2020-FALL SEMESTER GLS APPLICATION GUIDANCE

SKKU DORMITORY

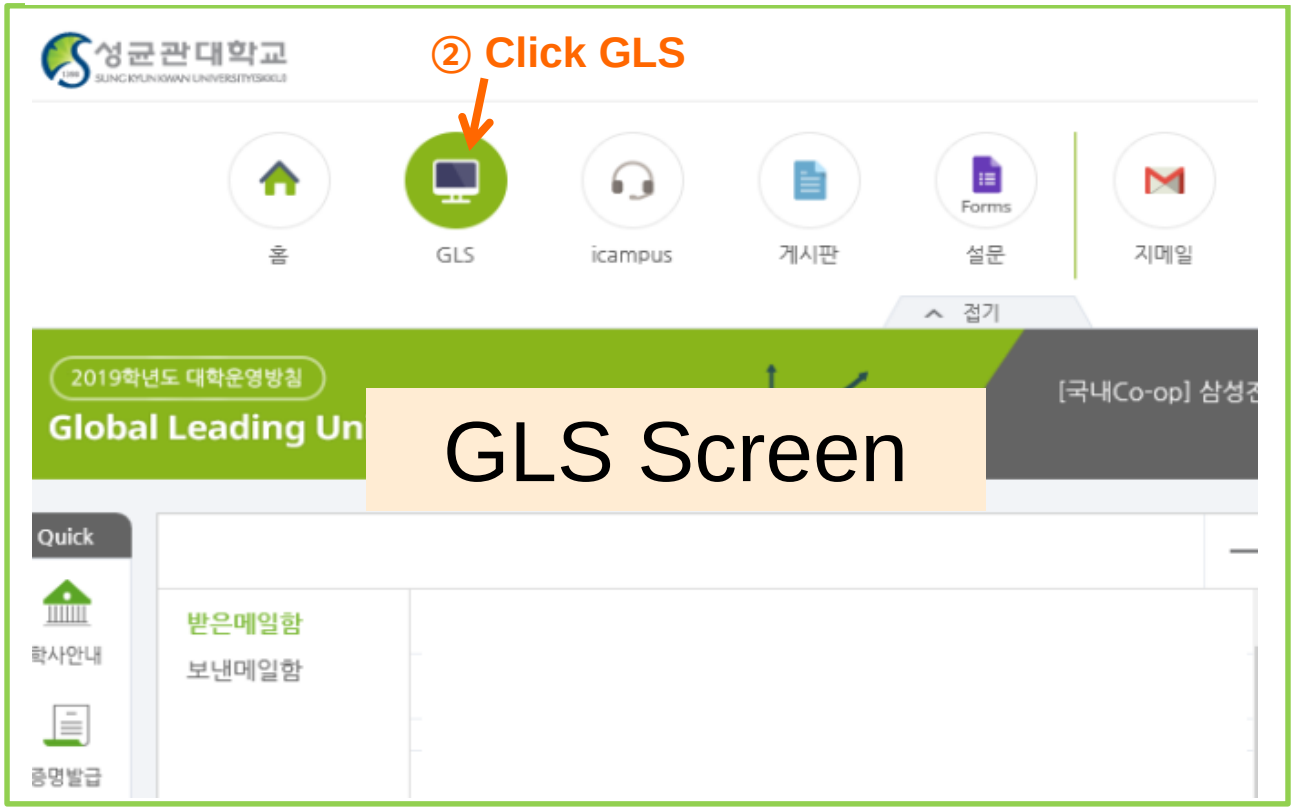
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1. Access to GLS(KINGO ID LOGIN)

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



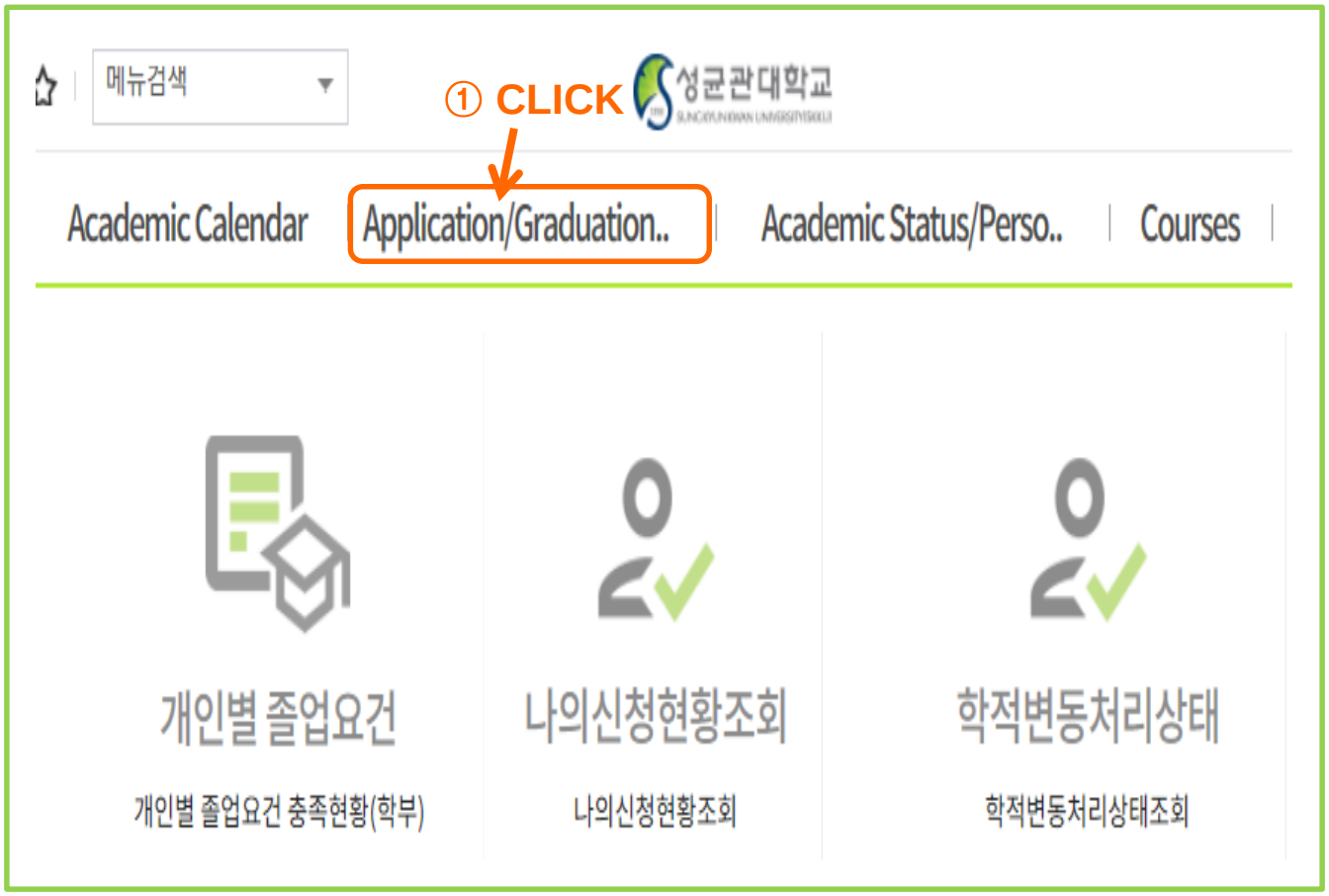


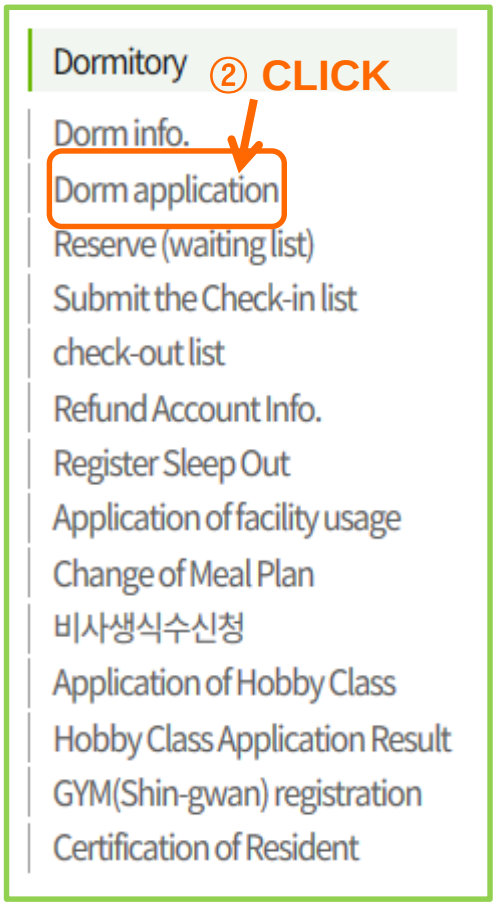
① KINGO ID LOGIN

- 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)



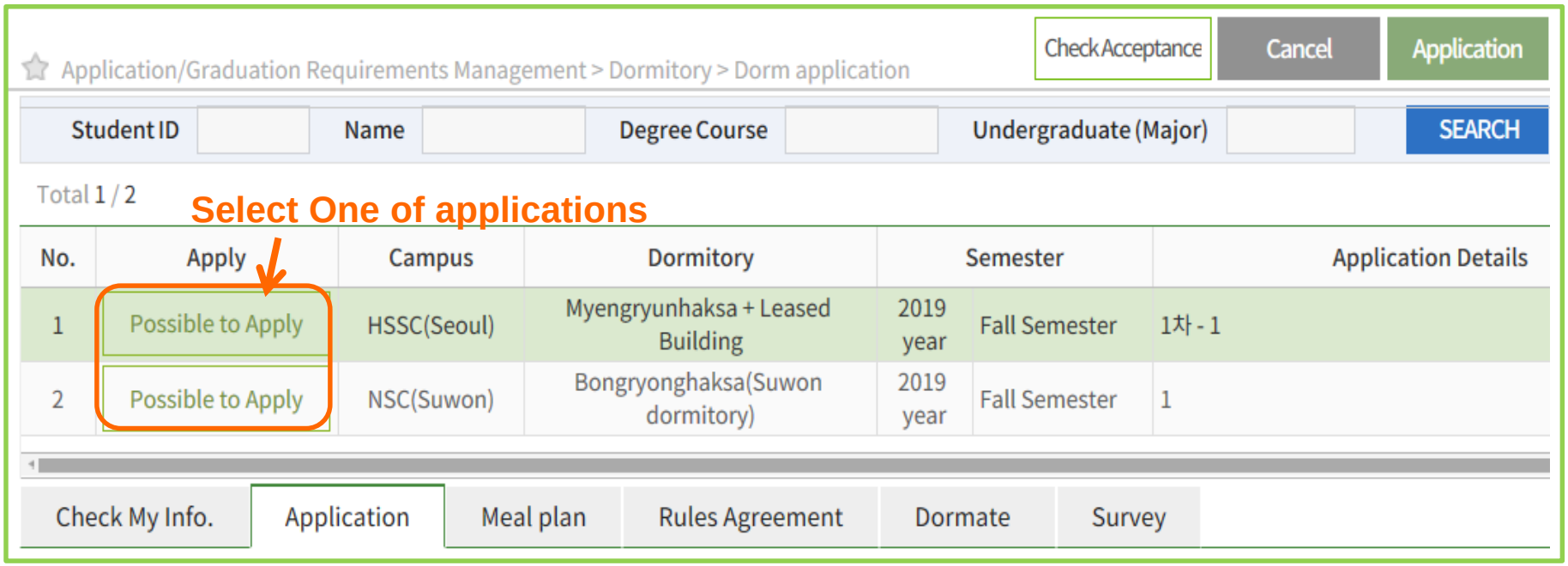


■ Dorm application

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

2. Apply for dormitory application: Step1_Select Application

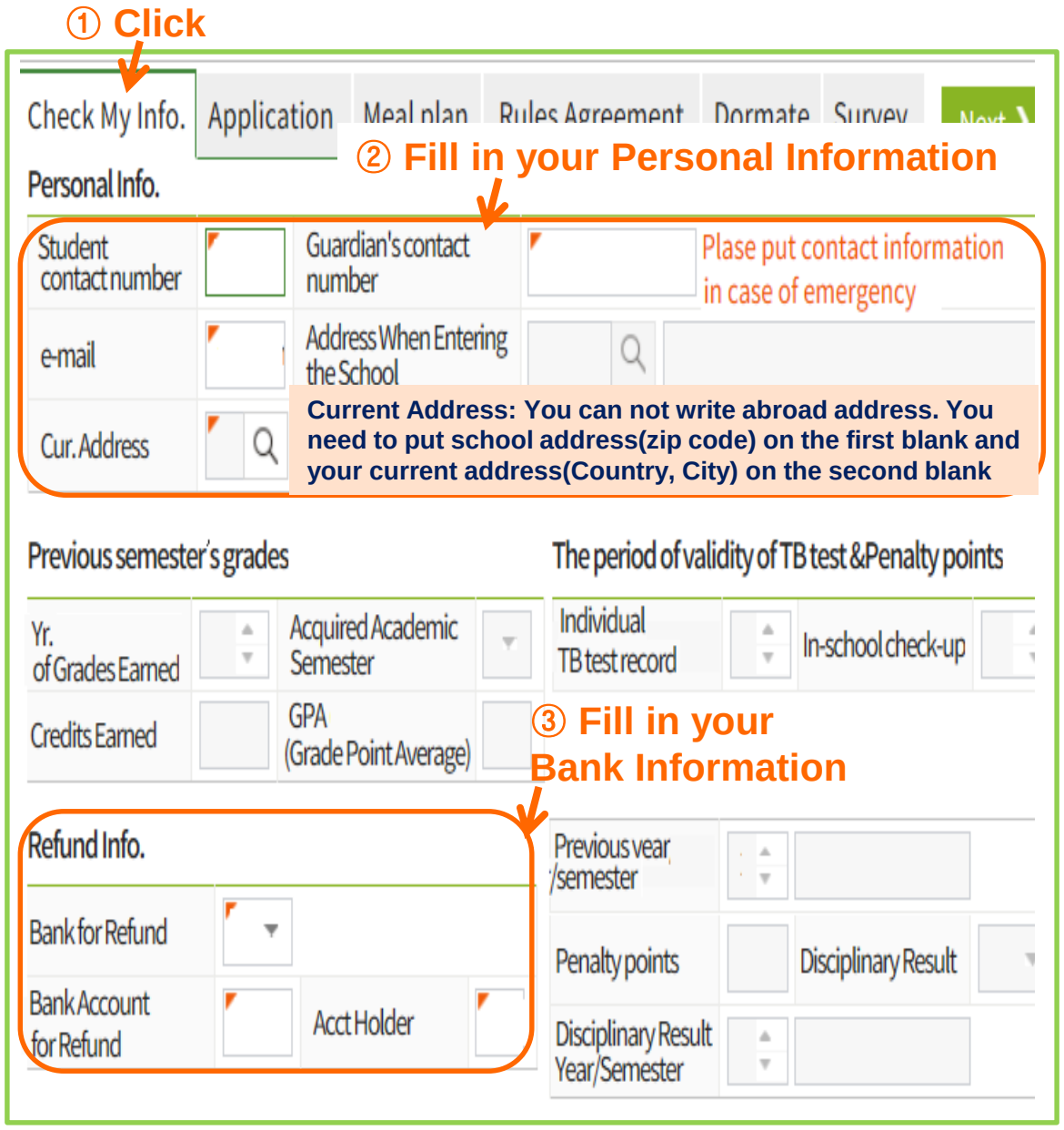
- KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management -> Dormitory -> Dorm application
- When you click on “Dorm application” you can see the dormitory application as below. It will be showed during application period only.



■ 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.



■ 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.

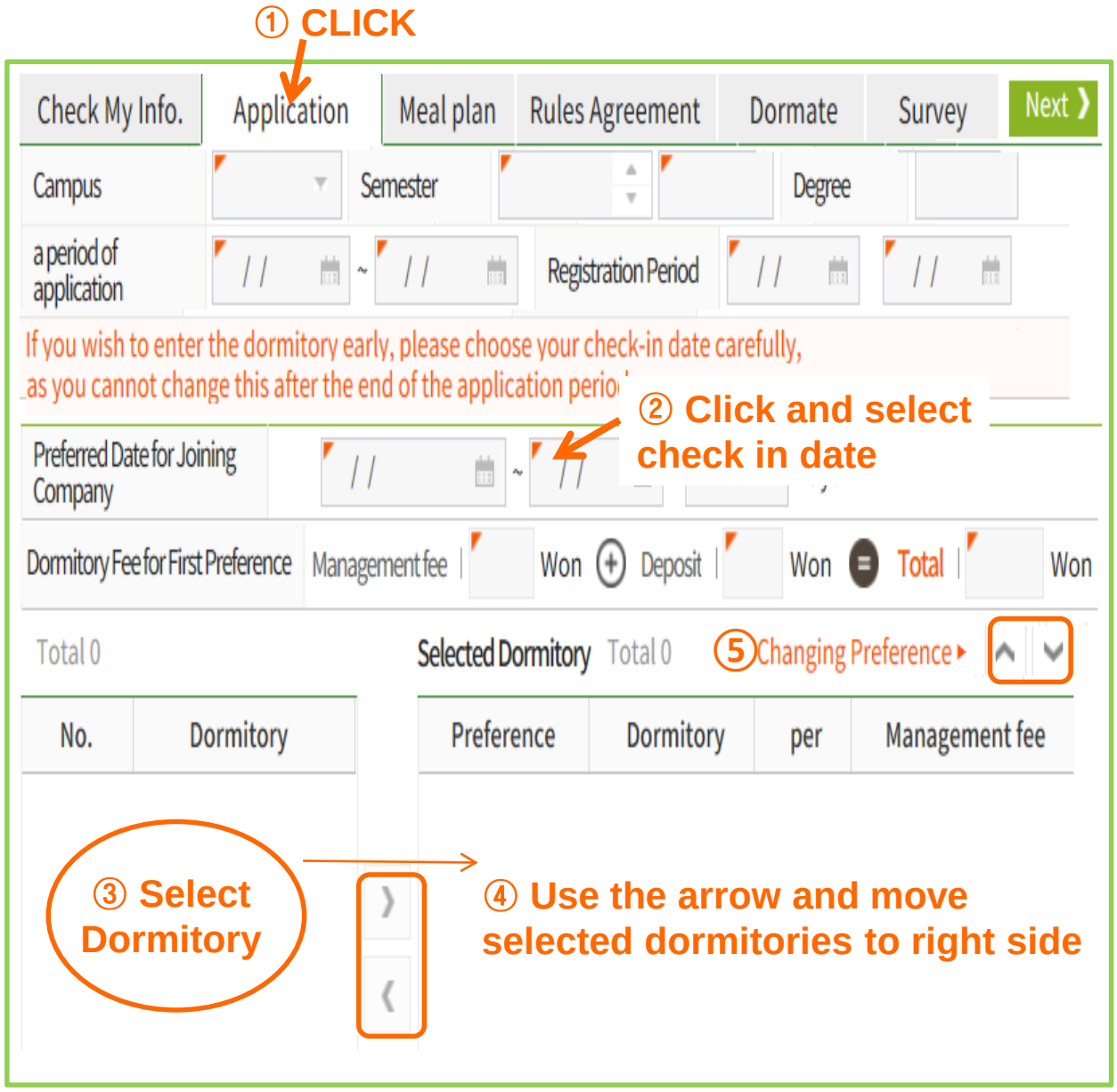
■ The period of validity of TB test

- **A vaild TB test check-up(by the school's medical center or individual) should be taken in 2 months before the check-in date.**
- **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



■ 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.

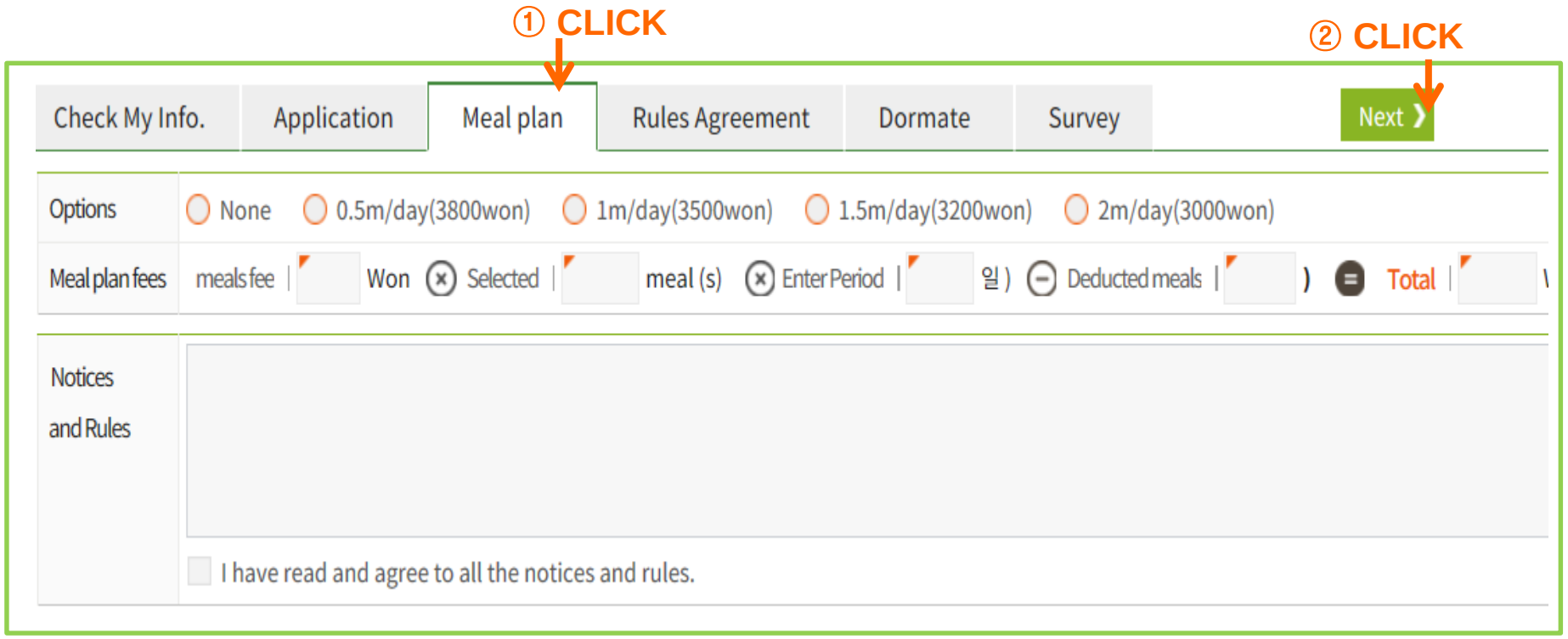
■ Select dormitory according to your preference

- 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



■ Select meal coupon

- No application for E-Zipbob meal coupons in Fall semester. Please skip this page.
- Meal coupons can be purchased from the vending machine at the cafeteria.

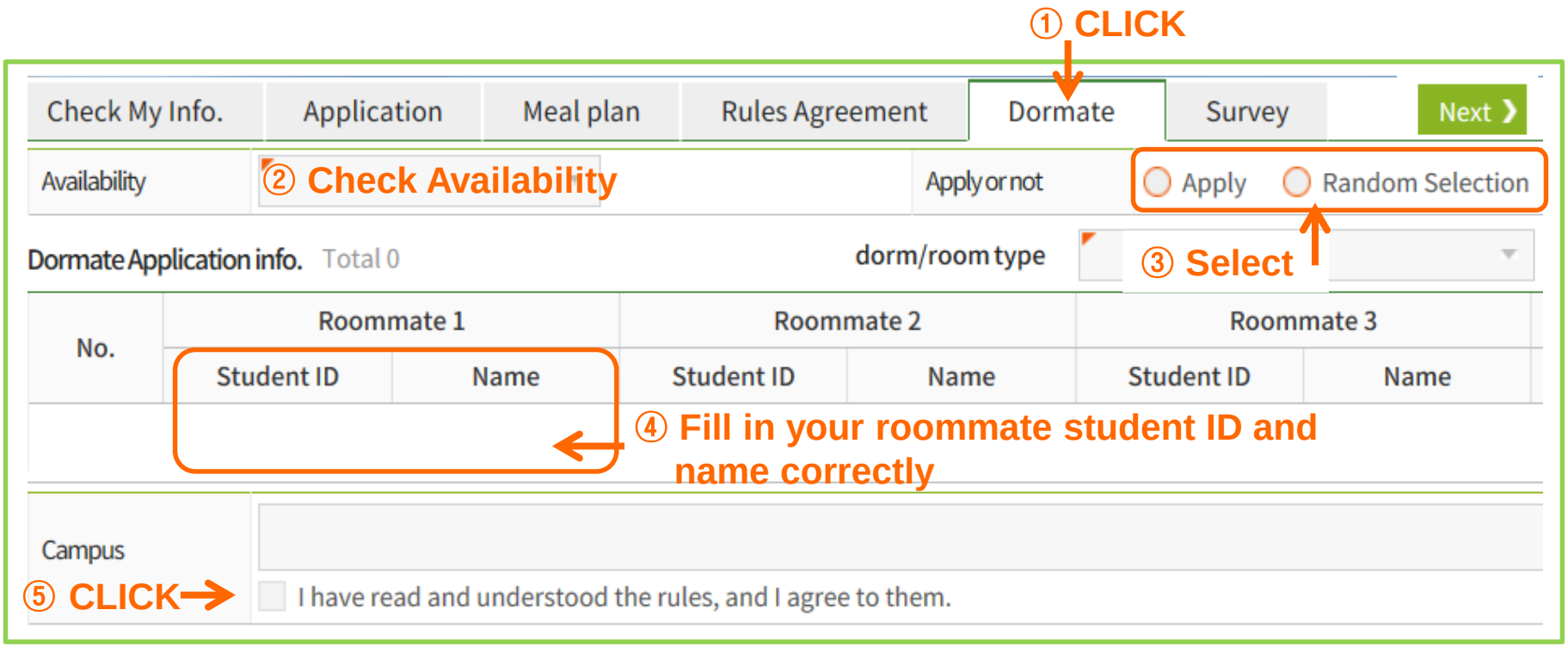
2. Apply for dormitory application: Step5_Rules Agreement



■ **Agree to Rules**

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

2. Apply for dormitory application: Step6_Dormmate application



■ 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.**

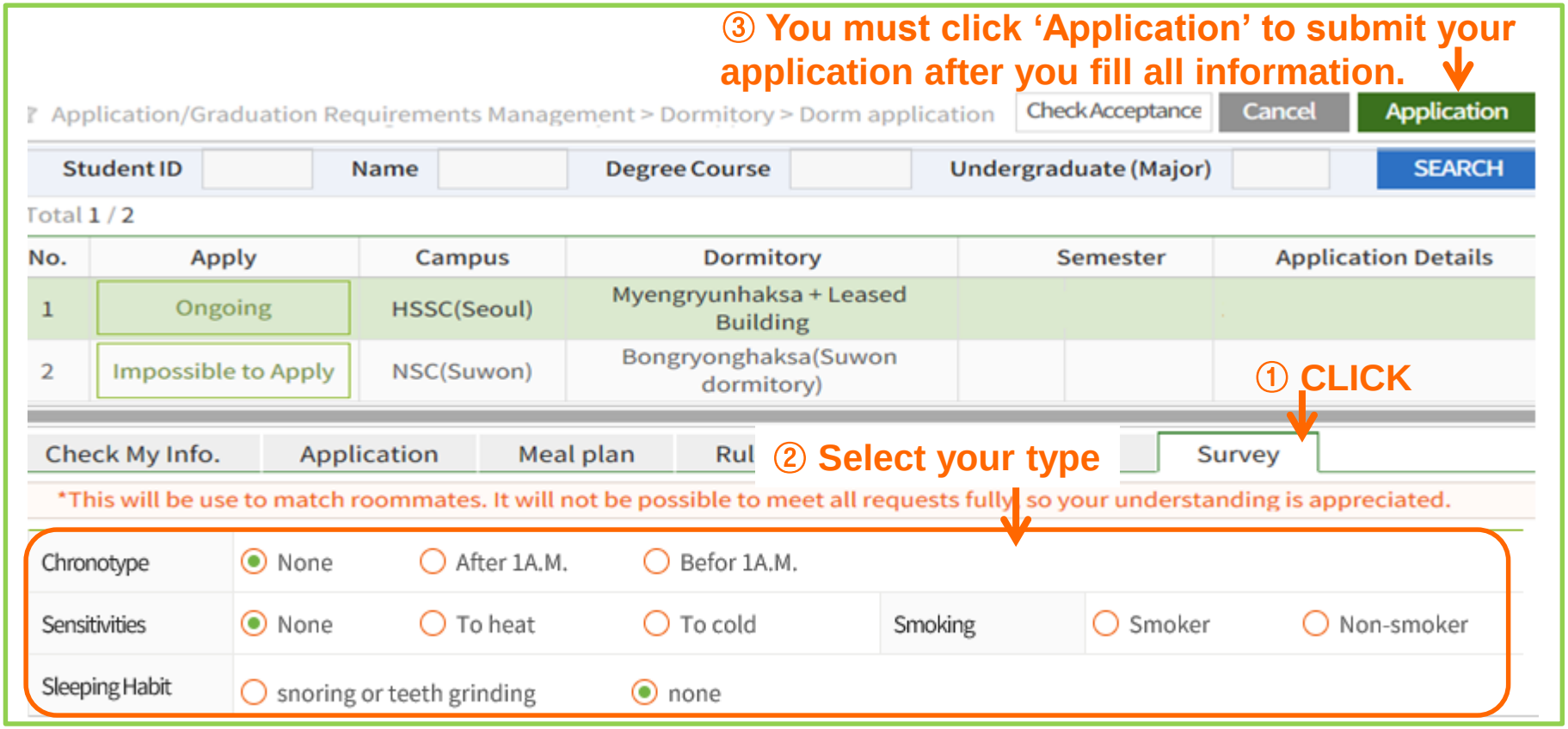
■ Fill in dormmate application information

- 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



■ Survey

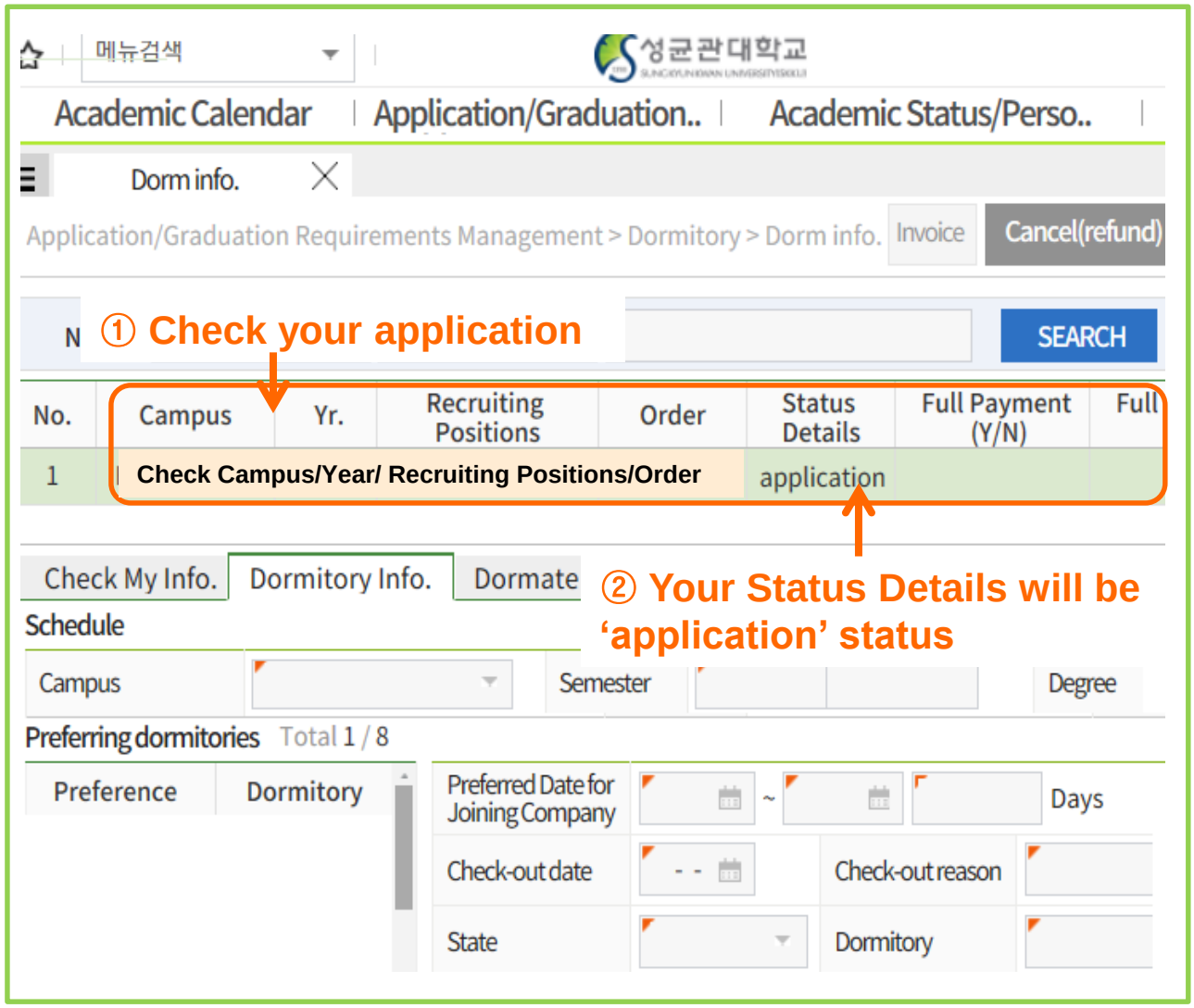
- The survey can be used for arranging your roommate.
- It is difficult to arrange your roommate who is exactly matching with your answers.

■ 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.



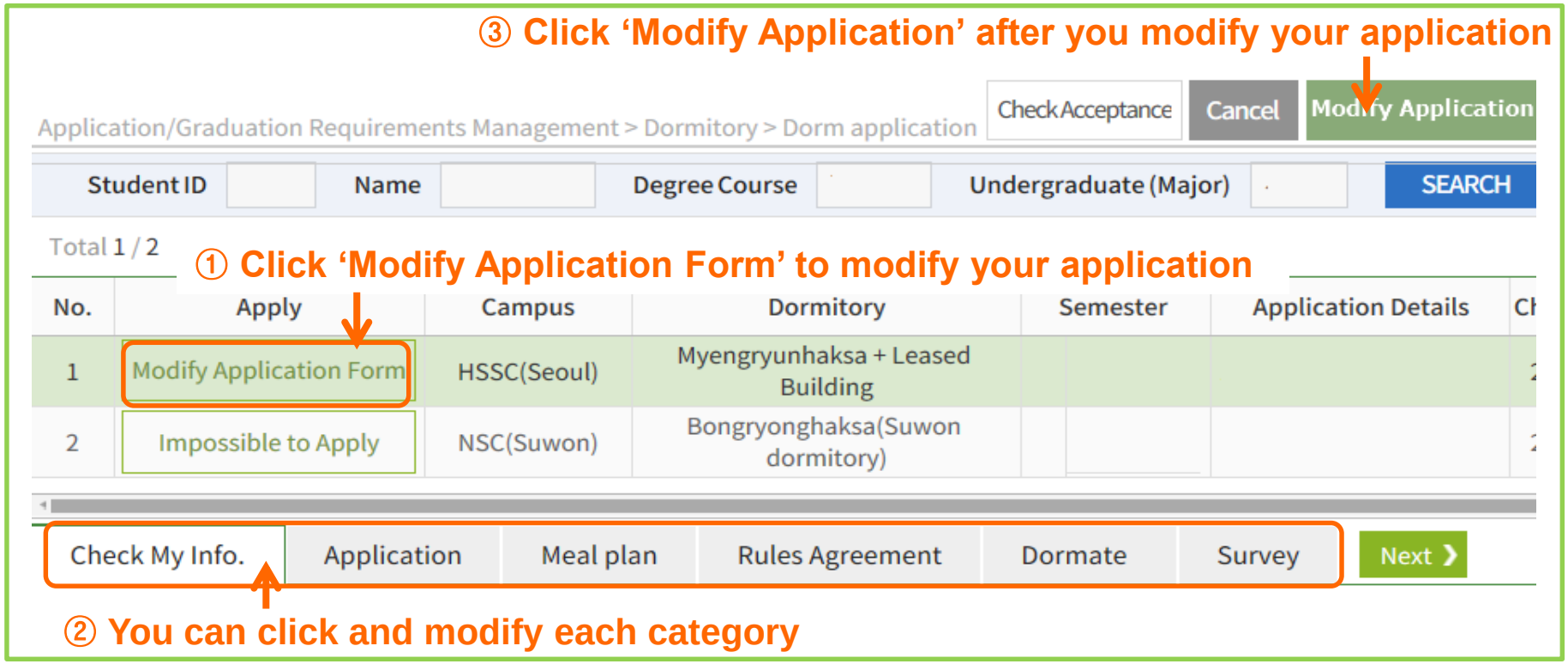
■ Check your application

- 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.



■ Modify your application form

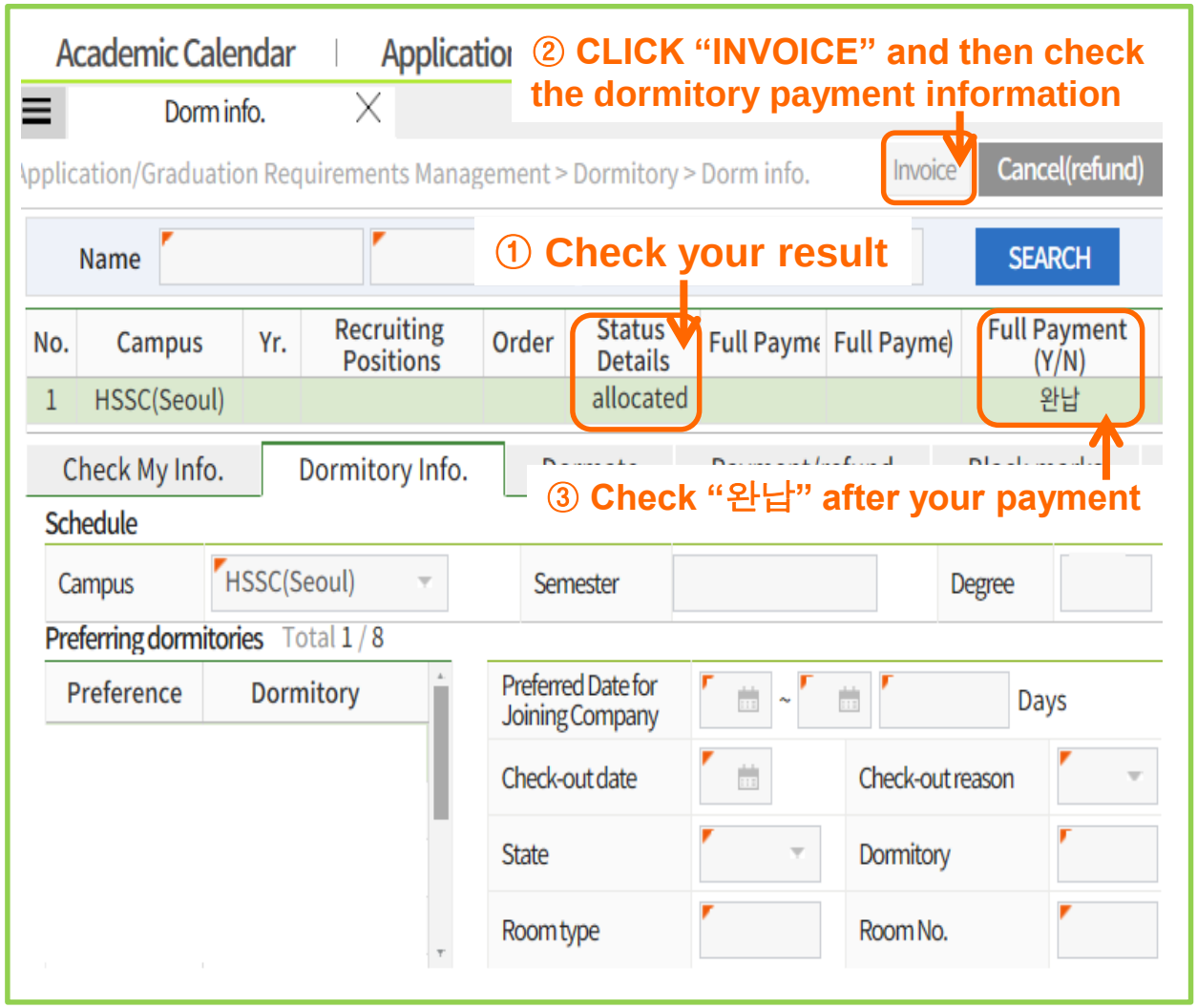
- You can modify your application when you **click 'Modify Application Form'**.
- **After you finish modifying, click the button 'Modify Application' on the top.**

■ 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.

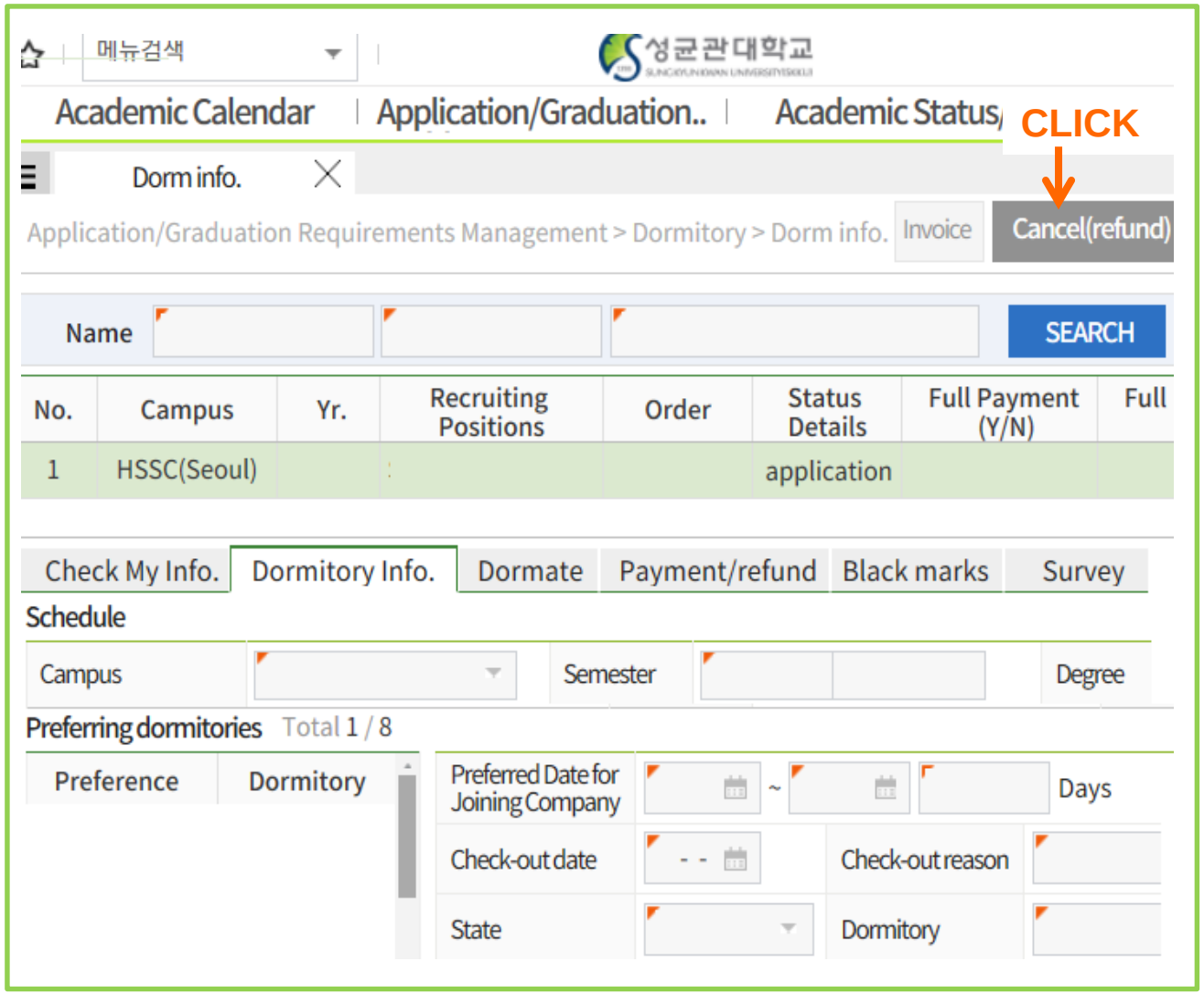


Check your dormitory admission result:

- **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



■ 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.