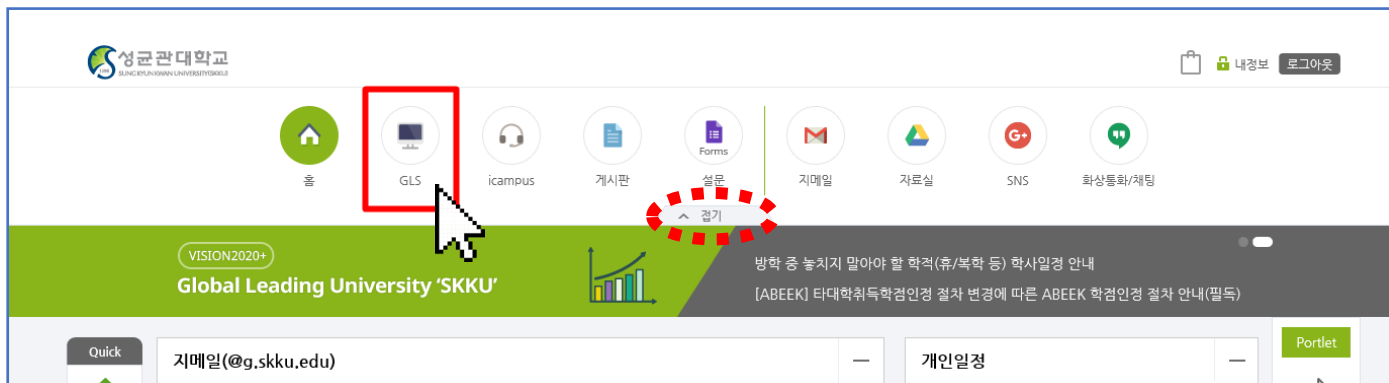


# Guidance for the Dormitory Application on the GLS



# How to contact GLS

1. SKKU Website (<https://www.skku.edu/eng>)
2. KINGO ID LOGIN
3. Click 'GLS'



## FAQ

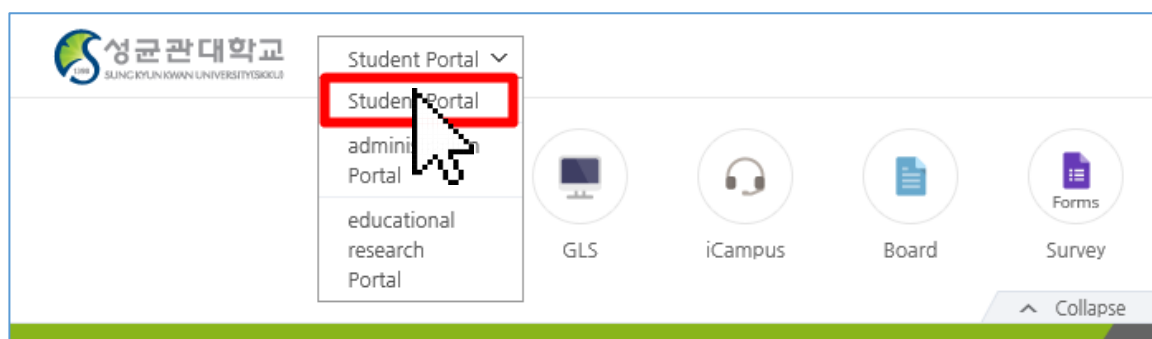
I'm a Freshman. I don't have KINGO ID.

First, freshmen can "SKKU Registration" after pay admission fee/tuition. For more information, refer to applicants' guide and contact to department office or admission office for related inquiries.

## FAQ

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

▼ You can change your status on the left top of site.



# Application process

## Step 1: Select Campus & Dorm type

Academic Calendar | Application/Graduation... | Academic Status/Person... | Courses | Study Areas | Areas of Counselling | IT Service |

Dorm application. X

Application/Graduation Requirements Management > Dormitory > Dorm application

Check Acceptance Cancel Application

Student ID Name Degree Course Undergraduate (Major) SEARCH

Total 1 / 2

No.	Apply	Campus	Dormitory	Semester	Application Details	Check-in date	Check-out date	Start date
1	Possible to Apply	HSSC(Seoul)	Myengryunhaksa + Leased Building	year Semester	1차 - 1			
2	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	year Semester	1			

1. Application/Graduation Requirements Management > Dormitory > **Dorm application**
2. Check campus, dormitory, application details from list  
Choose one year/semester marked "Possible to Apply".
3. You can only make one application for each year/semester.

\* Dormitory application is only available during the application period. If it is not in the application period, the menu is not displayed.

### FAQ I cannot find "Dorm application" Menu.

On the right top of site, you can check your student ID number and major. If this is not your present course, click [▼] button and select another student ID number.

성균관대학교

2014 (Energy Science) ▼

2014 (Energy Science)

2009 (Polymer Science and Engineering)

us/Person... | Courses | Study Areas |

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

# Application process

## Step 2: Check & Modify Personal Info.

The screenshot shows a web application form titled 'Check My Info.' with tabs for 'Application', 'Meal plan', 'Rules Agreement', 'Dormate', and 'Survey'. The 'Application' tab is active. The form is divided into several sections:

- Personal Info.**: Fields for 'Student contact number', 'Guardian's contact number', 'e-mail', 'Address When Entering the School', and 'Cur. Address'. A red note says 'Please put contact information in case of emergency' and another says 'Please write the mailing address of your parents for the Current Registered Address'.
- Previous semester's grades**: Fields for 'Yr. of Grades Earned', 'Acquired Academic Semester', 'Credits Earned', and 'GPA (Grade Point Average)'.
- Refund Info.**: Fields for 'Bank for Refund', 'Bank Account for Refund', and 'Acct Holder'.
- The period of validity of TB test & Penalty points**: Fields for 'Individual TB test record', 'In-school check-up', 'Previous year/semester', 'Penalty points', and 'Disciplinary Result'. A red note states: 'If your 'Individual TB test record' or 'In-school' is before 2018/08 or blank, you must submit individual TB test record to check-in. 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.'

### [Input and Modify Personal Info.]

1. **Personal Info.:** Contact No. / e-mail / Address

2. **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.



I don't have Korean account number and cell phone number. How should I fill the blank when I apply?

You can just put any number in the blank and go to the next step. You can change your information on GLS later. Please change the information after you come to Korea.

### [Check Info.]

- 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.
- Penalty Points:** Dormitory penalty points from the semester and 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.

# Application process

## Step 3: Select check-in date & dorm

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

Campus NSC(Suwon) Semester Degree

a period of application Registration Period

If you wish to enter the dormitory early, please choose your check-in date carefully, as you cannot change this after the end of the application period.

Preferred Date for Joining Company 1 Days 4

Dormitory Fee for First Preference Management fee 3 Won + Deposit 4 Won - Total 3 Won

Total 4 / 4 Selected Dormitory Total 1 / 2 Changing Preference 3

No.	Dormitory	Room type	Preference	Dormitory	Room type	per	Management fee
1	Shin-gwan	Shin-gwan 3persons 3rooms	1	Ji-gwan	Ji-gwan	1day	
2	Shin-gwan	Shin-gwan 4persons 4rooms	2	Shin-gwan	Shin-gwan 2persons 1room	1day	
3	Shin-gwan	Shin-gwan 6persons 3rooms					
4	In-gwan	In-gwan					

- 1. Select Preferred Check-in Date:** Choose one day during available date. Since the residence period differs depending on the selected check-in date, the dormitory fee also differs accordingly.
- 2. Select Preferred Dormitory:** The list of available dormitories is on the left. Select your preferred dormitories from this, and **click [ > ] to move them into your list of chosen options.** You can select up to 8 dormitories.
- 3. Adjust preference dormitory:** Use the [▲] and [▼] buttons on the right to adjust the order so your first choice is at the top, second is next, etc.
- 4. 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.

### FAQ Can I change the check-in date after application?

It is impossible to change your chosen check-in date after the application period has ended, so please check to your academic and personal calendars in advance before selecting the date.

### FAQ How many dormitory student can apply?

You can choose from minimum 1 to maximum 8 dormitory / room type. If you do not select choices 2~8 and you fail to get your first choice, you will be excluded from selection or your application will proceed for a random dormitory.

# Application process

## Step 4: Select meal plan

Check My Info.	Application	Meal plan	Rules Agreement	Dormate	Survey	Next >
Options	<input type="radio"/> None <input checked="" type="radio"/> 0.5m/day(3800won) <input type="radio"/> 1m/day(3500won) <input type="radio"/> 1.5m/day(3200won) <input type="radio"/> 2m/day(2900won) <input type="radio"/> 2.5m/day(2800won)					
Meal plan fees	meals fee   Won   Selected   0.5 meal(s)   입사기간   일   Deducted meals   Total   Won					
Notices and Rules	<div>1. Cafeteria Facilities Dormitory Cafeteria - Intended Users Ui-gwan Cafeteria - For In, Ui, and Ye-gwan residents, and non-residents Ji-gwan Cafeteria - Only for Ji-gwan residents Shin-gwan Cafeteria - For Shin-gwan residents and non-residents</div> <div>2. Cafeteria Operation Times and Menus (1) Operation time/ The number of usable meal tickets [Breakfast] 08:00-09:00 / 2 time [Lunch] 12:00-13:00 / 1 time [Snack(happy hour)] 15:00-16:00 / 2 times (Only weekdays during the vacation) [Dinner] 18:00-19:00 / 1 time *Refer to comprehensive information about cafeteria menu</div> <div><input checked="" type="checkbox"/> I have read and agree to all the notices and rules.</div>					

1. **Options and Meal plan fee:** Choose one of the six available meal plans on the Natural Sciences Campus. A discounted rate will be applied depending on your chosen meal plan. The higher the number of tickets purchased, the cheaper each meal. On this tab, “\_\_ meal(s) per day” means the average number of meals per day, dividing the total number of tickets by the number of days in your residence period. You will be given all your meal tickets at once and you can use them freely during your stay.
2. **Agreement to Notices and Rules:** After reading the notices and rules above, check (V) the box to accept the conditions and proceed with the application.

FAQ

If I select “None” regarding the meal plan, can I not use the cafeteria?

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

Check My Info.	Application	Meal plan	Rules Agreement	Dormate	Survey	Next >
Agreement to Rules for Dormitory Application and Refund	<div>[Personal Information Provision Usage Agreement]</div> <div>For dormitory admission application, I hereby agree to Sungkyunkwan University Dormitory's collection and use of my personal information on the following purpose.</div> <div>1. Purposes of Collection and Use of Personal Information</div> <div><input checked="" type="checkbox"/> I have read and understood the rules, and I agree to them.</div>					
Agreement to Residents' Rules and Penalty Points	<div>① Dormitory residents should cooperate with formation of safe, comfortable and orderly community life together and must not cause any harm to others or obstruct the path of student duty especially by drinking-singing-dancing, drug, violence, and etc. ② Visitor access is restricted either enter or stay without any permission. Dormitory residents cannot change the room by themselves. ③ Dormitory residents should sincerely follow Dormitory director, related staff, and dormitory assistants for communal safety and maintenance of order.</div> <div>Article3 Use of Public Property ① Dormitory residents should take care and use public facilities and equipment neatly. Dormitory residents should compensate for any damages or losses.</div> <div><input checked="" type="checkbox"/> I have read and understood the rules, and I agree to them.</div>					
Agreement to Rules for Tuberculosis Checkup	<div>[Rules Regarding Submission of Tuberculosis Test Results]</div> <div>■ By the dormitory rules, all residents must submit a clear result of a tuberculosis check-up issued after Dec, 2018 (If you do not submit this, you will not be admitted to the dormitory.) But those in the cases below can be excluded from this. - if you submitted valid check-up documents(which has issued from Dec, 2018 ~ Sep. 2019) or attended at the campus health checkup in Mar. 2019 ■ If applicants have the result issued before Dec. 2018, they should take the test again. Only applicants with clearly-written name, gender, date of birth, date of checkup</div> <div><input checked="" type="checkbox"/> I have read and understood the rules, and I agree to them.</div>					

# Application process

## Step 6: 'DORMATE' application

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

Availability Possible Apply or not ☒ Apply ☐ Random Selection

Dormate Application info. Total 1 / 1 dorm/room type 지관 지관

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
등록	1234567890	Thor								

[Note for Dormate (Roommates)]  
1. Purpose  
- 'Dormate' means applying for roommate at SKKU dormitory. This is to benefit exemplary residents who have been following the dormitory rules. It gives a chance for people who match well to live together and can increase satisfaction in dormitory life.

☒ I have read and understood the rules, and I agree to them.

- 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, 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.

## Step 7: Complete the survey

\*This will be use to match roommates. It will not be possible to meet all requests fully, so your understanding is appreciated.

Chronotype ☐ None ☒ After 1A.M. ☐ Before 1A.M.

Sensitivities ☒ None ☐ To heat ☐ To cold

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.

## Step 8: Submit the application

CheckAcceptance Cancel **Application**

Please complete everything until the end of the application period, then click "Application" to complete the application.

# Check my application

Available on PC or smartphone app.(Kingo M)

## Check the dormitory application result

☆ Application/Graduation Requirements Management > Dormitory > Dorm info.

Invoice Cancel(refund) Extention app

Name

Total 2 / 9

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payment (Y/N)	Full Payment (Y/N)	Full Payment (Y/N)	Scheduled Date of Check-	Scheduled Date of Check-	Meal option	Remarks
1	NSC(Suwor	2019	Fall Semester	1	application						None	
2	NSC(Suwor	2019	Application for Summer Vacation	1		예관	예관	완납			None	
3	NSC(Suwor	2019	Spring Semester	1	termination	신관	신관2인1실	완납			None	

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

Schedule

Campus  Semester  Degree

Preferring dormitories Total 1 / 3

Preference	Dormitory	Room type
1	Ye-gwan	Ye-gwan
2	Shin-gwan	Shin-gwan 4persons 1room
3	Shin-gwan	Shin-gwan 2persons 1room

Preferred Date for Joining Company	<input type="text"/> ~ <input type="text"/>	Days
Check-out date	<input type="text"/>	Check-out reason <input type="text"/>
State	<input type="text"/>	Dormitory <input type="text"/>
Room type	<input type="text"/>	Room No. <input type="text"/>

1. Application/Graduation Requirements Management > Dormitory > **Dorm info.**
2. Select the this Year/Semester on the list
3. If your "Status Details" are "**Application**" on the list, your application is completed well.
4. **You can check your application details.**

**FAQ** I cannot find my meal plan info.

On the list, you can check "Meal Option"



# ■ Modify or cancel of application

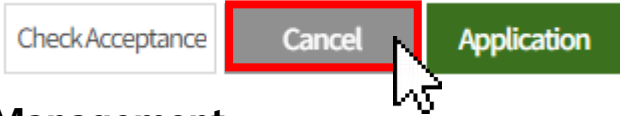
★During the admission application period, it is possible for you to directly modify or cancel what you requested, but after the end of the relevant period, it is impossible for nobody to modify or cancel it.

## ● Modify the application

Total 1 / 2							
No.	Apply	Campus	Dormitory	Semester▲		Application Details	Check-in date
1	Impossible to Apply	HSSC(Seoul)	Myengryunhaksa + Leased Building	2019 year	Fall Semester	1차 - 1	2019/09/01
2	Modify Application Form	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2019 year	Fall Semester	1	2019/09/01

1. Application/Graduation Requirements Management  
> Dormitory > Dorm application
2. Click [Modify Application Form] button on the list
3. If you wish to modify your submitted application before the application deadline, select your application from the list, make the modifications, and click "Application". (It will not be possible to modify applications after the end of the application period.)

## ● Cancel the application



1. Application/Graduation Requirements Management  
> Dormitory > Dorm application
2. Click [Modify Application Form] button on the list
3. Click [Cancel] button on the upper right

## FAQ How can I change Campus Dormitory?

Because it is impossible to together select both of the dorm units. 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 / Check the Room No.

Available on PC or smartphone app.(Kingo M)

## Print the invoice

★Checking the acceptance or printing the invoice is available after the result is announced.

1. Application/Graduation Requirements Management  
> **Dormitory** > **Dorm info.**
  2. Select the this Year/Semester on the list
  3. If your "Status Details" are "**Allotment(Success)**" on the list, you can check your allotted dormitory and print the invoice.
  4. Click the "Payment/refund" tap, you can see the your individual account number and fee.
  5. **For print the invoice, click the [Invoice] button**
- **Check Status Details**
    - 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 check 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.

## Check the Room No.

★The Room No. is made one day before the check-in date.

1. Application/Graduation Requirements Management  
> **Dormitory** > **Dorm info.**
2. Select the this Year/Semester on the list
3. **Click the "Dormitory Info." tap, you can check the Room No.**

Check My Info.	<b>Dormitory Info.</b>	Dormate	Payment/refund	Black marks	Survey
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Schedule

Campus  Semester  Degree

Preferring dormitories Total 1 / 3

Preference	Dormitory	Room type
1	Ye-gwan	Ye-gwan
2	Shin-gwan	Shin-gwan 4persons 1room
3	Shin-gwan	Shin-gwan 2persons 1room

Preferred Date for Joining Company	<input type="text" value=""/> ~ <input type="text" value=""/>	Days
Check-out date	<input type="text" value=""/>	Check-out reason <input type="text" value=""/>
State	<input type="text" value=""/>	Dormitory <input type="text" value=""/>
Room type	<input type="text" value=""/>	<b>Room No.</b> <input type="text" value=""/>