

GLS APPLICATION GUIDANCE

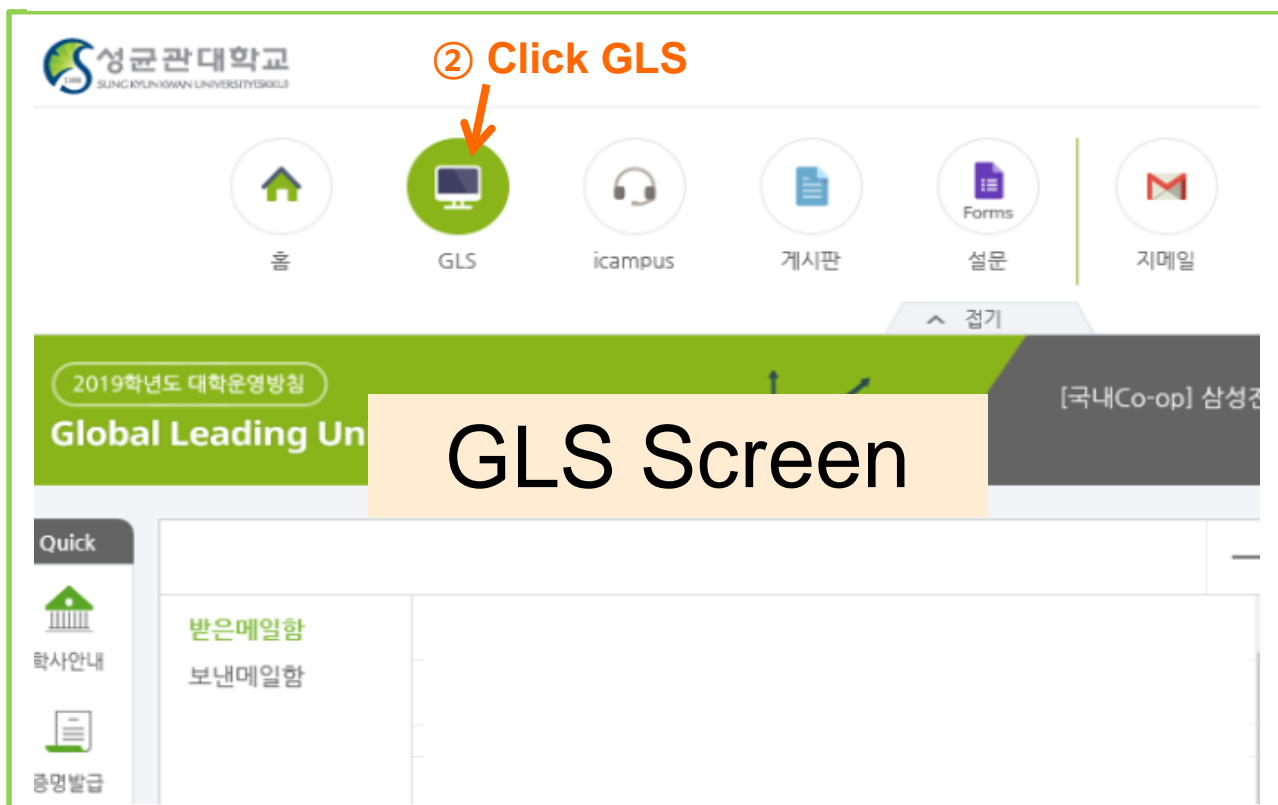
SKKU DORMITORY

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1. Access to GLS(KINGO ID LOGIN)

① Click “KINGO ID LOGIN”
on SKKU website(<http://www.skku.edu>)



① KINGO ID LOGIN

- You can access Your GLS after you login with KINGO ID on SKKU website (<http://www.skku.edu>)
- You can login with kingo ID after you sign up on SKKU website.
- New students can sign up Kingo Portal after tuition(deposit fee) payment.

② Click GLS

1. Access to GLS(KINGO ID LOGIN)

The screenshot shows the Sungkyunkwan University GLS portal. At the top, there is a search bar and the university logo. Below the logo, the text "① CLICK" with an arrow points to the "Application/Graduation.." menu item. To the right, under the "Dormitory" header, the text "② CLICK" with an arrow points to the "Dorm application" menu item. The "Dorm application" item is highlighted with an orange box. Below the main menu, there are three large icons representing different services: "개인별 졸업요건" (Individual Graduation Requirements), "나의신청현황조회" (Check My Application Status), and "학적변동처리상태" (Check Academic Status Change). To the right of the main menu, there is a list of dormitory-related services, including "Dorm info.", "Dorm application", "Reserve (waiting list)", "Submit the Check-in list", "check-out list", "Refund Account Info.", "Register Sleep Out", "Application of facility usage", "Change of Meal Plan", "비사생식수신청" (Non-student meal plan application), "Application of Hobby Class", "Hobby Class Application Result", "GYM(Shin-gwan) registration", and "Certification of Resident".

■ Dorm application

- Click "GLS" and then click "Application/Graduation requirements Management"
- You can find "Dorm application". Click it.

2. Apply for dormitory application: Step1_Select Application

- ❖ KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management -> Dormitory -> Dorm application
- ❖ When you click on “Dorm application” you can see the dormitory application as below. It will be showed during application period only.

★ Application/Graduation Requirements Management > Dormitory > Dorm application
CheckAcceptance
Cancel
Application

Student ID
Name
Degree Course
Undergraduate (Major)
SEARCH

Total 1 / 2

Select One of applications

No.	Apply	Campus	Dormitory	Semester	Application Details
1	Possible to Apply	HSSC(Seoul)	Myengryunhaksa + Leased Building	2019 year Fall Semester	1차 - 1
2	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2019 year Fall Semester	1

Check My Info.
Application
Meal plan
Rules Agreement
Dormate
Survey

■ Select one of applications

- CLICK “Possible to Apply” between HSSC(Seoul) and NSC(Suwon)
- Assigning dormitory is not according to in order of applying. Applying within the application period.
- You can modify the contents of application within the application period.

2. Apply for dormitory application: Step2_Check Personal Info.

① Click

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

② Fill in your Personal Information

Personal Info.

Student contact number	<input type="text"/>	Guardian's contact number	<input type="text"/>	Plase put contact information in case of emergency
e-mail	<input type="text"/>	Address When Entering the School	<input type="text"/>	
Cur. Address	<input type="text"/>	Current Address: You can not write abroad address. You need to put school address(zip code) on the first blank and your current address(Country, City) on the second blank		

Previous semester's grades

The period of validity of TB test & Penalty points

Yr. of Grades Earned	<input type="text"/>	Acquired Academic Semester	<input type="text"/>	Individual TB test record	<input type="text"/>	In-school check-up	<input type="text"/>
Credits Earned	<input type="text"/>	GPA (Grade Point Average)	<input type="text"/>	③ Fill in your Bank Information			

Refund Info.

Bank for Refund	<input type="text"/>	Previous year /semester	<input type="text"/>
Bank Account for Refund	<input type="text"/>	Penalty points	<input type="text"/>
Acct Holder	<input type="text"/>	Disciplinary Result	<input type="text"/>
		Disciplinary Result Year/Semester	<input type="text"/>

Personal Information

- You can not modify the part 'address when entering the school'.

Previous semester's grades

- The grades are average(grade cutline) from assigned applicants.
- Exchange students who only took Pass/Fail classes will be requested a previous semester grade.

Refund Information

- Fill your Korean bank account information for the refund. If you don't have Korean bank account yet, just fill "1" and choose any bank. You can modify it after you check in dormitory.

The period of validity of TB test

- TB test of individual check or from school is valid for a year based on previous official check-out date Individual check or school check
- **Bring your TB test when you check in dormitory.**

Penalty points.

- You will not be selected if you got penalty points more than 15 points even though you can apply for dormitory.

2. Apply for dormitory application: Step3_Select CHECK-IN DATE & Dorm

① **CLICK**



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

Campus 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 ~

Dormitory Fee for First Preference Management fee Won Deposit Won Total Won

Total 0 Selected Dormitory Total 0 **⑤ Changing Preference**

No.	Dormitory	Preference	Dormitory	per	Management fee

③ Select Dormitory

④ Use the arrow and move selected dormitories to right side

■ Select your Check-in date

- After application period, you can not modify your check-in date.
- You can not check in dormitory before the date you select
- Check-in can be made as you select check-In date, or after that day. Check-in cannot be allowed before the designated date of check-in.

■ Select dormitory according to your preference

- You can see dormitories which are available to apply.
- **Select dormitories and move them to right side(Use the right and left arrows).**
- You can apply any dormitory among available dormitories.
- **You can arrange and change preferred dormitory in order (Use the up and down arrows)**

■ Dormitory Fee

- A dormitory fee which you can see on the screen is based on your first choice.
- A dormitory fee will be different according to dormitory type and your check-in date.

2. Apply for dormitory application: Step4_Meal Plan

The screenshot shows the 'Meal plan' step of a dormitory application. The form has a top navigation bar with tabs: 'Check My Info.', 'Application', 'Meal plan' (active), 'Rules Agreement', 'Dormate', 'Survey', and a 'Next >' button. Below the tabs, the 'Options' section contains five radio button choices: 'None', '0.5m/day(3800won)', '1m/day(3500won)', '1.5m/day(3200won)', and '2m/day(3000won)'. An orange box highlights these options, with an arrow labeled '② Select' pointing to it. Below the options is a 'Meal plan fees' section with input fields for 'meals fee', 'Selected', 'meal (s)', 'Enter Period', and 'Deducted meals', followed by a 'Total' field. At the bottom, the 'Notices and Rules' section has a checkbox labeled 'I have read and agree to all the notices and rules.' with an arrow labeled '③ CLICK' pointing to it. An arrow labeled '① CLICK' points to the 'Meal plan' tab.

■ Select meal coupon

- You can apply for meal plan and choose options for E-Zipbob when you select E-house for the first choice.
- Meal price will be added to your dorm fee according to your chosen meal plan.
- Previous semester's meal coupon is not valid.

■ Changing meal coupon and refund

- There will be a scheduled period to change your meal coupons. (It's not allowed for vacation period)
- Meal coupons can be purchased from the vending machine at the cafeteria. (1 coupon is 4000 won)

2. Apply for dormitory application: Step5_Rules Agreement

① **CLICK**
↓

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

Agreement to Rules for Dormitory Application and Refund	<input type="checkbox"/> I have read and understood the rules, and I agree to them.
Agreement to Residents' Rules and Penalty Points	<input type="checkbox"/> I have read and understood the rules, and I agree to them.
Agreement to Rules for Tuberculosis Checkup	<input type="checkbox"/> I have read and understood the rules, and I agree to them.

② **CLICK** →

③ **CLICK** →

④ **CLICK** →

■ Agree to Rules

- You can apply for dormitory application after you check on the rules agreement.

2. Apply for dormitory application: Step6_Dormmate application

The screenshot shows the 'Dormate' application form. It includes tabs for 'Check My Info.', 'Application', 'Meal plan', 'Rules Agreement', 'Dormate', and 'Survey', with a 'Next >' button. The 'Dormate' tab is active. Below the tabs, there's a section for 'Availability' with a 'Check Availability' button (annotated with ②), an 'Apply or not' section with radio buttons for 'Apply' and 'Random Selection' (annotated with ③), and a 'Dormate Application info.' section showing 'Total 0' and a 'dorm/room type' dropdown. The main part of the form is a table for roommates. The first row has columns for 'No.', 'Roommate 1', 'Roommate 2', and 'Roommate 3'. Each roommate column has sub-columns for 'Student ID' and 'Name'. A red box highlights the 'Student ID' and 'Name' fields for Roommate 1, with an arrow pointing to it from annotation ④. At the bottom, there's a 'Campus' dropdown and a checkbox for 'I have read and understood the rules, and I agree to them.' (annotated with ⑤).

① **CLICK**

② **Check Availability**

③ **Select**

④ **Fill in your roommate student ID and name correctly**

⑤ **CLICK** →

■ Check Availability of Dormmate

- Check you are available to apply for dormmate first and then apply.(New students cannot apply)
- It is available when you choose double room in the first choice.
- **Both students who did not receive dormitory penalty points during previous semester can apply.**

■ Fill in dormmate application information

- Fill in your roommate student ID and name(both side must write each other's).

■ Notice

- Dormmate will be accomplished when both students are assigned to same dormitory.

2. Apply for dormitory application: Step 7_Fill survey and Submit application

③ You must click 'Application' to submit your application after you fill all information. ↓

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
1	Ongoing	HSSC(Seoul)	Myengryunhaksa + Leased Building		
2	Impossible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)		

① **CLICK** ↓

Check My Info. Application Meal plan Rul **② Select your type** Survey

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

Chronotype	<input checked="" type="radio"/> None	<input type="radio"/> After 1A.M.	<input type="radio"/> Befor 1A.M.		
Sensitivities	<input checked="" type="radio"/> None	<input type="radio"/> To heat	<input type="radio"/> To cold	Smoking	<input type="radio"/> Smoker <input type="radio"/> Non-smoker
Sleeping Habit	<input type="radio"/> snoring or teeth grinding	<input checked="" type="radio"/> none			

■ Survey

- The survey can be used for arranging your roommate.
- It is difficult to arrange your roommate who is exactly matching with your answers.

■ Application

- Your application will be finished after you **click 'Application'**.
- You have to check your application is accomplished successfully
- After you finish applying your status of application will be seen as modifying instead ongoing .

3. Check Application Status

❖ KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management
-> Dormitory -> Dorm info.

Academic Calendar | Application/Graduation.. | Academic Status/Person..

Dorm info. X

Application/Graduation Requirements Management > Dormitory > Dorm info. Invoice Cancel(refund)

N ① Check your application SEARCH

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payment (Y/N)	Full
1	Check Campus/Year/ Recruiting Positions/Order				application		

② Your Status Details will be 'application' status

Check My Info. Dormitory Info. Dormate

Schedule

Campus Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory	Preferred Date for Joining Company	Check-out date	State	Check-out reason	Dormitory

■ Check your application

- Campus, Year, Recruiting positions, and Order are correct.
- If your application is accomplished successfully, the 'Status Details' will be 'application' status.
- If the 'Status Details' does not show 'application', your application is not accomplished successfully.
- You must check your 'Status Details' is 'application' or not after you finish applying.

4. Modify or Cancel Application

- ❖ KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management -> Dormitory -> Dorm application
- ❖ You can modify your application during the application period.

③ Click 'Modify Application' after you modify your application

Application/Graduation Requirements Management > Dormitory > Dorm application

Check Acceptance Cancel **Modify Application**

Student ID Name Degree Course Undergraduate (Major) **SEARCH**

Total 1 / 2

① Click 'Modify Application Form' to modify your application

No.	Apply	Campus	Dormitory	Semester	Application Details	Ch
1	Modify Application Form	HSSC(Seoul)	Myengryunhaksa + Leased Building			2
2	Impossible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)			2

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

② You can click and modify each category

■ Modify your application form

- You can modify your application when you click 'Modify Application Form'.
- After you finish modifying, click the button 'Modify Application' on the top.

■ Cancel

- Click 'Modify Application Form' first and then click 'Cancel'

5. Check Admission Result and Dormitory Fee

- ❖ KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management -> Dormitory -> Dorm info.
- ❖ You can check your admission result on the announcement day.

Academic Calendar | Application

Dorm info. X

Application/Graduation Requirements Management > Dormitory > Dorm info.

Invoice Cancel(refund)

② CLICK "INVOICE" and then check the dormitory payment information

Name SEARCH

① Check your result

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payme	Full Payme)	Full Payment (Y/N)
1	HSSC(Seoul)				allocated			완납

③ Check "완납" after your payment

Check My Info. Dormitory Info. Payment Info. Payment/Refund Info. Payment/Refund Info.

Schedule

Campus HSSC(Seoul) Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory

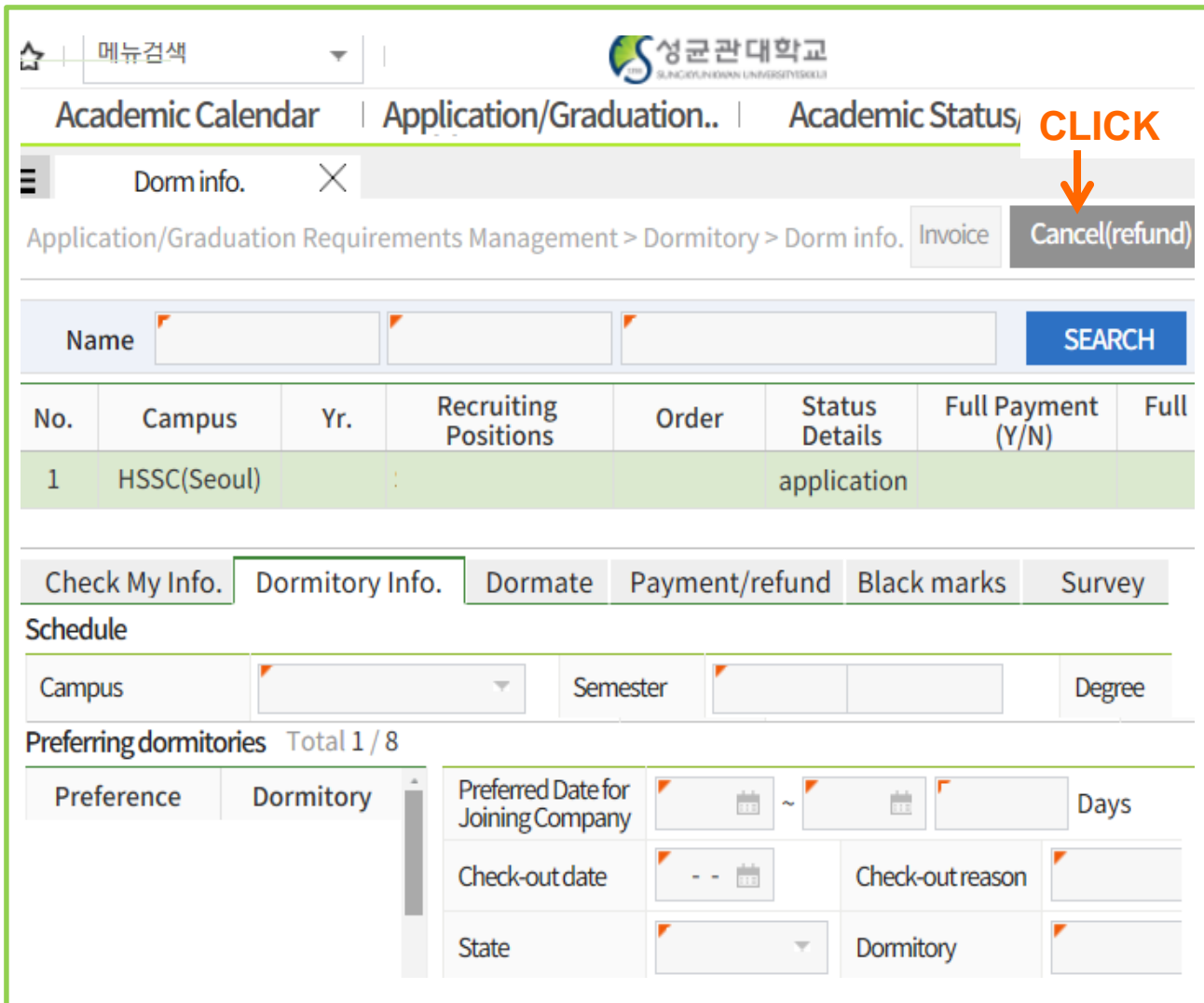
Preferred Date for Joining Company	~	Days
Check-out date		Check-out reason
State		Dormitory
Room type		Room No.

Check your dormitory admission result:

- **Application** : The admission application has been completed. Currently, successful applicants have not been announced.
- **Allocated** : As a successful applicant, you are a candidate for the admission. Please find the allotted dorm and room type. Click "Invoice" on your GLS and pay for your dormitory fee within designated period. After your payment, Check "완납" on your GLS.
- **Rejected** : As shown from the result of the announcement, you are not a candidate for the admission. **Cancellation of residence** : Your allotment has been cancelled due to the non-payment of the dorm fee within the designated period.

6. Cancel Dormitory Admission

- ❖ Kingo ID Login-> GLS-> Application/Requirement Management -> Dorm info.
-> “Cancel(Refund)” Click



The screenshot shows the Kingo ID GLS interface. At the top, there is a navigation bar with 'Academic Calendar', 'Application/Graduation..', and 'Academic Status'. Below this, there is a 'Dorm info.' tab. A search bar with 'Name' and a 'SEARCH' button is present. A table lists dormitory applications with columns: No., Campus, Yr., Recruiting Positions, Order, Status Details, Full Payment (Y/N), and Full. The first row shows '1' for No., 'HSSC(Seoul)' for Campus, and 'application' for Status Details. Below the table, there are tabs for 'Check My Info.', 'Dormitory Info.', 'Dormate', 'Payment/refund', 'Black marks', and 'Survey'. The 'Dormitory Info.' tab is selected. Under 'Schedule', there are fields for 'Campus', 'Semester', and 'Degree'. Below that, there is a section for 'Preferring dormitories' with a 'Total 1 / 8' indicator. This section includes a table with columns for 'Preference', 'Dormitory', 'Preferred Date for Joining Company', 'Check-out date', 'State', 'Check-out reason', and 'Dormitory'. The 'Check-out date' field is highlighted with a red box. An orange arrow points to the 'Cancel(refund)' button in the top right corner of the interface, with the word 'CLICK' written in orange next to it.

■ Cancel(Refund)

- If you want to cancel the dormitory application after your payment, Click “Cancel(refund)” on your GLS.
- It is possible to get full refund When you click “Cancel(refund)” before the date which you choose the check in date.
- If you are assigned to the Leased building, you have to click “Cancel(refund)” before the Regular check in date of Leased building. Otherwise you could not get refund your money.