※ **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 Winter Vacation
Myeongryun Haksa
Dormitory Admission Guidance

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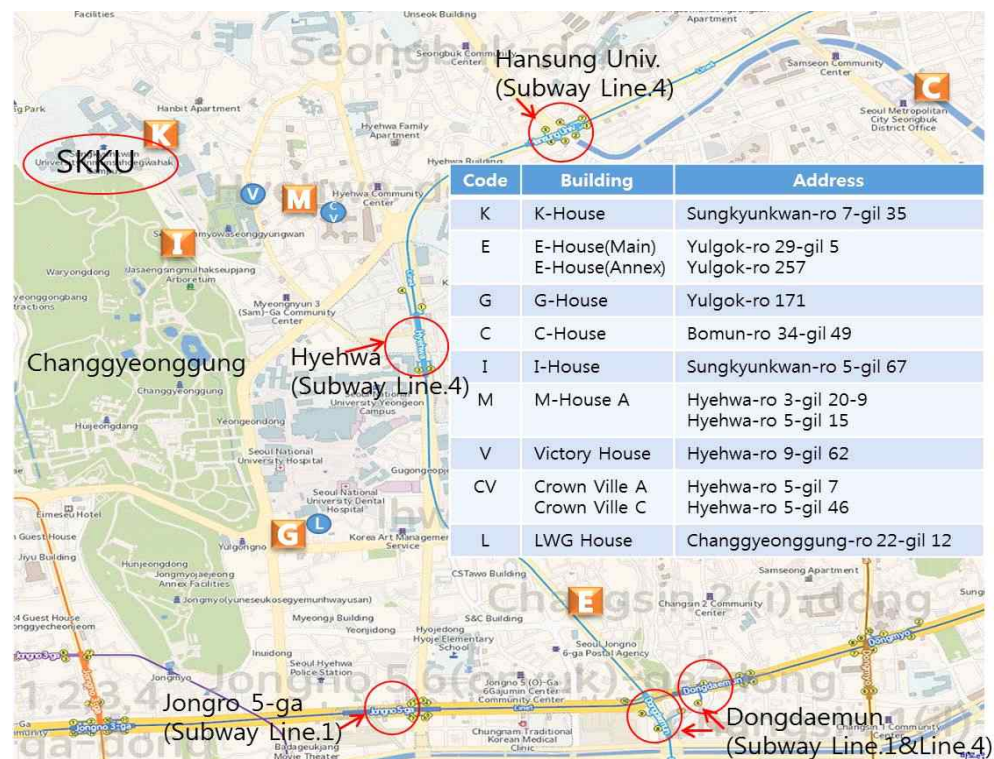
SUNG KYUN KWAN UNIVERSITY

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(Main) E-House(Annex)	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 A	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	Changgyeonggung-ro 22-gil 12

■ 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 Winter Vacation Admission

1. Application Schedule

(1) Winter Vacation Application Schedule

Stage	Details	Dates	Time
1st term	Applying period	Nov.25.(Mon) ~ Dec.2.(Mon)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Dec.5.(Thur) ~ Dec.8.(Sun)	10:00 ~ 23:00
2nd term	Applying period	Dec.9.(Mon) ~ Dec.11.(Wed)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Dec.13.(Fri) ~ Dec.16.(Mon)	10:00 ~ 23:00
Room assignment	Announcement of the result of Room assignment	Dec.20.(Fri)	After 17:00

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

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

Stage	Details	Dates	Time
Extending residence	Applying period	Jan.2.(Thur) ~ Jan.6.(Mon)	09:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Jan.8.(Wed) ~ Jan.9.(Thur)	10:00 ~ 23:00
	Announcement of the result of Room assignment	Jan.10.(Fri)	17:00

■ If you want to change your staying period, from "Winter Semester" to "Whole Winter Vacation", please apply for it individually on GLS

■ If you extend period from Winter Semester to Whole Winter Vacation, the room could be changed.

2. Check-in Date Option

Classification	Building	Regular Check-in	Regular Check-out	Residence Period
Winter Semester	E/G/K-House	Dec.21.(Sat) 15:00~	Jan.11.(Sat) 12:00	21nights 22days
Winter Vacation			Feb.23(Sun) 12:00	64nights 65days

■ Only choose an option among two Winter Semester or Winter 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 Winter Semester, you can change your staying period like the extension in additional application days. You can extend your staying after you click on "Whole Winter Vacation" in the application period, But you cannot change to "Winter Semester" later on.

■ C/I/M-House is going to be closed for SKKU International Winter 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 Dec.21.(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)	
					Winter Semester (21nights 22days)	Winter Vacation (64nights 65days)
E-House(Main)	Male	1person	2	20,000	470,000	1,330,000
		2people	302	12,500	312,500	850,000
E-House(Annex)	Female	2people	100	12,500	312,500	850,000
G-House	Female	1person	20	20,000	470,000	1,330,000
		2people	300	12,500	312,500	850,000
K-House	Female	2people	246	14,000	344,000	946,000

■ Deposit fee(50,000won) is included in the total dormitory fee. It will be refunded after your check-out date
■ Deposit fee will not be included in the dormitory fee of exchange student.
■ C/I/M-House is going to be closed during Whole Winter 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.)
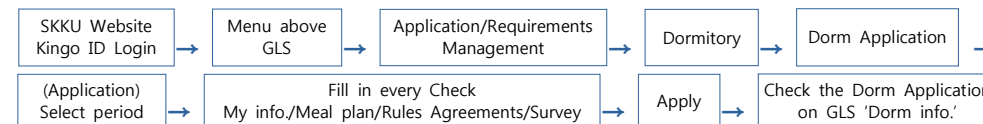
2) Notes for Residents

■ WISE Exchange students and Students of Korean language program will reside during Winter Vacation in the E-house(annex), G-house and K-house.
■ WISE Exchange students and Students of Korean language program could reside during Winter Vacation in the E-house(Main) without distinction of gender. it does not mean the same room.
■ **There will be a seperate notice later about applying E-Zipbob meal coupon of 2019-winter vacation according to E-Zipbob restaurant's operation**

4 | How to Apply for Admission and Method

1. Eligibility to Apply for Admission

■ Registered undergraduate and graduate students of 2019-Fall 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.
■ Students who were prohibited from living in the dormitory due to penalty points, finished curriculum, or graduated cannot apply.
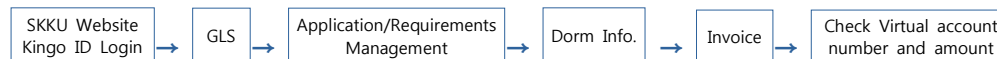
2. How to Apply for Admission

SKKU Website Kingo ID Login → Menu above GLS → Application/Requirements Management → Dormitory → Dorm Application →
(Application) Select period → Fill in every Check My info./Meal plan/Rules Agreements/Survey → Apply → Check the Dorm Application on GLS 'Dorm info.'

■ 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'.

3. Policy for Selecting Residents and Assigning Rooms

■ Foreign nationality students will be allocated in priority.
  - Prioritize selection is only available for the 1st application round.
■ 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.
■ 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.

5 | Checking admission Results and Dormitory payment

1. Checking admission Results and Individual Invoices

SKKU Website Kingo ID Login → GLS → Application/Requirements Management → Dorm Info. → Invoice → Check Virtual account number and amount

■ 'Status Details' will show 'selected' or 'not selected', after selection result is announced.
■ You cannot check whether your application has been selected before announcement.

2. 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.**

3. 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-Fall semester.
■ 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.
■ **In case of assigned Same Dormitory building/Same room type can apply Dormmate.**
■ There will be no special announcement of the result of dormmate application; results can be checked by room assignment result.

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).

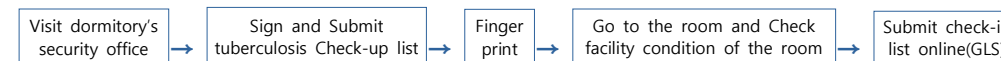## 7 | Check-in procedure and Facility Information

1. Facilities

Classification			Facilities
Direct Dormitory	Room		Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router, Smoke mask
	Common	Free	Water purifier, 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, Quick board 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.**

■ If you have the Prohibited Items in the room, You can get a penalty point.

3. Check-in Procedure

Visit dormitory's security office → Sign and Submit tuberculosis Check-up list → Finger print → Go to the room and Check facility condition of the room → Submit check-in list online(GLS)

■ **Regular Check-in Available Time: 15:00~18:00**
■ Dormitory entrance of family member entrance could be somewhat restricted, for the safety and convenience of all residents after 18:00
■ Check-in can be made as you submit check-in date, or after that day. Check-in cannot be allowed before the designated date of check-in.
■ On Regular check-in day check-in process in information desk, after that day check-in process in Security office.
■ All Students have to submit Check-in confirmation form on the GLS site. (No submit, Get penalty points)

4. Request of Repair

■ When your room needs to be fixed by any problem, Please request repair on our Dormitory website, report the issue to Security guards or Housing office staff.

5. 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.

8 Submission of Tuberculosis Check-up Results

Classification	Case	Contents
Require submission	- **Not once submit tuberculosis check-up.** - **Students who had medical check-up before on Feb.2019**	- **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 Feb.2019~Dec.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.

- ■ 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.
- ■ Submission of Check-up result: Visit dormitory Housing Office or Operating Office.
- ■ SKKU dormitory confirms only your result of 'TB Test' and does not require any other examinations.

9 Refund Policy

1. Cancellation

Contents	Note
Cancel	- **Cancel before the regular check-in date(by Dec.20) : 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 Winter semester.**
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.

Penalty Points Under Dormitory Life

Category	Article	Contents	Deme-rit
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 curfew hours (05:00~ next day 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 'Dormmate' 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.