E-Zipbob) is only in E-House.
- ■ C/I/M-House is going to be closed during Whole Summer Vacation.
- ■ Single room of E-house is for a disabled student. If there is no a disabled student, non-disabled student could be allocated.
- ■ Two of the G-house single rooms are for disabled students. If there is no a disabled student, non-disabled student could be allocated.
- ■ Male students with disabilities can be assigned to K-house Single room. (Also, personal care attendants of the disabled can share going in and out.)

2) Notes for Residents
- ■ E/G/K-House Entry System changed from using existing card keys to personal fingerprinting.
- ■ E/G/K-House room door system changed from using key to digital door lock equipment.
- ■ ISS Exchange students will reside during Summer Vacation in the K-house.
- ■ ISS Exchange students could reside during Summer Vacation in the E-house(Main) without distinction of gender. it does not mean the same room.
- ■ Students of Korean language program will reside during Summer Vacation in the G-house.

2. Leased Building
- ■ Residents are currently living in Leased building, they are going to live there from Mar to Aug. But there will be able to have an additional application for leased building, if any vacancy is occurred. (Announcement on Dormitory homepage)

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4 | Using the Cafeteria (E-Zipbob)

1. How to Use Meal Coupon

Classification	Summer Semester	Summer Vacation
Usage Period	- Jun.24.(Mon) ~ Jul.13.(Sat) breakfast - It is not valid after Jul.13	- Jun.24.(Mon) ~ Aug.30.(Fri) breakfast - It is not valid after Aug.30
Valid Resident	- E-House semester resident who choses "meal" plan	- E-House Vacation resident who choses "meal" plan
Usage Count	- There is usage count limit during operating hours. - Maximum 3times one day (Breakfast 1, Lunch 1, Dinner 1) - During Saturday Dinner, Sunday, Holidays cannot use.	
How to use Meal coupon	- Selected meal coupons will be issued by electronic meal coupon. you can use the tickets in E-Zipbob cafeteria (NOT able to use in other cafeteria on campus) - When you tag your student ID Card on the smart card reader device, it is automatically deducted from your whole meal coupons. - Meal coupon is not valid after Usage period is expired.	

- ■ No change of the meal choice during Vacation. No refund After applied and payment
- ■ No G-house Breakfast during Vacation

2. E-Zipbob

1) E-Zipbob Operation Time

Meal time	Menu	Opening hour		location
		Spring/Fall Semester	Vacation	
Breakfast	Korean Table (rice/soup/4side dishes)	07:30 ~ 09:30	07:30 ~ 09:00	at the 1st Floor in E-house Annex Building
Lunch		11:30 ~ 13:30	11:30 ~ 13:30	
Dinner	One dish meal (Main dish(ex. noodle, fried rice)+ 3side dishes)	17:30 ~ 19:30	17:30 ~ 19:00 (No dinner on Saturday)	

- ■ Closed on Sunday/National holidays

2) E-Zipbob Meal Price

Options		1Coupon	0.5meal/Day	1meal/Day	1.5meal/day	2meal/Day
			2Days 1meal	1Day 1meal	2days 3meal	1day 2meal
Price per coupon(KRW)		4,000	3,800	3,500	3,200	3,000
Summer Semester	Number of Coupons (18days basis)	-	9sheets	18sheets	27sheets	36sheets
	Total Price(KRW)	-	34,200	63,000	86,400	108,000
Summer vacation	Number of Coupons (58days basis)	-	29sheets	58sheets	87heets	116sheets
	Total Price(KRW)	-	110,200	203,000	278,400	348,000

- ■ Meal coupons can be purchased by vending machine at the cafeteria, but you can purchase them in discounted rate by purchasing in advance.
- ■ Meal Price is added on your dorm fee as many as you choose meal options.
- ■ You can freely use your meal coupon whenever you want during your residence period.

3. Applying to Change Meal Plan(adding and refunding coupons)

■ **During vacation, additional change of meal plan and refund are not available.**

■ **There is No refund for The Residents of Summer Semester Because their residence period is less than 30days.**

■ **Please choose option carefully. There is no refund of leftover meal plan.**

■ When refund is made due to cancellation of application (before regular check-in) or check-out during mid-session, certain amount will be deducted from the meal fee and refunded partially, based on the refund policy.
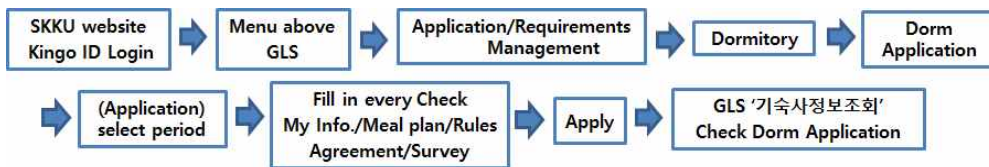
Case		Refund Amount of Meal Fee
Cancellation before the check-in date		Full refund
Leaving Mid-session	more than 30 days remain until the check-out date	Meal fee of 15 days deducted and leftover refunded
	less than 30 days remain until the check-out date	No refund
Leaving mid-session for military service		Refund fully for the remaining days of meal coupon

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5 How to Apply for Admission and Method

1. Eligibility to Apply for Admission

■ Registered undergraduate and graduate students of 2019-Spring Semester(the student on a leave of absence also can apply)

■ Student who can submit "Tuberculosis Check-up Result" verifying no abnormalities by the admission date.

■ Those who have not an academic probation at the previous semester(your grade-point average falls below 1.75)
  - Students, a repeater failed exams, in this case, the grade-point of your previous semester will be F.
  - Incoming international exchange students should be, regardless of scale, requested a previous semester grade of your course, in case of taking classes - P(Pass)/F(Failed) subjects.

■ Students who were prohibited from living in the dormitory due to penalty points, finished curriculum, or graduated cannot apply.

2. How to Apply for Admission

■ Login SKKU web-site [Kingo ID] and then apply on GLS.

■ You cannot revise the contents of application after application period expired.

■ Please refer to attached file 'GLS Application Guide'.

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3. Policy for Selecting Residents and Assigning Rooms

■ Foreign nationality students will be allocated in priority.

■ Registered student: Select on based on previous grade(GPA). Undergraduate students will be given prior over graduate students in selection.

■ 100% amount of dormitory capacity is selected at the 1st term. If there is any cancelation(not paid) made, in the 2nd term of selection will be proceeded.

■ It will be allocated on the basis of First choice ⇒ Second choice. Therefore, it is better for students to click on more 2 choices.

■ Students entering the school in 2019 will be allocated randomly because they have no grade-point yet.

■ In principle, roommate is randomly allocated.

■ **During the winter vacation, The room will be allocated in high floor.**

■ All dormitory residents have possibility of being allocated a room with a Foreigner.

4. Checking admission Results and Individual Invoices

■ 'Status Details' will show 'selected' or 'not selected', after selection result is announced.

■ You cannot check whether your application has been selected before announcement.

5. Dormitory Registration (Dormitory Payment)

■ Send the total payment onto the bank account specified in your individual invoice.

■ Must check your result of application(allocated dormitory/room type) before payment.

■ Individually-issued virtual account number matches only with the payment of name of '(student)' Payment succeeds when the payment is made with exact amount on the designated period.

■ Not only your parents but also you, the name is okay as the remitter.

■ If your payment is not fully made until the registration period, the admission must be cancelled.

■ The system error after 17:00 on the last date of payment cannot be confirmed(Prefer make a payment before 16:00)

6. IMT(International Money Transfer) Notes

■ International remittance usually takes at least over 2 days, excluding national holidays, therefore, please send your dormitory fee at the first day of payment.

■ After payment, it is necessary to check whether your payment is fully completed.

■ Your application may be cancelled in case of your IMT delayed.

6 | Dormmate (Roommate System)

1. Purpose

■ This is to benefit residents who have observed the dormitory rules well. It gives a chance for people who match well to live together and can increase satisfaction of dormitory life.

2. Eligibility for Application

■ Both students who did not receive dormitory penalty points during 2019-Spring

■ Applying for dormmate is only available on 1st Admission.

■ Other student also not once receive penalty, admit when there are no penalty points because the person didn't live in a dorm once.

■ In case you chose double room in first choice.

3. How to Apply and check result

■ 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure 'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.

■ Dormmate can be assigned only when both students, who are willing to live together, assign each other.

■ There will be no special announcement of the result of dormmate application; results can be checked by room assignment result.

■ **In case of assigned Same Dormitory building/Same room type can apply Dormmate.**

4. Dormmate Ineligible Cases

■ Applicants who do not select each other as dormmates

■ Application is ineligible when even one applicant is not admitted to dormitory or two applicants are admitted to different dormitory/room type or even one applicant did not register for admission.

■ In case of not paying in 1st payment period, check-in cancelled.

■ Students who choose a different gender or assign ineligible dormmate such as graduate students and freshmen.

■ Input details incorrectly(Student ID number or name).
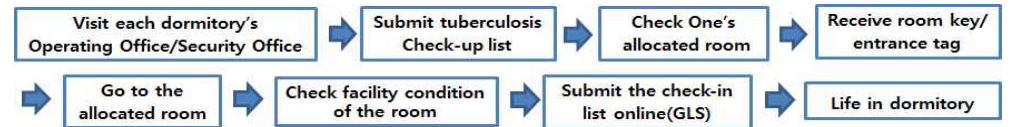
7 | Check-in procedure and Facility Information

1. Facilities

Classification			Facilities
Direct Dormitory	Room		Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router
	Common	Free	Microwave, Toaster, Fitness center(E/G/K-House)
		Charged	Washing machine, Drying machine, Printer

2. To Be Prepared Individually & Prohibited Items

Classification	Items
Prepared individually	Bedding(blanket, pillow, sheet, etc.), clothing, towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine
Permitted Items	Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, air purifier, handheld vacuum cleaner, Water purifier
Prohibited Items	**Electric heaters, heated-water pad, candles, flammable products and alcohol**
Register facilities	- In case of using refrigerator, Bicycle, Quickboard must register in advance. - GLS->Requirement Management->Dormitory->Visit Housing Office or Operating Office->Receive sticker->Put sticker on the facility - If sticker is not attached, penalty will be imposed. * Only the refrigerator below 50L capacity is allowed.

3. Check-in Procedure

Visit each dormitory's Operating Office/Security Office ▶ Submit tuberculosis Check-up list ▶ Check One's allocated room ▶ Receive room key/ entrance tag

▶ Go to the allocated room ▶ Check facility condition of the room ▶ Submit the check-in list online(GLS) ▶ Life in dormitory

■ **Regular Check-in Available Time: 15:00~22:00**

■ Dormitory entrance of family member entrance could be somewhat restricted, for the safety and convenience of all residents after 18:00

■ On Regular check-in day check-in process in information desk, after that day check-in process in Security office.

■ All residents must submit a check-in list on GLS.

4. Services during check-in days

■ If belongings are sent to dormitory by package-delivery service, that will be kept in dormitory package-delivery room.

■ Please be aware of breakage and lost which might happen. Do not forget writing your name, ID number and contact number on package.

5. Detailed Information & Facility Photos

■ Go to the dormitory website http://dorm.skku.edu
 - Search '성균관대 기숙사' on Internet or scan the QR code
 - Dormitory website ▶ (Menu at top) Guide ▶ Dormitory
 - You can check each dormitory's room facility photos, etc.

8 | Submission of Tuberculosis Check-up Results

■ According to the Ministry of Education policy, All residents must submit Tuberculosis check-up result which was taken within 1 year from the check-out date.

■ Students who do not submit check-up result can not be given room key.

Classification	Case	Contents
Require submission	**- Not once submit tuberculosis check-up.** **- Students who had medical check-up before on Aug.2018.**	**- Students who do not submit check-up result cannot enter dormitory.**
exception	- Students who participated medical check-up in campus on Mar.2019. - Students who participated medical check-up in Gangbuk Samsung Hospital on Feb.2019. - During Aug.2018~Jun.2019 students who did check-up individually and have the record of submission.	- No additional submission But, Students who changed student ID number after submission check in operating office.

■ It is possible to check the valid semester of your Tuberculosis check-up result on GLS.

■ Students must check again. Only 'no abnormalities' result with clearly-written name, gender, birth date, check date is admitted.

■ Tuberculosis can usually be diagnosed by chest X-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an X-ray machine. Please keep in mind that the results can take from few hours to 1~3 days depending on the clinic visited. Please check before check-in date.

■ Submission of Check-up result: Visit dormitory Housing Office or Operating Office. (Submission by mail is not available).

■ Submitting a clear result of a tuberculosis check-up before dormitory entrance is mandatory. SKKU dormitory confirms only your result of 'TB Test' and does not require any other examinations.

■ If you(who are under deferment/exemption) don't submit your TB Test Result or don't have Regular Checkup in Campus after you sign on Dorm Application Form, you will be expelled from your dorm.

9 | Refund Policy

1. Cancellation

Contents	Note
Cancel	- Cancel before the regular check-in date : Full Refund
Note	- In case of cancel SKKU admission, you must Login Kingo->GLS->Dormitory application->Cancel check-in(Refund) [Click]

2. Mid-session Check-out

Contents	Note
Mid-session check-out	- Check-out or cancel after the regular check-in date - Expelled because of penalty points
Refund amount	- You can get a refund after excluding 15 days' room rate and meal price (meal applicant only) from whole remaining days, in case of having over 30days from the official Check-out date. - No refund in case if less than 30days remain until the regular check-out date. - No refund in case that you apply for Summer semester.
Leaving the for military service	- Full refund in case of more than 15days left until regular check-out date. - Leaving the dormitory for military service: Must submit Confirmation of military leave or Military enlistment certificate document.
Deposit	- The deposit will be refunded when you check-out- The room is left in a state of uncleanliness, disrepair or facilities are missing, the sum amount needed to clean repair or replace items will be deducted from the deposit and any remainder which will be refunded.

■ After check-in date that you chose, regardless of whether you already check-in or not apply dormitory refund policy.

■ Mid-session check-out : Visit Housing Office or Operating Office and submit the form

■ All refunds will take about 10days to be transferred to the residents' bank account which was registered in the admission application.

10 | Inquiries

Method	Myeongryun Haksa (Humanities and Social Science Campus, Seoul)
Website	https://dorm.skku.edu
Email	dorms@skku.edu
Telephone	Housing Office 02)760-0163,0164,0167,0168
	Weekdays 09:00-17:30 (Lunch break 12:00-13:00)

Penalty Points Under Dormitory Life

Category	Article	Contents	Demerit
Safety	1	Significantly inappropriate behavior in communal living such as theft, assault, gambling, sexual assault	20
	2	Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory during curfew hours (AM 01:00 - 05:00)	20
	3	Unauthorized visit or bring in to opposite sex's dorm	20
	4	Acts that deliberately damage the public property and facility in dormitory	20
	5	Unauthorized retention and use of flammable materials causing fire and ignition (fuel gas, petroleum, paint thinner, candles, mosquito-repellent, etc.)	15
	6	Smoking outside of designated smoking area	10
	7	Possession and use of non-permitted electronics other than allowed electronics (computers, printers, stands, chargers, hair dryers, auto power curlers, humidifier, fan, mini-vacuum)	5
	8	Abnormal usage of entrance gate, unauthorized access through abnormal passage (windows or terraces) or acts to send and receive objects through external passage	5
Communal Living	9	Changing room without notice, applying as a substitute for dormitory	15
	10	In addition to the residency period, a room occupied by unauthorized act	15
	11	Stealing and using IP and spreading falsity, cyber-bullying other students or disseminating virus	10
	12	Harming others by being unconscious or behaving indecently due to drinking and also drinking in dormitory	10
	13	Breeding or bringing into dorm and breeding pets	10
	14	Granting unauthorized access to non-residents and acts that let them enter dormitory during hours (AM 05:00~ next day AM 01:00)	8
	15	Bringing alcoholic beverages or keeping them in dormitory	8
	16	Act to transfer a student ID card, key or entry card to non-resident	8
	17	Behaving arrogantly or disobeying to the dormitory director, office member, house master, guidance-assistance, guard, and related staff and giving false statements for guidance or inspection	8
	18	Access at curfew time (01:00~05:00)	3
	19	Granting access to non-residents into a room without the consent of the roommate	3
	20	Using or moving dormitory equipment without permission.	3
	21	Obstructing the lives of other students with noise (playing a musical instrument, singing or speaking loudly, PC games, etc.)	3
	22	Using computer or lamp (excluding the lamp) without the consent of the roommate after 24:00	3
	23	Graffiti, Exhibition or distribution of advertising materials without permission	2
	24	Non-cooperative behavior in education or training regarding communal living or safety(dormitory OT, fire evacuation drill, etc)	2
	25	To know and acquiesce the violation of roommate	2
	26	Placing personal goods in public places (clothes horse, umbrella, etc.) and placing a bicycle outside of designated area	2
	27	Nailing or posting on the wall of dormitory	2
	28	Non-cooperative behavior in submitting required documents to dormitory (moving-in notification, check-in confirmation, etc)	1
Hygiene	29	Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate	5
	30	Making stain on the mattress without bed sheet or mattress cover (Residents who received waterproof pad should set the pad on the mattress)	3
	31	Disposing of rubbish somewhere other than the designated places or not conducting garbage separation in designated area	2
	32	Not receiving delivered food outside the building, or not leaving empty food containers outside of the building	2
	33	Not cleaning or organizing one's dormitory room	2

▶ Total point 20 or more: Have to go out from dormitory, lost right that apply for dormitory forever
▶ Total point 15 or more: Have to go out from dormitory, lost right that apply for dormitory a year
▶ Total point 10 or more: Have to go out from dormitory, No lost right that apply for dormitory(but, violation demerits 15days before retirement are carried over to the next semester or vacation and totaled)
▶ For the repeated violation or 'Dormate' students can be imposed on doubled demerit points as additional punishment
▶ In case of forced eviction, student must vacate the room within 4 days after demerit announcement
▶ We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same demerits on them
▶ It is possible to grant a demerit to all roommates about matters involving shared responsibility
▶ If the management staff including security guard catch a violation, he or she should turn over it to assistant lifestyle guidance
▶ In principle, we give out demerit points for each violation under the above-mentioned regulations, but for violations not mentioned above, the chief operating manager or dormitory director can adjust and impose demerit points depending on the situation.

In 2019, there is no curfew time(01:00~05:00) on every Saturday and sunday(Violations of dormitory life rule such as entering with non-residents during 01:00~05:00 are caught, students will be punished as same based on the rule.)