

※ This information apply only to Bongryonghaksa (Natural Science Campus Dormitory).
Information for Myungryunhaksa (Humanities and social sciences Campus Dormitory) can be
found on their notice by selecting the 'Myungryunhaksa' on the first page of the dormitory
homepage.

Semester Summer vacation, 2020

Dormitory Admission Comprehensive Information

(Natural Science Campus Dormitory)



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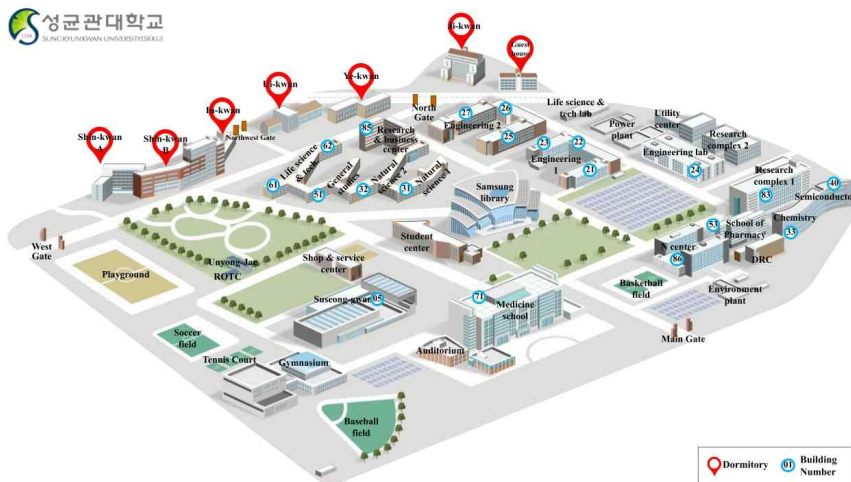
1 Dormitory Introduction

1. Dormitory Organization

- The Natural Sciences (Suwon) Campus dormitory, known as *Bongryonghaksa* (봉룡학사 / 鳳龍學舍), is comprised of 5 dormitory buildings, known as In-, Ui-, Ye-, Ji-, and Shin-kwan, all of which are managed directly by the university.
- The Humanities and Social Sciences (Seoul) Campus dormitory, known as *Myeongnyunhaksa* (명륜학사 / 明倫學舍), is comprised of E, G, C, I, K and M-Houses, and leased studio accommodation.

2. Campus map

- In-, Ui-, Ye-, and Shin-kwan are located in the university, but Ji-kwan is located in front of the north gate of the university (10m away).



3. Facilities in dormitory

In-room Facilities	-Heater and air conditioner, desk, chair, bed, wardrobe, laundry rack, wireless internet router, waste paper basket, brush and shovel
Communal Facilities	-Free to use: washing machine, iron, water purifier, microwave oven, TV, vacuum cleaner -Requiring payment: Laundry drier (₩1,000 per use), printer (₩40 per page)
Building-specific Notes	-Toilets and showers are communal by floor. Slippers are to be worn in rooms. -Shin-kwan: There is a bathroom with a shower in each room. Shoes are to be removed in rooms. Individual prepare a clothes horse. -In/Ui/Ye/Ji-kwan: Toilets and showers are communal by floor. House shoes are to be worn in rooms. -Shin-kwan: Bathroom with a shower in each room. Shoes are to be removed in rooms.

4. To Be Prepared Individually

All Buildings	-Bedding (blanket, pillow, sheet, etc.), clothing, towels, toiletries, hair dryer, desk lamp, personal computer, internet LAN cable, laundry basket, laundry detergent, personal hygiene products, emergency medicine, etc. -Multi tap Use Policy: (For further details, see the app.2 on the 19th page) overload circuit breaker type, under 4 light bulbs, wire shorter than 3m. *The mattress size is 100cm × 200 cm
For Specific Dorm	-In/Ui/Ye/Ji-kwan: bathroom slippers -Shin-kwan: toilet paper, drying rack

5. Allowed/prohibited items

Allowed Items	-Computers, printers, desk lamps, chargers, hair dryers, Automatically power off Curling iron, USB humidifiers, hand-held vacuum cleaners and fans are allowed
Prohibited Items	-Electric heat mat (sitting mat) / hot water mat, electric heaters, candles, flammable products, alcohol, Coffee machine, Massage Machine etc. -All electric items excepting the allowed items.
Facility Registration	-Required to Register for usage of facilities (Bicycle, Motorcycle, Refrigerator) * Mini refrigerator which is less than 50L can be prepared by individual. -Tag/sticker should be attached within seven days after the check-in(purchase) -GLS > Application/Graduation Requirements Management > Dormitory > Application of facility usage Confirmation from the Dorm Office > Receive identification tag/sticker and attach on the bicycle -Refrigerator sticker need to register again, bicycle tag is valid one year.

6. Checking Detailed Information and Facility Photos

- Dormitory homepage <https://dorm.skku.edu>
- Dormitory homepage ▶ Click the “English” button ▶ Guide ▶ Dormitory ▶ Select the dormitory which you want
- You can check each dormitory's room facility photos, floor plans, conveniences, etc., and requirements of what you need to prepare yourself.

2 Resident Selection for Summer semester, 2020

1. Eligibility to Apply for Admission

- Undergraduate and graduate students who study in summer semester, 2020
 - Both enrolled students and students on gap-year can apply.

2. Not Qualified Applier

- Those who are not prohibited from living in the dormitory because of penalty points

3. Schedule

Stage	Details	Dates	Notes
1	Apply	May. 26. (Tue) 09:00 ~ May. 31. (Sun) 23:00	<ul style="list-style-type: none"> Can apply for early admission Dormate can be applied Individual application on GLS
	Announcement	Jun. 04. (Thu) 10:00	<ul style="list-style-type: none"> Check individually on GLS,
	Dormitory fee payment	Jun. 04. (Thu) 10:00 ~ Jun. 08. (Mon) 23:00	<ul style="list-style-type: none"> send payment to single-use account Closed at 23:00 on the dead line.
2	Apply	Jun. 09. (Tue) 09:00 ~ Jun. 10. (Wed) 23:00	<ul style="list-style-type: none"> Equal to the above notes. But, Dormmate can not be applied for this period. Freshman will be given priority selection
	Announcement	Jun. 12. (Fri) 10:00	
	Dormitory fee payment	Jun. 12. (Fri) 10:00 ~ Jun. 15. (Mon) 23:00	

4. Selection of check-in date

Category	Residence period		notes
Whole Summer Vacation	06. 20. (Sat) ~ 08. 29. (Sat)	70 days	<ul style="list-style-type: none"> Announcement of room numbers: Check individually on GLS After 06. 18. (Thu) 17:00
Summer Semester	06. 20. (Sat) ~ 07. 11. (Sat)	21 days	

- Of the above two periods, it is possible to select one. And you cannot apply for both Seoul campus dorm and Suwon campus dorm together.
- The dorm application has nothing to do with the application of the summer semester. So, it is possible to apply for the summer vacation dorm without applying the summer semester classes.

5. Matters to be considered

- The dormitory's available places are all filled during Stage 1 of the application process. Only unpaid places are available for re-selection on Stage 2, so the Stage 2 selection success rate is extremely low.
- If you are selected but do not pay by the deadline, your selection will be cancelled automatically.
- Rooms are assigned according to the selection of check-in date and you can not enter the dorm before the selected check-in date. Therefore, carefully choose the check-in date. You can enter the dorm after the selected check-in date but the dorm fee during the unused period can not be refunded.

6. How to Apply for Admission

- After paying SKKU's enrollment fee, freshmen should go to the university homepage (<https://www.skku.edu>), and join Kingo Portal. Then it will be possible to apply for dormitory admission.

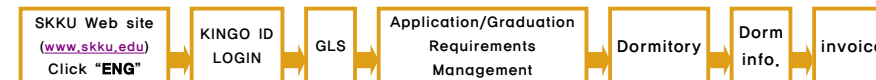


- The admission application system will not be in English, so you may need to download the "Guidance for Dormitory Application on GLS" file.
- After submitting your admission application you can modify the contents until the end of the application period. After this period, modification is impossible.
- To confirm what you apply:



'application' appeared and when clicking it, the detailed information of your apply is appearing)

7. How to Check the Results and Invoices



- You cannot check whether your application has been successful before the results are announced. After the results are announced, success/failure are appearing.
- Send the total payment (maintenance fee + meal fee + deposit) by bank transfer to the account specified in your individual invoice.
- Each invoice will have a single-use account number. The account holder name will be the applicant's name. Payment can only be made as an exact amount during the period shown on the invoice.
- Take care in completing the payment fully, as failure to pay by the deadline will result in automatic cancellation of your admission.

8. Assigning Rooms

- Room assignment will be done after payment. It is policy to **put students of same year** together. When applying, you select your sleeping type and it is considered for dorm management to allocate rooms.
- Graduate students who lived in the dormitory during spring vacation, who are selected for Summer vacation 2020, and who applied for early check-in on Jun.20, and who applied for admission in stage 1 will usually be assigned the same room so they don't have to move. *Exceptional: Undergraduate students who are living in Shin-kwan A / Dormmate selectees.
- If Students who are supposed to live in the same room where he have lived in spring vacation wants to change room, he should visit dorm office and apply for the room change until Jun. 15. (Mon) 17:00.
- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all country can be room mate each other.

3 Submission of Tuberculosis Test Results

1. Rules Regarding Submission of Tuberculosis Test Results★★★

- According to the Ministry of Education policy, all admitted residents must submit the tuberculosis check-up test report which conducted within a year after the check-out.
- If you do not turn in the test result on the check-in date, **you won't be able to check-in.**
- But, there are exceptions or postpone for submission in certain condition as following:

*Check your latest date of TB(check x-ray)test result.

Check-up date: ~Aug. 2020	Mandatory submission
If you never had a tuberculosis test before - Students who had a checkup before Aug. 2019	Submit TB result on the check-in date. On the check-in date, won't be able to check-in without the TB result submission
Check-up date: Aug. 2019 ~ Jun. 2020	Exceptions of submission
- Students who had done a exam outside the campus and submitted TB result to the office. - Students who attend at the campus health checkup for freshmen in 2020(But Students have to attend a week before Check-in)	No need to submit other papers (For students who took the TB test of submit the results after Aug. 2019, ID number has been changed after checkup must confirm with the office.

- Only applicants with clearly-written **name, gender, date of birth, date of chest x-ray and clear results (shown as Normal/Tuberculosis not found/Full recovery)** can be accepted. (need to turn in TB test result not the x-ray film.)
- The check-up result must be submitted on site at the entrance processing place on the check-in date (mail delivery unacceptable).
- Freshmen and admitted residents are recommended to arrange the schedule to receive a free campus health checkup. (Refer to the next page)
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health centre, internal medicine clinic, or hospital equipped with an x-ray machine. The results can take 1-3 days depending on the clinic visited, so please bear your check-in date in mind and have the health check-up in advance.

4 Admission(Check-in) Procedure

1. Admission Procedure

- You can only check in from your chosen check-in date onwards. Before that date you will also be unable to enter your room or store luggage in it.
- Check-in procedure: Bring your tuberculosis check-up result and your I.D. card (Korean ID card; Alien Registration Certificate; Passport). ► Check your room number on the notice on the management office wall or on GLS. ► Receive your room key, entry card, and information leaflets. ► Go to your assigned room. ► Check the in-room facilities. ► Submit confirmation of admission online.
- Possible check-in times: 09:00-17:00** (Outside these hours, for residents' safety and convenience, the entry of accompanying family into the building and the renting of a cart can be limited.) However, if you chose to check-in on Jun.20.(Sat), 2020, because residents who have stayed during the summer vacation will be checking out, you can check in after 15:00. To reduce congestion on check-in days, temporary management offices will be operating at the locations in the table below.

Dormitory	In/Ui/Ye-kwan	Ji-kwan	Shin-kwan
Reception for Check-in	Ui-kwan entrance Temporary Management Office	Ji-kwan Temporary Management Office (1F)	Shin-kwan Temporary Management Office (Middle Auditorium, B1F of Shin-kwan B)

2. Admission Period Assistance Details

- Receiving parcels: If you send parcels to the dormitory 3-5 days before the check-in date then they will be stored in the parcel storage room on delivery. (However, please be aware that parcels may be damage or loss. Also please write your name and phone number on the box.)
- Borrowing a cart: You can borrow a cart in each dormitory, but due to limited space in the elevator, it may be crowded, and because of many people it may take a long time. It will be easier if you bring your belongings in wheeled suitcases, or you can prepare your own small cart.
- For the early check-in or the regular check-in, we provide free campus parking ticket. (There is an exception of Ji-kwan since the building is located outside the campus.)

3. Instructions

- Dormitory life is communal and the room is small, so please do not bring things which could give your roommate discomfort, or prohibited items with you.
- To avoid discomfort to your roommate, try not to bring your family into the room or aisle during your stay, and try to do your own cleaning and laundry, not relying on your family.

5 Dormitory Life Rules

1. Dormitory Etiquette

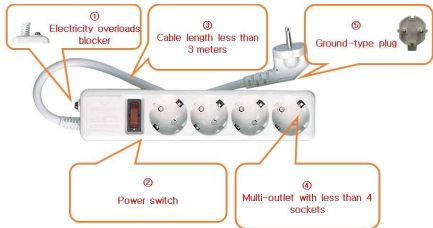


- As dormitory is a communal space, we had established the regulations on safety / communal living / hygiene, if resident who violates the rule, then the penalty points will be given. depending on the level of imposed penalties, you can be moved out, or lose the right to apply for dormitory. Therefore, you need to take special attention to the following materials. (Refer to the next page)
- Also we impose a curfew to reduce the roommate or neighbor's issue on making noise at night. Curfew time is Monday to Friday 01:00~05:00 a.m. (There is no curfew on Saturday and Sunday.), you still can pass the gate but you will receive 3 penalty points. But, graduate students do not have curfew and during exam period, we temporarily suspend the curfew for undergraduate students as well.

*The curfew will be canceled on Saturday and Sunday from 1 am to 5 am.

(Even if the curfew is canceled, problems such as non-resident entrance are punished equally)

2. Multi-Outlet Usage

- Electricity overloads blocker:** To protect the electronic from the overloads
- Power switch:** To control the power by using switch from going on/off.
- Cable length less than 3 meters:** Longer the cable gets, more heat it will emit.
- Multi-outlet with less than 4 sockets:** To prevent ground fault and electric shock, must use the one that has 4 sockets or less.
- Ground type plug:** When accident occurs, it protects cable routes.

Dorm Multi-Outlet Extension	Restricted to use
 <p>To prevent accidents, personally brought extension must meet the following criteria.</p>	 <p>With no switches of controlling power or blocking overloads</p>  <p>Multi-outlet with more than 5 sockets</p>

3. Voluntary Sleep Out Reporting System

- When a student sleep out of the dorm for long period of time(longer than five days of weekdays), we make contact to the student or guardian for the safety.
- If students plan to stay out of the dorm should report through GLS in advance. We will not contact guardian unless students report themselves. Therefor self-reporting is highly recommended.

4. Penalty Points Under Dormitory Life Rules

Category	Article	Contents	Point
Safety	1	Significantly inappropriate behavior (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 others 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 pets in dormitory	10
	14	Letting non-residents enter dormitory other than curfew hours (AM 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, disobeying to the dormitory director, office member, house master, guidance-assistance, guard, related staff, giving false statements for guidance or inspection	8
	18	Access at curfew time (AM 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 12	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 15 days 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
 ▶ 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 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.

6 Dormitory Fee Refund Policy

1. Dormitory Fee Refund Policy

Type	Standard	Refund	Procedure
Leaving dormitory before the check-in date	<ul style="list-style-type: none"> Student who decide to cancel the application after the acceptance before your check-in date. (At least one day before your chosen check-in date) 	100% refund	<ul style="list-style-type: none"> GLS—Dorm application—click the [Leaving dormitory] You should apply until the day before your check-in date. Freshmen who cancel the enrollment need to be confirmed through admission office.
Leaving dormitory in the mid-session	<ul style="list-style-type: none"> Leaving dormitory after the check-in date. If less than 30 days remain till the check-out date (until July. 29. 2020), there will be no refund. 	<ul style="list-style-type: none"> You will be refunded the daily rate of maintenance and meal fees based on the number of days left till the check-out date with a penalty of 15 days' fees There will be no refund less than 30 days remain till the check-out date. 	<ul style="list-style-type: none"> On the day you want to leave, visit dormitory office to fill out the application form after cleaning your room. If dormitory office is closed during holiday, you should come the day before and fill out the application form.

- If residents plan to leave in the mid-session **need to come to dorm office to turn in paper works and agree on refund policy.** Therefore you need to visit office during our office hours and even if you already have checked out your room, the office check out date is the date you submit paper works at office.
- If you are expelled because of penalty points, or you decide to leave mid-session because of health or other personal reasons, the same mid-session refund rule applies.
- The deposit will be refunded in full unless the room is left in a state of uncleanness or disrepair, or fixings are missing, in which case the sum needed to clean, repair or replace things will be deducted from the deposit and any remainder will be refunded. (Poor cleaning: ₩10,000; key loss: ₩10,000; entry card loss: ₩10,000; damaged/lost equipment: necessary sum to fix/replace)
- All refunds take about 3 weeks to be deposited in the bank account which was registered in the admission application. Therefore, responsibility for delay caused by inaccurate details in the application lies with the resident.
- When you leave dormitory in mid-session, if you want to refund the meal price, you need to visit cafeteria office. However, leaving dormitory before check-in will be refund fully without visiting cafeteria office.

7 Open Kitchen

- Open kitchen is only for foreign students in the dormitory who should cook their own meal necessarily because of cultural differences.

Open Kitchen	Intended Users
Ui-kwan kitchen	Only for Ui-kwan residents
In-kwan kitchen	For residents in all dormitories

- Registration for summer semester will be on **Jun. 10. (Wed) 10:00.** For those who want to use the open kitchen for summer semester, we will get applications online. (Please refer to the dorm homepage notice.)
- Spring semester users who will live in the dormitory during summer semester should apply it again.
- The application will be made **on a first-come-first-serve basis** and the cabinet number is given randomly. But current users on a first-come, first-served basis can use the same cabinet.
- If you want to use anything in the open kitchen, you should prepare it. (we just offer Induction cooking, refrigerator, microwave)
- All users who want to use the refrigerator should use one airtight box. Please prepare yourself and check the size.
(refrigerator airtight box : Max. 316X232X155mm)
- Kitchen appliances should be used after registration with GLS.
- Be sure to check and follow the open kitchen rules on the notice.

8 Inquiries

Due to a high number of phone inquiries, it may be easier to make inquiries on the homepage's Q&A page, or by e-mail.

Homepage	https://dorm.skku.edu (You can use Q&A after logging in with your Kingo Portal ID.)
Email	dorm@skku.edu
Telephone	(031) 290-5181~6 Weekdays 09:00-17:00 (except lunch: 12:00-13:00)