

GLS APPLICATION GUIDANCE

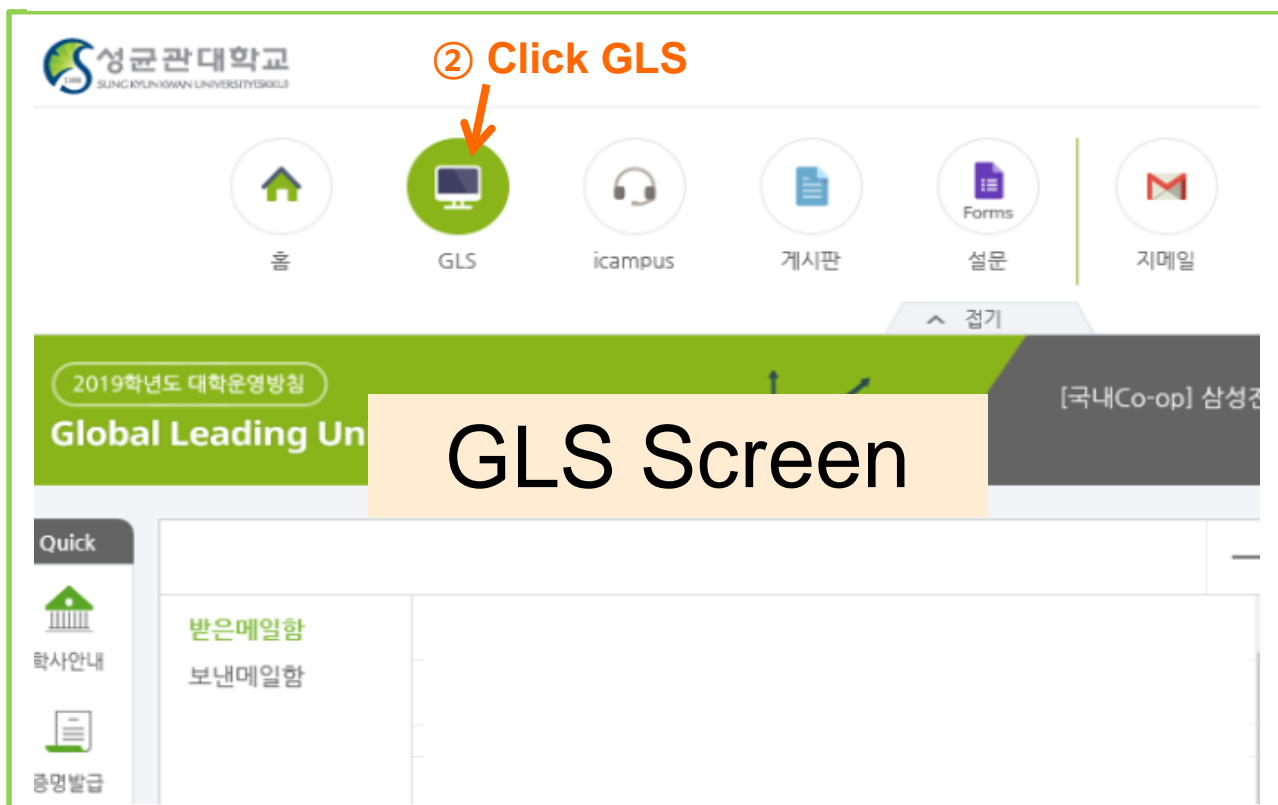
SKKU DORMITORY

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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 Seunggyun University GLS portal. At the top, there is a search bar and the university logo. Below the header, there are navigation tabs: "Academic Calendar", "Application/Graduation..", "Academic Status/Personnel", and "Courses". An orange arrow labeled "① CLICK" points to the "Application/Graduation.." tab. Below the tabs, there are three main sections: "Individual Graduation Requirements", "My Application Status", and "Academic Transfer Status". To the right of the main content, there is a sidebar menu under the heading "Dormitory". An orange arrow labeled "② CLICK" points to the "Dorm application" option in this menu. The sidebar menu includes options like "Dorm info.", "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", "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	2020 year	Fall Semester 1
2	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2020 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

Personal Info.

② Fill in your Personal Information

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 registered part 'Your address when admitting 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 is valid for 6 months from your TB test date based on Individual check or school check
- **You should 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 a web form for the 'Step4_Meal Plan' application. The form is divided into several sections:

- Navigation Bar:** Contains tabs for 'Check My Info.', 'Application', 'Meal plan', 'Rules Agreement', 'Dormate', and 'Survey'. A green 'Next >' button is on the right. An orange arrow labeled '① CLICK' points to the 'Meal plan' tab.
- Options:** A row of radio buttons for meal plan options: 'None', '0.5m/day(3800won)', '1m/day(3500won)', '1.5m/day(3200won)', and '2m/day(3000won)'. An orange arrow labeled '② Selected' points to the 'None' option.
- Meal plan fees:** A row of input fields and labels: 'meals fee | [] Won', 'Selected | [] meal (s)', 'Enter Period | [] 일)', 'Deducted meals | []', and 'Total | []'.
- Notices and Rules:** A large text area for notices and rules. An orange arrow labeled '③ CLICK' points to a checkbox labeled 'I have read and agree to all the notices and rules.'

■ This Winter Vacation dormitory will not run 'Select meal coupon'

- 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. At the top, there are tabs: 'Check My Info.', 'Application', 'Meal plan', 'Rules Agreement', 'Dormate' (selected), 'Survey', and a 'Next >' button. Below the tabs, there is a section for 'Availability' with a button labeled '② Check Availability'. To the right of this is a section for 'Apply or not' with two radio buttons: 'Apply' and 'Random Selection'. An arrow points to the 'Random Selection' button with the annotation '③ Select'. Below this is a section for 'Dormate Application info. Total 0' and a dropdown menu for 'dorm/room type'. Below the dropdown is a table for roommates. The table has columns for 'No.', 'Roommate 1', 'Roommate 2', and 'Roommate 3'. Each roommate column has sub-columns for 'Student ID' and 'Name'. An orange box highlights the 'Student ID' and 'Name' fields for Roommate 1, with an arrow pointing to it from the annotation '④ Fill in your roommate student ID and name correctly'. Below the table is a section for 'Campus' and a checkbox labeled 'I have read and understood the rules, and I agree to them.' An arrow points to this checkbox with the annotation '⑤ CLICK →'. At the top right of the form, an arrow points to the 'Dormate' tab with the annotation '① 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.

① Check your application

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	<input type="text"/> ~ <input type="text"/> Days
Check-out date	<input type="text"/> Check-out reason <input type="text"/>
State	Dormitory <input type="text"/>

■ 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)

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

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

③ Check “완납” after your payment

Schedule

Campus HSSC(Seoul) Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory

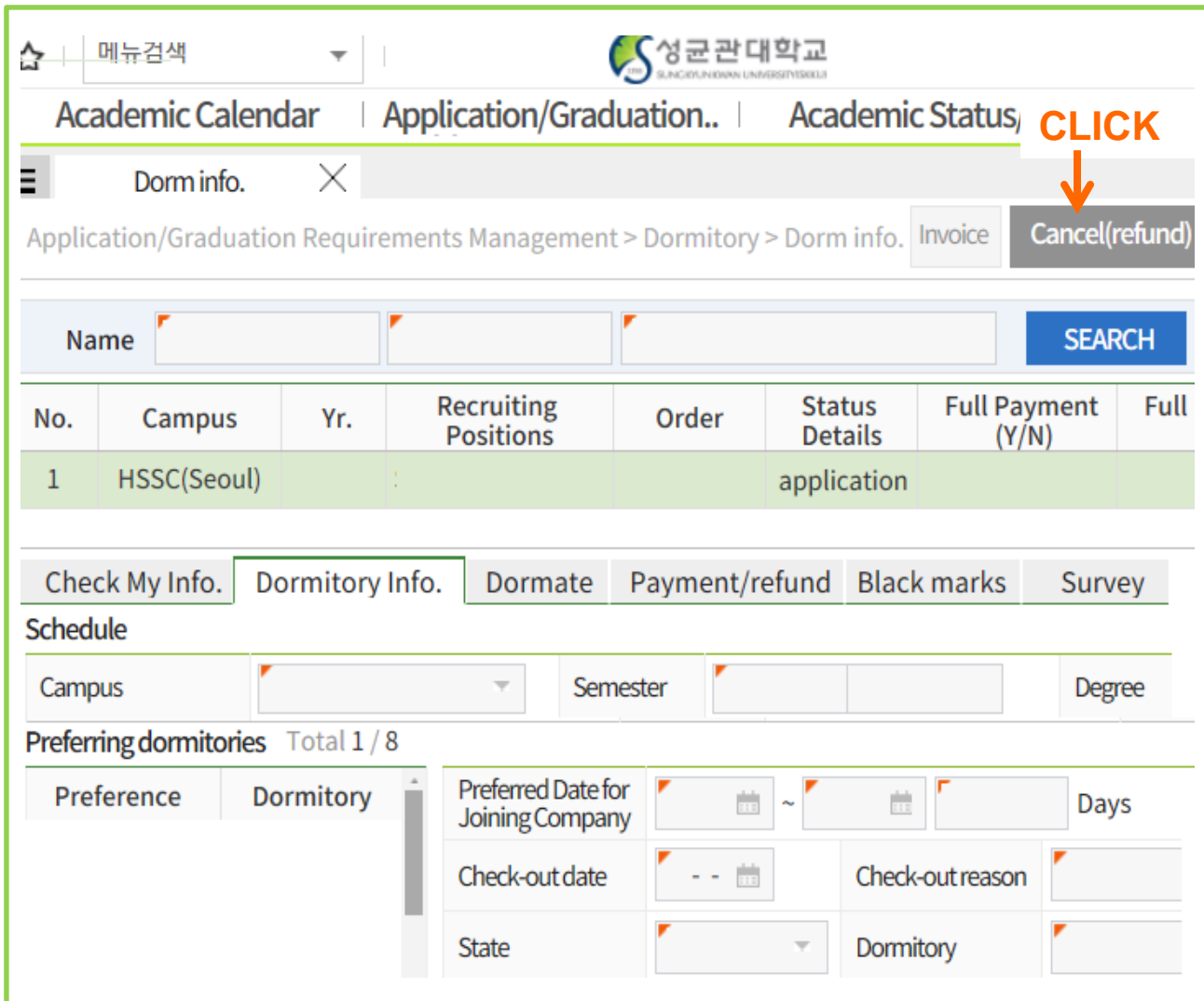
Preferred Date for Joining Company	~	Days
Check-out date		Check-out reason
State		Dormitory
Room type		Room No.

■ 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'. At the bottom, there is a section for 'Preferring dormitories' with a 'Total 1 / 8' indicator. This section includes a table with columns 'Preference' and 'Dormitory', and fields for 'Preferred Date for Joining Company', 'Check-out date', 'Check-out reason', 'State', and 'Dormitory'.

■ 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.